

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive  
Bridgewater, New Jersey 08807

Regular Meeting  
April 15, 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 March 25, 2019.

A. Corrections

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the minutes of the Regular Meeting and Executive Session held on March 25, 2019 were approved.

## IV. Correspondence

A.

## V. Presentations/Recognitions

- A. Presentation of Student of the Month – Ariel Smith, Health Occupations, Grade 10
- B. Eagle Scout Recognitions – Bernard Babitsky, Brian Coletta, Gavin Costello, William Smith
- C. Presentation of CTE Stellar Students

Academy for Health & Medical Sciences – Douglas Sullivan, Grade 10

Agricultural Science – Harini Manjula Duraipandiyan, Grade 10

Auto Body – Susan Norz, Grade 11

Automotive Diesel Technology – Anthony Gervasi, Grade 11

Automotive Diesel Technology – Walter (Matt) Harms, Grade 10

Cosmetology – Nicole Gaeta, Grade 10

Cosmetology – Katie Acheson, Grade 10

Carpentry – Tyler Caulfield, Grade 10

Culinary Arts – Grace Meechan, Grade 12

Dance – Samantha Regimbal, Grade 12

Electrical Construction – Isaiah Medina, Grade 11

Graphic Communications – Laila Hill-Glover, Grade 12

Health Occupations – Isabella Toscano, Grade 9

Integrated Technology Systems – William Busler, Grade 11

Law & Public Safety – Malachi Coords, Grade 10

Mechatronics – Astrid Lynn, Grade 9

Plumbing – Kenneth Hecht, Grade 12

Theater Arts/Acting – Olivia DeStefano, Grade 11

Theater Arts/Vocal – Eileen Brady, Grade 10

Welding – Rachael Banko, Grade 11

## 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. Resignations

The Superintendent recommends that the Board of Education accept the resignation of Mr. George Lee, for the purpose of retirement, effective June 30, 2019

The Superintendent recommends that the Board of Education accept the resignation of Mr. John Vingara, for the purpose of retirement, effective June 30, 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	___	___

B. Administrative Reorganization

The Superintendent recommends that the Board of Education remove the coordinator of athletics component from the Academic Teacher/Athletic Coordinator job responsibilities.

The Superintendent further recommends the reinstatement of Mr. John O’Neill to the position of Physical Education/Health Instructor (10-month status), in effect for the 2019-20 school year. Mr. O’Neill will no longer have the extra-curricular duties of athletic coordinator.

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. Reappointment of Instructional Personnel – 2019-20 School Year

The Superintendent recommends that, in accordance with the Contract Agreement presently in effect, the following teachers and staff members be approved for continuing employment.

The specific salary and fringe benefits for these staff members will be determined in accordance with the contract between the Board of Education of the Somerset County Vocational and Technical Schools and the Somerset County Vocational-Technical Education Association when negotiated.

**NON-TENURE**

Carter, Samantha#  
Dalfonzo, Daniel  
Falzarano-Alves, Lee Ann#  
Garruto, Paige  
Johnson, Keith  
Kiser, Susan#  
Kornbluh, Brandon#  
McGarry, Brittany  
Melick, Shannon+  
Miller, Rachel#  
O'Reilly, Meghan#+  
Ostroff, Jonathon  
Perchinske, Marlene#  
Quackenbush, Devin (67%)  
Reina, Guillermo#  
Susana, Wenny  
Tirrito, Joseph  
Violante, Louis

**TENURE**

Alfieri, Joseph  
Brinkmann, Paul  
Byrd, George  
Carrig, Robert#  
Catalan, Rafael  
Coslit, Andrew  
Creveling, Alan  
Dolegiewitz, Matthew  
Donaldson, Jeffrey#  
Downey, Brendan  
Eng, Philip  
Fargo, Erik  
Francis, Julie  
Gichan, Deborah  
Gillooly, Maura  
Glennon Clayton, Maureen\*\*\*  
Gotti, Denise  
Graf, Edward  
Heinbach, Thomas\*\*\*  
Hovey, Rebecca (50%)#  
Jefopoulos, Bryant

# masters degree stipend added to base  
\*\*\* 12-month

\*\* pending approval for funding from various grants  
+ gains tenure during 2019-20 SY

Reappointments – Instructional Personnel – 2019-20 SY (con't)**TENURE**

Kinlan, Rachel  
 Krause, Michele  
 Lakhlif, Daysi#  
 Lawler, Maureen  
 Mancuso, Joseph  
 Mastrobattista, Mark  
 McAnally, Mary Lynne  
 McClain, Michael  
 McNERney, Kristen  
 Mehta, Ushma#  
 Miller, Christopher#  
 Mingle, Alison  
 Morales, Jaime\*\*\*#  
 Morales, Patricia Cantwell\*\*\*  
 Norrbom, Melissa#  
 O'Connor, Paul  
 O'Neill, John  
 Patil, Pratima#  
 Perrone, M. Cristina  
 Poznanski, Matthew  
 Prezioso, Peggy#  
 Santiago, Maria#  
 Scholl, Johanna#  
 Setlock, Robert  
 Shandor, Troy  
 Smith, Donald  
 Sortor, Janeen  
 Sullivan, Sheila\*\*\*  
 Unda, Louise Tokarsky#  
 Vasaturo, Kim  
 Winfield, Karen#

# masters degree stipend added to base  
 \*\*\* 12-month

\*\* pending approval for funding from various grants  
 + gains tenure during 2019-20 SY

The above 2019-20 appointments are based upon budgetary, enrollment and course projects know at this time and changes therein may hereafter affect same.

D. Reappointment of Secretaries/Support Staff 2019-20 School Year

The Superintendent recommends that the personnel listed below be reappointed for the 2019-20 school year. Salaries will be determined upon completion of a negotiated agreement with the organized bargaining unit.

- Basir, Nzinga
- Bowers, Erick
- Brown, Haley
- Caterinicchia, Linda
- D'Alessandro, Richard
- Fanelli, Virginia
- Leahey, Sharleen
- Lella, Maura
- Murtagh, Rosemary\*\*
- O'Neill, Jennifer
- Patryn, Amy
- Reader, Laurie (10 mo.)
- Ryan, Brielle^
- Santiago, Susan
- Scott, Wanda
- Shahid, Faiza
- Strickhart, James
- Szymanski, Robyn
- Wall, Sheryl
- Watson, Janet Cantore

Instructional Aides

- Morlock, Karen
- Williamson, JaLisa

\*\*Pending approval for funding from various grants

^Contingent upon successful completion 6-month probationary period

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. Annual Contract – Buildings and Grounds Staff – 2019-20 School Year

The Superintendent recommends that the personnel listed below be offered an annual contract for the 2019-20 school year. Salaries will be determined upon completion of a negotiated agreement with the organized bargaining unit.

- Averbukh, Moysey (10-month) – Bus Driver
- Capitani, Massimo
- Graham, Shamil (10-month) – Security Guard
- Heinbach, John
- Piano, Vincent (10-month) – Security Guard
- Ravines, Jessica
- Schmitt, Brian
- Whitzer, Christopher

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	___	___

F. Reappointment of Principal/Supervisors – 2019-20 School Year

The Superintendent recommends that the personnel listed below be reappointed for the 2019-20 school year. Salaries will be determined upon completion of a negotiated agreement between the Board of Education of the Somerset County Vocational and Technical Schools and the Principal/Supervisors Association of the Somerset County Vocational and Technical Schools.

