

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive  
Bridgewater, New Jersey 08807

Regular Meeting  
October 28, 2019

I. Call to Order

II. Roll Call of Members

William Hyncik, Jr., President  
Gregory Lalevee, Vice President  
Richard St. Pierre  
Nadine Wilkins  
Roger Jinks

Also Present:

Dr. Chrys Harttraft, Superintendent of Schools  
Raelene Sipple, School Business Administrator/Board Secretary  
Diane Ziegler, High School Principal  
Lisa Fittipaldi, Board Attorney  
Sara Sooy, Somerset County Freeholder 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 5, 2019.

Pledge of Allegiance

III. Approval of Minutes of the Regular Meeting and Executive Session held on September 23, 2019.

A. Corrections

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the minutes of the Regular Meeting and Executive Session held on September 23, 2019 were approved.

## IV. Correspondence

A.

## V. Presentations/Recognitions

A. Presentation of Student of the Month – Jenna Shallop, AgScience, Grade 11

B. Presentation – 2019 NJCCVTS Business Partner of the Year – Ellisa Lee, Prestige Medical Solutions

## VI. Old or Unfinished Business

A. Construction Projects

## VII. Report of the Attorney

## VIII. Committee Reports

- Board of School Estimate –
- Curriculum/Grants –
- NJSBA (Delegate) –
- SCSBA (Delegate) –
- SCESC (Alternate Representative) – Dr. Harttraft
- SCJIF – (Commissioner) – Ms. Sipple
- SCIC – (Commissioner) – Mr. Hyncik

## IX. School Communications Report

X. Superintendent’s Report

A. Employment of Full-Time Personnel – 2019-20 School Year

The Superintendent recommends that the Board of Education appoint Mr. Charles Schade, III to the position of Special Education Instructor (UPC# TCH-HS-INC-FL-06), at a salary of \$65,830.00\* (masters stipend added to base) (prorated), Step 14-15/B, effective at a mutually agreed upon date. (11-310-100-101-05-0000)

\*Based upon the 2017-18 salary guide

The Superintendent recommends that the Board of Education appoint Ms. Nzinga Basir to the position of Special Projects and Program Assistant – Superintendent’s Office (UPC# SPEC-BO-SUPT-NA-01), at a salary of \$54,000.00 (prorated), effective November 1, 2019.

B. Employment of Part-Time Hourly Personnel 2019-20 School Year

The Superintendent recommends that the Board of Education approve employment of the following part-time personnel for the 2019-20 school year:

High School

Erick Bowers	Transportation-Saturday Basic Skills Instruction (not to exceed 20 days)	\$35.00/hr (11-000-270-162-00-0001)
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C. Employment of Substitutes

The Superintendent recommends that the Board of Education approve employment of the following substitute at a rate of \$100.00/day for the 2019-20 school year:

Joseph Souto

D. School Business/Professional Development Travel

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

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

Discussion

Call the Roll

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

E. Field Trips

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

F. Home Instruction

The Superintendent recommends that the Board of Education provide home instruction to student ID# 999004524. Instruction will be provided for approximately thirty (30) days for a maximum of ten (10) hours per week.

Mr. Joseph Mancuso, Dr. Alison Mingle and Mr. Paul O’Connor will be the instructors at a rate of \$41.00/hour. (shared)

G. Textbook Approval

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

*2018 National Standard Plumbing Code Illustrated NJ Edition* (\$80/each X 12 [shipping \$96] = \$1,056.00)

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

Discussion

Call the Roll

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

H. District Nursing Services Plan

The Superintendent recommends that the Board of Education adopt the district’s Nursing Services Plan for the 2019-20 school year pursuant to NJAC 6A:16-2.1(b) and NJAC 6A:16-2.1(a)10.

I. New Jersey Quality Single Accountability Continuum (NJQSAC)

The Superintendent recommends that the Board of Education approve submission of the district’s NJQSAC Statement of Assurances (SOA) and District Performance Review (DPR) as required by NJAC 6A:30-3.2 for the School Year 2019-20.

J. Board Regulation – First Reading

The Superintendent recommends that the Board of Education approve the following regulation at this first reading as it appears on Addendum #3.



K. 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 #4.

- 3159 – Teaching Staff Member/School District Reporting Responsibilities
- 3218/R3218 – Use, Possession, or Distribution of Substances
- 4218/R4218 – Use, Possession, or Distribution of Substances
- 5517 – School District Issued Student Identification Cards
- 6112/R6112 – Reimbursement of Federal and Other Grant Expenditures
- 8600 – Student Transportation
- 8630 – Bus Driver/Bus Aide Responsibility
- R8630 – Emergency School Bus Procedures
- 9210 – Parent Organizations
- 9400 - Media Relations

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

Discussion

Call the Roll

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

L. Superintendent’s Update

- HIB
- Student Suspension Report – 0 Suspensions
- Student Enrollment Report

Enrollment Report - October 2019	Grade 9	Grade 10	Grade 11	Grade 12	Totals
Full-Time Students Enrolled	86	82	92	89	349
Shared-Time Students Enrolled	97	89	77	64	327
Totals	183	171	169	153	676

- Goals/Action Plans – Patrick Pelliccia and Teresa Morelli

M. Submission of Bills

It is recommended the Board of Education approve the bills list for October 2019 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	___	___
Mr. St. Pierre	___	___
Ms. Wilkins	___	___
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 September 2019 and the Treasurer of School Monies for the month of September 2019, 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 #5)

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

Discussion

Call the Roll

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

B. Award Purchases in Excess of Bid Threshold in Compliance with NJSA 18A:18A – 2019-20 School Year

It is recommended the Board of Education award the following purchases in excess of the bid threshold for the 2019-20 school year which are year to date amounts and are in compliance with law.

CDW Government	\$68,000.00	Co-Op	District Wide Technology
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Motion\_\_\_\_\_ Second\_\_\_\_\_
Discussion
Call the Roll

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

November 25, 2019
5:00 P.M.
Somerset County Vocational & Technical Schools
14 Vogt Drive
Bridgewater, New Jersey 08807

Annual Reorganization Meeting – Friday, November 1, 2019 – 5:00 p.m. – Technology Center

XIV. Remarks from the Public - There may be times when a member of the public makes a comment or asks a question about personnel or hiring decisions. New Jersey Statutes do not permit the Board to discuss personnel issues in Public Session.

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 SCVTEA Negotiations, Legal Advice on Bidding Procedures and Superintendent’s Evaluation. 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
December 9 & 10, 2019	Rebecca Hovey	\$145.00	\$18.34/mileage \$20.00/parking	NJ Association of School Librarians Fall Conference	East Brunswick, NJ
December 16, 2019	Kristen McNerney Christopher Miller	\$279.00/ea.	\$22.68/mileage \$23.66/mileage	Developing Students' Initiative, Ownership and Follow Through	West Orange, NJ
February 18-21, 2020	Melissa Norrbom	\$259.00	\$104.58/mileage \$84.25/tolls, parking \$177.50/meals \$357.00/lodging	National Association of School Psychologists Annual Convention	Baltimore, MD

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October 2019  
Field Trips for 19-20SY

<u>Date of Trip</u>	<u>CTE Program/Other</u>	<u>Location</u>	<u>Cost Per Student/Paid by</u>	<u>Transportation Provided/Paid by</u>
* 10/26/2019	Linkages/ Middle Earth	Six Flags Great Adventure Jackson, NJ	\$47.99/Linkages	District/Linkages
11/12/2019	Student Ambassadors	Franklin Twp. MS - Samson G. Smith Campus Somerset, NJ	\$0.00	District
11/13/2019	Student Ambassadors	Franklin Twp. MS - Hamilton Campus Somerset, NJ	\$0.00	District
12/6/2019	The Tap Co.	Bridgewater Senior Wellness Center Bridgewater, NJ	\$0.00	District
12/11/2019	The Tap Co.	Crème de la Crème Bridgewater, NJ	\$0.00	District
12/12/2019	The Tap Co.	Kangaroo Kids Branchburg, NJ	\$0.00	District
12/17/2019	The Tap Co.	Franklin Twp. Senior Center Somerset, NJ	\$0.00	District
12/18/2019	The Tap Co.	Hunterdon Senior Center Flemington, NJ	\$0.00	District
1/3-4/2020	Theater Arts	Double Tree Guest Suites NYC, NY	\$435.00/Student	Outside Agency/Student
1/19/2020	Dance Department	Montclair State University Montclair, NJ	\$0.00	District
3/26/2020	Science Class	Students to Science Tech. Center East Hanover, NJ	\$0.00	Outside Agency/District
4/24/2020	Health Occupations	The Franklin Institute Philadelphia, PA	\$0.00	District
5/7/2020	Science Class	Great Swamp Watershed Association Morristown, NJ	\$0.00	District

\* Prior approval given by Superintendent

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# REGULATION GUIDE

OPERATIONS  
R 8600/Page 1 of 2  
Student Transportation  
**M**

[See POLICY ALERT No. 149, 156, and 218]

## R 8600 – STUDENT TRANSPORTATION

### School Bus Use and Standards

- A. All school buses bid or purchased shall be equipped in accordance with the requirements of N.J.S.A. 39:3B-10 – School Bus Safety Equipment.
- B. School bus drivers and all school bus passengers shall be required to wear seat belts when transported in school buses so equipped. Seat belts shall be fastened when the driver and passengers board the vehicle and they shall be kept fastened at all times while on board the vehicle. Seat belts may be unfastened only when the individual is departing the vehicle. The Board further requires that drivers and passengers using private vehicles to transport students wear seat belts in the same manner.
- C. There shall be displayed on every bus subject to the provisions of N.J.S.A. 39:3B-1, signs or legends which will, insofar as practicable, inform the driver of any vehicle concerning the duty imposed upon him/her by law with respect to passing a bus, while it is loading or unloading. The signs or legends shall be in a color, form, and design as will meet the requirements prescribed by the State Board of Education.

An agency, Board of Education, nonpublic school, or school bus contractor operating a school bus subject to the provisions of N.J.S.A. 39:3B-1 shall display across the rear of the school bus a telephone number, website address, or other identifying information which shall allow the public to report a bus driver's misconduct while operating the school bus to the Board of Education or nonpublic school for which the school bus provides transportation. The lettering shall be of a color that contrasts with the color of the school bus.

The Board of Education or nonpublic school shall comply with New Jersey Department of Education (NJDOE) regulations regarding: the appropriate Board of Education or nonpublic school official or designee to address and respond to a complaint of school bus driver misconduct; the appropriate actions which a Board of Education or nonpublic school may take to respond to a complaint of school bus driver misconduct; and the time period during which a Board of Education or nonpublic school may act to respond to a complaint of school bus driver misconduct in accordance with the provisions of N.J.S.A. 39:3B-2.1.

- D. The Board requires every school bus bid or purchased that is used to transport public, non-public, charter, and/or renaissance school students will be equipped with a crossing control arm at the right front corner of the bus. The arm must open and extend out from the bus at least five feet each time the bus door is opened.
- E. School bus purchase, use, and standards must meet Federal and State standards and must be in accordance with N.J.A.C. 6A:27-7.1 et seq. and N.J.S.A. 18A:18A-1 et seq. – Public School Contracts Law.

Operation and Management of Transportation System

- A. The Business Administrator shall
1. Prepare and promulgate procedures to be followed in the event of a bus emergency, bus safety, bus driver training and rules governing the conduct of all students transported by the Board in accordance with N.J.A.C. 6A:27-11.1 et seq. and 6A:27-12.1 et seq.;
  2. Maintain such records and make such reports regarding school transportation as are required by the State Board of Education; and
  3. Prepare the specifications for each bus route or contract for which proposals will be sought by the Board in accordance with N.J.A.C. 6A:27-9.1 et seq.
- B. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the State Board of Education and the NJDOE.

Adopted :

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# POLICY GUIDE

TEACHING STAFF MEMBERS

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Teaching Staff Member/School District

Reporting Responsibilities

Aug 19

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[See POLICY ALERT Nos. 186, 209 and 218]

## 3159 TEACHING STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

**The Board of Education and Aall certificate holders shall adhere to the reporting requirements outlined in N.J.A.C. 6A:9B-4.3 and N.J.S.A. 18A:16-1.3. ~~their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen calendar days of the arrest or indictment in accordance with the provisions of N.J.A.C. 6A:9B-4.3.~~ For the purposes of this pPolicy, “certificate holders” shall include all individuals who hold certificates, credentials, certificates of eligibility (CEs), and certificates of eligibility with advance standing (CEASs) issued by the New Jersey State Board of Examiners. For purposes of this Policy, the term “certificate” shall include all standard, emergency and provisional certificates, all credentials, and all CE and CEASs issued by the New Jersey State Board of Examiners.**

**All certificate holders shall report an arrest or indictment for any crime or offense to the Superintendent within fourteen calendar days of their arrest or indictment in accordance with the provisions of N.J.A.C. 6A:9B-4.3.** The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holders shall also report to the Superintendent the disposition of any charge within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed “just cause” for revocation or suspension of certification pursuant to N.J.A.C. 6A:9B-4.4. The school district shall make these reporting requirements known to all new employees upon initial employment and to all employees on an annual basis.

The Superintendent of Schools shall notify the New Jersey State Board of Examiners when:

1. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;
2. Nontenured teaching staff members, including substitute teachers, who are accused of criminal offenses or unbecoming conduct resign, retire, or are removed from their positions;





# POLICY GUIDE

## TEACHING STAFF MEMBERS

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### Teaching Staff Member/School District Reporting Responsibilities

3. A certificate holder fails to maintain any license, certificate, or authorization that is mandated pursuant to N.J.A.C. 6A:9B for the holder to serve in a position;
4. The Superintendent of Schools becomes aware that a certificate holder has been convicted of a crime or criminal offense while in the district's employ; or
5. The Superintendent has received a report from the Department of Children and Families substantiating allegations of abuse or neglect, or establishing "concerns" regarding a certificated teaching staff member.

**The school district shall cooperate with the New Jersey State Board of Examiners in any proceeding arising from an order to show cause issued by the New Jersey State Board of Examiners and based on information about the certificate holder that the school district provided.** ~~In the event the New Jersey State Board of Examiners issues an order to show cause based on the information that the school district provided about the certificate holder, it shall be the responsibility of the school district to cooperate with the Board of Examiners in any proceeding arising from the order to show cause.~~

The Superintendent of Schools shall also notify the New Jersey State Board of Examiners, in accordance with the provisions of N.J.S.A. 18A:16-1.3, whenever a nontenured, certificated employee is dismissed prior to the end of the school year for just cause as a result of misconduct in office. This notification requirement shall not apply in instances where the employee's contract is not renewed. The Superintendent of Schools will comply with the additional notice requirements to the New Jersey State Board of Examiners in the event it is subsequently determined by a disciplinary grievance arbitration, a court, or an administrative tribunal of competent jurisdiction that the basis for the dismissal did not constitute misconduct in office. In addition, whenever the Superintendent of Schools notifies the New Jersey State Board of Examiners of an employee's dismissal for reasons of misconduct in accordance with the provisions of N.J.S.A. 18A:16-1.3, the employee shall receive a simultaneous copy of the notifying correspondence.



