

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
August 26, 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 July 22, 2019.

A. Corrections

On motion of _____, seconded by _____, the minutes of the Regular Meeting and Executive Session held on July 22, 2019 were approved.

Release of Executive Session Minutes

On motion of _____, seconded by _____, the executive session minutes are approved and to be released as listed:

November 23, 2015, February 22, 2016, April 25, 2016, May 23, 2016, October 16, 2017, January 22, 2018, February 26, 2018, March 26, 2018, April 23, 2018, May 23, 2018, June 25, 2018, July 23, 2018, August 27, 2018, September 24, 2018, October 22, 2018, November 20, 2018, December 17, 2018 and March 25, 2019.

IV. Correspondence

A.

V. Presentations/Recognitions

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. Resignation

The Superintendent recommends that the Board of Education accept the resignation of Ms. Devin Quackenbush, Special Education Instructor, effective July 25, 2019.

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

The Superintendent recommends that the Board of Education appoint Mr. Thomas Driscoll as Temporary Science Instructor (Temporary Reassignment Replacement), at a salary of \$55,370.00* (prorated), Step 1/A, effective September 3, 2019 through November 29, 2019. (11-140-100-101-07-0000)

*Based upon the 2017-18 salary guide

C. Reassignment

The Superintendent recommends that the Board of Education approve the reassignment of Mr. Troy Shandor, effective September 1, 2019 as follows:

FROM:
Teacher of Special Education

TO:
Teacher of Maintenance & Repair

D. 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:

District – Outside Organizations/Use of Facilities

Bonnie Grube	Lighting/Sound Technician (as needed basis)	\$ 22.07/hr (11-310-100-101-10-0000)
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Buildings and Grounds

Anthony Tillman	Evening Security Officer (10 mo.) (22.5 hrs/week) (UPC# GUA-BO-SECG-NA-02)	\$ 22.77/hr (11-000-266-100-02-0000)
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School Based Program

Moysey Averbukh	Bus Driver (27 hrs)	\$ 19.00/hr (20-432-200-110-21-0000)
Anthony Pucci, Jr.	Substitute Bus Driver	\$ 19.00/hr (20-432-200-110-21-0000)
Alejandro Ripalda	Substitute Bus Driver	\$ 19.00/hr (20-432-200-110-21-0000)

Employment of Part-Time Hourly Personnel – 2019-20 School Year (cont.)High School

Maureen Glennon Clayton	Repertory Dance Company Instructor (15 hrs)	\$ 46.52/hr* (11-310-100-101-10-0000)
Mary Lynne McAnally	Tap Dance Company Instructor (45 hrs)	\$ 45.68/hr* (11-310-100-101-10-0000)
Kathleen Caola	Aide – Health Occupations (20 hrs/week)	\$ 28.62/hr (11-310-100-106-11-0000)
Joanne May	Aide – Cosmetology (20 hrs/week)	\$ 28.62/hr (11-310-100-106-11-0000)
Gayle Behot	Title I Paraprofessional (20 hrs/week)	\$ 28.62/hr (20-231-100-106-23-0000)
Anthony Pucci, Jr.	Substitute Bus Driver	\$ 25.18/hr (11-000-270-162-02-0001)
Alejandro Ripalda	Substitute Bus Driver	\$ 25.18/hr (11-000-270-162-02-0001)

*Based upon 2017-18 salary/subject to change upon negotiated agreement

Performing ArtsDance Performance/Dance Education

Kathleen Amalfitano	Ballet I, Dance Science, Anatomy, Pilate's cert. (255 hrs)	\$ 42.11/hr (11-310-100-101-10-0000)
Nora Cotter	Ballet III (175 hrs)	\$ 42.11/hr (11-310-100-101-10-0000)
David Tamake	Ballet III (75 hrs [maternity leave])	\$ 42.11/hr (11-310-100-101-10-0000)
Svetlana Volf	Accompanist (230 hrs)	\$ 31.13/hr (11-310-100-101-10-0000)
David Cheifer	Accompanist (85 hrs)	\$ 31.13/hr (11-310-100-101-10-0000)
Ian Howells	Accompanist (85 hrs)	\$ 31.13/hr (11-310-100-101-10-0000)
Bonnie Grube	Costumier (300 hrs)	\$ 31.37/hr (11-310-100-101-10-0000)
	Production Assistant (150 hrs)	\$ 22.07/hr (11-310-100-101-10-0000)

Theater Arts

Laura Swanson	Acting (435 hrs)	\$ 42.11/hr (11-310-100-101-10-0000)
Denise Mihalik	Acting – Yoga Voice (25 hrs)	\$ 42.11/hr (11-310-100-101-10-0000)
Andrew Moore	Acting – Vocal Music (25 hrs)	\$ 42.11/hr (11-310-100-101-10-0000)
John Conte	Accompanist (380 hrs)	\$ 31.13/hr (11-310-100-101-10-0000)
Sarah Zinn	Costumier (175 hrs)	\$ 31.37/hr (11-310-100-101-10-0000)
Bonnie Grube	Assistant Technical Director (200 hrs)	\$ 22.07/hr (11-310-100-101-10-0000)

Employment of Part-Time Hourly Personnel – 2019-20 School Year (cont.)

Creative Arts

Sheila Sullivan Adult Dance Evening Instructor \$ 51.43/hr (11-310-100-101-10-0000)
(72 hrs)

NJ SkillsUSA

Peter Carey State Director \$5,096.00/month (20-335-200-100-24-0000)
 Sheila Rick Assistant to State Director \$4,489.33/month (20-335-200-100-24-0000)
 Nzinga Basir Program Assistant \$ 416.67/month (20-335-200-100-24-0000)
 Janet Cantore-Watson Communications Assistant \$ 416.67/month (20-335-200-100-24-0000)
 Amy Patryn Financial Assistant \$ 416.67/month (20-335-200-100-24-0000)
 (pending NJ SkillsUSA grant approval)

E. 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:

Frederick Austin

F. Extra-Curricular Appointments – 2019-20 School Year

The Superintendent recommends that the Board of Education approve the following for extra-curricular activities for the 2019-20 school year as follows: (Stipends to be determined upon completion of negotiated agreement.)

Matthew Poznanski Morning Duty Monitor \$ 16.00/day
 (rescind prior appointment - Jaime Morales)
 Maura Gillooly Morning Duty Monitor Substitute \$ 16.00/day
 JaLisa Williamson Morning Duty Monitor Substitute \$ 16.00/day

G. Salary Adjustments – 2019-20 School Year

The Superintendent recommends that the Board of Education approve salary adjustments for the 2019-20 school year as follows:

Name	2019-20 Base Salary*	Masters Stipend	Addl Assignments per Week	% rate	Amount	2019-20 Total Salary
Christopher Miller	\$ 66,885.00	\$ 725.00	10	28.56%	\$ 19,102.36	\$ 86,712.36
Johanna Scholl	\$ 74,005.00	\$ 725.00	10	28.56%	\$ 21,135.83	\$ 95,865.83
Kim Vasaturo	\$ 79,105.00	NA	4	11.424%	\$ 9,036.96	\$ 88,141.96
Robert Carrig	\$ 63,325.00	\$ 725.00	7	19.992%	\$ 12,659.93	\$ 76,709.93
Rachel Kinlan	\$ 59,765.00	NA	6	17.136%	\$ 10,241.33	\$ 70,006.33
Matthew Poznanski	\$ 60,390.00	NA	6	17.136%	\$ 10,348.43	\$ 70,738.43
John O'Neill	\$ 84,114.63	NA	1	2.856%	\$ 2,402.31	\$ 86,516.94
Maura Gillooly	\$ 59,430.00	NA	6	17.136%	\$ 10,183.92	\$ 69,613.92
Keith Johnson	\$ 66,885.00	NA	5	14.28%	\$ 9,551.18	\$ 76,436.18
Mark Mastrobattista	\$ 77,565.00	NA	5	14.28%	\$ 11,076.28	\$ 88,641.28
Joseph Alfieri	\$ 75,345.00	NA	5	14.28%	\$ 10,759.27	\$ 86,104.27
Jonathon Ostroff	\$ 79,105.00	NA	5	14.28%	\$ 11,296.19	\$ 90,401.19
*Based upon 2017-18 salary guide						

H. 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.

Notice - Effective July 1, 2019 per the State of NJ, Office of Management and Budget and in accordance with the Fiscal Year 2020 Appropriations Act and until further notice, the mileage reimbursement rate shall be \$0.35 per mile.