- Holz, Randee – Supervisor of Academics
- Johnson, Maria – Director of Special Services
- Lemongelli, Christopher – Supervisor of Alternative Education Program
- Morelli, Teresa – Supervisor of Academics
- Pelliccia, Patrick – Supervisor of Curriculum and Instruction
- Peluso, Mario – Supervisor of CTE Programs
- Ziegler, Diane – Principal

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	___	___

G. Reappointment of Exempt Staff – 2019-20 School Year

The Superintendent recommends that the exempt personnel listed below be reappointed for the 2019-20 school year. Salaries will be determined at a later date.

- Boettger, Stephen – Foreman
- Eberhardt, G. Andrew – Networks and Systems Administrator
- Fresco, Michelle – Administrative Assistant to the School Business Administrator
- Gleeson, Karen – Administrative Secretary/Superintendent’s Office
- Hart, Valerie – Accountant
- Howe, Elaine \*\* - Director School Based Programs
- Jegou, Carene – Administrative Assistant to the Superintendent
- Sartori, Michele – Bookkeeper/Accountant (Payroll)
- Wallace, Duane – Supervisor of Technology-Based Learning and Communications

\*\*Pending approval for funding from various grants

H. Reappointment of School Business Administrator/Board Secretary – 2019-20 School Year

The Superintendent recommends that the Board of Education reappoint Ms. Raelene Sipple, School Business Administrator/Board Secretary for the period of July 1, 2019 through June 30, 2020. (Contract/salary to be determined at a later date.)

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. 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:

School Based Program

Sharleen Leahey Music & Poetry Group Facilitator \$ 20.00/hr  
(2x's per month at 2 hrs. per month not to exceed \$360.00 [meets October-June]) (20-432-200-330-21-0000)

J. 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	___	___

K. Field Trips

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

L. Home Instruction

The Superintendent recommends that the Board of Education extend home instruction to student ID# 999004330 through April 29, 2019. Instruction to be provided for a maximum of ten (10) hours per week.

Ms. Daysi Lakhilif will be the instructor at a rate of \$41.00/hour.

M. Textbook Approval

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

*Born a Crime: Stories from a South African Childhood*, Random House 2016 (\$27.69/each x 80 = \$2215.20)

N. Revised Calendar – 2018-19 School Year

The Superintendent recommends that the Board of Education **revise** the 2018-19 school year calendar as follows:

**FROM:**

June 21, 2019 – Last Day of School/Graduation

**TO:**

June 20, 2019 – Last Day of School/Graduation

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	___	___

O. Job Description

The Superintendent recommends that the Board of Education approve job description – Supervisor of Athletics as it appears on Addendum #3.

P. Revised Job Description

The Superintendent recommends that the Board of Education approve revised job description – Director of Buildings and Grounds as it appears on Addendum #4.

Q. Board Policy and Regulation – First Reading

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

1642/R1642 – Earned Sick Leave Law

R. Application for Funds

The Superintendent recommends that the Board of Education adopt the following resolution: The governing body of the Somerset County Vocational and Technical Schools at its April 15, 2019 meeting authorized application for funds for the following:

NJ Department of Children & Families	School Based Program (2019-20)	\$346,477.00
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Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

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

S. Superintendent’s Update

- HIB
- PARCC English Language Arts/Literacy- Grade 11 Assessment, 2018-19 (Fall Block 2018)
- Student Suspension Report

Incident Number	Grade	Out of School/In School Suspension	Total # Days	Suspension Dates	Reason
40220193	11	Out	2	03/28/2019-03/29/2019	NA : Misconduct
40520193	10	Out	4	04/09/2019-04/12/2019	NA : Theft

- Student Enrollment Report

Enrollment Report - April 2019	Grade 9	Grade 10	Grade 11	Grade 12	Totals
Full-Time Students Enrolled	65	94	87	90	336
Shared-Time Students Enrolled	82	66	78	94	320
Totals	147	160	165	184	656

- School Bus Emergency Evacuation Drill Report

Date Conducted – **April 4, 2019**

Time Conducted – 2:05 p.m.

School Name/Location of Drill – Somerset County Voc-Tech High School, 14 Vogt Drive, Bridgewater, NJ

Route Number(s) included in the drill – Rt. #9623 – Garas Trans, LLC

Name of Assigned Staff Overseeing Drill – Susan Santiago

Date Conducted – **April 8, 2019**

Time Conducted – 2:10 p.m.

School Name/Location of Drill – Somerset County Voc-Tech High School, 14 Vogt Drive, Bridgewater, NJ

Route Number(s) included in the drill – Rt. #CS-354 – Busy Bee

Name of Assigned Staff Overseeing Drill – Susan Santiago

T. Submission of Bills

It is recommended the Board of Education approve the bills list for April 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 March 2019 and the Treasurer of School Monies for the month of March 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 #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	___	___

B. Ratify Board of School Estimate Approval of the 2019-20 School Year Budget and the 2019 County Capital Allocation

It is recommended the Board of Education ratify the action of the Board of School Estimate wherein the proposed budget of \$16,783,292.00 supported by County taxes in the amount of \$11,922,443.00 and the proposed 2019 County capital allocation of \$2,275,000.00 contingent upon County funding.

C. County Tax Resolution

It is recommended the Board of Education adopted the Tax Remittance Schedule, exclusive of debt service requirements, needed to meet the obligation of the Somerset County Vocational & Technical Schools Board of Education for the period July 1, 2019 through June 30, 2020 in the amount of \$11,922,443.00 and the Board of Chosen Freeholders of Somerset County is hereby requested to place in the hands of the Treasurer of School Monies the scheduled amount each month in accordance with the statutes relating thereto:

<u>Month</u>	<u>Amount</u>
July	\$ 948,318.00
August	\$ 948,318.00
September	\$ 948,318.00
October	\$ 948,318.00
November	\$ 948,318.00
December	\$ 948,318.00
January	\$ 1,038,756.00
February	\$ 1,038,756.00
March	\$ 1,038,756.00
April	\$ 1,038,756.00
May	\$ 1,038,756.00
June	<u>\$ 1,038,755.00</u>
Total	\$11,922,443.00

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	___	___

D. Budget Transfers – March 2019

It is recommended the Board of Education approve the budget transfers for the 2018-19 school year as they appear on Addendum #7.

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. Obsolete Equipment

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

<u>Item</u>	<u>Asset #</u>	<u>Date Acquired</u>	<u>Net Book Value</u>
Elliptical	04129	January 2009	\$190.00
Elliptical	04130	January 2009	\$190.00
Toro Groundmaster 325D	01016	January 1990	\$0
Toro Groundmaster 327	04181	January 1985	\$0

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	___	___

F. Professional Services Contract – 2019-20 School Year

It is recommended the Board of Education accept the following professional services proposals for the 2019-20 school year School Based Program grant. Acceptance is contingent upon receiving the annual grant funding from the Division of Children and Families.