# POLICY GUIDE

TEACHING STAFF MEMBERS

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Teaching Staff Member/School District  
Reporting Responsibilities

**In the event the Board of Education determines, pursuant to a tenure charge finding under N.J.S.A. 18A:6-10 or a disorderly person conviction under N.J.S.A. 9:6-8.14, that a teaching staff member has failed to report an allegation of child abuse in accordance with State law or regulations, the Board shall submit a report to the New Jersey State Board of Examiners that outlines its findings. The New Jersey State Board of Examiners shall review the certification of the teaching staff member to determine if the teaching staff member's failure to report warrants the revocation or suspension of his/her certificate. In accordance with N.J.S.A. 9:6-8.14, any person failing to report an act of child abuse, having reasonable cause to believe that an act of child abuse has been committed, may be deemed a disorderly person.**

N.J.S.A. 9:6-8.14; 18A:6-10; 18A:6-38.5; 18A:16-1.3

N.J.A.C. 6A:9B-4.3; 6A:9B-4.4

Adopted:



# POLICY GUIDE

TEACHING STAFF MEMBERS

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**Use, Possession, or Distribution of Substances Abuse**

Aug 19

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[See POLICY ALERT Nos. 125, 133, 205 and 218]

## 3218 USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES ABUSE

The Board of Education recognizes a teaching staff member who reports to work under the influence of a **substance** ~~drugs or alcohol~~ poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any teaching staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district. ~~A teaching staff member is prohibited from possession, use, distribution, or being under the influence of any substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities.~~

For the purposes of this Policy, “substance” or “substances” **as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a)** means alcoholic beverages; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2; ~~or~~ any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4; and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

~~Any teaching staff member who reports to work or attends a school-sponsored function where the teaching staff member has assigned job responsibilities under the influence of or in possession of any substance will be subject to appropriate discipline, which may include termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.~~

A teaching staff member shall be required to submit to an immediate medical examination to include a substance test if the Principal or designee has reasonable suspicion to believe a teaching staff member is under the influence of a substance during work hours or at a school-sponsored function where the teaching staff



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TEACHING STAFF MEMBERS

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Use, Possession, or Distribution of Substances Abuse

member has been assigned job responsibilities. Refusal by of a teaching staff member to consent to the medical examination **including a and** substance test will be **deemed determined to be a positive test result for substances. In the event the results of the medical examination and substance test are not provided to the Superintendent, within twenty-four hours or as soon as the test results are available, it will be deemed a positive test result for substances and the teaching staff member shall be subject to appropriate discipline. Any required medical examination and testing shall be paid for by the Board.**

~~In the event a teaching staff member's medical examination and substance test results are negative for a substance, any documents or records pertaining to the requirement for the examination and test and results will not be maintained by the school district. Any required examination and testing shall be paid for by the Board. The teaching staff member will be afforded the opportunity to have any test results confirmed using acceptable test confirmation practices. This confirming test shall be paid for by the teaching staff member.~~

**In the event the Board physician determines the teaching staff member was under the influence of a substance, the determination shall be reported to the Superintendent and the teaching staff member will be subject to appropriate discipline. Appropriate discipline may include, but not be limited to, withholding an increment, terminating a non-tenured teaching staff member, and/or filing tenure charges for a tenured teaching staff member in accordance with law. The teaching staff member will be afforded the opportunity to have positive test results confirmed using acceptable confirmation test practices. This confirmation test shall be paid for by the teaching staff member.**

**In the event a teaching staff member's medical examination and substance test results are negative for a substance or if the Board physician determines the teaching staff member was not under the influence of a substance, the results or determination shall be reported to the Superintendent and the teaching staff member shall be returned to their position unless the Superintendent has a reason the teaching staff member should not be returned to their position.**



# POLICY GUIDE

## TEACHING STAFF MEMBERS

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### Use, Possession, or Distribution of Substances Abuse

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any teaching staff member who, in the course of their employment, has reason to believe a school staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall report the matter as soon as possible to the Principal, or in the absence of the Principal, **the Principal's designee** ~~to the staff member~~ responsible at the time of the alleged violation. Either the Principal or **designee** ~~the staff member~~ shall notify the Superintendent of Schools who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a teaching staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the teaching staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a teaching staff member in response to questioning initiated by the Principal or designee or following the discovery by the Principal or designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

**A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids or drug paraphernalia, pursuant to N.J.A.C. 6A:16-6.3, shall be subject to appropriate discipline which may include, but not be limited to, termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.**

#### [Option

**A teaching staff member who has been determined by the Board physician to be under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities may be offered a Last Chance Agreement upon the**



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TEACHING STAFF MEMBERS

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Use, Possession, or Distribution of Substances Abuse

~~recommendation of the Superintendent and approval by the Board. A written Last Chance Agreement must be approved by the Board.]~~

42 CFR Part 2

N.J.S.A. 18A:16-3; 18A:40A-9

N.J.A.C. 6A:16-4.1; 6A:16-6.3; 6A:16-6.5 6A:32-6.3

Adopted:



# REGULATION GUIDE

TEACHING STAFF MEMBERS

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Use, Possession, or Distribution of Substances Abuse

Aug 19

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[See POLICY ALERT Nos. 125, 133, 205 and 218]

## R 3218 USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES ABUSE

### A. Definition

1. **“Board physician” means a physician currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy and appointed by the Board of Education.**
24. “Principal or designee” means the teaching staff member’s Principal or a staff member designated by the Principal to be responsible at the time of the alleged violation or the teaching staff member’s supervisor or a staff member designated by the teaching staff member’s supervisor to be responsible at the time of the alleged violation.
32. “Substance” or “substances” **as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a)** means alcoholic beverages; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2; or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4; and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.
43. “Substance test” means a test conducted by a **Board-approved State-licensed clinical** laboratory using accepted substance use practices, accepted chain of custody procedures, and testing methodology recommended by the laboratory instrument’s manufacturer.
54. “Under the influence” means the presence of a substance as defined in Policy 3218 and this Regulation as confirmed in a medical examination and substance test.



# REGULATION GUIDE

TEACHING STAFF MEMBERS

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**Use, Possession, or Distribution of Substances Abuse**

- B. Procedures to be Followed When a Teaching Staff Member has Unlawfully Possessed or has been Involved in the Distribution of a Controlled Dangerous Substance ~~is Suspected to be Under the Influence of a Substance~~
1. **Subject to N.J.A.C. 6A:16-6.5, any staff member who, in the course of their employment, has reason to believe a staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall report the matter as soon as possible to the Principal or designee in accordance with the provisions of Policy 3218 and N.J.A.C. 6A:16-6.3(a).**
    - a. **In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)1, upon receiving a report, the Principal or designee shall notify the Superintendent who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.**
    - b. **In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)2, the Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter including the identity of the staff member involved.**
    - c. **A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall be subject to appropriate discipline, which may include, but not be limited to, termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.**





# REGULATION GUIDE

TEACHING STAFF MEMBERS

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## Use, Possession, or Distribution of Substances Abuse

### C. Procedures to be Followed When a Teaching Staff Member is Suspected to be Under the Influence of a Substance

1. The following procedures shall be used when a teaching staff member is suspected of being under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities.
  - a. The Principal or designee, upon receiving a report or information a teaching staff member may be under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities will:
    - (1) Immediately notify the Superintendent of Schools;
    - (2) Immediately meet with the teaching staff member;
      - (a) The Principal or designee may include another staff member in this meeting; and
      - (b) The teaching staff member suspected of being under the influence may include another staff member or a representative of their choice in this meeting.
  - b. The Principal or designee shall present to the teaching staff member the report or information supporting the suspicion the teaching staff member may be under the influence of a substance.
  - c. The teaching staff member shall be provided an opportunity to respond to the report or information presented by the Principal or designee.
  - d. In the event the Principal or designee believes the teaching staff member may be under the influence of a substance after meeting with the teaching staff member, the Principal or designee will arrange for an immediate medical examination by the Board physician. **The medical examination shall to include a substance test administered by the Board physician or a Board-approved laboratory.**



# REGULATION GUIDE

TEACHING STAFF MEMBERS

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## Use, Possession, or Distribution of Substances Abuse

- e. The teaching staff member shall be transported to the examination and testing location by means of transportation approved by the Superintendent or designee and shall be accompanied by the Principal or designee.
  - f. The teaching staff member, prior to the medical examination and substance test, will be informed by the **Board** physician or ~~the physician's~~ designee on the type of testing to be completed and the substances that will be tested.
  - g. The teaching staff member may, prior to being examined **or** and tested, disclose to the **Board** physician **or designee** any prescription medicine, over-the-counter medicine or supplements, or any other reason why the teaching staff member's test results may be positive.
  - h. **Refusal by a** ~~A teaching staff member's refusal to consent to the medical examination which includes a substance test be examined or tested in accordance with the provisions of Policy 3218 and this Regulation will be deemed as a positive test result test~~ for substances.
2. The **results of the** medical examination and substance test shall be used by the **Board** physician to determine if the teaching staff member is under the influence of any substance as defined in Policy 3218 and this Regulation. The substance test procedures will provide for a **confirmation** ~~confirming~~ test using acceptable confirmation test procedures.
    - a. **Any specimen determined by the Board physician or Board-approved laboratory to have been adulterated by the teaching staff member will be deemed a positive test result for substances.**
  3. ~~The physician shall receive the results of the substance test~~ **shall be provided to the Superintendent and Board physician** within twenty-four hours of the test being administered ~~or . If the results of the substance test are not available within twenty-four hours, the~~



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## Use, Possession, or Distribution of Substances Abuse

~~physician shall report the results to the Superintendent and the teaching staff member as soon as the test results are available. The Superintendent shall provide the teaching staff member with these results.~~

- a. **In the event the results of the medical examination and substance test are not provided to the Superintendent, it will be deemed a positive test result for substances.**
4. If the **Board** physician determines, based upon the medical examination and the results of the substance test, that the teaching staff member was not under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, ~~the physician will notify the Superintendent of such results and the teaching staff member shall return to their position in the school district unless the Superintendent has a reason the teaching staff member should not be returned to their position. Any records or documentation related to the incident shall not be included in the teaching staff member's personnel file.~~
  5. If the **Board** physician determines, based upon the medical examination and the results of the substance test, that the teaching staff member was under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the **Board** physician will:
    - a. Discuss the results of the examination and substance test with the teaching staff member and provide the teaching staff member an opportunity to present any medical or other reasons for the **Board** physician's determination.
    - b. Provide the teaching staff member an opportunity to have the substance test results confirmed by a ~~State-licensed clinical~~ laboratory selected by the **teaching** staff member and approved by the **Board** physician **and Superintendent.**



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## Use, Possession, or Distribution of Substances Abuse

- (1) The **Board** physician will schedule and coordinate the **confirmation** ~~confirming~~ test procedures, including the acceptable time period for the **confirmation** ~~confirming~~ test to be conducted based on the existing test results, and the time in which a **confirmation** ~~confirming~~ test result would be valid. **This confirmation test shall be paid for by the teaching staff member.**
  - (2) The **confirmation** ~~confirming-substance~~ test results must be provided to the **Board** physician **and Superintendent** within the time period required by the **Board** physician.
  - (3) Any **confirmation** ~~confirming~~ test results provided to the **Board** physician **and Superintendent** not within the time period required by the **Board** physician shall not be accepted and the teaching staff member shall be determined to have waived their right to a have **the results of a confirmation** ~~confirming-substance~~ test considered ~~by the physician.~~
- c. After completing the requirements in 5. a. and b. above, the **Board** physician shall make a final determination whether the teaching staff member was under the influence of a substance during the work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities.
- (1) If the **Board** physician makes a final determination the teaching staff member was not under the influence during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the **Board** physician will report a **final determination** ~~these results~~ to the Superintendent and the teaching staff member shall return to their position in the school district **unless the Superintendent has a reason the teaching staff member should not be returned to their position.** ~~and Any records or~~



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## Use, Possession, or Distribution of Substances Abuse

documentation **regarding a negative medical examination or substance test** ~~related to the incident~~ shall not be included in the teaching staff member's personnel file.

- (2) If the **Board** physician makes a final determination the teaching staff member was under the influence during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the **Board** physician will report a **final determination** ~~these results~~ to the Superintendent of Schools and the teaching staff member will be required to meet with the Superintendent.

### DC. Procedures to be Followed When a Teaching Staff Member is Determined to be Under the Influence of a Substance

1. Any teaching staff member ~~who has been~~ determined by the **Board** physician to be under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities shall be required to meet with the Superintendent.
  - a. The teaching staff member may include a staff member or a representative of their choice in this meeting.
2. The Superintendent will provide the teaching staff member an opportunity to respond to the **Board** physician's determination.
3. A teaching staff member ~~who has been~~ determined to **be have been** under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities will be subject to appropriate discipline which may include, **but not be limited to:**
  - a. **Withholding an increment;**
  - b. **Terminating** ~~termination of~~ a non-tenured teaching staff member; **and/or**
  - c. ~~the F~~ **filing of** tenure charges for a tenured teaching staff member.

Issued:



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SUPPORT STAFF MEMBERS

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Use, Possession, or Distribution of Substances Abuse

Aug 19

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[See POLICY ALERT Nos. 125, 133, 205 and 218]

## 4218 USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES ABUSE

The Board of Education recognizes a support staff member who reports to work under the influence of **a substance** ~~drugs or alcohol~~ poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any support staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district. ~~A support staff member is prohibited from possession, use, distribution, or being under the influence of any substance during work hours.~~

For the purposes of this Policy, “substance” or “substances” **as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a)** means alcoholic beverages; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2; ~~or~~ any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4; and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

~~Any support staff member who reports to work under the influence of or in possession of any substance will be subject to appropriate discipline, which may include termination or the filing of tenure charges for a tenured support staff member in accordance with law.~~

A support staff member shall be required to submit to an immediate medical examination to include a substance test if the support staff member’s supervisor has reasonable suspicion to believe a support staff member is under the influence of a substance during work hours **or at a school-sponsored function where the support staff member has been assigned job responsibilities**. Refusal by of a support staff member to consent to the medical examination **including a** ~~and~~ substance test will be **deemed determined to be a positive result for substances**. **In the event the results of the medical examination and substance test are not**



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## Use, Possession, or Distribution of Substances Abuse

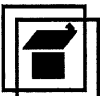
**provided to the Superintendent, within twenty-four hours or as soon as the test results are available, it will be deemed a positive result for substances and the support staff member shall be subject to appropriate discipline. Any required medical examination and testing shall be paid for by the Board.**

~~In the event a support staff member's medical examination and substance test results are negative for a substance, any documents or records pertaining to the requirement for the examination and test and results will not be maintained by the school district. Any required examination and testing shall be paid for by the Board. The support staff member will be afforded the opportunity to have any test results confirmed using acceptable test confirmation practices. This confirming test shall be paid for by the support staff member.~~

**In the event the Board physician determines the support staff member was under the influence of a substance, the determination shall be reported to the Superintendent and the support staff member will be subject to appropriate discipline. Appropriate discipline may include, but not be limited to, withholding an increment, terminating a non-tenured support staff member, and/or filing tenure charges for a tenured support staff member in accordance with law. The support staff member will be afforded the opportunity to have positive test results confirmed using acceptable confirmation test practices. This confirmation test shall be paid for by the support staff member.**

**In the event a support staff member's medical examination and substance test results are negative for a substance or if the Board physician determines the support staff member was not under the influence of a substance, the results or determination shall be reported to the Superintendent and the support staff member shall be returned to their position unless the Superintendent has a reason the support staff member should not be returned to their position.**

**In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any support staff member who, in the course of their employment, has reason to believe a school staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or**



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## Use, Possession, or Distribution of Substances Abuse

drug paraphernalia, shall report the matter as soon as possible to the Principal, or in the absence of the Principal, to the staff member's **supervisor** responsible at the time of the alleged violation. Either the Principal or the staff member's **supervisor responsible at the time of the alleged violation** shall notify the Superintendent of Schools who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a ~~support~~ staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the ~~support~~ staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a ~~support~~ staff member in response to questioning initiated by the Principal or **Superintendent's** designee or following the discovery by the Principal or **Superintendent's** designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

**A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids or drug paraphernalia, pursuant to N.J.A.C. 6A:16-6.3, shall be subject to appropriate discipline which may include, but not be limited to, termination of a non-tenured support staff member or the filing of tenure charges for a tenured support staff member in accordance with law.**

### [Option

~~A support staff member who has been determined by the Board physician to be under the influence of a substance during work hours or at a school-sponsored function where the support staff member has been assigned job responsibilities may be offered a Last Chance Agreement upon the recommendation of the Superintendent and approval by the Board. A written Last Chance Agreement must be approved by the Board.]~~

42 CFR Part 2

N.J.S.A. 18A:16-3; 18A:40A-9

N.J.A.C. 6A:16-4.1; 6A:16-6.3; 6A:16-6.5 ~~6A:32-6.3~~

Adopted:





# REGULATION GUIDE

SUPPORT STAFF MEMBERS

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Use, Possession, or Distribution of Substances Abuse

Aug 19

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[See POLICY ALERT Nos. 125, 133, 205 and 218]

## R 4218 USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES ABUSE

### A. Definition

1. **“Board physician” means a physician currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy and appointed by the Board of Education.**
21. **“Substance” or “substances” as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a)** means alcoholic beverages; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2; ~~or~~ any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4; and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.
32. **“Substance test” means a test conducted by a Board-approved ~~State-licensed-clinical~~ laboratory using accepted substance use practices, accepted chain of custody procedures, and testing methodology recommended by the laboratory instrument’s manufacturer.**
43. **“Support staff member’s supervisor” or “supervisor” means the building or district administrative staff member who is responsible for supervising the support staff member. For the purposes of this Policy and Regulation, the support staff member’s supervisor shall be the support staff member’s Principal, ~~School Business Administrator/Board Secretary, district Director or Supervisor,~~ or any other administrative staff member **responsible at the time of the alleged violation or as designated by the Superintendent.****
54. **“Under the influence” means the presence of a substance as defined in Policy 4218 and this Regulation as confirmed in a medical examination and substance test.**



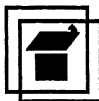
# REGULATION GUIDE

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**Use, Possession, or Distribution of Substances Abuse**

- B. **Procedures to be Followed When a Support Staff Member has Unlawfully Possessed or has been Involved in the Distribution of a Controlled Dangerous Substance is Suspected to be Under the Influence of a Substance**
1. **Subject to N.J.A.C. 6A:16-6.5, any staff member who, in the course of their employment, has reason to believe a staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall report the matter as soon as possible to the staff member's supervisor in accordance with the provisions of Policy 4218 and N.J.A.C. 6A:16-6.3(a).**
    - a. **In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)1, upon receiving a report, the supervisor shall notify the Superintendent who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.**
    - b. **In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)2, the Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter including the identity of the staff member involved.**
    - c. **A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall be subject to appropriate discipline, which may include, but not be limited to, termination of a non-tenured support staff member or the filing of tenure charges for a tenured support staff member in accordance with law.**