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	___	___

I. Revised Mileage Reimbursement – William Hyncik, Jr.

As a result of the recent revision to the allowable mileage reimbursement rate by the State of New Jersey which took effect July 1, 2019, it is recommended the Board of Education revise the previously approved mileage reimbursement to \$75.60 for Mr. William Hyncik Jr. to attend the NJSBA Conference in Atlantic City, NJ in October 2019.

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	___	___

J. Revised Mileage Reimbursement – Gregory Lalevee

As a result of the recent revision to the allowable mileage reimbursement rate by the State of New Jersey which took effect July 1, 2019, it is recommended the Board of Education revise the previously approved mileage reimbursement to \$86.10 for Mr. Gregory Lalevee to attend the NJSBA Conference in Atlantic City, NJ in October 2019.

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.

K. Revised Mileage Reimbursement – Richard St. Pierre

As a result of the recent revision to the allowable mileage reimbursement rate by the State of New Jersey which took effect July 1, 2019, it is recommended the Board of Education revise the previously approved mileage reimbursement to \$83.30 for Mr. Richard St. Pierre to attend the NJSBA Conference in Atlantic City, NJ in October 2019.

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.

L. Revised Mileage Reimbursement – Nadine Wilkins

As a result of the recent revision to the allowable mileage reimbursement rate by the State of New Jersey which took effect July 1, 2019, it is recommended the Board of Education revise the previously approved mileage reimbursement to \$81.20 for Ms. Nadine Wilkins to attend the NJSBA Conference in Atlantic City, NJ in October 2019.

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.

M. Field Trips

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

N. After School Hours Program Fees

The Superintendent recommends that the Board of Education approve the following after school hours program fees for the 2019-20 school year as follows:

Performing Arts Program Students/Tap Dance Company Fee	\$140.00 per student
Performing Arts Program Students/Repertory Company Fee	\$120.00 per student

O. Textbook Approval

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

Emergency Medical Responder: Your First Response in Emergency Care, Jones & Bartlett Learning, 6th Edition (\$120.00/each X 31=\$3,720.00)

They Say/I Say with Readings, W.W. Norton & Company, Inc., 4th Edition, 2019 (\$55.50/each X 20=\$1,110.00)

Culinary Professional, Goodheart-Wilcox, 2017 (\$87.00/each X 35 [shipping \$141.10]=\$3,186.00) (2 6yr email desk copy instructor n/c)

Culinary Professional Study Guide, Goodheart-Wilcox, 2017 (\$21.00/each X 140 [shipping \$171.78] = \$3,111.78)

P. School Improvement Panel (ScIP)

The Superintendent recommends that the Board of Education appoint the School Improvement Panel (ScIP) for the 2019-20 school year as follows:

- Diane Ziegler, Principal
- Patrick Pelliccia, Supervisor Curriculum & Instruction
- Christopher Miller, Academic Instructor/Staff Development Leader

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	___	___

Q. Job Description

The Superintendent recommends that the Board of Education approve job description – Special Projects and Program Assistant – Superintendent’s Office as it appears on Addendum #3.

R. Revised Job Descriptions

The Superintendent recommends that the Board of Education approve the following revised job descriptions as they appear on Addendum #4.

High School Principal
Utility Worker
Entry Level Maintenance Worker

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	___	___

S. Acceptance of Funds

The Superintendent recommends that the Board of Education adopt the following resolution: The governing body of the Somerset County Vocational and Technical Schools at its August 26, 2019 meeting authorized acceptance of funds for the following:

NJ Department of Education	Carl D. Perkins (FY 2020)		\$287,202.00
	Other Districts	\$268,645.00	
	Reserve	\$ 18,557.00	
Somerset County Department of Human Services	Twilight Program (2019-20)		\$106,723.00

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	___	___

T. Donation

The Superintendent recommends that the Board of Education accept the following donation:

<u>Item</u> Airdyne Fitness Bike	<u>Donor</u> RWJ Somerset – Sports PT & Performance Center Ryan Stevens, Manager 110 Rehill Avenue Somerville, NJ 08876
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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	___	___

U. Superintendent’s Update

- HIB
- Student Suspension Report - None
- Student Enrollment Report – None
- Annual Graduation Report - The Superintendent, in accordance with N.J.S.A. 18A:7C-7 and 18A:7E-3, shall report annually to the Board of Education at a public meeting not later than September 30, and to the Commissioner of Education:
 1. The total number of students graduated: **93**
 2. The number of students graduated under the substitute competency test process; **43**
 3. The number of students graduated under the portfolio appeals process; **2**
 4. The number of students receiving State-endorsed high school diplomas as a result of meeting any alternative requirements for graduation as specified in their IEP’s; **5**
 5. The total number of students denied graduation from the twelfth grade class; and **0**
 6. The number of students denied graduation from the twelfth grade class solely because of failure to pass the high school end-of-course PARCC assessments, substitute competency tests, or portfolio appeals process based on the provisions of N.J.A.C. 6A:8. **0**
- Performing Arts Dance Website Commercial – M. Glennon Clayton

V. Submission of Bills

It is recommended the Board of Education approve the bills list for August 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 July 2019 and the Treasurer of School Monies for the month of July 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. Budget Transfers – July 2019

It is recommended the Board of Education approve the budget transfers for the 2019-20 school year as they appear on Addendum #6.

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	___	___

C. Professional Service Contract – 2019-20 School Year

It is recommended the Board of Education reappoint William Paterson University to provide professional development school network services as per their proposal and fee of \$20,00.00 (year 2 of 4 years) for the 2019-20 school year.

D. Bedside and Homebound Instruction - 2019-20 School Year

It is recommended the Board of Education approve the following to provide bedside and homebound instruction agreement for the 2019-20 school year:

LearnWell

E. Member Participation in Cooperative Purchasing Agreement – 2019-20 School Year

It is recommended the Board of Education authorize membership for a Cooperative Pricing System for the 2019-2020 school year with the County of Bergen (New Jersey Cooperative Purchasing Alliance).

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the County of Bergen, hereinafter referred to as the “Lead Agency ” has offered voluntary participation in the New Jersey Cooperative Purchasing Alliance # CK04- a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on August 26, 2019 the governing body of the Somerset County Vocational Board of Education, County of Somerset, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Somerset County Vocational & Technical Schools.