Middle Earth	Recreation/Outreach Coordinator	\$35,137.00
Family & Community Services of Somerset Cty.	Mental Health Counselor (10 mo.)	\$46,864.00
Family & Community Services of Somerset Cty.	Substance Abuse/Mental Health Counselor (12 mo.)	\$55,734.00

G. Coordinated Transportation Services – 2019-20 School Year

It is recommended the Board of Education approve the Resolution/Agreement for Participation in Coordinated Transportation Services with the Somerset County Educational Services Commission for the 2019-20 school year.

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. Medical and Prescription Drug Renewal – 2019-20 School Year

It is recommended the Board of Education approve the renewals for medical and prescription drug programs both administered by Aetna for the July 1, 2019 through June 30, 2020 contract period as listed below.

<b>2019-2020 SY Plan</b>	<b>Total Monthly Premium</b>
<b>Aetna POS #8 with Rx</b>	
Single	\$ 856
Parent & Child(ren)	\$1,336
2 Adults	\$1,850
Family	\$2,501
Overage Dependent	\$ 520 – 100% dependent paid
<b>Aetna POS #10 with Rx</b>	
Single	\$ 941
Parent & Child(ren)	\$1,354
2 Adults	\$1,870
Family	\$2,526
Overage Dependent	\$ 570 – 100% dependent paid
<b>Aetna Open Access with Rx</b>	
Single	\$ 702
Parent & Child(ren)	\$1,096
2 Adults	\$1,517
Family	\$2,050
Overage Dependent	\$ 427 – 100% dependent paid

I. Delta Dental of New Jersey – 2019-20 School Year

It is recommended the Board of Education enter into year one (1) of a one (1) year agreement with Delta Dental of New Jersey, Inc. to provide dental coverage from July 1, 2019 through June 30, 2020 as listed below.

<u>Coverage</u>	<u>01(Active Employee) and 04 (COBRA) Policy</u>
Super Composite	\$ 93.47 per employee/month

J. Vision Service Plan Renewal – 2019-20 School Year

It is recommended the Board of Education renew its agreement with VSP (Vision Service Plan) to provide vision coverage from July 1, 2019 through June 30, 2020 at a rate of \$20.23 per employee/month.

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	___	___

K. Receipt of Bids – Security Vestibule Project

It is recommended the Board of Education receive the following bids for the Security Vestibule Project.

<u>Contractor</u>	<u>Base Bid Amount</u>
Ascend Construction	\$373,000.00
Circle 3, LLC	\$373,000.00
DeSapio Construction, Inc.	\$280,800.00
Walkill Group, Inc.	\$393,000.00

L. Contract Award – Security Vestibule Project

It is recommended the Board of Education award the contract for the Security Vestibule Project to DeSapio Construction, Inc. of Frenchtown, NJ in the amount of \$280,800.00 as recommended by the architect and reviewed and approved by the Board attorney. Contract to be prepared by the Board attorney.

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

Discussion

Call the Roll



SUPPLEMENT

M. Resolution 2018-19/4-A - Competitive Contracting to Solicit Proposals for Custodial and Management Services

It is recommended the Board of Education adopt Resolution 2018-19/4-A as follows:

WHEREAS, in accordance with the competitive contracting provisions of N.J.S.A. 18A:18A-4.1 et seq.; the Business Administrator requests that the Board of Education authorize the use of Competitive Contracting to solicit proposals for Custodial Management services; and

BE IT FUTHER RESOLVED that the Board of Education authorizes the Business Administrator to utilize Competitive Contracting pursuant to N.J.S.A. 18A:18A-4.1 et seq. to issue a request for proposal for Custodial and Management Services.

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>Roll Call</u>	<u>Yes</u>	<u>No</u>
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:

May 20, 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 SCVTEA negotiations, PSA negotiations, student matter and chiller. 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.

School Business/Professional Development Travel  
April 15, 2019

DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
May 15-17, 2019	Chrys Harttraft	\$550.00	\$300.00/lodging \$165.00/meals \$46.00/tolls, parking	NJASA Spring Leadership Conference	Atlantic City, NJ
June 5, 2019	Samantha Carter	\$199.99	\$34.10/mileage	Oppositional, Defiant & Disruptive Children	Toms River, NJ
June 24-25, 2019	Johanna Scholl	\$595.00	\$243.34/lodging \$91.50/meals \$43.03/mileage \$42.00/parking	International Society for Technology in Education 2019 Conference	Philadelphia, PA

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April 2019  
Field Trips for 18-19SY

<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>
5/6/2019	Agriculture Science	Puskas Farm Somerset, NJ <hr/> Rutgers SEBS (2 campuses) New Brunswick, NJ <hr/> County College of Morris Randolph, NJ	\$0.00	District
5/24/2019	Social Studies	Pier 88 NY, NY	\$0.00	District

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

Page 1 of

**CATEGORY: ADMINISTRATION**

**ADOPTED:**

**TITLE: SUPERVISOR OF ATHLETICS**

**QUALIFICATIONS:**

1. Valid New Jersey Supervisor and/or Standard Principal Certificate required.
2. Master's degree in the field of educational administration, preferred.
3. Administrative experience, preferred.
4. Experience as a head coach, preferred.
5. Possess understanding of interscholastic sports program components.
6. Possess strong communication, leadership and organizational skills.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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

**SUPERVISES:** All athletic programs and athletic personnel.

**JOB GOAL:** To provide leadership in the development, implementation and coordination of the district's athletic programs in order to provide students with the opportunity to develop physical skills, knowledge and understanding of sports and the principles of fair play.

**PERFORMANCE RESPONSIBILITIES:**

1. Organizes and administers the district's program of extracurricular athletics and assumes overall responsibility for scheduling all interscholastic athletic events in collaboration with coaching staff.
2. Ensures compliance with NJSIAA rules and regulations governing all athletic activities and the eligibility of student athletes for participation.
3. Represents the school at any and all athletic meetings including, but not limited to, NJTAC & NJSIAA.
4. Supervises the selection and evaluation of athletic coaches and makes hiring recommendations to the Principal.
5. Prepares and submits annual athletic budget to Principal specifying projected needs for each sport with input from coaches.
6. Prepares and submits requisitions to Principal for all athletic related purchasing, tournament fees, official payments, etc.
7. Collaborates with Building and Grounds staff to ensure all athletic equipment and areas (including but not limited to fields, gymnasium, locker rooms, storage areas) are in good working order, safe and ready for athletic use.
8. Oversees transportation for the athletic teams.
9. Notifies all stakeholders of any changes or cancellations to scheduled games, events, school facility use, practices, etc.
10. Supervises athletic personnel to ensure the enforcement of school district policies and expectations for the athletic programs.
11. Supervises and ensures all athletic staff possess proper credentials and are up-to-date with required professional development and trainings, including, but not limited to; CPR/AED, EPI pen.
12. Collaborates with Athletic Trainer regarding concussion, head injuries and heat acclimation procedures including return to play.
13. Works in collaboration with school health office personnel ensuring all student athletics are cleared and approved for participation.
14. Attends and supervises all home games and oversees the efficient running of all contests including but not limited to game officials, athletic trainers and security personnel.
15. Collaborates with coaching staff in promoting team and school spirit and ensures all post game results and statistics are up-to-date and posted as required.
16. Creates and maintains a central record keeping system for all sports programs including but not limited to varsity letter awards, scholar athletes, individual and team records.
17. Organizes and hosts all seasonal sports banquets in collaboration with coaches.
18. Compiles an annual report for the Principal which will include the inventory of equipment and the status of the athletic programs.
19. 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. This position is an annual appointment. The annual stipend shall be in accordance with the negotiated agreement between the Board and the Principal/Supervisors Association.