# REGULATION GUIDE

SUPPORT STAFF MEMBERS

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Use, Possession, or Distribution of Substances Abuse

## C. Procedures to be Followed When a Support Staff Member is Suspected to be Under the Influence of a Substance

1. The following procedures shall be used when a support staff member is suspected of being under the influence of a substance during work hours **or at a school-sponsored function where the support staff member has been assigned job responsibilities.**
  - a. The support staff member's supervisor, upon receiving a report or information a support staff member may be under the influence of a substance during work hours **or at a school-sponsored function where the support staff member has been assigned job responsibilities** will:
    - (1) Immediately notify the Superintendent of Schools;
    - (2) Immediately meet with the support staff member;
      - (a) The support staff member's supervisor may include another staff member in this meeting; and
      - (b) The support staff member suspected of being under the influence may include another staff member or a representative of their choice in this meeting.
  - b. The support staff member's supervisor shall present to the support staff member the report or information supporting the suspicion the support staff member may be under the influence of a substance.
  - c. The support staff member shall be provided an opportunity to respond to the report or information presented by the supervisor.
  - d. In the event the supervisor or designee believes the support staff member may be under the influence of a substance after meeting with the support staff member, the supervisor will arrange for an immediate medical examination **by the Board physician. The medical examination shall to include a substance test administered by the Board physician or a Board-approved laboratory.**



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## Use, Possession, or Distribution of Substances Abuse

- e. The support staff member shall be transported to the examination and testing location by means of transportation approved by the Superintendent or designee and shall be accompanied by the support staff member's supervisor or designee.
  - f. The support staff member, prior to the medical examination and substance test, will be informed by the **Board** physician or the physician's designee on the type of testing to be completed and the substances that will be tested.
  - g. The support staff member may, prior to being examined ~~or~~ and tested, disclose to the **Board** physician ~~or designee~~ any prescription medicine, over-the-counter medicine or supplements, or any other reason why the support staff member's test results may be positive.
  - h. **Refusal by a** ~~A~~ support staff member's ~~refusal~~ to **consent to the medical examination which includes a substance test** ~~be examined or tested in accordance with the provisions of Policy 4218 and this Regulation~~ will be deemed as a positive **result** test for substances.
2. The **results of the** medical examination and substance test shall be used by the **Board** physician to determine if the support staff member is under the influence of any substance as defined in Policy 4218 and this Regulation. The substance test procedures will provide for a **confirmation** ~~confirming~~ test using acceptable confirmation test procedures.
    - a. **Any specimen determined by the Board physician or Board-approved laboratory to have been adulterated by the support staff member will be deemed a positive result for substances.**
  3. The ~~physician shall receive the results of the substance test~~ **shall be provided to the Superintendent and Board physician** within twenty-four hours of the test being administered ~~or~~ ~~or~~ ~~If the results of the substance test are not available within twenty-four hours, the physician shall report the results to the Superintendent and the support staff member as soon as the test results are available.~~ **The Superintendent shall provide the support staff member with these results.**



# REGULATION GUIDE

SUPPORT STAFF MEMBERS

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Use, Possession, or Distribution of Substances Abuse

- a. **In the event the results of the medical examination and substance test are not provided to the Superintendent, it will be deemed a positive result for substances.**
4. If the **Board** physician determines, based upon the medical examination and the results of the substance test, that the support staff member was not under the influence of a substance during work hours **or at a school-sponsored function where the support staff member was assigned job responsibilities**, ~~the physician will notify the Superintendent of such results and the support staff member shall return to their position in the school district~~ **unless the Superintendent has a reason the support staff member should not be returned to their position.** ~~Any records or documentation related to the incident shall not be included in the support staff member's personnel file.~~
  5. If the **Board** physician determines, based upon the medical examination and the results of the substance test, that the support staff member was under the influence of a substance during work hours **or at a school-sponsored function where the support staff member was assigned job responsibilities**, the **Board** physician will:
    - a. Discuss the results of the examination and substance test with the support staff member and provide the support staff member an opportunity to present any medical or other reasons for the **Board** physician's determination.
    - b. Provide the support staff member an opportunity to have the substance test results confirmed by a ~~State-licensed clinical~~ laboratory selected by the **support** staff member and approved by the **Board** physician **and Superintendent.**
      - (1) The **Board** physician will schedule and coordinate the **confirmation** ~~confirming~~ test procedures, including the acceptable time period for the **confirmation** ~~confirming~~ test to be conducted based on the existing test results, and the time in which a **confirmation** ~~confirming~~ test result would be valid. **This confirmation test shall be paid for by the support staff member.**



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SUPPORT STAFF MEMBERS

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## Use, Possession, or Distribution of Substances Abuse

- (2) The **confirmation** ~~confirming-substance~~ test results must be provided to the **Board physician and Superintendent** within the time period required by the **Board physician**.
  - (3) Any **confirmation** ~~confirming~~ test results provided to the **Board physician and Superintendent** not within the time period required by the **Board physician** shall not be accepted and the support staff member shall be determined to have waived their right to a have **the results of a confirmation** ~~confirming-substance~~ test considered ~~by the physician~~.
- c. After completing the requirements in 5. a. and b. above, the **Board physician** shall make a final determination whether the support staff member was under the influence of a substance during the work hours **or at a school-sponsored function where the support staff member was assigned job responsibilities**.
- (1) If the **Board physician** makes a final determination the support staff member was not under the influence during work hours **or at a school-sponsored function where the support staff member was assigned job responsibilities**, the **Board physician** will report a **final determination** ~~these results~~ to the Superintendent and the support staff member shall return to their position in the school district **unless the Superintendent has a reason the support staff member should not be returned to their position.** ~~and Any records or documentation regarding a negative medical examination or substance test related to the incident~~ shall not be included in the support staff member's personnel file.



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SUPPORT STAFF MEMBERS

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## Use, Possession, or Distribution of Substances Abuse

- (2) If the **Board** physician makes a final determination the support staff member was under the influence during work hours **or at a school-sponsored function where the support staff member was assigned job responsibilities**, the **Board** physician will report a **final determination** these results to the Superintendent of Schools and the support staff member will be required to meet with the Superintendent.

### DC. Procedures to be Followed When a Support Staff Member is Determined to be Under the Influence of a Substance

1. Any support staff member ~~who has been~~ determined by the **Board** physician to be under the influence of a substance during work hours **or at a school-sponsored function where the support staff member was assigned job responsibilities** shall be required to meet with the Superintendent.
  - a. The support staff member may include a staff member or a representative of their choice in this meeting.
2. The Superintendent will provide the support staff member an opportunity to respond to the **Board** physician's determination.
3. A support staff member ~~who has been~~ determined to ~~be have been~~ under the influence of a substance during work hours **or at a school-sponsored function where the support staff member was assigned job responsibilities** will be subject to appropriate discipline which may include, **but not be limited to:**
  - a. **Withholding an increment;**
  - b. **Terminating termination of a non-tenured support staff member; and/or**
  - c. ~~the F~~ filing of tenure charges for a tenured support staff member.

Issued:



# POLICY GUIDE

STUDENTS

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School District Issued Student Identification Cards

Aug 19

[See POLICY ALERT Nos. 162 and 218]

## 5517 SCHOOL DISTRICT ISSUED STUDENT IDENTIFICATION CARDS

The Board of Education recognizes school building security measures are important for the safety and welfare of all students, staff, parents, and community members in school buildings. In recognizing this important responsibility, the **Principal or designee** Board may requires all students to carry school district issued identification cards (**Identification Card**). ~~at all times while in school. A student must present the card to any school staff member upon request. Students who fail to have the card in their possession or to produce it when asked to do so may be disciplined.~~

~~An~~ The school district issued Identification Card will be issued to all students in

**Choose one or more of the following:**

- all school buildings,
- elementary schools,
- middle schools,
- high schools,

**The Principal or designee may require a student to present their Identification Card and may be presented for:** ~~at any time during the school day or at any time during a school-sponsored activity on school grounds.~~

- ~~1. Identification at school district activities on school district property other than the school attended by the student;~~
- ~~2. Admission to school dances and other school related activities;~~
- ~~3. Identification for library media services to include library book, periodical and other resource check-out;~~
- ~~4. Entrance for Scholastic Aptitude Tests, State Standardized Tests and other testing programs administered on school district property;~~
- ~~5. Identification for transportation services offered by the district including the use of activity and/or late buses;~~





# POLICY GUIDE

STUDENTS

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## School District Issued Student Identification Cards

- ~~6. Identification for admission to certain school related and school district sponsored functions; and~~
- ~~7. Other purposes and activities as determined by the Building Principal.~~

Notwithstanding any provision of this Policy, the Principal or designee may also require students carry an Identification Card at any school-sponsored, off-campus activity, including but not limited to, field trips or interscholastic sports programs pursuant to N.J.S.A. 18A:36-43a. The provisions of this Policy shall not be construed to require a student to carry the Identification Card while participating in an athletic contest or competition, an activity involving fine arts or performing arts, or any other activity that the Commissioner of Education determines does not require the physical possession of an Identification Card. An Identification Card used in accordance with N.J.S.A. 18A:36-43a shall include, but need not be limited to, the following information: the student's name; an up-to-date photograph; and the current school year.

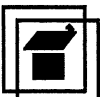
Any student who fails to have the Identification Card in their possession or fails to present it when required may be denied access to an event or activity and may be subject to appropriate discipline.

An Identification Card issued in accordance with this Policy shall not be considered a government record pursuant to P.L. 1963, c.73 (N.J.S.A. 47:1A-1 et seq.), P.L. 2001, c.404 (N.J.S.A. 47:1A-5), or the common law concerning access to government records.

Students will be issued \_\_\_\_\_ card(s) every \_\_\_\_\_. A replacement fee will be charged, at the cost equal to the reproduction cost, for all lost identification cards.

N.J.S.A. 18A:36-43

Adopted:



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[See **POLICY ALERT Nos. 190 and 218**]

## 6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES

The Cash Management Improvement Act (CMIA) and related Federal regulations require a State to minimize the time elapsing between the transfer of funds from the United States Treasury and the expenditure of funds for program purposes. This requirement applies to grantees such as the State of New Jersey and their subgrantees, such as a school district. The State of New Jersey and school districts must assure funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government.

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under **the Every Student Succeeds Act (ESSA) Titles I, II A, II D, III, III Immigrant, IV and V of the No Child Left Behind Act (NCLB), the Individuals with Disabilities Education Act (IDEA), and the Carl D. Perkins Career and Technical Education Improvement Act of 2006, and any other program designated by the NJDOE** shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

Reimbursement requests by the School Business Administrator/Board Secretary or designee shall be made for individual titles and awards using the payment functionality of the EWEG system. ~~Reimbursement requests shall be made for individual titles and awards and~~ Only one reimbursement request per month may be submitted for an individual title, ~~or~~ award, **or subgrant**. Reimbursement requests may only be for expenditures that have already occurred or will occur **within three business days of receipt of funds** ~~by the last calendar day of the month in which the request is made.~~

The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures **within three business days of receipt of funds** ~~by the last calendar day of the~~



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~~month in which the request is made~~ and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant. ~~Reimbursement requests must be in accordance with approved grant applications.~~

The Superintendent of Schools or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created. The Superintendent of Schools or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award ~~or \$50,000 for IDEA, Perkins, and NCLB (per title); whichever is less.~~ **The Superintendent or designee is responsible for monitoring the cumulative ten percent level of fiscal change.**

**Reimbursement requests must be in accordance with approved grant applications.** A reimbursement request may be submitted at any time after the subgrant has received final NJDOE approval. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed. Expenditures must be supported by documentation at the school district level but should not be submitted to the NJDOE with a reimbursement request. The Superintendent of Schools or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request. Documentation for salary expenditures is subject to the requirements of the **Federal Uniform Grant Guidance** applicable Federal Office of Management and Budget Circular: A-21, "Cost Principles for Educational Institutions;" A-87, "Cost Principles for State, Local, and Indian Tribal Governments;" A-122, "Cost Principles for Non-Profit Organizations;" and Education Department General Administrative Regulations (EDGAR). Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant's cost objectives.



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The NJDOE staff will review reimbursement requests to determine **that** they meet the subgrant's criteria. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant's cost objectives as the approval of expenditures will continue to be processed through the final report. The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended **within three business days of receipt of funds according to the requirements of the CMIA.**

New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures – **March 2014 July 2008**

Adopted:



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[See POLICY ALERT Nos. 190 and 218]

## R 6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES

The State of New Jersey and school districts must assure certain Federal and other grant funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government. In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment **for grant awards**. The procedures outlined in this Regulation are to be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under **the Every Student Succeeds Act (ESSA) Titles I, II-A, II-D, III, III Immigrant, IV and V of the No Child Left Behind Act (NCLB)**, the Individuals with Disabilities Education Act (IDEA), and the Carl D. Perkins Career and Technical Education Improvement Act of 2006, **and any other program designated by the NJDOE** shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

### A. Definitions

1. "Cost objective" means a function, organizational subdivision, contract, grant, or other activity for which cost data are needed and for which costs are incurred.
2. "Grant" means an award of financial assistance by the Federal government to the State of New Jersey, Department of Education or funds NJDOE receives from the State legislature to be awarded to eligible subgrantees.
3. "Grantee" means the State of New Jersey, Department of Education, to which a grant is awarded by the Federal government.
4. "Subgrant" means an award of financial assistance to an eligible subgrantee, in this case, awards by the State of New Jersey, Department of Education to local education agencies or other eligible entities.
5. "Subgrantee" means the local education agency, ~~school district~~, or other legal entity to which a subgrant is awarded and which is accountable to the State of New Jersey, Department of Education for the use of funds provided.



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## B. Procedures

### 1. Functionality

- a. The School Business Administrator/Board Secretary or designee will submit reimbursement requests using the payment functionality of the EWEG system.
- b. The payment functionality ~~is will be~~ enabled upon final NJDOE approval of the subgrant application through the EWEG system.

### 2. Submission of Reimbursement Requests

- a. The School Business Administrator/Board Secretary or designee will make reimbursement requests for individual titles and awards. Therefore, reimbursement requests for ~~ESSA NCLB~~ will be made for each individual title. Reimbursement requests for IDEA must be made separately for Basic and Preschool as well as for the Perkins Secondary and Perkins Post-Secondary grant funds. Only one reimbursement request per month may be submitted for an individual title, ~~or award,~~ **or subgrant.**
- b. Reimbursement requests may only be for expenditures that have already occurred or will occur **within three business days of receipt of funds** ~~by the last calendar day of the month in which the request is made.~~ The following examples are based upon the schedule in Section C. below.
  - (1) The school district has ordered and received supplies and has paid the vendor. The school district may request reimbursement.
  - (2) The school district has ordered and received equipment but has not yet paid the vendor. The school district expects payment to be made on the ~~last day~~ **seventh** of the **following** month, following the monthly Board meeting. The school district may request reimbursement **since the school district will make payment within three business days of receipt of funds.**



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- (3) The school district makes salary payments on the **first and** fifteenth ~~and last~~ day of each month. In a given month, the school district may request reimbursement for payroll expenditures actually made during the month and for the payroll scheduled for the **first** ~~last~~ day of the **following** month **because the school district will make payroll expenditure within three business days of receiving the funds.** The school district may not request reimbursement in anticipation of subsequent pay dates, **that is, those occurring more than three business days after receiving funds** ~~in the following month.~~
- (4) The school district is responsible for payment of health benefits to its provider on a quarterly basis. The subgrantee may request reimbursement prospectively if payment to the provider will be made **within three business days of receipt of funds** ~~during the calendar month in which reimbursement is requested.~~ **If payment to the provider is made at the end of the month; however, the school district must request reimbursement during the month following payment.**
- (5) The school district is responsible for reimbursing the State of New Jersey for pension and social security payments made on behalf of employees paid with Federal funds. For members of the Teachers' Pension and Annuity Fund (TPAF), school districts shall reimburse the State no later than November. The request for reimbursement for pension and social security contributions for members of TPAF should be made at the time the school district will make payment to the State. For members of the Public Employees Retirement System or other State pension systems, the school



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district should request reimbursement at the time payments are due to the State for pension contributions and to the Internal Revenue Service for Social Security contributions. The school district should not include fringe benefit calculations in their regular salary reimbursement requests.

- c. The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures **within three business days of receipt of funds** ~~by the last calendar day of the month in which the request is made.~~ The submission of a reimbursement request also constitutes a certification that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant.
- d. Reimbursement requests must be in accordance with approved grant applications.
  - (1) The Superintendent ~~of Schools~~ or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created.
  - (2) The Superintendent ~~of Schools~~ or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award ~~or \$50,000 for IDEA, Perkins, and NCLB (per title), whichever is less.~~ The Superintendent ~~of Schools~~ or designee is responsible for monitoring the cumulative ten percent level of fiscal change.