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the Business Administrator is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

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:

September 23, 2019
5:00 P.M.
Somerset County Vocational & Technical Schools
14 Vogt Drive
Bridgewater, New Jersey 08807

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 _____. Action may or may not be taken.
C. Under the provisions of the above stated laws, the public shall be excluded from attendance at the portion of the meeting relating to the above matters.
D. It is anticipated that the items discussed will be made public when the matters discussed are resolved.

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

DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
October 16, 2019	Patricia Morales Peggy Prezioso	\$275/each	\$0	School Health Conference	Somerset, NJ

Revisions to previously Board approved School Business/Professional Development Travel

No Longer Attending

Raelene Sipple
ASBO International Conference, National Harbor, MD
October 24-27, 2019
\$725.00/registration
\$113.40/mileage
\$116.88/parking, tolls
\$266.00/meals
\$1,266.68/lodging

Adjusted mileage reimbursements due to an increase in the New Jersey mileage reimbursement rate.

July 10, 2019, Samantha Carter \$14.63
July 10, 2019, Brandon Kornbluh \$18.55
July 24, 2019, Erick Fargo \$36.75
July 29-August 2, 2019, MaryLynne McAnally \$181.30
October 21-24, 2019, Raelene Sipple \$82.38

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August 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>
9/19/2019	SkillsUSA	Bridgewater Marriott Bridgewater, NJ	\$0.00	District
10/3/2019	SkillsUSA	M CVS Sypek Center Pennington, NJ	\$0.00	District
1/16/2020	SkillsUSA	Gloucester Tech Sewell, NJ	\$0.00	District
3/5/2020	SkillsUSA	M CVS Sypek Center Pennington, NJ	\$0.00	District
3/5/2020	SkillsUSA	Mercedes Benz Training Center Robbinsville Twp., NJ	\$0.00	District
3/13/2020	SkillsUSA	Cumberland Tech Vineland, NJ	\$0.00	District
3/14/2020	SkillsUSA	Sussex Tech Sparta Twp., NJ	\$0.00	District
3/21/2020	SkillsUSA	Camden Tech Sicklerville, NJ	\$0.00	District
3/21/2020	SkillsUSA	Gloucester Tech Sewell, NJ	\$0.00	District
5/21/2020	SkillsUSA	Forest Lodge Warren, NJ	\$0.00	District
6/22/2020	SkillsUSA Students/Advisors	Kentucky Expo Center Louisville, Kentucky	*\$1,300.00 *\$600.00/Student *\$700.00/District & SkillsUSA Student Activities	Outside Agency/Student, District, SkillsUSA Student Activities

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**SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
JOB DESCRIPTION**

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**CATEGORY: NON INSTRUCTIONAL
SUPPORT**

ADOPTED:

NON CERTIFIED

TITLE: SPECIAL PROJECTS AND PROGRAM ASSISTANT – SUPERINTENDENT’S OFFICE

QUALIFICATIONS:

1. Bachelor degree.
2. Program development experience.
3. Five (5) years’ experience working in a school environment.
4. Strong organizational skills.
5. Strong written and verbal communication skills.
6. Knowledge of computer systems and financial accounting software.
7. Knowledge of compliance procedures for state and federal grant programs.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools or designee

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL: Under the direction of the Superintendent performs varied complex and confidential duties relevant to the administration of the district.

PERFORMANCE RESPONSIBILITIES:

1. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
2. Assists with the research and writing of funding proposals, grant applications and special projects.
3. Submits financial reports, and when necessary, budget modifications to State and County agencies.
4. Serves as a liaison between the district and outside agencies such as the Department of Education, the Department of Human Services, etc.
5. Assists in a wide variety of special projects initiated by the Superintendent.
6. Oversees High School student activity accounts.
7. Prepares and assists in the preparation of summaries and reports based on information and records maintained.
8. Assists in the preparation of an agenda for Board of Education meetings.
9. Assists in scheduling of appointments and arranging for conferences and interviews.
10. Assists in registering Board of Education members and administrators for various conferences, meetings and events.
11. Assists in the preparation of letters and contracts for items in the Board agenda necessary for the signature of the Superintendent, Board President and Board Secretary.
12. Demonstrates a high level of responsibility in maintaining appropriate confidentiality.
13. Is sensitive to classified and confidential matters discussed in the Superintendent’s Office and the need for discretion.
14. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

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

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

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**SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
JOB DESCRIPTION**

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CATEGORY: ADMINISTRATION**ADOPTED: August 4, 1988; Revised:****TITLE: HIGH SCHOOL PRINCIPAL****CERTIFIED****QUALIFICATIONS:**

1. Valid New Jersey Principal certificate.
2. Administrative experience the level of Principal, Assistant Principal or equivalent either at the school or central office level.
3. Experience in vocational education and/or have demonstrated program leadership in other areas of education at the level designated above.
4. Experience with secondary school curriculum and have demonstrated staff leadership characteristics.
5. Demonstrated experience in instructional leadership.
6. Such alternatives to the above requirements as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools or designee

SUPERVISES: Members of high school administrative team, teachers and support staff.

JOB GOAL: To provide the management and staff leadership essential to an effective vocational education program at the high school level.

PERFORMANCE RESPONSIBILITIES: General Administration

1. Establishes and implements administrative procedures to direct the daily routine work of the high school staff.
2. Maintains a flow of information through meetings, committees, handbooks and other ways to communicate effectively with staff members and the community that is served.
3. Establishes a system of records on financial activities, attendance registers, student personnel and other areas appropriate to effective management of the high school.
4. Supervises the requisition, distribution, inventory of instructional materials and equipment in accordance with budget allocations and program needs.
5. Monitors the preventive and corrective maintenance of the school plant through inspection, work order preparation and follow-up through work completion.
6. Determines staffing needs of the high school program and make appropriate recommendations to the Superintendent to fill these needs.
7. Implements a program of staff supervision that would observe, assist and evaluate the performance of administrators, teachers and clerical staff.
8. Organizes a staff development program that would assist staff members to become more effective in fulfilling their job responsibilities.
9. Administers the implementation of the teachers' contract as it affects the working conditions of teachers in the high school. Further, to implement the provisions of the Affirmative Action Plan for School and Classroom Practices as adopted by the Board of Education.
10. Evidences a commitment to continuing professional growth through membership in professional organizations and involvement in professional activities.
11. Organizes the vocational shops and the academic requirements of the high school into a meaningful learning program for the students choosing this type of high school program.
12. Administers the co-curricular program to provide for a meaningful program of student services, a viable health program, sufficient library and media materials, and a parent involvement program to improve communication with the home.
13. Supervises the extracurricular program in athletics and club activity to maximize participation and to provide the desired experiences to interested students.
14. Implements an expanding vocational program for students with special learning needs through a commitment to mainstreaming as an administrative approach.
15. Provides the educational leadership needed for an emerging program of vocational education that is committed to an expanded opportunity for students in current and future programming.
16. Encourages and directs activities conducive to a positive school culture and climate.
17. Recommends a budget for the thorough and efficient operation of the High School.
18. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent.

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

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

**SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
JOB DESCRIPTION**

Page 1 of 1

CATEGORY: MAINTENANCE

ADOPTED: January 23, 1989; Revised June 27, 2005;
February 26, 2018;

TITLE: UTILITY WORKER

NON CERTIFIED

QUALIFICATIONS:

Any combination of education, training and experience which provides the following knowledge, skills and abilities:

1. Knowledge of building maintenance and equipment.
2. Ability to make major repairs.
3. Must be able to perform:
 - a. Walking for long periods of time
 - b. Bending
 - c. Standing
 - d. Climbing/overhead work
 - e. Ability to lift 50 lbs.
4. Ability to understand and follow verbal and written instructions.
5. Must have a valid driver's license.
6. Must have a black seal license or obtain license within one (1) year of employment.
7. Knowledge of computer applications.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Buildings and Grounds or designee

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL: Performs specific and complex maintenance work related to his/her experience/license.