**EVALUATION:** Performance of this job will be evaluated annually by the Principal.

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

**CATEGORY: MAINTENANCE**

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

**TITLE: DIRECTOR OF BUILDINGS AND GROUNDS**

**NON CERTIFIED**

**QUALIFICATIONS:**

1. Minimum of five years' experience in school plant maintenance and custodial operations, or an equivalent mix of maintenance and custodial experience in large corporate facilities including school maintenance experience.
2. Must possess a current certified educational facilities manager certificate (CEFM).
3. High school diploma required.
4. Minimum of five years' experience preferred in direct supervision of maintenance personnel.
5. Must possess Black Seal License.
6. Knowledge of building codes, state and federal OSHA and environmental codes.
7. Experience and/or knowledge in carpentry, electricity, plumbing, HVAC computer control systems, security/surveillance systems and indoor air quality.
8. Effective written and verbal communication skills.
9. Strong leadership and organizational skills.
10. Ability to lift heavy items.
11. Good physical health.
12. Must have a valid driver's license.
13. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** School Business Administrator or designee

**SUPERVISES:** Personnel in the maintenance, security, grounds and custodial departments.

**JOB GOAL:** The Director of Buildings and Grounds is responsible for the maintenance and operation of all buildings, equipment and grounds.

**PERFORMANCE RESPONSIBILITIES:**

1. Project management. Plans for, reviews and monitors all district operational and maintenance projects in conjunction with the Business Administrator
2. Budget and financial records. Maintains budget control for all operational and maintenance accounts under the auspices of the Business Administrator;
  - a. Plans for, reviews and monitors all district capital projects;
  - b. Prepares and submits to the Business Administrator a preliminary plant operations and maintenance budget.
3. Daily operations. Supervises the daily operations of the district through the school buildings and grounds staff with final responsibility to:
  - a. Maintain work schedules for proper maintenance in individual buildings;
  - b. Direct the preparation of playing fields and grounds, and other necessary facilities for athletics and other school activities;
  - c. Oversee repairs, ensure that preventive maintenance and lubrication schedules are met;
  - d. Assist in monitoring outside contractors to ensure contracts are adhered to;
  - e. Implement preventive maintenance program to ensure safe operation of equipment;
  - f. Ensure maintenance schedules and Department of Motor Vehicles inspections are conducted on district vehicles;
  - g. Conduct periodic inspections of buildings.
4. Monitors and regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use gas, water, and electricity.
5. Ensures Right-To-Know and AHERA compliance with maintenance personnel.
6. Supervises custodial staff.
7. Plans landscaping and grounds care to ensure effective and attractive schools.
8. Recommends the hiring and/or termination of facilities staff.
9. Ensures that custodial/maintenance personnel are regularly trained in the latest technology and safety procedures:
  - a. Monitors the time records of all buildings and grounds staff in the school and certifies them for salary payment;
  - b. Evaluates the performance of maintenance workers in accordance with Board policy.
10. Recommends to the Business Administrator any agenda item of personnel, bidding or matters relating to plant operations, or maintenance for the Board of Education approval.
11. Develops and writes specifications for work to be awarded to outside contractors in concert with the School Business Administrator and directs contractors to submit written quotations and bids to the Board Office.

12. Supervises and oversees the improvement and renovation work performed by both in-house personnel and outside contractors, verifying that terms of all such contracts have been fulfilled before recommending final payment.
13. Works with the Board's architectural and or engineering firms on capital projects and district initiatives.
14. Assists with the NJ State Department of Education monitoring for facilities.
15. Attends appropriate Board of Education meetings.
16. Oversees district snow removal operations, and advises the Superintendent on conditions.
17. Assists in the preparation of the district's long range facilities plan (LRFP).
18. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition, and makes repairs and improvements pursuant to code and to building permits properly issued by the local municipal government.
19. Ensures that all fire/safety and environmental laws and regulations relating to the plant maintenance and operation are enforced.
20. Record keeping:
  - a. Completes custodial reports, building condition reports and other records as required;
  - b. Submits all necessary documentation to the Business Administrator relating to the State Department's monitoring report;
  - c. Conducts inspection of inventory and review of recommendations to purchase supplies, tools, equipment, and fuel;
  - d. Conducts analysis of preventative maintenance logs and other records as required.
21. School Safety
  - a. Attends safety committee meetings.
  - b. Ensures that all local, state, and federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
  - c. Participates in school security audits.
  - d. Maintains the security system for the schools including parking and surveillance.
  - f. Checks all buildings and grounds regularly for safety purposes.
  - g. Inspects and maintains fire alarm systems and fire extinguishers on a regularly-scheduled basis.
  - h. Establishes and administers rules and procedures regarding availability and custody of all keys/fobs to District facilities.
  - i. Establishes procedures for checking facility during hours when it is not in use.
22. Performs any such duties as may be necessary to the efficient operation of the building, grounds and equipment.
23. 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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[See POLICY ALERT No. 218]

## 1642 EARNED SICK LEAVE LAW

All persons holding any office, position, or employment in local school districts, regional school districts, or county vocational schools of the State who are steadily employed by the Board of Education or who are protected by tenure in their office, position, or employment under the provisions of N.J.S.A. 18A:30-2 or any other law, except persons in the classified service of the civil service under Title 11, Civil Service, of the Revised Statutes, shall be allowed sick leave with full pay for a minimum of ten school days in any school year in accordance with the provisions of N.J.S.A. 18A:30-2.

However, a Board of Education may determine some persons holding an office, position, or employment are not eligible for sick leave in accordance with N.J.S.A. 18A:30-2. These persons shall be covered under the provisions of the New Jersey Earned Sick Leave Law (Act), N.J.S.A. 34:11D-1 through 34:11D-11. Policy and Regulation 1642 outline the provisions of the Act for those persons the Board of Education determines are not eligible for sick leave in accordance with the provisions of N.J.S.A. 18A:30-2 or any rule or law of New Jersey other than the Act.

For the purposes of Policy and Regulation 1642, “employer” means a local school district, regional school district, county vocational school, or charter school of the State who does not provide sick leave with full pay to an employee pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is required to comply with the requirements of the Act.

For the purposes of Policy and Regulation 1642, “employee” means an individual engaged in service for compensation to a local school district, regional school district, county vocational school, or charter school of the State who is not provided sick leave with full pay pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is eligible to accrue earned sick leave in accordance with the requirements of the Act.

In accordance with the provisions of N.J.S.A. 34:11D-2, for every thirty hours worked, an employee eligible to accrue earned sick leave under the Act shall accrue one hour of earned sick leave commencing no later than October 29, 2018.





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The employer [ will  will not] provide an employee with the full complement of earned sick leave for a benefit year as required under N.J.S.A. 34:11D-2 on the first day of each benefit year in accordance with the provisions of N.J.S.A. 34:11D-2.a.

The employer [ will  will not] permit the employee to accrue or use in any benefit year, or carry forward from one benefit year to the next, more than forty hours of earned sick leave.