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## C. Processing Timelines

1. Reimbursement requests may be submitted at any time after the subgrant has received final NJDOE approval. No more than one reimbursement request may be submitted per month for any one subgrant. ~~Reimbursement may be made for expenditures that have already occurred or will occur by the last calendar day of the month in which the request is submitted.~~
2. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

## D. Content of Reimbursement Requests

1. Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed.
  - a. Example - \$8,750 is being requested in the 100 function code. The description is "salaries and instructional supplies."
2. Expenditures must be supported by documentation at the school district level. This documentation should not be submitted to the NJDOE with a reimbursement request. The Superintendent of Schools or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request.
3. Documentation for salary expenditures is subject to the requirements of the **Federal Uniform Grant Guidance** applicable ~~Federal Office of Management and Budget Circular: A-21, "Cost Principles for Educational Institutions;" A-87, "Cost Principles for~~



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~~State, Local, and Indian Tribal Governments;” A 122, “Cost Principles for Non-Profit Organizations;” and Education Department General Administrative Regulations (EDGAR).~~ Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant’s cost objectives.

## E. Review and Approval of Reimbursement Requests

1. NJDOE staff will review reimbursement requests to determine that they meet the subgrant’s criteria, including but not limited to the following:
  - a. Adequate description of the expenditures is provided;
  - b. No new budget category has been created; and
  - c. The reimbursement request does not exceed the allowable threshold for an amendment as a result of cumulative transfers among expenditure categories.
2. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system.
3. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant’s cost objectives. Approval of expenditures will continue to be processed through the final report. The School Business Administrator/Board Secretary **or designee** assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended **within three business days of receipt of funds** ~~according to the requirements of the CMIA.~~

Issued:



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[See POLICY ALERT No. 106, 19, 125, 140, 149, 156, and 218]

## 8600 – STUDENT TRANSPORTATION

Transportation to ~~pupils~~ **students** to the Somerset County Vocational & Technical Schools shall be the responsibility of the ~~pupil~~ **student** and/or his/her school district.

The only transportation provided by the Somerset County Vocational & Technical Schools shall be for class field trips and between the schools and satellite facilities. Except where grant provides the program, etc.

**Vehicles used to transport students to and from school or school related activities shall meet standards, registration, and inspection requirements of the New Jersey Departments of Education (NJDOE), the New Jersey Motor Vehicle Commission (NJMVC), and any applicable Federal regulations. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the New Jersey State Board of Education and the NJDOE.**

**In addition to the provisions of any State law, rule, or regulation containing more stringent requirements, provided that those requirements are compatible with Federal law, and notwithstanding the provisions of any State law, rule, or regulation to the contrary, school bus operations in the State shall comply with the requirements outlined in N.J.S.A. 39:3B-27.**

N.J.S.A. **18A:18A-1 et seq.**; 18A:39-1 et seq.; **18A:39-11.1 et seq.**

N.J.S.A. 27:15-16

N.J.S.A. 39:3B-1 et seq.; **39:3B-2.1; 39:3B-10; 39:3B-27**

N.J.A.C. 6A:27-1.1 et seq.; 6A:27-2.1 et seq.; 6A:27-3.1 et seq.;

**6A:27-4.1 et seq.; 6A:27-5.1; 6A:27-6.2 through 6.5;**

**6A:27-7.1 et seq.; 6A:27-9.1 et seq.; 6A:27-10.1 et seq.;**

**6A:27-11.1 et seq.; 6A:27-12.1 et seq.**

Adopted :

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[See **POLICY MEMO No. 67**]

[See **POLICY ALERT Nos. 164, 205, 209, 214 and 218**]

## 8630 BUS DRIVER/BUS AIDE RESPONSIBILITY

The Board of Education requires all school bus drivers and bus aides employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications necessary to perform the duties of the position. Anyone driving a school bus used to transport students to and from school and school related activities must meet all requirements of N.J.S.A. 18A:~~39-17, 18, 19.1, and 20~~, **N.J.A.C. 6A**, and all New Jersey Motor Vehicle Commission (NJMVC) rules governing school bus drivers. All school bus drivers must possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and are subject to all the Federal and State requirements to maintain the appropriate license.

“Employer” for the purposes of this Policy and Regulation means a Board of Education or a contractor that provides student transportation services under contract with the Board of Education. In the event the school district employs school bus drivers and bus aides and/or uses a contractor for transportation services, the “employer” for school district employed school bus drivers and bus aides shall be the Board of Education and the “employer” for contracted school bus drivers and bus aides shall be the contractor that provides student transportation under contract with the Board of Education.

School bus drivers and bus aides shall meet criminal history background check requirements pursuant to N.J.S.A. 18A:6-7.1(c) and tuberculin testing requirements pursuant to applicable State statutes and administrative codes. School bus drivers and bus aides shall be considered under the Federal Family Educational Rights and Privacy Act (FERPA) to be school officials who have a legitimate educational interest to parts of a student’s record relating to transportation, without parental consent, as outlined in N.J.A.C. 6A:27-12.1(j)1.

**In addition to the medical examination required of every holder of a special license issued for the transporting of children to and from schools pursuant to N.J.S.A. 39:3-10.1 et seq., any school bus driver who is seventy years of age or older shall annually furnish, to the employer for review by the NJMVC at the NJMVC’s biannual inspection, satisfactory evidence of continuing physical fitness in the form of a medical examination by a licensed medical doctor or licensed osteopathic physician. In addition, any school bus driver**



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Bus Driver/Bus Aide Responsibility

**who is seventy-five years of age or older shall every six months furnish, to the employer for review by the NJMVC at the NJMVC's biannual inspection, satisfactory evidence of continuing physical fitness in the form of a medical examination by a licensed medical doctor or licensed osteopathic physician. In addition, any person applying for a special license and any person who is the holder of a special license for the transporting of children to and from schools, pursuant to N.J.S.A. 18A:39-1 et seq., shall comply with the provisions of Section 2 of N.J.S.A. 39:3-10.1a and Section 6 of N.J.S.A. 18A:39-19.1. The Chief Administrator of the NJMVC may suspend or revoke a license pursuant to N.J.S.A. 39:3-10.1.**

**All drivers of buses or other vehicles used by the Board for the transportation of students to and from school shall, in addition to any exam required by law, submit to a medical exam for the presence of alcohol, narcotics, or habit-producing drugs within the scope of the "New Jersey Controlled Dangerous Substances Act," (N.J.S.A. 24:21-1 et seq.).**

**All drivers of buses or other vehicles used by the Board for the transportation of students to and from school shall, in addition to any exam required by law, submit to a medical exam that includes hearing and visual acuity tests that are in accordance with the provisions of the "Motor Carrier Safety Improvement Act of 1999," 49 U.S.C. § 113.**

A Commissioner of Education-developed training program on proper procedures for interacting with students with special needs shall be administered by the employer to all school bus drivers and bus aides in accordance with the requirements of N.J.S.A. 18A:39-19.2. This training program must be administered in accordance with the provisions of N.J.S.A. 18A:39-19.3.a. and all school bus drivers and bus aides must file a certification with their employer that the individual has completed the training program within five business days of its completion. The employer shall retain a copy of the certificate for the duration of the individual's employment and shall file a copy of the certification to the **New Jersey Department of Education (NJDOE)** in accordance with the provisions of N.J.S.A. 18A:39-19.3.b.

School bus drivers and bus aides shall receive training in the use of a student's educational records and in their responsibility to ensure the privacy of the student and his or her records **N.J.A.C. 6A:27-12.1(j)2**. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-11.1 et seq.



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Bus Driver/Bus Aide Responsibility

In accordance with the provisions of N.J.S.A. 18A:39-28, school bus drivers must visually inspect the school bus they are assigned at the end of the transportation route to determine that no student has been left on the bus.

The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. The school bus driver will never exclude a student from the school bus, but if unable to manage a student, the school bus driver will report the unmanageable student to the Principal or designee of the school in which the student attends.

The Principal or designee, upon such report from the school bus driver, may assign appropriate discipline. The discipline may include excluding the student from the bus. The student's parent shall provide for the student's transportation to and from school during the time of exclusion.

**Upon notification from the NJDOE that a school bus driver employed by the Board has had his or her bus driver's license suspended or revoked, the Board, within one business day of the notification, shall provide a statement to the NJDOE verifying that the school bus driver no longer operates a school bus for the Board in accordance with N.J.S.A. 18A:39-19.6.**

In the event of an emergency, school bus drivers shall follow procedures established by this Board. School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school. All other students shall receive school bus evacuation instruction at least once per year. School bus drivers and bus aides shall participate in the emergency exit drills, which shall be conducted on school property and shall be supervised by the Principal or person assigned to act in a supervisory capacity. Drills shall be documented in the minutes of the Board of Education at the first meeting following completion of the emergency exit drill in accordance with the provisions of N.J.A.C. 6A:27-11.2(d).

In accordance with the provisions of N.J.S.A. 18A:39-19.4, a Commissioner-developed student information card shall be completed by a parent of a student with an Individualized Education Plan (IEP), who receives transportation services, when the IEP is developed or amended. Upon receiving consent from the parent, the student information card shall be provided to a school bus driver and bus aide for each student on the bus route to which the school bus driver or bus aide is assigned for whom a student information card has been completed by the parent.



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Bus Driver/Bus Aide Responsibility

The school bus driver will immediately inform the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation following an accident that involves injury, death, or property damage. The school bus driver must also complete and file within ten days of the accident the Preliminary School Bus Accident Report prescribed by the Commissioner of Education. In addition to the Preliminary School Bus Accident Report, the driver of a school bus involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500, shall complete and file within ten days after such accident a motor vehicle accident report in accordance with N.J.S.A. 39:4-130.

School bus drivers are prohibited from using a cellular telephone or other electronic communication device while operating a school bus unless the school bus is parked in a safe area off a highway or in an emergency situation pursuant to N.J.S.A. 39:3B-25. A school bus driver who violates this Policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.

School bus drivers are responsible for the safety of their students and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of their school bus **pursuant to N.J.S.A. 39:3B-27.**

N.J.S.A. 18A:6-7.1 et seq.; 18A:25-2; 18A:39-17; 18A:39-18;  
18A:39-19.1; 18A:39-19.2; 18A:39-19.3; 18A:39-19.4;  
**18A:39-19.6; 18A:39-28**

**N.J.S.A. 39:3-10.1 et seq.**

N.J.S.A. 39:3B-25; **39:3B-27**

N.J.A.C. 6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted:



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[See POLICY ALERT Nos. 164, 205, 209, 214 and 218]

## R 8630 EMERGENCY SCHOOL BUS PROCEDURES

### A. Staff Training

1. The **employer shall** ~~Board of Education will~~ administer a safety education program for all permanent and substitute school bus drivers and **school** bus aides that it employs. At a minimum, the training shall include:
  - a. Student management and discipline;
  - b. School bus accident and emergency procedures;
  - c. Conducting school bus emergency exit drills;
  - d. Loading and unloading procedures;
  - e. School bus stop loading zone safety;
  - f. Inspecting the school vehicle for students left on board the bus at the end of a route; and
  - g. The use of student's educational records, including the **employee's** ~~district's~~ responsibility to ensure the privacy of the student and his or her records, if applicable.
2. The **employer shall** ~~Board of Education will~~ administer a safety education program to school bus drivers that includes defensive driving techniques and railroad crossing procedures.
3. **The employer shall administer the safety education program, as set forth in A.1. and 2. above, twice per calendar year to all permanent and substitute school bus drivers and school bus aides it employs in accordance with N.J.S.A. 18A:39-19.1a.**
43. The employer shall be responsible to administer a Commissioner of Education-developed training program on proper procedures for interacting with students with special needs in accordance with the provisions of N.J.S.A. 18A:39-19.2 and 18A:39-19.3 for all school bus drivers and school bus aides:





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- a. In the case of a school bus driver or aide who is employed prior to the development and availability of the training program, the employer shall administer the training program to the individual no later than one hundred and eighty days after the training program is made available by the Commissioner;
- b. In the case of a school bus driver or aide who is employed after the development and availability of the training program, the employer shall administer the training program to the individual prior to that individual operating a school bus or serving as an aide on a school bus;
- c. In accordance with the provisions of N.J.S.A. 18A:39-19.3.b., the employer shall require a school bus driver or school bus aide to file a certification with the employer that the individual has completed the training program required as per N.J.S.A. 18A:39-19.2 within five business days of its completion. The employer shall retain a copy of the certification for the duration of the individual's employment, and shall forward a copy of the certification to the **New Jersey Department of Education (NJDOE)**; and/or
- d. Contractors that provide student transportation services under a contract with the Board of Education shall comply with the requirements of N.J.S.A. 18A:39-19.2 and 19.3 and N.J.A.C. 6A:27-11.1 et seq.

## B. Emergency Bus Evacuation Drills

1. The Principal or designee of each school shall organize and conduct emergency bus exit drills at least twice **within the each** school year for students who are transported to and from school and all other students shall receive school bus evacuation instruction at least once within the school year.
2. School bus drivers and bus aides shall participate in the emergency exit drills.



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Emergency School Bus Procedures

3. Bus exit drills will be conducted on school property and shall be supervised by the Principal or by a person assigned to act in a supervisory capacity. The drills will be conducted when weather is conducive to safety and preferably when the bus arrives at school with a full complement of students.
4. The portion of the drill involving the use of the rear emergency door, which requires students to jump from the bus to the ground does need not to be performed by every student and may be demonstrated by others.
5. The school bus driver or supervisor of the drill shall:
  - a. Describe and demonstrate the use of kick-out windows and split-sash windows;
  - b. Describe the location and use of flares, flags, fire ax, and other emergency equipment;
  - c. Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake;
  - d. Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked;
  - e. Demonstrate the use of the emergency exit door;
  - f. Instruct students that lunches and books should be left on the bus in the evacuation procedure;
  - g. Encourage older, bigger students to assist younger, smaller students in their exit from the bus;
  - h. Have students leave the bus one row at a time, left and right sides alternating, in a prompt and orderly fashion;



# REGULATION GUIDE

OPERATIONS  
R 8630/page 4 of 12  
Emergency School Bus Procedures

- i. Instruct students to group a safe distance away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority;
  - j. Tolerate no student misbehavior in the conduct of the drill; the failure of any student to follow directions must be reported to the Principal; and
  - k. Provide any other training **required by Federal and State law or as deemed appropriate by the Board** that will protect the safety of the students in the event the bus needs to be exited due to an emergency.
6. In accordance with the provisions of N.J.A.C. 6A:27-11.2(d), emergency bus evacuation drills shall be documented in the minutes of the Board at the first meeting following completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:
- a. The date of the drill;
  - b. The time the drill was conducted;
  - c. The school name;
  - d. The location of the drill;
  - e. The route number(s) included in the drill; and
  - f. The name of the Principal or assigned person(s) who supervised the drill.
- C. Additional Precautions
1. School bus drivers may, depending on the age of the students on a bus route, discuss with the students additional safety precautions that may be taken in the event of a bus emergency. The safety precautions to be discussed shall be approved by the **(Transportation Supervisor or Principal or designee)**.



# REGULATION GUIDE

OPERATIONS

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Emergency School Bus Procedures

2. In accordance with the provisions of N.J.S.A. 18A:39-19.4, the Commissioner of Education shall develop a student information card that includes information that should be readily available to a school bus driver and school bus aide for the purpose of promoting proper interaction with a student with special needs. The parent of a student with an Individualized Education Plan (IEP) shall complete the student information card when the IEP is developed or amended for a student who receives transportation services.
  - a. Upon receiving consent from a student's parent, the school district shall provide a copy of the completed student information card to a school bus driver and school bus aide for each student on the bus route to which the school bus driver or school bus aide is assigned **for whom a student information card has been completed by the parent.**
3. School bus drivers shall attend training workshops offered by the ~~NJDOE New Jersey Department of Education~~ and this school district and shall be trained in first aid.
4. Each school bus shall be equipped with:
  - a. A list of the students assigned to that bus;
  - b. A basic first aid kit;
  - c. Several emergency notice cards on which are printed the telephone numbers of the appropriate police department, the receiving school, and an emergency medical service and on which is provided a space for writing the location of a disabled school bus and the name of the bus driver;
  - d. Flags or flares or other warning devices; and
  - e. Any other equipment or supplies determined to be included on the school bus by the administration.
5. Each school bus driver shall:
  - a. Inspect his/her bus for possible hazards or safety concerns before driving the bus each day;



# REGULATION GUIDE

OPERATIONS  
R 8630/page 6 of 12  
Emergency School Bus Procedures

- b. Keep aisles and passageways clear at all times;
- c. Maintain student discipline on the bus;
- d. Prohibit the presence of any non-service animal, firearm, ammunition, weapon, explosive, or any other dangerous or illegal material or object on the school bus;
- e. Report promptly to the \_\_\_\_\_ **(Principal, Transportation Supervisor, Other)** any potential driving hazard on his/her route, such as construction, road work, etc.;
- f. Report promptly to the \_\_\_\_\_ **(Principal, Transportation Supervisor, Other)** any deviation in the bus route or schedule;
- g. Drive within speed limits at all times and exercise extraordinary care in inclement weather;
- h. Know and obey all motor vehicle laws and regulations and State Board of Education regulations;
- i. Not smoke, eat, or drink while in or operating the bus at any time or perform any act or behave in any manner that may impair the safe operation of the school bus;
- j. **Inspect the school vehicle for students left on board the bus at the end of a route** ~~Visually inspect the school bus at the end of each transportation route to determine that no student has been left on the bus;~~ and
- k. Not allow a student on board a school bus unless the bus driver or other employee of the Board or school bus contractor is also on board the bus. This shall not apply when a school bus driver leaves the bus to assist in the boarding or exiting of a disabled student or in the case of an emergency.