PERFORMANCE RESPONSIBILITIES:

1. Maintains buildings, grounds, and equipment, and in making repairs to woodwork, flooring, electrical work, plumbing, roofing, painting, masonry, walls and minor carpentry work.
2. Assists other mechanics with major repairs or new work as needed.
3. Maintains boiler operations as needed.
4. Services water coolers; replaces light bulbs; relocates office furniture and building equipment as needed.
5. Operates the department's mechanical equipment for lawn cutting and shrubbery cutting.
6. Shovels snow, spreads sand, and other chemicals, which may be needed for control of ice and snow.
7. Cleans property and parking lots; rake leaves when necessary.
8. Mops, sweeps, or vacuums spills and the like when necessary.
9. Runs errands; pick up needed supplies for current projects.
10. Inspects, identifies and communicates to supervisor building maintenance improvements and/or deficiencies.
11. Assists in the mailroom when necessary.
12. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

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

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

**SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
JOB DESCRIPTION**

Page 1 of 1

CATEGORY: MAINTENANCE

ADOPTED: January 23, 1989; Revised June 27, 2005;
February 26, 2018;

TITLE: ENTRY LEVEL MAINTENANCE WORKER

NON CERTIFIED

QUALIFICATIONS:

Any combination of education, training and experience which provides the following knowledge, skills and abilities:

1. Knowledge of building maintenance and equipment.
2. Must be able to perform:
 - a. Walking for long periods of time
 - b. Bending
 - c. Standing
 - d. Climbing/overhead work
 - e. Ability to lift 50 lbs.
3. Must have a valid driver's license.
4. Knowledge of computer applications.
5. Ability to understand and follow verbal and written instructions.
6. Must have a black seal license or obtain license within one (1) year of employment.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Buildings and Grounds or designee

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL: Under the supervision of Director of Buildings and Grounds performs a variety of duties requiring specialized knowledge of department functions and procedures and to perform general utility work.

PERFORMANCE RESPONSIBILITIES:

1. Maintains boiler operations as needed.
2. Assists in maintaining buildings, grounds and equipment and in making minor repairs to woodwork, flooring, electrical work, plumbing, roofing, painting, masonry, walls and minor carpentry work.
3. Services water coolers, replaces light bulbs, relocates office furniture and building equipment.
4. Operates the department's mechanical equipment for law and shrubbery cutting.
5. Shovels snow, spreads sand and other chemicals, which may be needed for control of ice and snow.
6. Cleans property and parking lots; rake leaves when necessary.
7. Mops, sweeps and vacuums spills and the like when necessary.
8. Runs errands; pick up needed supplies for current projects.
9. Assists in the mailroom when necessary.
10. Inspects, identifies and communicates to supervisor building maintenance improvements and/or deficiencies.
10. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

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

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

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8/6 7:14am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10
Interim Balance Sheet
For 1 Month Period Ending 07/31/2019

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$2,941,725.67
121	Tax levy receivable		\$11,922,443.00
	Accounts receivable:		
132	Interfund	\$140,578.20	
141	Intergovernmental - State	\$1,428,562.02	
143	Intergovernmental - Other	\$94,921.82	
			\$1,664,062.04
	Other Current Assets		\$0.00

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

301	Estimated Revenues	\$14,828,968.00	
302	Less Revenues	(\$13,356,451.65)	
			\$1,472,516.35

	Total assets and resources		\$18,000,747.06
			=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10
Interim Balance Sheet
For 1 Month Period Ending 07/31/2019

=====

LIABILITIES AND FUND EQUITY

=====

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

421	Accounts Payable	\$371,612.53
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TOTAL LIABILITIES

\$371,612.53

=====

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	\$3,080,094.76
-----	---	----------------

754	Reserve for Encumbrance - Prior Year	\$82,683.56
-----	--------------------------------------	-------------

Reserved fund balance:

310	Less: Withdrawal from Maintenance Reserve	(\$114,449.00)
		(\$114,449.00)

760	Reserved Fund Balance	\$2,632,059.61
-----	-----------------------	----------------

601	Appropriations	\$15,783,696.56
-----	----------------	-----------------

602	Less : Expenditures	\$894,120.67
-----	---------------------	--------------

603	Encumbrances	\$3,162,778.32 (\$4,056,898.99)
-----	--------------	---------------------------------

\$11,726,797.57

Total Appropriated

\$17,407,186.50

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

770	Unreserved Fund Balance -	\$1,084,928.03
-----	---------------------------	----------------

303	Budgeted Fund Balance	(\$862,980.00)
-----	-----------------------	----------------

TOTAL FUND BALANCE

\$17,629,134.53

TOTAL LIABILITIES AND FUND EQUITY

\$18,000,747.06

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Somerset County Vocational Board of Ed.
 General Fund - Fund 10
 Interim Balance Sheet
 For 1 Month Period Ending 07/31/2019

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$15,783,696.56	\$4,056,898.99	\$11,726,797.57
Revenues	(\$14,828,968.00)	(\$13,356,451.65)	(\$1,472,516.35)
	\$954,728.56	(\$9,299,552.66)	\$10,254,281.22
Change in Maintenance Reserve account:			
310 Less - Withdrawal from reserve	(\$114,449.00)		
Subtotal Reserve Adjustments	(\$114,449.00)	(\$114,449.00)	
Less: Adjust for prior year encumb.	(\$91,748.56)	(\$91,748.56)	
Budgeted Fund Balance	\$748,531.00	(\$9,505,750.22)	\$10,254,281.22
	=====	=====	=====
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$748,531.00	(\$9,505,750.22)	\$10,254,281.22
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	\$748,531.00	(\$9,505,750.22)	\$10,254,281.22
	=====	=====	=====

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 1 Month Period Ending 07/31/2019