Unless the employee has accrued earned sick leave prior to October 29, 2018, the earned sick leave shall begin to accrue on October 29, 2018 for any employee who is hired and commences employment before October 29, 2018 and the employee shall be eligible to use the earned sick leave beginning February 26, 2019 after the employee commences employment.

If the employee's employment commences after October 29, 2018, the earned sick leave shall begin to accrue upon the date that employment commences. The employee shall be eligible to use the earned sick leave

**Select one option below:**

**Option 1** - beginning on the 120<sup>th</sup> calendar day after the employee commences employment.

**OR**

**Option 2** - 30 days after employment commences, but no longer than 120 calendar days after employment commences.]

The employer shall be in compliance with N.J.S.A. 34:11D-2 if the employer offers paid time off to an employee, which is fully paid and shall include, but is not limited to personal days, vacation days, and sick days, and may be used for the purposes of N.J.S.A. 34:11D-3 in the manner provided by the Act, and is accrued at a rate equal to or greater than the rate described in N.J.S.A. 34:11D-2.

The employer shall pay the employee for earned sick leave at the same rate of pay with the same benefits as the employee normally earns, except that the pay rate shall not be less than the minimum wage required for the employee pursuant to N.J.S.A. 34:11-56a4.



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The employer shall permit an employee to use the earned sick leave accrued pursuant to the Act for any of the reasons outlined in N.J.S.A. 34:11D-3.a.

No employer shall take retaliatory personnel action or discriminate against an employee who accrues sick leave under the Act because the employee requests or uses earned sick leave either in accordance with the Act or the employer's own earned sick leave policy for employees covered under the Act. Any complaints alleging a violation of the Act shall be filed in accordance with the provisions of N.J.S.A. 34:11D-4.

In accordance with N.J.S.A. 34:11D-5, failure of the employer to comply with the provisions of the Act shall be regarded as a failure to meet the wage payment requirements of the "New Jersey State Wage and Hour Law."

The employer shall retain records documenting hours worked and earned sick leave taken by employees covered under the Act in accordance with the provisions of N.J.S.A. 34:11D-6.

The employer shall provide notification, in a form issued by the Commissioner of Labor and Workforce Development, to employees of their rights under the Act; post the notification; and provide a copy of the notification to employees eligible to accrue earned sick leave under the Act in accordance with the provisions of N.J.S.A. 34:11D-7.

N.J.S.A. 34:11D-1 through 34:11D-11

Adopted:



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[See POLICY ALERT No. 218]

## R 1642 EARNED SICK LEAVE LAW

### A. Definitions Relative to Policy and Regulation 1642 and the New Jersey Earned Sick Leave Law (Act)

“Act” means the New Jersey Earned Sick Leave Law – N.J.S.A. 34:11D-1. through 34:11D-11.

“Benefit year” means the period of twelve consecutive months, July 1 through June 30, as established by an employer in which an employee shall accrue and use earned sick leave as provided pursuant to N.J.S.A. 34:11D-2, provided that once the starting date of the benefit year is established by the employer it shall not be changed unless the employer notifies the Commissioner of Labor and Workforce Development of the change in accordance with regulations promulgated pursuant to the Act. The Commissioner shall impose a benefit year on any employer the Commissioner determines is changing the benefit year at times or in ways that prevent the accrual or use of earned sick leave by an employee.

“Certified Domestic Violence Specialist” means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals.

“Child” means a biological, adopted, or foster child, stepchild or legal ward of an employee, child of a domestic partner or civil union partner of the employee.

“Civil union” means a civil union as defined in N.J.S.A. 37:1-29.

“Commissioner” means the Commissioner of Labor and Workforce Development.

“Department” means the Department of Labor and Workforce Development.



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“Designated domestic violence agency” means a county-wide organization with a primary purpose to provide services to victims of domestic violence, and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the division for the express purpose of providing the services.

“Domestic or sexual violence” means stalking, any sexually violent offense, as defined in N.J.S.A. 30:4-27.26, or domestic violence as defined in N.J.S.A. 2C:25-19, and N.J.S.A. 17:29B-16.

“Domestic partner” means a domestic partner as defined in N.J.S.A. 26:8A-3.

“Employee” means, for the purposes of Policy and Regulation 1642, an individual engaged in service for compensation to a local school district, regional school district, county vocational school, or charter school of the State who is not provided with sick leave with full pay pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is eligible to accrue earned sick leave in accordance with the requirements of the Act.

“Employer” means, for the purposes of Policy and Regulation 1642, a local school district, regional school district, county vocational school, or charter school of the State who does not provide sick leave with full pay to an employee pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is required to comply with the requirements of the Act.

“Family member” means a child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of an employee, or a spouse, domestic partner, or civil union partner of a parent or grandparent of an employee, or a sibling of a spouse, domestic partner, or civil union partner of the employee, or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.

“Health care professional” means any person licensed under Federal, State, or local law, or the laws of a foreign nation, to provide health care services, or any other person who has been authorized to provide health care by a licensed health care professional, including but not limited to doctors, nurses, and emergency room personnel.



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“Parent” means a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or of the employee’s spouse, domestic partner, or civil union partner, or a person who stood in loco parentis of the employee or the employee’s spouse, domestic partner, or civil union partner when the employee, spouse or partner was a minor child.

“Retaliatory personnel action” means denial of any right guaranteed under the Act and any threat, discharge, including a constructive discharge, suspension, demotion, unfavorable reassignment, refusal to promote, disciplinary action, sanction, reduction of work hours, reporting or threatening to report the actual or suspected immigrant status of an employee or the employee’s family, or any other adverse action against an employee.

“Sibling” means a biological, foster, or adopted sibling of an employee.

“Spouse” means a husband or wife.

## B. Provision of Earned Sick Leave – N.J.S.A. 34:11D-2

1. The employer shall provide earned sick leave in accordance with the Act for each employee working for the employer.
2. For every thirty hours worked, the employee shall accrue one hour of earned sick leave. The employer [ will \_\_\_ will not] provide an employee their full complement of earned sick leave for a benefit year as required under N.J.S.A. 34:11D-2 on the first day of each benefit year in accordance with the Act.
3. The employer [\_\_\_ will  will not] permit the employee to accrue or use in any benefit year, or carry forward from one benefit year to the next, more than forty hours of earned sick leave.
  - a. Unless the employee has accrued earned sick leave prior to October 29, 2018, the earned sick leave shall begin to accrue on October 29, 2018 for any employee who is hired and commences employment before October 29, 2018 and the employee shall be eligible to use the earned sick leave beginning on February 26, 2019 after the employee commences employment.



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- b. If the employee's employment commences after October 29, 2018, the earned sick leave shall begin to accrue upon the date that employment commences. The employee shall be eligible to use the earned sick leave

**Select one option below:**

**Option 1** - beginning on the 120<sup>th</sup> calendar day after the employee commences employment.

**OR**

**Option 2** - 30 days after employment commences, but no longer than 120 calendar days after employment commences.]

4. The employer shall be in compliance with N.J.S.A. 34:11D-2 if the employer offers paid time off to an employee, which is fully paid and shall include, but is not limited to personal days, vacation days, and sick days, and may be used for the purposes of N.J.S.A. 34:11D-3 in the manner provided by the Act, and is accrued at a rate equal to or greater than the rate described in N.J.S.A. 34:11D-2.
5. The employer shall pay the employee for earned sick leave at the same rate of pay with the same benefits as the employee normally earns, except that the pay rate shall not be less than the minimum wage required for the employee pursuant to N.J.S.A. 34:11-56a4.
6. Upon the mutual consent of the employee and employer, an employee may voluntarily choose to work additional hours or shifts during the same or following pay period, in lieu of hours or shifts missed, but shall not be required to work additional hours or shifts or use accrued earned sick leave. The employer may not require, as a condition of an employee using earned sick leave, that the employee search for or find a replacement worker to cover the hours during which the employee is using earned sick leave.