# REGULATION GUIDE

OPERATIONS  
R 8630/page 7 of 12  
Emergency School Bus Procedures

## D. General Emergency Rules

1. School bus drivers are responsible for the safety of the students on their bus. In the event of an emergency, school bus drivers must exercise responsible leadership. The safety and well-being of students must be the drivers' paramount consideration. School bus drivers shall stay with their students until another school staff member, law enforcement officer, or a first responder can assume responsibility for the safety of the students.
2. School bus drivers may not leave the school bus when children are aboard except in an emergency and, then, only after they have turned off the engine, removed the ignition key, and safely secured the school bus.
3. A school bus must be evacuated when:
  - a. There is a fire in the engine or any other portion of the bus;
  - b. There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material and is unable to move away;
  - c. The bus is disabled for any reason and:
    - (1) Its stopping point is in the path of a train or is adjacent to a railroad track;
    - (2) A potential exists for the position of the bus to shift thus endangering students; or
    - (3) The stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 300 feet visibility of the bus, thus creating the danger of a collision.
  - d. The risk of remaining in the bus poses a greater safety risk than evacuating the bus.



# REGULATION GUIDE

OPERATIONS  
R 8630/page 8 of 12  
Emergency School Bus Procedures

4. When a school bus is evacuated, students shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.
5. Students who have been evacuated from a school bus shall be moved to a safe place and distance from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority has determined that no danger remains or until other alternative safety provisions can be made.
6. No student shall be allowed to request a ride with a passerby or proceed to walk home or leave the scene without the specific approval of the bus driver, a police officer, or other person in authority.
7. In the event a school bus is disabled in the course of providing student transportation, the driver, or a responsible person designated by the driver, will notify the Principal **(Principal of the receiving school, Transportation Supervisor, School Business Administrator/Board Secretary, Other)** of the number and location of the bus and the circumstances of the disability. The Principal **(Principal of the receiving school, Transportation Supervisor, School Business Administrator/Board Secretary, Other)** will make arrangements for the safety of the students.

## E. Specific Emergency Situations

1. In the event of an accident or vehicle failure the following procedures will be implemented:
  - a. The school bus driver shall, in person or through a responsible designee, summon the police and emergency medical services, if necessary, and notify the Principal of the receiving school and the School Business Administrator/Board Secretary or designee, of the district providing the transportation.





# REGULATION GUIDE

OPERATIONS  
R 8630/page 9 of 12  
Emergency School Bus Procedures

- b. The school bus driver will attempt to make all students as safe and comfortable as possible. If possible and necessary, the driver will administer emergency first aid to injured students.
- c. In the event of an accident with no apparent or actual injuries and when law enforcement officials permit the bus to continue on its route after investigating the accident the school nurse will:
  - (1) If the accident occurred on the way to school or during school hours, examine any student who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school; or
  - (2) If the accident occurred on the way home from school, examine any student who is feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
- d. In the event of an accident where students are injured, a student(s) may be transported to a hospital if it is determined by law enforcement, medical, and/or first aid staff at the accident scene additional medical treatment is required.
  - (1) If the accident occurred on the way to school or during school hours, the school nurse will examine any student not transported to the hospital who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school.
  - (2) If the accident occurred on the way home from school, the nurse will examine any student feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.





# REGULATION GUIDE

OPERATIONS  
R 8630/page 10 of 12  
Emergency School Bus Procedures

- e. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s) or from law enforcement officers at the accident scene: driver's name, driver's license number, vehicle owner's name and address, vehicle registration number, owner's insurance company and policy number, and a description of the vehicle (color, make, year, body type).
  
- f. The following notifications must be provided:
  - (1) The school bus driver must report immediately to the Principal of the receiving school and the School Business Administrator/Board Secretary or designee of the district providing the transportation, any accident that involves an injury, death, or property damage. In addition, the bus driver must complete and file the Preliminary School Bus Accident Report prescribed by the Commissioner of Education.
  - (2) The Principal of the receiving school shall retain a copy of the Report and forward other copies of the Report as prescribed by the NJDOE New Jersey Department of Education.
  - (3) In addition, a school bus driver involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500 shall complete and file within ten days after such accident a Motor Vehicle Accident Report in accordance with N.J.S.A. 39:4-130.
  - (4) The parent of students involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported to a hospital by ambulance or by other emergency personnel.



# REGULATION GUIDE

OPERATIONS  
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Emergency School Bus Procedures

2. In the event the school bus driver is incapacitated, the following procedures will be implemented:
  - a. A school bus driver is incapacitated when he/she is unable to operate the school bus safely or when his/her driving ability is significantly impaired by the driver's physical or mental condition.
  - b. If there is a bus aide on the bus, the bus aide will take steps necessary to have the bus pulled off the road to a safe location and shall contact school officials or emergency services for assistance. If a bus aide is not on the bus, the bus driver shall pull the bus off the road to a safe location and contact school officials or emergency services for assistance.
  - c. The bus shall be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and safely secure the bus.
  - d. The Principal (Principal of the receiving school, Transportation Supervisor, School Business Administrator/Board Secretary, Other) shall immediately arrange for the transportation of the students by substitute driver, substitute bus, or other means.
3. In the event of an injury to a student on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented.
  - a. In the absence of another responsible adult in authority, the school bus driver will take charge of a student who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route traveled by the school bus.
  - b. If necessary, first aid will be administered.



# REGULATION GUIDE

OPERATIONS  
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Emergency School Bus Procedures

- c. If the student's injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the student until emergency medical help arrives.
- d. If the student's injury is ~~not serious, and:~~
  - (1) Occurs on the way to the school, the school bus driver will deliver the injured student to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the student's parent;
  - (2) Occurs on the way to the student's home, the school bus driver or another school district staff member will deliver the injured student to his/her parent or to a responsible adult at the student's home or if no one is home the injured student will be transported back to a school district location until a parent or another responsible adult can be contacted. If it is determined the student may need medical treatment and a parent or responsible adult cannot be contacted, the child may be transported to the school physician's office or to the nearest hospital emergency room; or
  - (3) Occurs on the way to or from an extracurricular event, the school bus driver will notify a professional staff member assigned to the activity, who will take charge of the student and notify the student's parent.
- e. The school bus driver will immediately report the incident and any injuries to the Principal or designee of the school in which the student is enrolled.

Issued:



# POLICY GUIDE

COMMUNITY  
9210/page 1 of 1  
Parent Organizations  
Aug 19

[See POLICY ALERT No. 218]

## 9210 PARENT ORGANIZATIONS

The Board of Education will encourage and support **parent** organizations of ~~parent(s) or legal guardian(s)~~ whose objectives are to promote the educational interests of district students.

**Parent organizations are organizations independent from the Board of Education. Therefore, parent organizations shall not make any representations their organization or activities are sponsored or endorsed by the Board of Education without prior approval of the Board of Education. A parent organization shall submit a request for sponsorship or endorsement of a specific activity to the Board of Education.**

A ~~No~~ parent organization may **not** organize students, ~~or~~ sponsor school activities, or solicit moneys in the name of this school district or of any school in the district without the prior approval of the **Superintendent or designee** ~~Board~~. Such approval must be sought by written application to the Superintendent **or designee**.

Representatives of recognized parent organizations shall be treated by district employees as interested friends of the schools and as supporters of public education in the school district. **Representatives of recognized parent organizations shall comply with all applicable Board policies.**

The Board relies upon parent organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw recognition from any parent organization, **at will**, whose actions are inimical to the interests of the **school district and the** students of this district.

Adopted:



# POLICY GUIDE

COMMUNITY  
9400/page 1 of 2  
News Media Relations  
Aug 19

[See POLICY ALERT No. 218]

## 9400 NEWS MEDIA RELATIONS

~~Representatives of the local newspapers and radio and television stations are an important link in the communications chain between the school district and the community it serves. The maintenance of a good working relationship with members of the media is essential to meeting the objectives of the school district's school and community relations program.~~

The Board of Education must give formal approval to all basic practices governing relations between ~~news~~ **the** media and the **school** district and reserves the right to negotiate, on terms most favorable to the **school** district, for the ~~radio~~ broadcasting, ~~televising,~~ filming, or sound recording of any school event by an outside agency.

The \_\_\_\_\_ **Superintendent or designee** shall be the chief communications representative of the **school district Board**. ~~He/she~~ **The chief communications representative** shall be readily available to: ~~media representatives,~~ provide media representatives with all appropriate and necessary information;; suggest or supply feature articles or stories;; prepare **information to be released to the media;** "press kits," assist school and parent organizations with ~~media~~ **press** relations;; meet periodically with media representatives;; ~~and~~ protect school personnel from any unnecessary demands on their time by ~~news~~ media representatives; **and provide additional information as appropriate.**

The \_\_\_\_\_ ~~(chief communications representative)~~ **Superintendent or designee** must ~~approve~~ **authorize** in advance interviews between staff members ~~or students~~ and media representatives **when the staff member is representing or speaking on behalf of the Board of Education or the school district.**

**A school district staff member not designated by the Superintendent or designee to assist in any of the media responsibilities outlined in this Policy, including speaking to a representative of the media, is not prohibited from doing so on their own behalf as a private citizen provided the staff member does not indicate or imply they represent or are speaking on behalf of the Board of Education or the school district and indicate they are speaking on their own behalf as a private citizen.**



# POLICY GUIDE

COMMUNITY  
9400/page 2 of 2  
News Media Relations

**A staff member who is acting on their own behalf as a private citizen should be cognizant of their obligations to protect the privacy and confidentiality of students and school operations in accordance with Federal and State laws.**

**The Board of Education reserves its right to regulate the exercise of school district staff members' First Amendment rights of the United States Constitution in such situations to the extent that such exercise may interfere with the safe and orderly operation of the schools and the learning environment.**

**The Superintendent or designee must ~~and~~ authorize the release of ~~photographs, video or digital~~ any images of district subjects, personnel, or students.**

**~~Any Photographs, video or digital images of a student with a disability of disabled children~~ shall not be disseminated or used in print or media in any way if they are identified as a **student with a disability** ~~disabled~~ unless permission is granted by the parent(s) ~~or legal guardian(s)~~. ~~Any Photographs, video or digital images of a child children~~ placed in the district by ~~DYFS~~ **the New Jersey Department of Children and Families, Division of Child Protection and Permanency** shall not be published without permission of the ~~Division Department~~ case worker. Where the release of ~~any a photograph, video or digital images~~ may violate the privacy of a ~~any~~ student or staff member, the **Superintendent or designee** \_\_\_\_\_ ~~(chief communications representative)~~ **(chief communications representative)** must first secure the written permission of the staff member or the student's parent(s) ~~or legal guardian(s)~~.**

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Adopted:



10/28 8:53am

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 General Fund - Fund 10  
 Interim Balance Sheet  
 For 3 Month Period Ending 09/30/2019

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

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

101	Cash in bank		\$4,161,013.35
121	Tax levy receivable		\$9,077,489.00
	Accounts receivable:		
132	Interfund	\$140,705.35	
141	Intergovernmental - State	\$1,320,484.44	
143	Intergovernmental - Other	\$77,386.67	
			\$1,538,576.46

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

301	Estimated Revenues	\$14,828,968.00	
302	Less Revenues	(\$13,524,730.35)	
			\$1,304,237.65
			-----
	Total assets and resources		\$16,081,316.46
			=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 General Fund - Fund 10  
 Interim Balance Sheet  
 For 3 Month Period Ending 09/30/2019

=====

LIABILITIES AND FUND EQUITY

=====

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

421	Accounts Payable	\$316,591.85
TOTAL LIABILITIES		\$316,591.85
		=====

F U N D   B A L A N C E

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

753	Reserve for Encumbrances - Current Year	\$9,396,473.76	
754	Reserve for Encumbrance - Prior Year	\$55,063.21	
Reserved fund balance:			
760	Reserved Fund Balance	\$2,687,265.21	
601	Appropriations	\$15,783,696.56	
602	Less : Expenditures	\$2,745,032.57	
603	Encumbrances	\$9,451,536.97 (\$12,196,569.54)	
		\$3,587,127.02	
Total Appropriated		\$15,725,929.20	
--- U n a p p r o p r i a t e d ---			
770	Unreserved Fund Balance -	\$901,775.41	
303	Budgeted Fund Balance	(\$862,980.00)	

TOTAL FUND BALANCE	\$15,764,724.61
TOTAL LIABILITIES AND FUND EQUITY	\$16,081,316.46
=====	



Somerset County Vocational Board of Ed.  
 General Fund - Fund 10  
 Interim Balance Sheet  
 For 3 Month Period Ending 09/30/2019

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
	_____	_____	_____
Appropriations	\$15,783,696.56	\$12,196,569.54	\$3,587,127.02
Revenues	(\$14,828,968.00)	(\$13,524,730.35)	(\$1,304,237.65)
	_____	_____	_____
	\$954,728.56	(\$1,328,160.81)	\$2,282,889.37
	_____	_____	_____
Less: Adjust for prior year encumb.	(\$91,748.56)	(\$91,748.56)	
	_____	_____	_____
Budgeted Fund Balance	\$862,980.00	(\$1,419,909.37)	\$2,282,889.37
	=====	=====	=====
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$862,980.00	(\$1,419,909.37)	\$2,282,889.37
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00
Fund 19 (Restricted FEMA Block Grants)	\$0.00	\$0.00	\$0.00
	_____	_____	_____
TOTAL Budgeted Fund Balance	\$862,980.00	(\$1,419,909.37)	\$2,282,889.37
	=====	=====	=====

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 3 Month Period Ending 09/30/2019

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$13,400,406.00	\$12,084,076.15		\$1,316,329.85
3XXX From State Sources	\$1,428,562.00	\$1,440,654.20		(\$12,092.20)
	-----	-----	-----	-----
TOTAL REVENUE/SOURCES OF FUNDS	\$14,828,968.00	\$13,524,730.35		\$1,304,237.65
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---				
11-1XX-100-XXX Regular Programs - Instruction	\$2,008,194.50	\$168,857.07	\$1,470,037.34	\$369,300.09
11-3XX-100-XXX Voc. Programs - Local - Instruction	\$3,740,109.46	\$335,533.66	\$2,394,374.61	\$1,010,201.19
11-401-100-XXX School-Spon. Cocurr. Acti-Instr	\$85,225.00	\$1,360.82	\$2,932.99	\$80,931.19
11-402-100-XXX School-Spons. Athletics - Instruction	\$143,785.00	\$20,448.74	\$71,221.08	\$52,115.18
--- UNDISTRIBUTED EXPENDITURES ---				
11-000-211-XXX Attendance and Social Work Services	\$36,510.81	\$14,429.24	\$19,857.02	\$2,224.55
11-000-213-XXX Health Services	\$190,167.97	\$36,025.06	\$132,652.99	\$21,489.92
11-000-216-XXX Speech, OT,PT & Related Svcs	\$10,000.00	\$0.00	\$7,888.00	\$2,112.00
11-000-218-XXX Guidance	\$924,652.00	\$184,418.74	\$662,155.64	\$78,077.62
11-000-219-XXX Child Study Teams	\$211,554.00	\$45,301.61	\$150,715.20	\$15,537.19
11-000-221-XXX Improv of Inst. - Instruc Staff	\$394,530.00	\$103,876.45	\$279,842.91	\$10,810.64
11-000-222-XXX Educational Media Serv/School Library	\$48,724.00	\$6,495.38	\$28,548.57	\$13,680.05
11-000-223-XXX Instructional Staff Training Services	\$64,282.00	\$14,237.57	\$38,351.10	\$11,693.33
11-000-230-XXX Supp. Serv.-General Administration	\$757,958.55	\$231,787.22	\$395,509.59	\$130,661.74
11-000-240-XXX Supp. Serv.-School Administration	\$768,482.18	\$200,543.87	\$528,785.49	\$39,152.82
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$935,861.00	\$232,662.62	\$600,695.82	\$102,502.56
11-000-261-XXX Require Maint. for School Facilities	\$1,157,862.49	\$235,610.79	\$427,239.41	\$495,012.29
11-000-262-XXX Custodial Services	\$987,046.53	\$226,935.86	\$612,420.67	\$147,690.00
11-000-263-XXX Care and Upkeep of Grounds	\$24,000.00	\$0.00	\$0.00	\$24,000.00
11-000-266-XXX Security	\$114,510.00	\$15,206.79	\$86,832.89	\$12,470.32
11-000-270-XXX Student Transportation Services	\$197,124.00	\$3,970.56	\$52,401.95	\$140,751.49
11-XXX-XXX-2XX Allocated and Unallocated Benefits	\$2,770,734.00	\$646,635.37	\$1,470,753.78	\$653,344.85
	-----	-----	-----	-----
TOTAL GENERAL CURRENT EXPENSE				
EXPENDITURES/USES OF FUNDS	\$15,571,313.49	\$2,724,337.42	\$9,433,217.05	\$3,413,759.02
	=====	=====	=====	=====