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$13,400,406.00	\$11,927,889.65		\$1,472,516.35
3XXX From State Sources	\$1,428,562.00	\$1,428,562.00		.00
TOTAL REVENUE/SOURCES OF FUNDS	\$14,828,968.00	\$13,356,451.65		\$1,472,516.35
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---				
11-1XX-100-XXX Regular Programs - Instruction	\$2,008,194.50	\$0.00	\$26,831.98	\$1,981,362.52
11-3XX-100-XXX Voc. Programs - Local - Instruction	\$3,736,246.16	\$24,655.31	\$67,399.03	\$3,644,191.82
11-401-100-XXX School-Spon. Cocurr. Acti-Instr	\$85,225.00	\$0.00	\$3,568.81	\$81,656.19
11-402-100-XXX School-Spons. Athletics - Instruction	\$143,785.00	\$2,000.00	\$65,998.58	\$75,786.42
--- UNDISTRIBUTED EXPENDITURES ---				
11-000-211-XXX Attendance and Social Work Services	\$36,472.00	\$2,171.68	\$7,914.20	\$26,386.12
11-000-213-XXX Health Services	\$190,139.94	\$8,418.30	\$6,170.86	\$175,550.78
11-000-216-XXX Speech, OT,PT & Related Svcs	\$10,000.00	\$0.00	\$7,544.00	\$2,456.00
11-000-218-XXX Guidance	\$924,652.00	\$38,693.38	\$23,304.03	\$862,654.59
11-000-219-XXX Child Study Teams	\$211,554.00	\$8,804.58	\$6,604.63	\$196,144.79
11-000-221-XXX Improv of Inst. - Instruc Staff	\$394,530.00	\$31,723.40	\$1,720.18	\$361,086.42
11-000-222-XXX Educational Media Serv/School Library	\$48,724.00	\$0.00	\$3,896.58	\$44,827.42
11-000-223-XXX Instructional Staff Training Services	\$64,282.00	\$2,047.50	\$1,495.00	\$60,739.50
11-000-230-XXX Supp. Serv.-General Administration	\$753,763.39	\$149,529.93	\$124,033.19	\$480,200.27
11-000-240-XXX Supp. Serv.-School Administration	\$768,482.18	\$66,422.06	\$21,387.28	\$680,672.84
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$935,861.00	\$78,002.73	\$39,732.24	\$818,126.03
11-000-261-XXX Require Maint. for School Facilities	\$1,165,987.79	\$93,856.22	\$118,979.15	\$953,152.42
11-000-262-XXX Custodial Services	\$987,046.53	\$63,498.75	\$775,857.78	\$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	\$2,387.22	\$0.00	\$112,122.78
11-000-270-XXX Student Transportation Services	\$197,124.00	\$0.00	\$6,149.00	\$190,975.00
11-XXX-XXX-2XX Allocated and Unallocated Benefits	\$2,770,734.00	\$321,909.61	\$1,815,176.73	\$633,647.66
TOTAL GENERAL CURRENT EXPENSE				
EXPENDITURES/USES OF FUNDS	\$15,571,313.49	\$894,120.67	\$3,123,763.25	\$11,553,429.57
	=====	=====	=====	=====

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 1 Month Period Ending 07/31/2019

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$109,015.07	\$0.00	\$39,015.07	\$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	\$0.00	\$39,015.07	\$173,368.00
	=====	=====	=====	=====
TOTAL GENERAL FUND EXPENDITURES	\$15,783,696.56	\$894,120.67	\$3,162,778.32	\$11,726,797.57
	=====	=====	=====	=====

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 1 Month Period Ending 07/31/2019

		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	.00	\$1,402,963.00
1XXX	Miscellaneous	\$75,000.00	\$5,446.65	\$69,553.35
	TOTAL	\$13,400,406.00	\$11,927,889.65	\$1,472,516.35
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$389,105.00	\$389,105.00	.00
3140	Vocational Expansion Stabilization Aid	\$120,922.00	\$120,922.00	.00
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	\$1,428,562.00	\$0.00
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$14,828,968.00	\$13,356,451.65	\$1,472,516.35
		=====	=====	=====

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 1 Month Period Ending 07/31/2019

	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	.00	.00	\$1,799,627.00
11-140-100-500 Other Purch. Serv. (400-500 series)	\$53,050.00	.00	\$5,262.50	\$47,787.50
--- 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	\$0.00	\$5,262.50	\$1,860,564.50
--- SPECIAL EDUCATION - INSTRUCTION ---				
--- Vocational Programs-Local-Instruction ---				
11-3XX-100-101 Salaries of Teachers	\$2,989,448.00	\$16,819.24	\$0.00	\$2,972,628.76
11-3XX-100-106 Other Sal. For Instruction	\$64,890.00	\$0.00	\$0.00	\$64,890.00
11-3XX-100-320 Purchased Prof.-Ed. Services	\$311,415.00	\$325.00	\$1,808.00	\$309,282.00
11-3XX-100-500 Other Purchased Serv.(400-500 series)	\$68,056.00	\$147.15	\$5,791.57	\$62,117.28
11-3XX-100-610 General Supplies	\$273,147.16	\$7,363.92	\$53,388.25	\$212,394.99
11-3XX-100-640 Textbooks	\$13,990.00	\$0.00	\$776.21	\$13,213.79
11-3XX-100-800 Other Objects	\$15,300.00	\$0.00	\$5,635.00	\$9,665.00
TOTAL	\$3,736,246.16	\$24,655.31	\$67,399.03	\$3,644,191.82
--- 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	.00	\$12,725.00
11-401-100-600 Supplies and Materials	\$16,180.00	.00	\$2,818.81	\$13,361.19
11-401-100-800 Other Objects	\$3,500.00	.00	\$750.00	\$2,750.00
TOTAL	\$85,225.00	\$0.00	\$3,568.81	\$81,656.19
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$62,000.00	\$2,000.00	.00	\$60,000.00
11-402-100-500 Purchased Services (300-500 series)	\$34,400.00	.00	\$34,400.00	.00
11-402-100-600 Supplies and Materials	\$21,535.00	.00	\$13,568.58	\$7,966.42
11-402-100-800 Other Objects	\$25,850.00	.00	\$18,030.00	\$7,820.00
TOTAL	\$143,785.00	\$2,000.00	\$65,998.58	\$75,786.42
--- UNDISTRIBUTED EXPENDITURES ---				
--- Attendance and social work services ---				
11-000-211-171 Sal. of Drop-Out Prev. Officer/Coordinators	\$27,647.00	\$2,171.68	.00	\$25,475.32
11-000-211-300 Purchased Prof. & Tech. Svc.	\$7,825.00	.00	\$7,812.25	\$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	\$375.00	.00	\$101.95	\$273.05
11-000-211-800 Other Objects	\$250.00	.00	.00	\$250.00
TOTAL	\$36,472.00	\$2,171.68	\$7,914.20	\$26,386.12
--- Health services ---				
11-000-213-100 Salaries	\$161,880.00	\$8,418.30	.00	\$153,461.70

Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 1 Month Period Ending 07/31/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-213-300 Purchased Prof. & Tech. Svc.	\$17,374.94	.00	\$2,874.94	\$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	.00	\$3,205.92	\$5,794.08
11-000-213-800 Other Objects	\$500.00	.00	\$90.00	\$410.00
TOTAL	\$190,139.94	\$8,418.30	\$6,170.86	\$175,550.78
--- Speech, OT,PT & Related Svcs ---				
11-000-216-320 Purchased Prof. Ed. Services	\$10,000.00	.00	\$7,544.00	\$2,456.00
TOTAL	\$10,000.00	\$0.00	\$7,544.00	\$2,456.00
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$438,101.00	\$5,240.02	.00	\$432,860.98
11-000-218-105 Sal Secr. & Clerical Asst.	\$117,915.00	\$9,010.82	.00	\$108,904.18
11-000-218-11X Other Salaries	\$291,079.00	\$24,442.54	.00	\$266,636.46
11-000-218-390 Other Purch. Prof. & Tech Svc.	\$43,340.00	.00	\$15,877.25	\$27,462.75
11-000-218-500 Other Purchased Services (400-500 series)	\$24,967.00	.00	\$6,900.00	\$18,067.00
11-000-218-600 Supplies and Materials	\$9,000.00	.00	\$526.78	\$8,473.22
11-000-218-800 Other Objects	\$250.00	.00	.00	\$250.00
TOTAL	\$924,652.00	\$38,693.38	\$23,304.03	\$862,654.59
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$150,774.00	\$5,240.00	.00	\$145,534.00
11-000-219-105 Sal Secr. & Clerical Asst.	\$46,480.00	\$3,564.58	.00	\$42,915.42
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	.00	\$5,394.37	\$1,005.63
11-000-219-592 Misc Purch Ser(400-500 O/than Resid costs)	\$1,800.00	\$0.00	\$236.25	\$1,563.75
11-000-219-600 Supplies and Materials	\$3,100.00	.00	\$689.01	\$2,410.99
11-000-219-800 Other Objects	\$1,000.00	.00	\$285.00	\$715.00
TOTAL	\$211,554.00	\$8,804.58	\$6,604.63	\$196,144.79
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	\$214,445.00	\$17,844.38	.00	\$196,600.62
11-000-221-104 Salaries Other Prof. Staff	\$115,984.00	\$9,033.06	.00	\$106,950.94
11-000-221-105 Sal Secr. & Clerical Asst.	\$59,701.00	\$4,689.58	.00	\$55,011.42
11-000-221-500 Other Purchased Services (400-500 series)	\$3,000.00	\$156.38	\$1,720.18	\$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	\$31,723.40	\$1,720.18	\$361,086.42
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$34,194.00	.00	.00	\$34,194.00
11-000-222-300 Purchased Prof. & Tech Svc.	\$1,100.00	.00	.00	\$1,100.00
11-000-222-500 Other Purchased Services (400-500 series)	\$4,380.00	.00	.00	\$4,380.00
11-000-222-600 Supplies and Materials	\$9,000.00	.00	\$3,896.58	\$5,103.42
11-000-222-800 Other Objects	\$50.00	.00	.00	\$50.00
TOTAL	\$48,724.00	\$0.00	\$3,896.58	\$44,827.42
--- Instructional Staff Training Services ---				
11-000-223-102 Salaries Superv. of Instruction	\$48,982.00	\$2,047.50	.00	\$46,934.50