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7. If an employee is transferred to a separate division, entity, or location, but remains employed by the same employer, then the employee shall be entitled to all earned sick leave accrued at the prior division, entity, or location, and shall be entitled to use the accrued earned sick leave as provided in the Act.
  8. If an employee is terminated, laid off, furloughed, or otherwise separated from employment with the employer, any unused accrued earned sick leave shall be reinstated upon the re-hiring or reinstatement of the employee to that employment, within six months of termination, being laid off or furloughed, or separation, and prior employment with the employer shall be counted towards meeting the eligibility requirements set forth in N.J.S.A. 34:11D-2.
  9. The employer may choose the increments in which its employees may use earned sick leave, provided that the largest increment of earned sick leave an employee may be required to use for each shift for which earned sick leave is used shall be the number of hours the employee was scheduled to work during that shift.
- C. Permitted Usage of Earned Sick Leave – N.J.S.A. 34:11D-3
1. The employer shall permit an employee to use the earned sick leave accrued pursuant to the Act for any of the following:
    - a. Time needed for diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
    - b. Time needed for the employee to aid or care for a family member of an employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
    - c. Absence necessary due to circumstances resulting from the employee, or a family member of an employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member: medical attention needed to recover from



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physical or psychological injury or disability caused by domestic or sexual violence; services from a designated domestic violence agency or other victim services organization; psychological or other counseling; relocation; or legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;

- d. Time during which the employee is not able to work because of a closure of the employee's workplace, or the school or place of care of a child of an employee, by order of a public official due to an epidemic or other public health emergency, or because of the issuance by a public health authority of a determination that the presence in the community of the employee, or a member of the employee's family in need of care by the employee, would jeopardize the health of others; or
  - e. Time needed by the employee in connection with a child of the employee to attend a school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability.
2. If an employee's need to use earned sick leave is foreseeable, the employer [ will  may] require advance notice, not to exceed seven calendar days prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and shall make a reasonable effort to schedule the use of earned sick leave in a manner that does not unduly disrupt the operations of the employer. If the reason for the leave is not foreseeable, the employer will require an employee to give notice of the intention as soon as practicable, if the employer has notified the employee of this requirement.





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- a. The employer may prohibit employees from using foreseeable earned sick leave on certain dates provided reasonable notice of these dates is provided to employees and the employer will require reasonable documentation if sick leave that is not foreseeable is used during those dates.
- b. For earned sick leave of three or more consecutive days, the employer will require reasonable documentation that the leave is being taken for the purpose permitted under N.J.S.A. 34:11D-3.a. and C.1. above.
- c. If the leave is permitted under N.J.S.A. 34:11D-3.a.(1) and C.1.a. above or N.J.S.A. 34:11D-3.a.(2) and C.1.b. above, documentation signed by a health care professional who is treating the employee or the family member of the employee indicating the need for the leave and, if possible, number of days of leave, shall be considered reasonable documentation.
- d. If the leave is permitted under N.J.S.A. 34:11D-3.a.(3) and C.1.c. above because of domestic or sexual violence, any of the following shall be considered reasonable documentation of the domestic or sexual violence: medical documentation; a law enforcement agency record or report; a court order; documentation that the perpetrator of the domestic or sexual violence has been convicted of a domestic or sexual violence offense; certification from a certified Domestic Violence Specialist or a representative of a designated domestic violence agency or other victim services organization; or other documentation or certification provided by a social worker, counselor, member of the clergy, shelter worker, health care professional, attorney, or other professional who has assisted the employee or family member in dealing with the domestic or sexual violence.
- e. If the leave is permitted under N.J.S.A. 34:11D-3.a.(4) and C.1.d. above, a copy of the order of the public official or the determination by the health authority shall be considered reasonable documentation.



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- f. If the leave is permitted under N.J.S.A. 34:11D-3.a.(5) and C.1.e. above, tangible proof of the reasons outlined in N.J.S.A. 34:11D-3.a.(5) and C.1.e. above shall be considered reasonable documentation.
3. Nothing in the Act shall be deemed to require the employer to provide earned sick leave for an employee's leave for purposes other than those identified in N.J.S.A. 34:11D-3, or prohibit the employer from taking disciplinary action against an employee who uses earned sick leave for purposes other than those identified in N.J.S.A. 34:11D-3.

## Option – Must Select One Option Below

4. [Option 1 -  The employer will not pay an employee for unused earned sick leave at the end of the benefit year pursuant to N.J.S.A. 34:11D-3.c.]

[Option 2 -  The employer will provide an offer to an employee for payment of unused earned sick leave in the final month of the employer's benefit year. The employee shall choose, no later than ten calendar days from the date of the employer's offer, whether to accept a payment or decline a payment. If the employee does not accept the employer's offer within ten calendar days from the date of the employer's offer, the employee is deemed to have declined the employer's offer.

- a. If the employee agrees to receive a payment, the employee shall choose a payment for the full amount of unused earned sick leave or for fifty percent of the amount of unused earned sick leave. The payment amount shall be based on the same rate of pay that the employee earns at the time of the payment.
- b. If the employee declines a payment for unused earned sick leave, or agrees to a payment for fifty percent of the amount of unused sick leave, the employee shall be entitled to carry forward any unused or unpaid earned sick leave to the proceeding benefit year as provided pursuant to N.J.S.A. 34:11D-2.a. and B.1., B.2., and B.3. above.



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- c. If the employee agrees to a payment for the full amount of unused earned sick leave, the employee shall not be entitled to carry forward any earned sick leave to the proceeding benefit year pursuant to N.J.S.A. 34:11D-2.a. and B.1, B.2., and B.3. above.]

**[Option – Required Only if the Employer Provides an Employee with their Full Complement of Earned Sick Leave for a Benefit Year is Selected in Option B.2. Above.]**

5. If the employer provides an employee with the full complement of earned sick leave for a benefit year on the first day of each benefit year as indicated in B.2. above, then the employer shall

**Must Select Option 1 Below if Option C.4. – Option 1 Above is Selected.**

**Must Select Option 2 Below if Option C.4. – Option 2 Above is Selected.**

**Option 1** -  permit the employee to carry forward any unused sick leave to the next benefit year.

**Option 2** -  provide to the employee a payment for the full amount of unused earned sick leave in the final month of the employer's benefit year in accordance with C.4. above. The employer may pay the employee the full amount of unused earned sick leave in the final month of a benefit year pursuant to B.2. above and N.J.S.A. 34:11D-3 only if the employer forgoes, with respect to that employee, the accrual process for earned sick leave during the next benefit year.]