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 3 Month Period Ending 09/30/2019

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	-----	-----	-----	-----
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$109,015.07	\$20,695.15	\$18,319.92	\$70,000.00
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$103,368.00	.00	.00	\$103,368.00
	-----	-----	-----	-----
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$212,383.07	\$20,695.15	\$18,319.92	\$173,368.00
	=====	=====	=====	=====
TOTAL GENERAL FUND EXPENDITURES	\$15,783,696.56	\$2,745,032.57	\$9,451,536.97	\$3,587,127.02
	=====	=====	=====	=====

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 3 Month Period Ending 09/30/2019

		ESTIMATED	ACTUAL	UNREALIZED
		-----	-----	-----
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,922,443.00	\$11,922,443.00	.00
1310	Tuition from Individuals	\$1,402,963.00	\$152,300.00	\$1,250,663.00
1XXX	Miscellaneous	\$75,000.00	\$9,333.15	\$65,666.85
	TOTAL	\$13,400,406.00	\$12,084,076.15	\$1,316,329.85
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$389,105.00	\$389,105.00	.00
3140	Vocational Expansion Stabilization Aid	\$120,922.00	\$133,014.20	(\$12,092.20)
3176	Equalization	\$580,221.00	\$580,221.00	.00
3177	Categorical Security	\$64,725.00	\$64,725.00	.00
3178	Adjustment Aid	\$273,589.00	\$273,589.00	.00
	TOTAL	\$1,428,562.00	\$1,440,654.20	(\$12,092.20)
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$14,828,968.00	\$13,524,730.35	\$1,304,237.65
		=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 3 Month Period Ending 09/30/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-140-100-101 Grades 9-12 - Salaries of Teachers	\$1,799,627.00	\$160,864.16	\$1,423,634.97	\$215,127.87
11-140-100-500 Other Purch. Serv. (400-500 series)	\$53,050.00	\$5,022.50	\$16,225.19	\$31,802.31
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$5,000.00	\$0.00	\$0.00	\$5,000.00
11-150-100-320 Purchased Prof.-Ed. Services	\$8,000.00	.00	.00	\$8,000.00
11-150-100-500 Other Purch. Serv. (400-500 series)	\$150.00	.00	.00	\$150.00
--- Regular Programs - Undistr. Instruction ---				
TOTAL	\$1,865,827.00	\$165,886.66	\$1,439,860.16	\$260,080.18
--- SPECIAL EDUCATION - INSTRUCTION ---				
--- Vocational Programs-Local-Instruction ---				
11-3XX-100-101 Salaries of Teachers	\$2,989,448.00	\$286,537.69	\$2,267,389.98	\$435,520.33
11-3XX-100-106 Other Sal. For Instruction	\$64,890.00	\$1,602.72	\$41,657.28	\$21,630.00
11-3XX-100-320 Purchased Prof.-Ed. Services	\$311,415.00	\$2,133.00	\$0.00	\$309,282.00
11-3XX-100-500 Other Purchased Serv.(400-500 series)	\$68,056.00	\$1,300.05	\$28,227.27	\$38,528.68
11-3XX-100-610 General Supplies	\$273,186.37	\$41,555.51	\$40,228.68	\$191,402.18
11-3XX-100-640 Textbooks	\$17,814.09	\$2,274.09	\$10,540.00	\$5,000.00
11-3XX-100-800 Other Objects	\$15,300.00	\$130.60	\$6,331.40	\$8,838.00
TOTAL	\$3,740,109.46	\$335,533.66	\$2,394,374.61	\$1,010,201.19
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$52,820.00	.00	.00	\$52,820.00
11-401-100-500 Purchased Services (300-500 series)	\$12,725.00	.00	\$525.00	\$12,200.00
11-401-100-600 Supplies and Materials	\$16,180.00	\$1,126.82	\$1,891.99	\$13,161.19
11-401-100-800 Other Objects	\$3,500.00	\$234.00	\$516.00	\$2,750.00
TOTAL	\$85,225.00	\$1,360.82	\$2,932.99	\$80,931.19
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$62,000.00	\$6,000.00	\$16,000.00	\$40,000.00
11-402-100-500 Purchased Services (300-500 series)	\$34,400.00	\$6,880.00	\$27,520.00	.00
11-402-100-600 Supplies and Materials	\$21,535.00	\$3,909.74	\$11,593.58	\$6,031.68
11-402-100-800 Other Objects	\$25,850.00	\$3,659.00	\$16,107.50	\$6,083.50
TOTAL	\$143,785.00	\$20,448.74	\$71,221.08	\$52,115.18
--- UNDISTRIBUTED EXPENDITURES ---				
--- Attendance and social work services ---				
11-000-211-171 Sal. of Drop-Out Prev. Officer/Coordinators	\$27,647.00	\$6,515.04	\$19,545.16	\$1,586.80
11-000-211-300 Purchased Prof. & Tech. Svc.	\$7,825.00	\$7,812.25	.00	\$12.75
11-000-211-500 Other Purchd. Serv.(400-500 series)	\$375.00	.00	.00	\$375.00
11-000-211-600 Supplies and Materials	\$413.81	\$101.95	\$311.86	.00
11-000-211-800 Other Objects	\$250.00	.00	.00	\$250.00
TOTAL	\$36,510.81	\$14,429.24	\$19,857.02	\$2,224.55
--- Health services ---				
11-000-213-100 Salaries	\$161,908.03	\$33,578.93	\$128,329.10	.00

Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 3 Month Period Ending 09/30/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-213-300 Purchased Prof. & Tech. Svc.	\$17,374.94	\$1,849.63	\$1,025.31	\$14,500.00
11-000-213-500 Other Purchd. Serv.(400-500 series)	\$1,385.00	.00	.00	\$1,385.00
11-000-213-600 Supplies and Materials	\$9,000.00	\$506.50	\$3,298.58	\$5,194.92
11-000-213-800 Other Objects	\$500.00	\$90.00	.00	\$410.00
TOTAL	\$190,167.97	\$36,025.06	\$132,652.99	\$21,489.92
--- Speech, OT,PT & Related Svcs ---				
11-000-216-320 Purchased Prof. Ed. Services	\$10,000.00	.00	\$7,888.00	\$2,112.00
TOTAL	\$10,000.00	\$0.00	\$7,888.00	\$2,112.00
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$438,101.00	\$58,741.41	\$356,913.49	\$22,446.10
11-000-218-105 Sal Secr. & Clerical Asst.	\$117,915.00	\$27,032.46	\$81,097.59	\$9,784.95
11-000-218-11X Other Salaries	\$291,079.00	\$73,327.62	\$214,960.23	\$2,791.15
11-000-218-390 Other Purch. Prof. & Tech Svc.	\$43,340.00	\$14,347.25	\$7,515.00	\$21,477.75
11-000-218-500 Other Purchased Services (400-500 series)	\$24,967.00	\$9,400.00	.00	\$15,567.00
11-000-218-600 Supplies and Materials	\$9,000.00	\$1,570.00	\$1,669.33	\$5,760.67
11-000-218-800 Other Objects	\$250.00	.00	.00	\$250.00
TOTAL	\$924,652.00	\$184,418.74	\$662,155.64	\$78,077.62
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$150,774.00	\$27,792.25	\$117,405.50	\$5,576.25
11-000-219-105 Sal Secr. & Clerical Asst.	\$46,480.00	\$11,393.74	\$32,081.71	\$3,004.55
11-000-219-320 Purchased Prof. - Ed. Services	\$2,000.00	.00	.00	\$2,000.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$6,400.00	\$5,394.37	.00	\$1,005.63
11-000-219-592 Misc Purch Ser(400-500 O/than Resid costs)	\$1,800.00	\$236.25	\$0.00	\$1,563.75
11-000-219-600 Supplies and Materials	\$3,100.00	.00	\$1,227.99	\$1,872.01
11-000-219-800 Other Objects	\$1,000.00	\$485.00	.00	\$515.00
TOTAL	\$211,554.00	\$45,301.61	\$150,715.20	\$15,537.19
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	\$214,445.00	\$53,533.14	\$160,600.81	\$311.05
11-000-221-104 Salaries Other Prof. Staff	\$115,984.00	\$35,805.43	\$75,628.47	\$4,550.10
11-000-221-105 Sal Secr. & Clerical Asst.	\$59,701.00	\$14,068.74	\$42,206.21	\$3,426.05
11-000-221-500 Other Purchased Services (400-500 series)	\$3,000.00	\$469.14	\$1,407.42	\$1,123.44
11-000-221-600 Supplies and Materials	\$1,000.00	.00	.00	\$1,000.00
11-000-221-800 Other Objects	\$400.00	.00	.00	\$400.00
TOTAL	\$394,530.00	\$103,876.45	\$279,842.91	\$10,810.64
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$34,194.00	\$3,114.74	\$28,032.63	\$3,046.63
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)	\$4,380.00	.00	.00	\$4,380.00
11-000-222-600 Supplies and Materials	\$9,000.00	\$3,380.64	\$515.94	\$5,103.42
11-000-222-800 Other Objects	\$50.00	.00	.00	\$50.00
TOTAL	\$48,724.00	\$6,495.38	\$28,548.57	\$13,680.05
--- Instructional Staff Training Services ---				
11-000-223-102 Salaries Superv. of Instruction	\$48,982.00	\$12,073.80	\$36,215.10	\$693.10

Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 3 Month Period Ending 09/30/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
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)	\$13,800.00	\$2,163.77	\$2,136.00	\$9,500.23
11-000-223-600 Supplies and Materials	\$500.00	.00	.00	\$500.00
TOTAL	\$64,282.00	\$14,237.57	\$38,351.10	\$11,693.33
--- Support services-general administration ---				
11-000-230-100 Salaries	\$341,819.00	\$84,992.94	\$254,978.86	\$1,847.20
11-000-230-331 Legal Services	\$78,171.21	\$2,203.50	\$20,967.71	\$55,000.00
11-000-230-332 Audit Fees	\$36,720.00	.00	.00	\$36,720.00
11-000-230-334 Architectural/Engineering Services	\$8,500.00	\$1,750.00	\$1,750.00	\$5,000.00
11-000-230-339 Other Purchased Prof. Svc.	\$12,974.18	\$98.50	\$1,876.68	\$10,999.00
11-000-230-340 Purchased Tech. Services	\$8,700.00	\$4,685.00	.00	\$4,015.00
11-000-230-530 Communications/Telephone	\$75,845.16	\$14,143.66	\$56,719.18	\$4,982.32
11-000-230-585 BOE Other Purchased Prof. Svc.	\$3,500.00	\$1,710.00	\$1,600.00	\$190.00
11-000-230-590 Other Purchased Services	\$156,090.00	\$98,332.00	\$56,230.00	\$1,528.00
11-000-230-610 General Supplies	\$7,574.00	\$306.03	.00	\$7,267.97
11-000-230-630 BOE In-House Training/Meeting Supplies	\$500.00	.00	.00	\$500.00
11-000-230-890 Misc. Expenditures	\$20,565.00	\$16,815.84	\$1,387.16	\$2,362.00
11-000-230-895 BOE Membership Dues and Fees	\$7,000.00	\$6,749.75	.00	\$250.25
TOTAL	\$757,958.55	\$231,787.22	\$395,509.59	\$130,661.74
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$146,190.00	\$36,494.22	\$109,482.63	\$213.15
11-000-240-104 Salaries Other Prof. Staff	\$326,525.00	\$93,162.19	\$233,362.81	.00
11-000-240-105 Sal Secr. & Clerical Asst.	\$241,069.00	\$56,524.92	\$169,575.18	\$14,968.90
11-000-240-500 Other Purchased Services	\$30,825.00	\$5,357.63	\$11,641.28	\$13,826.09
11-000-240-600 Supplies and Materials	\$17,873.18	\$3,089.91	\$4,723.59	\$10,059.68
11-000-240-800 Other Objects	\$6,000.00	\$5,915.00	.00	\$85.00
TOTAL	\$768,482.18	\$200,543.87	\$528,785.49	\$39,152.82
--- Central Services ---				
11-000-251-100 Salaries	\$367,480.00	\$91,704.12	\$275,112.98	\$662.90
11-000-251-330 Purchased Prof. Services	\$7,500.00	\$2,404.18	\$4,205.38	\$890.44
11-000-251-340 Purchased Technical Services	\$26,000.00	\$12,716.60	\$13,283.40	.00
11-000-251-592 Misc Pur Serv (400-500 series )	\$3,000.00	\$595.45	\$100.00	\$2,304.55
11-000-251-600 Supplies and Materials	\$7,500.00	\$1,396.42	\$409.58	\$5,694.00
11-000-251-89X Other Objects	\$4,600.00	\$2,476.95	.00	\$2,123.05
TOTAL	\$416,080.00	\$111,293.72	\$293,111.34	\$11,674.94
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$424,029.00	\$101,612.94	\$304,839.51	\$17,576.55
11-000-252-500 Other Pur Serv. (400-500 series )	\$50,252.00	\$19,755.96	\$1,250.00	\$29,246.04
11-000-252-600 Supplies and Materials	\$45,500.00	.00	\$1,494.97	\$44,005.03
TOTAL	\$519,781.00	\$121,368.90	\$307,584.48	\$90,827.62
TOTAL Cent. Svcs. & Admin IT	\$935,861.00	\$232,662.62	\$600,695.82	\$102,502.56
--- Required Maint.for School Facilities ---				
11-000-261-100 Salaries	\$640,936.00	\$106,693.98	\$330,389.09	\$203,852.93

Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 3 Month Period Ending 09/30/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-261-199 Unused Vac Payment to Term/Ret Staff	\$9,292.36	\$9,292.36	.00	.00
11-000-261-420 Cleaning, Repair & Maint. Svc	\$434,634.13	\$86,859.33	\$90,298.08	\$257,476.72
11-000-261-610 General Supplies	\$60,000.00	\$24,746.36	\$4,152.24	\$31,101.40
11-000-261-800 Other Objects	\$13,000.00	\$8,018.76	\$2,400.00	\$2,581.24
TOTAL	\$1,157,862.49	\$235,610.79	\$427,239.41	\$495,012.29
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$480,648.53	\$120,060.36	\$360,588.17	.00
11-000-262-490 Other Purchased Property Svc.	\$65,000.00	\$11,037.73	\$23,762.27	\$30,200.00
11-000-262-520 Insurance	\$81,398.00	\$34,780.50	\$36,560.50	\$10,057.00
11-000-262-621 Energy (Natural Gas)	\$90,000.00	\$2,500.97	\$87,499.03	.00
11-000-262-622 Energy (Electricity)	\$270,000.00	\$58,556.30	\$104,010.70	\$107,433.00
TOTAL	\$987,046.53	\$226,935.86	\$612,420.67	\$147,690.00
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$20,000.00	.00	.00	\$20,000.00
11-000-263-610 General Supplies	\$4,000.00	.00	.00	\$4,000.00
TOTAL	\$24,000.00	\$0.00	\$0.00	\$24,000.00
--- Security ---				
11-000-266-100 Salaries	\$109,510.00	\$15,206.79	\$86,832.89	\$7,470.32
11-000-266-300 Purchased Prof. & Tech. Svc.	\$5,000.00	.00	.00	\$5,000.00
TOTAL	\$114,510.00	\$15,206.79	\$86,832.89	\$12,470.32
TOTAL Oper & Maint of Plant Services	\$2,283,419.02	\$477,753.44	\$1,126,492.97	\$679,172.61
--- Student transportation services ---				
11-000-270-162 Sal Pupil Trans.Other than Bet Home & Sch	\$52,734.00	\$3,970.56	\$36,252.95	\$12,510.49
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$2,500.00	.00	.00	\$2,500.00
11-000-270-512 Contract Svc (other btw home & sch)-vndrs	\$9,000.00	.00	.00	\$9,000.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$119,100.00	.00	\$10,000.00	\$109,100.00
11-000-270-593 Misc. Purchased Svc.- Transp.	\$4,641.00	.00	.00	\$4,641.00
11-000-270-610 General Supplies	\$8,149.00	.00	\$6,149.00	\$2,000.00
11-000-270-800 Misc. Expenditures	\$1,000.00	.00	.00	\$1,000.00
TOTAL	\$197,124.00	\$3,970.56	\$52,401.95	\$140,751.49
--- Personal Services-Employee Benefits---				
11-XXX-XXX-210 Group Insurance	\$13,820.00	\$2,497.96	\$9,329.73	\$1,992.31
11-XXX-XXX-220 Social Security Contributions	\$282,200.00	\$53,444.48	\$212,413.82	\$16,341.70
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$332,110.00	\$172.64	\$4,106.21	\$327,831.15
11-XXX-XXX-250 Unemployment Compensation	\$40,175.00	\$11,071.36	\$23,428.64	\$5,675.00
11-XXX-XXX-260 Workman's Compensation	\$210,829.00	\$105,414.50	\$105,414.50	.00
11-XXX-XXX-270 Health Benefits	\$1,739,400.00	\$466,488.71	\$1,079,794.10	\$193,117.19
11-XXX-XXX-280 Tuition Reimbursement	\$80,000.00	.00	.00	\$80,000.00
11-XXX-XXX-290 Other Employee Benefits	\$67,200.00	\$7,545.72	\$36,266.78	\$23,387.50
11-XXX-XXX-299 Unused Sick Payment to Term/Ret Staff	\$5,000.00	.00	.00	\$5,000.00
TOTAL	\$2,770,734.00	\$646,635.37	\$1,470,753.78	\$653,344.85



Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 3 Month Period Ending 09/30/2019

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
Total Undistributed Expenditures	\$9,593,999.53	\$2,198,137.13	\$5,494,651.03	\$1,901,211.37
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$15,428,945.99	\$2,721,367.01	\$9,403,039.87	\$3,304,539.11
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$15,428,945.99	\$2,721,367.01	\$9,403,039.87	\$3,304,539.11

Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 3 Month Period Ending 09/30/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
*** C A P I T A L O U T L A Y ***				
--- E Q U I P M E N T ---				
Special education - instruction				
12-3XX-100-730 Voc.programs-local-instruction	\$5,813.92	.00	\$5,813.92	.00
12-4XX-100-730 School-spons. & oth instr prog	\$20,695.15	\$20,695.15	\$0.00	\$0.00
Undistributed expenses				
12-000-100-730 Instruction	\$30,000.00	.00	.00	\$30,000.00
12-000-252-730 Admin. Info. Tech.	\$40,000.00	.00	.00	\$40,000.00
12-000-261-730 Undist. Exp.-Req. Maint. Schl Facilities	\$12,506.00	.00	\$12,506.00	.00
Undist. Exp. - Non-instructional Services				
TOTAL	\$109,015.07	\$20,695.15	\$18,319.92	\$70,000.00
--- Facilities acquisition and construction services ---				
12-000-400-800 Other objects	\$103,368.00	.00	.00	\$103,368.00
Sub Total	\$103,368.00	\$0.00	\$0.00	\$103,368.00
TOTAL	\$103,368.00	\$0.00	\$0.00	\$103,368.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$212,383.07	\$20,695.15	\$18,319.92	\$173,368.00

Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 3 Month Period Ending 09/30/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
	_____	_____	_____	_____
*** EDUCATION JOBS FUND **				
*** FEMA COMMUNITY DEVELOPMENT BLOCK GRANT ***				
TOTAL GENERAL FUND EXPENDITURES	\$15,641,329.06	\$2,742,062.16	\$9,421,359.79	\$3,477,907.11

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

For 3 Month Period Ending 09/30/2019

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

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

\_\_\_\_\_  
Date

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	\$ 20,000.00	\$ 0.00	\$ 0.00	\$ 20,000.00
11-140-100-610-03-0001-	SUPPLIES - PHYSICAL	\$ 5,450.00	\$ 377.80	\$ 4,426.73	\$ 645.47
11-140-100-610-03-0002-	SUPPLIES - SOC. STUD	\$ 5,000.00	\$ 144.67	\$ 397.14	\$ 4,458.19
11-140-100-610-03-0003-	SUPPLIES - SCIENCE	\$ 11,660.00	\$ 1,123.17	\$ 10,376.31	\$ 160.52
11-140-100-610-03-0004-	SUPPLIES - MATH	\$ 1,000.00	\$ 89.51	\$ 334.26	\$ 576.23
11-140-100-610-03-0005-	SUPPLIES - WORLD LAN	\$ 750.00	\$ 0.00	\$ 200.63	\$ 549.37
11-140-100-610-03-0006-	SUPPLIES - ENGLISH	\$ 838.50	\$ 82.70	\$ 755.80	\$ 0.00
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	\$ 508.86	\$ 3,147.00	\$ 1,344.14
11-140-100-610-03-0009-	SUPPLIES - ART	\$ 3,000.00	\$ 0.00	\$ 2,998.45	\$ 1.55
11-140-100-610-07-0000-	SUPPLIES - ALT. SCHO	\$ 2,000.00	\$ 583.70	\$ 758.78	\$ 657.52
11-140-100-610-16-0000-	HIGH SCH TECH SUPPLI	\$ 54,500.00	\$ 0.00	\$ 2,079.83	\$ 52,420.17
11-140-100-640-03-0000-	TEXTBOOKS - REG INST	\$ 7,500.00	\$ 0.00	\$ 3,361.45	\$ 4,138.55
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	\$ 3,544.00	\$ 0.00	\$ 0.00	\$ 3,544.00
11-140-100-800-07-0000-	OTHER OBJECTS	\$ 7,600.00	\$ 60.00	\$ 1,340.80	\$ 6,199.20
11-999-999-999- - -	PAYROLL NET PAY ADJ	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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10/28 8:53am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 3 Month Period Ending 09/30/19

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$28,746.39
	Accounts receivable:		
141	Intergovernmental - State	(\$0.38)	
		(\$0.38)	

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

301	Estimated Revenues	\$1,200,642.09	
302	Less Revenues	(\$281,677.20)	
		\$918,964.89	
	Total assets and resources		\$947,710.90
			=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 3 Month Period Ending 09/30/19

=====

LIABILITIES AND FUND EQUITY

=====

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

411	Intergovernmental accounts payable - State	\$6,444.53
421	Accounts Payable	\$13.90
481	Deferred revenues	\$794.32
	Other current liabilities	\$127.15
		\$7,379.90
	TOTAL LIABILITIES	\$7,379.90

F U N D   B A L A N C E

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

753	Reserve for encumbrances - Current Year	\$625,038.36
601	Appropriations	\$1,200,642.09
602	Less: Expenditures	\$260,311.09
603	Encumbrances	\$625,038.36    (\$885,349.45)
		\$315,292.64
	TOTAL FUND BALANCE	\$940,331.00
	TOTAL LIABILITIES AND FUND EQUITY	\$947,710.90

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 3 Month Period Ending 09/30/19

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
		-----	-----	-----	-----
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$106,723.00	\$106,723.00		.00
3XXX	From State Sources	\$648,018.09	\$174,616.20		\$473,401.89
4XXX	From Federal Sources	\$445,901.00	\$338.00		\$445,563.00
		-----	-----	-----	-----
TOTAL REVENUE/SOURCES OF FUNDS		\$1,200,642.09	\$281,677.20		\$918,964.89
		=====	=====	=====	=====
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
		-----	-----	-----	-----
LOCAL PROJECTS:		\$106,723.00	\$88,060.49	\$79.56	\$18,582.95
STATE PROJECTS:					
	Vocational education	\$301,541.09	\$64,102.92	\$185,836.70	\$51,601.47
	Other State Projects	\$346,477.00	\$76,238.12	\$255,965.34	\$14,273.54
		-----	-----	-----	-----
TOTAL STATE PROJECTS		\$648,018.09	\$140,341.04	\$441,802.04	\$65,875.01
FEDERAL PROJECTS:					
	NCLB Title I - Part A/D	\$56,796.00	\$14,062.58	\$18,819.42	\$23,914.00
	I.D.E.A. Part B (Handicapped)	\$82,638.00	\$7,117.00	\$54,096.00	\$21,425.00
	NCLB Title II - Part A/D	\$9,265.00	\$399.98	\$1,994.94	\$6,870.08
	NCLB Title IV	\$10,000.00	.00	.00	\$10,000.00
	Vocational Education	\$287,202.00	\$10,330.00	\$108,246.40	\$168,625.60
		-----	-----	-----	-----
TOTAL FEDERAL PROJECTS		\$445,901.00	\$31,909.56	\$183,156.76	\$230,834.68
		=====	=====	=====	=====
*** TOTAL EXPENDITURES ***		\$1,200,642.09	\$260,311.09	\$625,038.36	\$315,292.64
		=====	=====	=====	=====



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 3 Month Period Ending 09/30/19

	ESTIMATED	ACTUAL	UNREALIZED
--- LOCAL SOURCES ---			
1XXX Other Revenue from Local Sources	\$106,723.00	\$106,723.00	\$0.00
Total Revenues from Local Sources	\$106,723.00	\$106,723.00	\$0.00
	=====	=====	=====
--- STATE SOURCES ---			
3290 Recovery High School Access Grant	\$346,477.00	\$114,626.00	\$231,851.00
32XX Other Restricted Entitlements	\$301,541.09	\$59,990.20	\$241,550.89
Total Revenue from State Sources	\$648,018.09	\$174,616.20	\$473,401.89
	=====	=====	=====
--- FEDERAL SOURCES ---			
4411-16 Title I	\$56,796.00	.00	\$56,796.00
4451-55 Title II	\$9,265.00	\$338.00	\$8,927.00
4471-74 Title IV	\$10,000.00	.00	\$10,000.00
4420-29 I.D.E.A. Part B (Handicapped)	\$82,638.00	.00	\$82,638.00
4430-39 Vocational Education	\$287,202.00	.00	\$287,202.00
Total Revenues from Federal Sources	\$445,901.00	\$338.00	\$445,563.00
	=====	=====	=====
TOTAL REVENUES/SOURCES OF FUNDS	\$1,200,642.09	\$281,677.20	\$918,964.89
	=====	=====	=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Special Revenue Fund - Fund 20  
 STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 3 Month Period Ending 09/30/19

	Appropriations	Expenditures	Encumbrances	Available Balance
State Projects:				
PRESCHOOL EDUCATION AID				
Other State Projects:				
PRESCHOOL EXPANSION GRANT				
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$1,200,642.09	\$260,311.09	\$625,038.36	\$315,292.64
T O T A L    E X P E N D I T U R E	\$1,200,642.09	\$260,311.09	\$625,038.36	\$315,292.64

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

Special Revenue Fund - Fund 20  
For 3 Month Period Ending 09/30/19

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

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

\_\_\_\_\_  
Date

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

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10/28 8:53am

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Capital Projects Fund - Fund 30  
 Interim Balance Sheet  
 For 3 Month Period Ending 09/30/19

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$88,855.75
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$3,444,435.85	
			\$3,444,435.85

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

301	Estimated Revenues	\$3,444,435.85	
302	Less Revenues	(\$592,442.73)	
			\$2,851,993.12

		\$6,385,284.72	
Total assets and resources		\$6,385,284.72	
		=====	

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

Capital Projects Fund - Fund 30  
 Interim Balance Sheet  
 For 3 Month Period Ending 09/30/19

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

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

402	Interfund accounts payable		\$133,578.20
			<hr/>
	TOTAL LIABILITIES		\$133,578.20
			=====

F U N D B A L A N C E

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

753	Reserve for encumbrances - Current Year		\$6,851.00
754	Reserve for encumbrances - Prior Year		\$368,701.70
601	Appropriations	\$3,450,944.05	
602	Less : Expenditures	\$510,274.73	
603	Encumbrances	\$375,552.70	(\$885,827.43)
		<hr/>	<hr/>
	Total Appropriated		\$2,940,669.32

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

770	Fund balance		\$2,603,348.61
303	Budgeted Fund Balance		\$707,688.59
			<hr/>

TOTAL FUND BALANCE \$6,251,706.52

TOTAL LIABILITIES AND FUND EQUITY \$6,385,284.72

=====

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 3 Month Period Ending 09/30/19

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	-----	-----	-----	-----
<b>*** REVENUES/SOURCES OF FUNDS ***</b>				
Other Revenue/Source of Funds	\$3,444,435.85	\$592,442.73		\$2,851,993.12
	-----	-----	-----	-----
TOTAL REVENUE/SOURCES OF FUNDS	\$3,444,435.85	\$592,442.73		\$2,851,993.12
	=====	=====	=====	=====
	-----	-----	-----	-----
<b>*** EXPENDITURES ***</b>				
	-----	-----	-----	-----
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-390 Other purchased prof. & tech. serv.	\$230,328.00	\$125,372.00	\$104,956.00	.00
30-000-4XX-450 Construction services	\$3,220,616.05	\$384,902.73	\$270,596.70	\$2,565,116.62
	-----	-----	-----	-----
Total fac.acq.and constr. serv.	\$3,450,944.05	\$510,274.73	\$375,552.70	\$2,565,116.62
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$3,450,944.05	\$510,274.73	\$375,552.70	\$2,565,116.62
*** TOTAL EXPENDITURES AND TRANSFERS	\$3,450,944.05	\$510,274.73	\$375,552.70	\$2,565,116.62
	=====	=====	=====	=====

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

Capital Projects Fund - Fund 30  
For 3 Month Period Ending 09/30/19

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

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

\_\_\_\_\_  
Date



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

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

**Somerset County Vocational  
All Funds  
For Month Ended: September 30, 2019**

**CASH REPORT**

<b>Governmental Funds</b>	<b>Beginning Balance</b>	<b>Deposits</b>	<b>Disbursements</b>	<b>Ending Balance</b>
General Fund (10)	\$4,154,703.18	\$1,244,967.43	-\$1,238,657.26	\$4,161,013.35
Special Revenue Fund (20)	\$71,869.08	\$80,272.50	-\$123,395.19	\$28,746.39
Capital Project Fund (30)	\$88,855.75	\$128,912.65	-\$128,912.65	\$88,855.75
Total Governmental Funds	<u>\$4,315,428.01</u>	<u>\$1,454,152.58</u>	<u>-\$1,490,965.10</u>	<u>\$4,278,615.49</u>
Summer Savings	\$0.00	\$17,677.66	\$0.00	\$17,677.66
Enterprise Fund (60) Cafeteria	\$27,994.86	\$11,388.79	\$0.00	\$39,383.65
Payroll Fund (70)	\$0.00	\$487,940.87	-\$487,940.87	\$0.00
Agency Fund (90)	\$0.00	\$387,512.18	-\$387,512.18	\$0.00
Total Trust & Agency	<u>\$27,994.86</u>	<u>\$904,519.50</u>	<u>-\$875,453.05</u>	<u>\$57,061.31</u>
Grand Total for all Funds	<u>\$4,343,422.87</u>	<u>\$2,358,672.08</u>	<u>-\$2,366,418.15</u>	<u>\$4,335,676.80</u> <u>\$4,335,676.80</u>

Prepared and submitted by:

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

10/14/2019

\_\_\_\_\_  
Date

[Back to Top](#)

**Somerset County Vocational-Technical  
School District**

**Nursing Services Plan  
2019-2020**

(NJAC 6A:16-2.1 through 2.5)

**District Contact Person:**

*Dr. Chrys Harttraft*

**School Nurses:**

*Patty Morales BSN, RN, CSN*

*Peggy Prezioso MPA, BSN, RN, CSN*

**Board of Education**

**Approved:**

# SCVTS Nursing Services Plan 2019-20

(NJAC 6A:16-2.1 through 2.5)

**District Name: Somerset County Vocational-Technical Schools**  
**School Year: 2019-20**

**Board of Education Approval Date:**

**District Contact Person: Dr. Chrys Harttraft, Superintendent**

**I. Description of Basic Nursing Services Provided to All Students: (N.J.A.C. 6A 16-2.1 (b) 2 (i)) Basic services: NJAC and NJSA, federal law, Nurse Practice Act of New JERSEY and N.J. Sanitation Code.**

The SCVTS Board of Education provides nursing health-care services as outlined below:

A. Health Records (N.J.A.C. 8:57-4.1 through 4.20)	
1. Maintain and review student health documents	(N.J.A.C. 6A:16-2.2 (g))
a) State of New Jersey Health History and Appraisal record i.e., A-45 cards	(N.J.A.C. 6A:16-2.2 (g))
b) Immunization record	(N.J.A.C.:16-2.2 (a))
c) Medical history	
d) Conduct and record health screenings (i.e., height, weight, hearing, vision, scoliosis and blood pressure as per current NJ statutes)	(N.J.A.C. 6A:16-2.2 (k))
e) Physical examinations for:	
(1) Athletic Pre-Participation Physical Examination Form Part A & B as part of student's health record	(NJAC 6A:16-2.2 (f) 6) and (N.J.A.C. 6A:16-2.2 (h) 1)
(2) New or transfer student	(N.J.A.C. 6A:16-2.2 (h) 2)
(3) Working Papers health exam	(N.J.A.C. 6A:16-2.2 (h) 3)
(4) Comprehensive child study team evaluation	(N.J.A.C. 6A:16-2.2 (h) 4)
(5) Evaluation of student suspected of being under the influence of alcohol or a controlled dangerous substance	(N.J.A.C. 6A:16-2.2 (h) 5)
f) Transference and request of health records i.e. A-45 and current physical exam	(N.J.A.C. 6A:16-2.4 (d))
g) Adherence to Family Education Rights and Privacy Act	FERPA- 20 U.S.C.§1232g, 34 CFR Part 99, N.J.A.C. 6A:16-2.2 (h) 5 and N.J.A.C. 6A:32-7)
2. Determine student status for admission or retention with unacceptable evidence of immunizations	N.J.A.C. 8:57-4; N.J.A.C. 8:57-4.3 and 4.4
3. Conduct tuberculosis testing as directed by the NJ DHSS	N.J.S.A. 18A:40-16 & N.J.A.C. 6A:16-2.2 (a))

B. Medications, health care treatments, procedures and care:	N.J.A.C. 6A:16-2.1 (a) 2
1. Administer authorized medications, health care treatments and care	N.J.A.C. 6A:16-2.1 (a) 2
2. Approval of self-administered medications	N.J.A.C. 18A:40-12.3 & 12.4 & N.J.A.C. 6A:16-2.1 (a) 2v
3. Delegation of care to ancillary nursing personnel (...the registered professional nurse may delegate selected nursing tasks in the implementation of the nursing regimen to licensed practical nurses and ancillary nursing personnel.) N/A	N.J.A.C. 13: 37-6.2; NJ. BON- Ch. 25- 8:39-25.2
4. Designate and educate annually epinephrine auto injector delegates	N.J.S.A. 18A:40-12.5 & 12.6
5. Designate and train annually glucagon delegates	N.J.S.A.18A:40-12.11-12.21
6. Educate annually all bus drivers who transport diabetic children, in the treatment of hypoglycemia, emergency procedures and supply parent contact information: Responsibility of Sending District. N/A	N.J.S.A.18A:40-12.11-12.21
A. Review & create IHP/IEHP: Do Not Resuscitate (DNR) orders	N.J.A.C. 6A:16-2.1 (a) 3
B. Provide Health Care	N.J.A.C. 6A:16-2.1 (a) 4
1. Provide nursing health care and execute medical regimens to students as per: NJ Nurse Practice Act, District Collaborative Standing Orders, IHP, IEHP, and Medical Home Practitioner’s orders.	N.J.A.C. 6A:16-2.1 (a) 4 (ii), N.J.A.C. 6A:16-1.4 (a) and N.J.S.A. 45:11-23.- New Jersey Board of Nursing Statutes
2. Isolate, exclude and re-admit any student or employee with a communicable disease	N.J.A.C. 6A:16-1.4 (a)
3. Report “Reportable Communicable Disease” to County health officer	N.J.A.C. 8:57-1 & N.J.A.C. 6A:16-2.2 (d)
4. Arrange for transportation and supervision of students in need of emergency health care	N.J.A.C. 6A:16-2.1 (a) 4 (iii)
5. Notify parents of need for emergency care	N.J.A.C. 6A:16-2.1 (a) 4 (iv)
6. Administer emergency medications i.e., anaphylaxis (epinephrine), glucagon, insulin or asthma medications.	N.J.A.C. 6A:16-2.1 (a) 4 (v); N.J.S.A. 18A:40-12.11-12.21
7. Concussion Management	NJSA 18A:40-41.3
8. Write and update annually student individualized health care plans (IHP’s) and individualized emergency health care plan (IEHP’s) for student’s medical needs.	N.J.A.C. 6A:16-2.3 (b) 5 (xiii)
9. Establish, annually review and implement Standards of Care/Collaborative Standing Orders with the School physician for deliverance of daily and emergency health care	N.J.A.C. 6A:16-2.3 (b)xi
10. Ensure that there is an accessible and maintained AED in the school building and there are trained AED delegates as stated in the law by 9-1-2014	P.L.1999, c.34 (C.2A:62A-24
C. Administer asthma related care	N.J.A.C. 6A:16-2.1 (a) 5
1. Obtain training for administration of medication via nebulizer	N.J.S.A.18A:40-12.8 (a) & N.J.A.C. 6A:16-2.1(a) 5(i)
2. Maintain one nebulizer per school	N.J.A.C. 6A:16-2.1 (a) 5
3. Require Students to have a current “Asthma Action Plan”	N.J.A.C. 6A:16-2.1 (a) 5 (iii)

D. Health history and examinations	N.J.S.A. 18A:40-4, NJSA 18A:35-4.8, N.J.A.C. 6A:16-2.2 and N.J.A.C. 6A:16-2.1 (a) 6
1. Provide health examination for student's without medical homes	N.J.A.C. 6A:16-2.2 (f) 6
2. Maintain Athletic Pre-Participation Physical Examination Form Part A & B as part of student's health record	N.J.A.C.6A:16-2.2 (f) 6
3. Maintain A-45 health records	N.J.A.C. 6A:16- 2.2(g)
4. Concussion management: diagnosis, treatment and follow-up records and "Return to Play" restrictions. Parent information regarding sudden cardiac death in young athletes.	P. L. 2010, Ch. 94 N.J.S.A. 18A: 40-41.4
E. Establish and maintain procedures for universal precautions	N.J.A.C.6A:16-2.1 (a) 7
1. Establish and maintain procedures for Universal Precautions	OSHA and POSH regulations: 29 CFR 1910.1030
F. Provide nursing services to nonpublic school located in district N/A	N.J.A.C. 6A:16-2.1 (a) 8
G. Instruct students/ teachers/staff on mandated topics:	N.J.A.C. 6A:9-13.3, N.J.S.A. 18A:40-3; and N.J.A.C. 6A:16-2.3 (b)5 (xv)
1. Blood Borne Pathogens communicable diseases,	OSHA and POSH regulations: 29 CFR 1910.1030
2. Asthma Management	N.J.S.A.18A:40-12.9
3. Anaphylaxis to Foods/Substances- allergy management	N.J.S.A. 18:40 A-3 & 15; N.J.A.C.6A16-2.3; N.J.S.A.18A40 12.3-12.6
4. Child Abuse	Title 6A-11.1 & N.J.S.A. 9:6-8.10
5. Diabetes Management- Glucagon Law	N.J.S.A. 18A:40-12.11-12.21
6. Concussion Identification And Management	<u>P.L.1984, c.203 (C.45:9-37.35 et seq.)</u> N.J.S.A.18A:40-41.1
7. Sudden Cardiac Death management- AED's/CPR	PL2009-Chp 260; N.J.S.A. 18A:40-41
8. Hygienic Management Plan	
9. Nursing Service Plan	NJAC 6A:16-2.1 through 2.5
10. Immunizations	
11. Student Physicals/Medical Records/ Privacy FERRPA & HIPPA	Individual Educational Record Series Description and Series/ Retention and Disposal of records: # M700106-001
12. Epinephrine Delegates	N.J.S.A. 18:40 A-3 & 15; N.J.A.C.6A16-2.3; N.J.S.A.18A40 12.3-12.6
13. AED delegates trained as 9-1-2014 (Janet's Law)	P.L.1999, c.34 (C.2A:62A-24; <i>P.L.</i> 2012, c. 51; N.J.S.A. 18A: 40-41a
14. Medically Fragile Students	N.J.S.A.18A:40-3.2
H. Mandate distribution of "Fact Sheets":	
1. Meningitis Fact Sheet to parents student's entering/in 6 <sup>th</sup> gr.	N.J.S.A. 18A:40-21.2

2. HPV- Human Papilloma Virus Fact Sheet:	N.J.S.A. 18A 40-42
3. Sports-Related Concussion Fact Sheet to athletes	N.J.S.A. 18A40-41.2-3
I. Mandated professional development and evaluation projects	
1. PLC Project and Presentation for 100 hrs. edu	N.J.A.C. 6A:9-15.1 et seq.
2. Achieve NJ establish SGO's: ( <i>only for those district requiring SGO's for school nurses</i> ) <i>"Student Growth Objectives (SGOs) are academic goals for groups of students that are aligned to state standards and can be tracked using objective measures."</i> AN ACT concerning school employees, revising various parts of the statutory law, and supplementing chapters 6 and 28 of Title 18A of the New Jersey Statutes	"Teacher Effectiveness and Accountability for the Children of New Jersey" Act (TEACHNJ Act )
J. Provide information for:	
1. NJ Family Care Program	N.J.A.C. 6A:16-2.2 (i)
2. Pregnancy Assistance/Safe Haven	
K. Implementation of the Nurse Practice Act: The practice of nursing as a registered professional nurse is defined as <b>diagnosing and treating human responses to actual or potential physical and emotional health problems, through such services as case-finding, health teaching, health counseling, and provision of care supportive to or restorative of life and well-being, and executing medical regimens as prescribed by a licensed or otherwise legally authorized physician or dentist.</b> Diagnosing in the context of nursing practice means that identification of and discrimination between physical and psychosocial signs and symptoms essential to effective execution and management of the nursing regimen. Such diagnostic privilege is distinct from a medical diagnosis. Treating means selection and performance of those therapeutic measures essential to the effective management and execution of the nursing regimen. A human response means those signs, symptoms, and processes which denote the individual's health need or reaction to an actual or potential health problem.	N.J.S.A. 45:11-23.- New Jersey Board of Nursing Statutes
B. Certified School Nurse Functions as Certified School Nurse (CSN) and Registered Nurse	N.J.S.A. 45:11-23.- New Jersey Board of Nursing Statutes
1. Nursing Diagnosis /Case-finding of actual or potential physical health problems	N.J.S.A. 45:11-23
2. Provision of nursing care for actual or potential emotional health problems	N.J.S.A. 45:11
3. Health teaching in health office	N.J.S.A. 45:11
4. Health teaching in classroom	N.J.S.A. 45:11
5. Health counseling	N.J.S.A. 45:11

## II. Summary of Nursing Services Required to Address Specific Health Care Needs of Individual Students (N.J.A.C. 6A:16-2.1 (b)2 (ii))

The SCVTS Board of Education provides the following health care services to address student needs.

<b>Services Required to Address Specific Health Care Needs of Individual Students with acute care needs, chronic illness, special health needs, procedures and administration of medications, procedures or treatments.</b>		
Daily practice- <u>multiple</u> students treated on a daily basis 2018-2019 student health office visits	42 7000	
Anticipate averages for 2019-2020 School Year		
First-Aid, splinting, Ace-wrap etc.	20	Daily avg
Nursing Diagnosis /Case-finding of actual or potential physical health problems	42	Daily avg
Provision of nursing care for actual or potential emotional health problems	22	Daily avg
Health counseling	42	Daily avg
Health teaching in health office	42	Daily avg
Dental: tooth avulsion, caries, braces, etc.	varies	Daily avg
Medication Administration – PRN, diabetes, asthma, allergy/anaphylaxis, pain, gastro-intestinal, topical, etc.	35	Daily
Health Screenings Ht., Wt., & BP yearly	349	
Visual Acuity screening grade 10- yearly	82	
Auditory grade 11- yearly	92	
Scoliosis screening biennially age 10-18- yearly	178	
Concussion Testing and Referral	38	
Diabetic Glucose testing, insulin pump management	4	
Mantoux/PPD testing- yearly	55	
Medication Administration- Scheduled daily, PRN's, OTC's	350	
Peanut/Tree Nut Allergy- potential Anaphylaxis students	96	
Seasonal allergic students	315	
Asthma Care/ Peak flow measurements/ students	105	
Students with medical implications	210	
Cardiac Care students	29	
Referrals for vision evaluations- yearly	10	
Referrals for hearing evaluations- yearly	5	
Referrals from IEP/504/I&RS for vision & hearing evaluations, & health summary	25	
Referral for Alcohol and drug use - yearly	10	



Sport Physicals processed -yearly	235	
Hypoglycemia	18	
Eye Disorders	6	
Female Disorders	32	
Religious Exempt	3	
Neurological	8	
Skin	20	
Seizure Disorder	2	
Scoliosis	21	
Thyroid	5	
Tourette's	1	
Migraines	19	
Urinary	4	
Orthopedic	35	
Pregnancy	0	
Chronic Nosebleeds	3	
Asperger's/Autism	2	
Anxiety Attacks, Depression	175	
Eating Disorder	5	
Hematology	5	
Arthritis	6	
ADHD	150	
Lyme's/Mono	5	
Auto Immune	12	

Gastrointestinal (IBS, other)	24	
Hearing Loss	2	
Blood pressure	6	
General Allergies (non-medical treatment in school)	315	

### III. Detailed Nursing Assignments Sufficient to Provide Health Services (N.J.A.C. 6A 16-2.1 (b) 2 (iv), N.J.A.C. 6A:16-2.1 (b)3, N.J.A.C. 6A:16-2.3)

The SCVTS Board of Education provides health services to the district's students as outlined below:

Schools →	SCVTHS			Out of District
Grade levels	9-12			N/A
Special Ed classes	N/A			
Enrollment number as of Oct. 1 <sup>st</sup> .	Full time	Share time		
<b>Number of students receiving:</b>	349	327		
Special Services/ IEP's	56	97		
504's	13	24		
I&RS	6			
IHP's	409			
IEHP's	375			
<b>Nursing Assignments- number of:</b>				N/A
NJAC 6A:9-13.3	<b>Certified School Nurse- CSN</b>	2		
	<b>Registered Nurse- not CSN</b>	0		
	<b>Licensed Practice Nurse- LPN</b>	0		
NJAC 6A:9-13.3 (b)	<b>CPR Certified</b>	24		
NJAC 6A:9-13.3 (b)	<b>AED Certified</b>	24		
NJAC	<b>Asthma Nebulizer trained</b>	4		
<b>Unlicensed Assistive Personnel Assignments</b>	N/A			N/A
	<b>Nursing Assistants</b>			
	<b>Health Aides</b>			

### IV. Nursing Services and Additional Medical Services provided to Non-Public Schools

#### A. Non-public nursing services (NJAC 6A 6A:16-2.3 (b) through (d))

1. Non-public nursing services are not provided by SCVTS as there are no non-public schools in the town boundaries.

### V. Additional District Nursing Services Information:

#### A. Nursing services provided to Teacher/Staff

1. acute and chronic health care
2. health teaching and counseling
3. staff -in-services
4. PLC participation

### VI. Emergency Management (N.J.A.C. 6A 16-2.1 (b) 2 (iii))

The SCVTS Board of Education provides for emergency services as follows:

#### B. Acute Care Management Plan:

1. Creation and maintenance of an Emergency Management Kit ("Go-box", crash cart, etc.) for utilization in Crisis, Emergency Evacuations, and Shelter-In-Place situations

2. Cardiac or Respiratory Distress Action Plan
  - a) AED's (Automatic External Defibrillators) deployment and delegates trained
  - b) CPR trained school nurse (NJAC 6A:13.3)
  - c) Universal Precautions trained staff
  - d) CPR/AED trained coaches/athletic trainers/teachers/staff
3. Concussion training for staff and management of current in-service certificates for coaches, PE teachers, nurses
4. NARCAN trained 2019
5. Post injury consultation with Athletic Trainer

**C. IEHP's/Chronic Care Management Plans:**

1. Epinephrine Auto-Injector/ Anaphylaxis Action Plan
2. Asthma Action Plan
3. Asthma Nebulizer trained nurses
4. Diabetic Action Plan- Glucagon
5. Lock-Down Health Care Action Plan
6. Shelter-In -Place Health Care Action Plan
7. Glucagon/Epipen trained staff

**D. District Crisis Management Plan:**

1. Triage Action Plans are in the District Crisis Management Plan
2. AED/lock-in drills two times per year

**E. Community Rescue Squad and Emergency Paramedic Services**

In the event of an emergency 9- 911 is called and Bridgewater Police as well as a community rescue squad will respond. Somerset Medical Center will send out Advanced Paramedic care if the situation warrants it.

**VI. Additional Health Office Responsibilities**

- A.** Member of School Emergency Management Committee
- B.** Students with financial concerns referred to the Foodbank of Somerset County for free eye exam and glasses
- C.** Free and/or reduced dental referrals
- D.** Referral to Zarephath Health Center and Plainfield Health Center for free or sliding scale health care
- E.** Referral to Union Avenue Pharmacy for reduced medication
- F.** Referrals to Somerset County Business Association for reduced pharmacy car
- G.** Referrals to Linkages
- H.** Participation in 504 committee meetings
- I.** Staff medical concerns: 325 visits 18-19 school year
- J.** Asthma Friendly School
- K.** Parenting skills with students who are new parents
- L.** Coordination with Athletic Trainer for sports program
- M.** Review of 154 (18-19SY) class trips/student health review
- N.** Works with School Resource Officers