Somerset County Vocational Board of Ed.
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 1 Month Period Ending 07/31/2019

	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	.00	\$1,495.00	\$12,305.00
11-000-223-600 Supplies and Materials	\$500.00	.00	.00	\$500.00
TOTAL	\$64,282.00	\$2,047.50	\$1,495.00	\$60,739.50
--- Support services-general administration ---				
11-000-230-100 Salaries	\$341,819.00	\$28,330.98	\$0.00	\$313,488.02
11-000-230-331 Legal Services	\$78,171.21	.00	\$23,171.21	\$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	.00	\$1,974.18	\$11,000.00
11-000-230-340 Purchased Tech. Services	\$8,700.00	\$4,685.00	.00	\$4,015.00
11-000-230-530 Communications/Telephone	\$71,650.00	\$3,211.27	\$29,498.05	\$38,940.68
11-000-230-585 BOE Other Purchased Prof. Svc.	\$3,500.00	.00	\$1,600.00	\$1,900.00
11-000-230-590 Other Purchased Services	\$156,090.00	\$97,860.00	\$56,360.00	\$1,870.00
11-000-230-610 General Supplies	\$7,574.00	\$219.68	.00	\$7,354.32
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	\$13,473.00	\$2,930.00	\$4,162.00
11-000-230-895 BOE Membership Dues and Fees	\$7,000.00	.00	\$6,749.75	\$250.25
TOTAL	\$753,763.39	\$149,529.93	\$124,033.19	\$480,200.27
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$146,190.00	\$12,164.74	.00	\$134,025.26
11-000-240-104 Salaries Other Prof. Staff	\$326,525.00	\$27,170.84	.00	\$299,354.16
11-000-240-105 Sal Secr. & Clerical Asst.	\$241,069.00	\$18,841.64	.00	\$222,227.36
11-000-240-500 Other Purchased Services	\$30,825.00	\$1,529.84	\$14,555.16	\$14,740.00
11-000-240-600 Supplies and Materials	\$17,873.18	\$800.00	\$6,832.12	\$10,241.06
11-000-240-800 Other Objects	\$6,000.00	\$5,915.00	.00	\$85.00
TOTAL	\$768,482.18	\$66,422.06	\$21,387.28	\$680,672.84
--- Central Services ---				
11-000-251-100 Salaries	\$367,480.00	\$30,568.04	.00	\$336,911.96
11-000-251-330 Purchased Prof. Services	\$7,500.00	\$327.38	\$5,376.18	\$1,796.44
11-000-251-340 Purchased Technical Services	\$26,000.00	\$10,703.00	\$12,912.43	\$2,384.57
11-000-251-592 Misc Pur Serv (400-500 series)	\$3,000.00	\$725.00	\$100.00	\$2,175.00
11-000-251-600 Supplies and Materials	\$7,500.00	\$133.33	\$1,672.67	\$5,694.00
11-000-251-89X Other Objects	\$4,600.00	.00	\$1,590.00	\$3,010.00
TOTAL	\$416,080.00	\$42,456.75	\$21,651.28	\$351,971.97
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$424,029.00	\$33,870.98	.00	\$390,158.02
11-000-252-500 Other Pur Serv. (400-500 series)	\$50,252.00	\$1,675.00	\$18,080.96	\$30,496.04
11-000-252-600 Supplies and Materials	\$45,500.00	.00	.00	\$45,500.00
TOTAL	\$519,781.00	\$35,545.98	\$18,080.96	\$466,154.06
TOTAL Cent. Svcs. & Admin IT	\$935,861.00	\$78,002.73	\$39,732.24	\$818,126.03
--- Required Maint.for School Facilities ---				
11-000-261-100 Salaries	\$640,936.00	\$32,365.04	.00	\$608,570.96

Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 1 Month Period Ending 07/31/2019

	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	\$442,759.43	\$49,026.72	\$96,631.77	\$297,100.94
11-000-261-610 General Supplies	\$60,000.00	\$133.34	\$18,767.38	\$41,099.28
11-000-261-800 Other Objects	\$13,000.00	\$3,038.76	\$3,580.00	\$6,381.24
TOTAL	\$1,165,987.79	\$93,856.22	\$118,979.15	\$953,152.42
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$480,648.53	(\$140.00)	\$480,788.53	.00
11-000-262-490 Other Purchased Property Svc.	\$65,000.00	\$2,795.36	\$32,004.64	\$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	\$894.35	\$89,105.65	.00
11-000-262-622 Energy (Electricity)	\$270,000.00	\$25,168.54	\$137,398.46	\$107,433.00
TOTAL	\$987,046.53	\$63,498.75	\$775,857.78	\$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	\$2,387.22	.00	\$107,122.78
11-000-266-300 Purchased Prof. & Tech. Svc.	\$5,000.00	.00	.00	\$5,000.00
TOTAL	\$114,510.00	\$2,387.22	\$0.00	\$112,122.78
TOTAL Oper & Maint of Plant Services	\$2,291,544.32	\$159,742.19	\$894,836.93	\$1,236,965.20
--- Student transportation services ---				
11-000-270-162 Sal Pupil Trans.Other than Bet Home & Sch	\$52,734.00	.00	.00	\$52,734.00
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	.00	\$119,100.00
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	\$0.00	\$6,149.00	\$190,975.00
--- Personal Services-Employee Benefits---				
11-XXX-XXX-210 Group Insurance	\$13,820.00	\$860.78	\$10,966.91	\$1,992.31
11-XXX-XXX-220 Social Security Contributions	\$282,200.00	\$15,624.57	\$247,950.43	\$18,625.00
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$332,110.00	(\$2.11)	\$4,280.96	\$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	\$187,161.49	\$1,423,135.29	\$129,103.22
11-XXX-XXX-280 Tuition Reimbursement	\$80,000.00	.00	.00	\$80,000.00
11-XXX-XXX-290 Other Employee Benefits	\$67,200.00	\$1,779.02	.00	\$65,420.98
11-XXX-XXX-299 Unused Sick Payment to Term/Ret Staff	\$5,000.00	.00	.00	\$5,000.00
TOTAL	\$2,770,734.00	\$321,909.61	\$1,815,176.73	\$633,647.66