6. Unless the employer's policy or a collective bargaining agreement provides for the payment of accrued earned sick leave upon termination, resignation, retirement, or other separation from employment, an employee shall not be entitled under N.J.S.A. 34:11D-3 to payment of unused earned sick leave upon the separation from employment.



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7. Any information the employer possesses regarding the health of an employee or any family member of the employee or domestic or sexual violence affecting an employee or employee's family member shall be treated as confidential and not disclosed except to the affected employee or with the written permission of the affected employee.
- D. Retaliation, Discrimination Prohibited – N.J.S.A. 34:11D-4
1. No employer shall take retaliatory personnel action or discriminate against an employee who accrues sick leave under the Act because the employee requests or uses earned sick leave either in accordance with the Act or the employer's own earned sick leave policy for employees covered under the Act. Any complaints alleging a violation of the Act shall be filed in accordance with the provisions of N.J.S.A. 34:11D-4.
    - a. The employer shall not count earned sick leave taken under the Act as an absence that may result in the employee being subject to discipline, discharge, demotion, suspension, a loss or reduction of pay, or any other adverse action.
  2. There shall be a rebuttable presumption of an unlawful retaliatory personnel action under N.J.S.A. 34:11D-4 whenever the employer takes adverse action against an employee within ninety days of when that employee:
    - a. Files a complaint with the Department or a court alleging a violation of any provision of N.J.S.A. 34:11D-4;
    - b. Informs any person about the employer's alleged violation of N.J.S.A. 34:11D-4;
    - c. Cooperates with the Department or other persons in the investigation or prosecution of any alleged violation of N.J.S.A. 34:11D-4;
    - d. Opposes any policy, practice, or act that is unlawful under N.J.S.A. 34:11D-4; or
    - e. Informs any person of his or her rights under N.J.S.A. 34:11D-4.



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Earned Sick Leave Law

3. Protections of N.J.S.A. 34:11D-4 shall apply to any person who mistakenly but in good faith alleges violations of the Act.
  4. Any violator of the provisions of N.J.S.A. 34:11D-4 shall be subject to relevant penalties and remedies provided by the “New Jersey State Wage and Hour Law,” N.J.S.A. 34:11-56a et seq., including the penalties and remedies provided by N.J.S.A. 34:11-56a24, and relevant penalties and remedies provided by N.J.S.A. 2C:40A-2, for discharge or other discrimination.
- E. Violations; Remedies, Penalties, Other Measures – N.J.S.A. 34:11D-5
1. Any failure of the employer to make available or pay earned sick leave as required by the Act, or any other violation of the Act, shall be regarded as a failure to meet the wage payment requirements of the “New Jersey State Wage and Hour Law,” N.J.S.A. 34:11-56a et seq., or other violation of the New Jersey State Wage and Hour Law, as the case may be, and remedies, penalties, and other measures provided by the New Jersey State Wage and Hour Law, N.J.S.A. 34:11-58, and N.J.S.A. 2C:40A-2 for failure to pay wages or other violations of the New Jersey State Wage and Hour Law shall be applicable, including, but not limited to, penalties provided pursuant to N.J.S.A. 34:11-56a22 and 34:11-56a24, and civil actions by employees pursuant to N.J.S.A. 34:11-56a25, except that an award to an employee in a civil act shall include, in addition to the amount provided pursuant to N.J.S.A. 34:11-56a25, any actual damages suffered by the employee as the result of the violation plus an equal amount of liquidated damages.
- F. Retention of Records, Access – N.J.S.A. 34:11D-6
1. The employer shall retain records documenting hours worked by employees and earned sick leave accrued/advanced, used, paid, and paid out and carried over by/to employees, for a period of five years, and shall, upon demand, allow the Department access to those records to monitor compliance with the requirements of the Act.



# REGULATION GUIDE

ADMINISTRATION  
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Earned Sick Leave Law

- a. If an employee makes a claim the employer has failed to provide earned sick leave required by the Act and the employer has not maintained or retained adequate records documenting hours worked by the employee and earned sick leave taken by the employee or does not allow the Department access to the records, it shall be presumed the employer has failed to provide the earned sick leave, absent clear and convincing evidence otherwise.
2. In addition, the penalties provided by the “New Jersey State Wage and Hour Law,” N.J.S.A. 34:11-56a et seq. for violations of the requirements of the New Jersey State Wage and Hour Law regarding the maintaining and disclosure of records shall apply to violations of the requirements of N.J.S.A. 34:11D-6.
- G. Notification to Employees – N.J.S.A. 34:11D-7
1. The employer shall provide notification, in a form issued by the Commissioner, to employees of their rights under the Act, including the amount of earned sick leave to which they are entitled and the terms of its use and remedies provided by the Act to employees if the employer fails to provide the required benefits or retaliates against employees exercising their rights under the Act.
    - a. The employer shall conspicuously post the notification in a place or places accessible to all employees in each of the employer’s workplaces.
    - b. The employer shall also provide each employee with a written copy of the notification: not later than thirty days after the form of the notification is issued; at the time of the employee’s hiring, if the employee is hired after the issuance; and at any time, when first requested by the employee.
    - c. The Commissioner shall make the notifications available in English, Spanish, and any other language that the Commissioner determines is the first language of a



# REGULATION GUIDE

ADMINISTRATION  
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Earned Sick Leave Law

significant number of workers in the State and the employer shall use the notification in English, Spanish, or any other language for which the Commissioner has provided notifications and which is the first language of a majority of the employer's workforce.

- H. Provisions Preemptive; Construction of Act – N.J.S.A. 34:11D-8
1. No provision of the Act, or any regulations promulgated to implement or enforce the Act, shall be construed as:
    - a. Requiring the employer to reduce, or justifying the employer in reducing, rights or benefits provided by the employer pursuant to the employer's policy or a collective bargaining agreement which are more favorable to employees than those required by the Act or which provide rights or benefits to employees not covered by the Act;
    - b. Preventing or prohibiting the employer from agreeing, through a collective bargaining agreement or employer policy, to provide rights or benefits which are more favorable to employees than those required by the Act or to provide rights or benefits to employees not covered by the Act;
    - c. Prohibiting the employer from establishing a policy whereby an employee may donate unused accrued earned sick leave to another employee or other employees; or
    - d. Superseding any law providing collective bargaining rights for employees, or in any way reducing, diminishing, or adversely affecting those collective bargaining rights, or in any way reducing, diminishing, or affecting the obligations of the employer under those laws.
  2. Employees or employee representatives may waive the rights or benefits provided under the Act during the negotiation of a collective bargaining agreement.



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Earned Sick Leave Law

3. With respect to employees covered by a collective bargaining agreement in effect on October 29, 2018, no provision of the Act shall apply until the stated expiration of the collective bargaining agreement.
- I. Severability – N.J.S.A. 34:11D-9
1. The provisions of the Act shall be deemed to be severable and if any section, subsection, paragraph, sentence or other part of the Act is declared to be unconstitutional, or the applicability thereof to any person is held invalid, the remainder of the Act shall not thereby be deemed to be unconstitutional or invalid.