Somerset County Vocational Board of Ed.
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 1 Month Period Ending 07/31/2019

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
Total Undistributed Expenditures	\$9,597,862.83	\$867,465.36	\$2,959,964.85	\$5,770,432.62
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$15,428,945.99	\$894,120.67	\$3,102,193.77	\$11,432,631.55
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$15,428,945.99	\$894,120.67	\$3,102,193.77	\$11,432,631.55

Somerset County Vocational Board of Ed.
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 1 Month Period Ending 07/31/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
--- EQUIPMENT ---				
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	\$0.00	\$20,695.15	\$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	\$0.00	\$39,015.07	\$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	\$0.00	\$39,015.07	\$173,368.00

Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 1 Month Period Ending 07/31/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
*** EDUCATION JOBS FUND **				
*** FEMA COMMUNITY DEVELOPMENT BLOCK GRANT ***				
TOTAL GENERAL FUND EXPENDITURES	\$15,641,329.06	\$894,120.67	\$3,141,208.84	\$11,605,999.55

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

For 1 Month Period Ending 07/31/2019

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

Board Secretary/Business Administrator

July 31, 2019

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	\$ 0.00	\$ 3,109.53	\$ 2,340.47
11-140-100-610-03-0002-	SUPPLIES - SOC. STUD	\$ 5,000.00	\$ 0.00	\$ 541.81	\$ 4,458.19
11-140-100-610-03-0003-	SUPPLIES - SCIENCE	\$ 11,660.00	\$ 0.00	\$ 11,525.36	\$ 134.64
11-140-100-610-03-0004-	SUPPLIES - MATH	\$ 1,000.00	\$ 0.00	\$ 423.77	\$ 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	\$ 0.00	\$ 838.50	\$ 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	\$ 0.00	\$ 508.86	\$ 4,491.14
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	\$ 0.00	\$ 1,342.48	\$ 657.52
11-140-100-610-16-0000-	HIGH SCH TECH SUPPLI	\$ 54,500.00	\$ 0.00	\$ 80.09	\$ 54,419.91
11-140-100-640-03-0000-	TEXTBOOKS - REG INST	\$ 7,500.00	\$ 0.00	\$ 0.00	\$ 7,500.00
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	\$ 0.00	\$ 0.00	\$ 7,600.00
11-999-999-999- - -	PAYROLL NET PAY ADJ	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

8/6 7:14am

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Special Revenue Fund - Fund 20
 Interim Balance Sheet
 For 1 Month Period Ending 07/31/19

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

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

101	Cash in bank		\$8,143.82
	Accounts receivable:		
141	Intergovernmental - State	\$32,312.14	
			\$32,312.14

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

301	Estimated Revenues	\$1,195,842.09	
302	Less Revenues	(\$88,890.72)	
			\$1,106,951.37
	 Total assets and resources		 \$1,147,407.33
			=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 1 Month Period Ending 07/31/19

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LIABILITIES AND FUND EQUITY

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

411	Intergovernmental accounts payable - State	\$4,948.87
421	Accounts Payable	\$10,849.57
481	Deferred revenues	\$414.99
		\$16,213.43
	TOTAL LIABILITIES	\$16,213.43

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	\$146,977.02
754	Reserve for encumbrances - Prior Year	\$4,238.13
601	Appropriations	\$1,195,842.09
602	Less: Expenditures	\$68,886.32
603	Encumbrances	\$146,977.02 (\$215,863.34)
		\$979,978.75
	TOTAL FUND BALANCE	\$1,131,193.90
	TOTAL LIABILITIES AND FUND EQUITY	\$1,147,407.33

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 1 Month Period Ending 07/31/19

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	-----	-----	-----	-----
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$106,723.00	.00		\$106,723.00
3XXX From State Sources	\$643,218.09	\$88,552.72		\$554,665.37
4XXX From Federal Sources	\$445,901.00	\$338.00		\$445,563.00
	-----	-----	-----	-----
TOTAL REVENUE/SOURCES OF FUNDS	\$1,195,842.09	\$88,890.72		\$1,106,951.37
	=====	=====	=====	=====
				AVAILABLE BALANCE
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	BALANCE
	-----	-----	-----	-----
LOCAL PROJECTS:	\$106,723.00	\$50,438.86	\$12,070.21	\$44,213.93
STATE PROJECTS:				
Vocational education	\$296,741.09	\$234.00	\$3,241.16	\$293,265.93
Other State Projects	\$346,477.00	\$18,213.46	\$130,965.67	\$197,297.87
	-----	-----	-----	-----
TOTAL STATE PROJECTS	\$643,218.09	\$18,447.46	\$134,206.83	\$490,563.80
FEDERAL PROJECTS:				
NCLB Title I - Part A/D	\$56,796.00	.00	.00	\$56,796.00
I.D.E.A. Part B (Handicapped)	\$82,638.00	.00	.00	\$82,638.00
NCLB Title II - Part A/D	\$9,265.00	.00	\$699.98	\$8,565.02
NCLB Title IV	\$10,000.00	.00	.00	\$10,000.00
Vocational Education	\$287,202.00	.00	.00	\$287,202.00
	-----	-----	-----	-----
TOTAL FEDERAL PROJECTS	\$445,901.00	\$0.00	\$699.98	\$445,201.02
	=====	=====	=====	=====
*** TOTAL EXPENDITURES ***	\$1,195,842.09	\$68,886.32	\$146,977.02	\$979,978.75
	=====	=====	=====	=====

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 1 Month Period Ending 07/31/19

	ESTIMATED	ACTUAL	UNREALIZED	
	-----	-----	-----	
--- LOCAL SOURCES ---				
1XXX	Other Revenue from Local Sources	\$106,723.00	\$0.00	\$106,723.00
		-----	-----	-----
	Total Revenues from Local Sources	\$106,723.00	\$0.00	\$106,723.00
		=====	=====	=====
--- STATE SOURCES ---				
3290	Recovery High School Access Grant	\$346,477.00	\$57,746.00	\$288,731.00
32XX	Other Restricted Entitlements	\$296,741.09	\$30,806.72	\$265,934.37
		-----	-----	-----
	Total Revenue from State Sources	\$643,218.09	\$88,552.72	\$554,665.37
		=====	=====	=====
--- 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	\$1,195,842.09	\$88,890.72	\$1,106,951.37
		=====	=====	=====

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 1 Month Period Ending 07/31/19

	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	\$1,195,842.09	\$68,886.32	\$146,977.02	\$979,978.75
T O T A L E X P E N D I T U R E	\$1,195,842.09	\$68,886.32	\$146,977.02	\$979,978.75

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

Special Revenue Fund - Fund 20
For 1 Month Period Ending 07/31/19

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

Board Secretary/Business Administrator

July 31, 2019

Date

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

8/6 7:14am

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Capital Projects Fund - Fund 30
 Interim Balance Sheet
 For 1 Month Period Ending 07/31/19

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

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

101	Cash in bank		(\$32,306.04)
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$2,681,827.77	
			\$2,681,827.77

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

301	Estimated Revenues	\$3,444,435.85	
302	Less Revenues	(\$29,412.00)	
			\$3,415,023.85
	Total assets and resources		\$6,064,545.58
			=====

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

Capital Projects Fund - Fund 30
Interim Balance Sheet
For 1 Month Period Ending 07/31/19

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LIABILITIES AND FUND EQUITY

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

402	Interfund accounts payable	\$133,578.20
		\$133,578.20
	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	\$141,424.84
754	Reserve for encumbrances - Prior Year	\$655,168.00
601	Appropriations	\$3,450,944.05
602	Less : Expenditures	\$68,405.79
603	Encumbrances	\$796,592.84 (\$864,998.63)
		\$2,585,945.42
	Total Appropriated	\$3,382,538.26

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

770	Fund balance	\$1,840,740.53
303	Budgeted Fund Balance	\$707,688.59
		\$5,930,967.38

TOTAL FUND BALANCE \$5,930,967.38

TOTAL LIABILITIES AND FUND EQUITY \$6,064,545.58

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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 1 Month Period Ending 07/31/19

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	-----	-----	-----	-----
*** REVENUES/SOURCES OF FUNDS ***				
Other Revenue/Source of Funds	\$3,444,435.85	\$29,412.00		\$3,415,023.85
	-----	-----	-----	-----
TOTAL REVENUE/SOURCES OF FUNDS	\$3,444,435.85	\$29,412.00		\$3,415,023.85
	=====	=====	=====	=====
	-----	-----	-----	-----
*** EXPENDITURES ***				
	-----	-----	-----	-----
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-390 Other purchased prof. & tech. serv.	\$215,328.00	\$31,364.00	\$183,964.00	.00
30-000-4XX-450 Construction services	\$3,235,616.05	\$37,041.79	\$612,628.84	\$2,585,945.42
	-----	-----	-----	-----
Total fac.acq.and constr. serv.	\$3,450,944.05	\$68,405.79	\$796,592.84	\$2,585,945.42
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$3,450,944.05	\$68,405.79	\$796,592.84	\$2,585,945.42
*** TOTAL EXPENDITURES AND TRANSFERS	\$3,450,944.05	\$68,405.79	\$796,592.84	\$2,585,945.42
	=====	=====	=====	=====

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

Capital Projects Fund - Fund 30
For 1 Month Period Ending 07/31/19

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

Board Secretary/Business Administrator

July 31, 2019

Date

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

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

**Somerset County Vocational
All Funds
For Month Ended: July 31, 2019**

CASH REPORT

Governmental Funds	Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$3,648,130.84	\$344,355.72	-\$1,050,760.89	\$2,941,725.67
Special Revenue Fund (20)	\$31,555.54	\$71,430.00	-\$94,841.72	\$8,143.82
Capital Project Fund (30)	\$6,687.75	\$29,412.00	-\$68,405.79	-\$32,306.04
Total Governmental Funds	\$3,686,374.13	\$445,197.72	-\$1,214,008.40	\$2,917,563.45
Summer Savings	\$165,743.26	\$0.00	-\$82,871.64	\$82,871.62
Enterprise Fund (60) Cafeteria	\$30,387.71	\$2,063.95	-\$5,346.80	\$27,104.86
Payroll Fund (70)	\$0.00	\$301,023.45	-\$301,023.45	\$0.00
Agency Fund (90)	\$0.00	\$269,073.43	-\$269,073.43	\$0.00
Total Trust & Agency	\$196,130.97	\$572,160.83	-\$658,315.32	\$109,976.48
Grand Total for all Funds	\$3,882,505.10	\$1,017,358.55	-\$1,872,323.72	\$3,027,539.93
				\$3,027,539.93

Prepared and submitted by:

Michelle Fresco, Treasurer of School Monies

8/7/2019

Date

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Somerset County Vocational Board of Ed.

Expense Account Adjustment Analysis By Account#

va_exaa1.082406

07/31/2019

Current Cycle : July

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
11-000-230-890-08-0001-	MEMBERSHIPS - SUPT.	July Transfers	0013	07/31/2019	RSIPPLE	\$14,400.00	\$1,165.00	\$15,565.00
11-000-240-500-03-0001-	DISPLAY ADS - HS	July Transfers	0013	07/31/2019	RSIPPLE	\$12,800.00	\$3,025.00	\$15,825.00
11-000-261-100-02-0001-	SALARY - MAINT. O/T/	July Transfers	0013	07/31/2019	RSIPPLE	\$52,190.00	(\$2,190.00)	\$50,000.00
11-000-261-199-02-0000-	SALARIES	July Transfers	0013	07/31/2019	RSIPPLE	\$0.00	\$9,292.36	\$9,292.36
11-000-261-420-02-0000-	COPIER - LEASE	July Transfers	0013	07/31/2019	RSIPPLE	\$18,000.00	\$656.64	\$18,656.64
11-000-261-420-02-0006-	HVAC MAINT.	July Transfers	0013	07/31/2019	RSIPPLE	\$28,160.00	\$580.00	\$28,740.00
11-000-261-420-02-0007-	RIGHT-TO-KNOW COMPLIANCE	July Transfers	0013	07/31/2019	RSIPPLE	\$4,000.00	\$405.00	\$4,405.00
11-000-261-420-02-0015-	MAINT. EMERG. GENERATOR	July Transfers	0013	07/31/2019	RSIPPLE	\$1,300.00	\$50.00	\$1,350.00
11-000-261-420-02-0018-	CONTIN. MAINT REP H.S.	July Transfers	0013	07/31/2019	RSIPPLE	\$80,000.00	(\$15,000.00)	\$65,000.00
11-000-261-420-02-0019-	CONT. MAINT REPAIR BLDGS	July Transfers	0013	07/31/2019	RSIPPLE	\$65,000.00	(\$15,000.00)	\$50,000.00
11-000-261-420-02-0020-	CONTIN. REPAIR - EQUIP.	July Transfers	0013	07/31/2019	RSIPPLE	\$95,000.00	(\$15,000.00)	\$80,000.00
11-000-261-420-02-0021-	CONTIN REPAIR EQUIP BLDG	July Transfers	0013	07/31/2019	RSIPPLE	\$110,000.00	(\$10,529.21)	\$99,470.79
11-000-262-420-02-0000-	CUSTODIAL CONTRACT	July Transfers	0013	07/31/2019	RSIPPLE	\$420,000.00	\$50,648.53	\$470,648.53
11-140-100-610-03-0006-	SUPPLIES - ENGLISH	July Transfers	0013	07/31/2019	RSIPPLE	\$600.00	\$238.50	\$838.50
11-310-100-610-11-0010-	SUPPLIES - SMALL ENGINES	July Transfers	0013	07/31/2019	RSIPPLE	\$0.00	\$939.69	\$939.69
11-310-100-610-11-0014-	SUPPLIES - INTEGR. TECH	July Transfers	0013	07/31/2019	RSIPPLE	\$7,000.00	\$154.57	\$7,154.57
11-402-100-100-03-0000-	SALARIES - A.D.	July Transfers	0013	07/31/2019	RSIPPLE	\$0.00	\$2,000.00	\$2,000.00
11-402-100-100-03-0001-	STIPENDS - COACHES	July Transfers	0013	07/31/2019	RSIPPLE	\$69,950.00	(\$9,950.00)	\$60,000.00
11-402-100-500-03-0000-	ATH. TRAINER SVS	July Transfers	0013	07/31/2019	RSIPPLE	\$41,700.00	(\$7,300.00)	\$34,400.00
12-310-100-730-11-0000-	VOCATIONAL PROGRAM EQUIP	July Transfers	0013	07/31/2019	RSIPPLE	\$0.00	\$5,813.92	\$5,813.92
Total Current Appr.								\$0.00

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