Adopted:

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4/3 11:23am

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 General Fund - Fund 10  
 Interim Balance Sheet  
 For 9 Month Period Ending 03/31/2019

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

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

101	Cash in bank		\$3,327,793.71
121	Tax levy receivable		\$3,155,045.00
	Accounts receivable:		
132	Interfund	\$140,578.20	
141	Intergovernmental - State	\$21,307.06	
143	Intergovernmental - Other	\$77,021.82	
			\$238,907.08

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

301	Estimated Revenues	\$14,787,995.00	
302	Less Revenues	(\$13,874,134.24)	
		-----	\$913,860.76

Total assets and resources \$7,635,606.55  
 =====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10  
Interim Balance Sheet  
For 9 Month Period Ending 03/31/2019

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year		\$3,556,441.97
754	Reserve for encumbrance - Prior Year		\$7,440.83
	Reserved fund balance:		
760	Reserved Fund Balance		\$2,632,059.61
601	Appropriations	\$16,064,394.47	
602	Less : Expenditures	\$10,984,941.17	
603	Encumbrances	\$3,563,882.80 (\$14,548,823.97)	
			\$1,515,570.50
	Total Appropriated		\$7,711,512.91

--- Unappropriated ---

770	Fund Balance		\$878,542.64
303	Budgeted Fund Balance		(\$954,449.00)

TOTAL FUND BALANCE		\$7,635,606.55
TOTAL LIABILITIES AND FUND EQUITY		\$7,635,606.55

=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10  
Interim Balance Sheet  
For 9 Month Period Ending 03/31/2019

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
	-----	-----	-----
Appropriations	\$16,064,394.47	\$14,548,823.97	\$1,515,570.50
Revenues	(\$14,787,995.00)	(\$13,874,134.24)	(\$913,860.76)
	-----	-----	-----
Less: Adjust for prior year encumb.	(\$321,950.47)	(\$321,950.47)	
	-----	-----	-----
Budgeted Fund Balance	\$954,449.00	\$352,739.26	\$601,709.74
	=====	=====	=====
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$954,449.00	\$352,739.26	\$601,709.74
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00
	-----	-----	-----
TOTAL Budgeted Fund Balance	\$954,449.00	\$352,739.26	\$601,709.74
	=====	=====	=====

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 9 Month Period Ending 03/31/2019

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$13,359,433.00	\$12,888,411.24		\$471,021.76
3XXX	From State Sources	\$1,428,562.00	\$985,723.00		\$442,839.00
TOTAL REVENUE/SOURCES OF FUNDS		\$14,787,995.00	\$13,874,134.24		\$913,860.76
		=====	=====	=====	=====
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$1,994,045.00	\$1,328,952.81	\$497,734.93	\$167,357.26
11-3XX-100-XXX	Voc. Programs - Local - Instruction	\$3,883,602.65	\$2,496,894.29	\$862,969.65	\$523,738.71
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$80,814.00	\$50,848.90	\$19,814.02	\$10,151.08
11-402-100-XXX	School-Spons. Athletics - Instruction	\$156,642.00	\$107,439.72	\$41,621.71	\$7,580.57
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-211-XXX	Attendance and Social Work Services	\$35,542.00	\$27,224.87	\$6,515.04	\$1,802.09
11-000-213-XXX	Health Services	\$213,213.26	\$145,550.82	\$57,073.12	\$10,589.32
11-000-216-XXX	Speech, OT,PT & Related Svcs	\$14,820.00	\$2,780.00	\$11,644.00	\$396.00
11-000-218-XXX	Guidance	\$939,354.00	\$654,723.49	\$224,731.02	\$59,899.49
11-000-219-XXX	Child Study Teams	\$207,574.00	\$146,691.89	\$49,758.30	\$11,123.81
11-000-221-XXX	Improvement Of Inst./Other Support Improvement of Inst. Serv.	\$390,452.00	\$293,657.75	\$91,579.29	\$5,214.96
11-000-222-XXX	Educational Media Serv/School Library	\$56,182.00	\$31,678.73	\$9,690.23	\$14,813.04
11-000-223-XXX	Instructional Staff Training Services	\$68,925.00	\$41,191.06	\$12,700.00	\$15,033.94
11-000-230-XXX	Supp. Serv.-General Administration	\$809,864.11	\$622,496.16	\$150,754.55	\$36,613.40
11-000-240-XXX	Supp. Serv.-School Administration	\$749,388.38	\$552,646.62	\$180,782.84	\$15,958.92
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$926,852.00	\$688,736.56	\$214,314.57	\$23,800.87
11-000-261-XXX	Allowable Maint. for School Facilities	\$1,301,221.07	\$821,756.64	\$211,206.64	\$268,257.79
11-000-262-XXX	Custodial Services	\$972,559.00	\$630,173.36	\$238,950.79	\$103,434.85
11-000-263-XXX	Care and Upkeep of Grounds	\$26,150.00	\$8,535.26	\$3,217.34	\$14,397.40
11-000-266-XXX	Security	\$141,355.00	\$77,155.52	\$29,356.07	\$34,843.41
11-000-270-XXX	Student Transportation Services	\$188,989.00	\$48,862.19	\$38,160.05	\$101,966.76
11-000-291-XXX	Allocated and Unallocated Benefits	\$2,636,585.00	\$2,045,381.06	\$526,286.06	\$64,917.88
TOTAL GENERAL CURRENT EXPENSE EXPENDITURES/USES OF FUNDS		\$15,794,129.47	\$10,823,377.70	\$3,478,860.22	\$1,491,891.55
		=====	=====	=====	=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10 (including 16, 17 & 18)  
 INTERIM STATEMENTS COMPARING  
 BUDGET REVENUE WITH ACTUAL TO DATE AND  
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
 For 9 Month Period Ending 03/31/2019

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	-----	-----	-----	-----
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$198,062.00	\$109,748.47	\$85,022.58	\$3,290.95
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$72,203.00	\$51,815.00	.00	\$20,388.00
	-----	-----	-----	-----
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$270,265.00	\$161,563.47	\$85,022.58	\$23,678.95
	=====	=====	=====	=====
TOTAL GENERAL FUND EXPENDITURES	\$16,064,394.47	\$10,984,941.17	\$3,563,882.80	\$1,515,570.50
	=====	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
SCHEDULE OF REVENUES  
ACTUAL COMPARED WITH ESTIMATED  
For 9 Month Period Ending 03/31/2019

	ESTIMATED	ACTUAL	UNREALIZED	
	-----	-----	-----	
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,922,443.00	\$11,922,443.00	.00
1310	Tuition- From LEA's	\$555,000.00	\$334,630.00	\$220,370.00
1XXX	Miscellaneous	\$881,990.00	\$631,338.24	\$250,651.76
	TOTAL	\$13,359,433.00	\$12,888,411.24	\$471,021.76
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$389,105.00	\$272,373.50	\$116,731.50
3176	Equalization	\$580,221.00	\$391,884.30	\$188,336.70
3177	Categorical Security	\$64,725.00	\$45,307.50	\$19,417.50
3178	Adjustment Aid	\$394,511.00	\$276,157.70	\$118,353.30
	TOTAL	\$1,428,562.00	\$985,723.00	\$442,839.00
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$14,787,995.00	\$13,874,134.24	\$913,860.76
		=====	=====	=====

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 9 Month Period Ending 03/31/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,657,133.00	\$1,114,852.04	\$457,302.25	\$84,978.71
11-140-100-106 Other Salaries for Instruction	\$86,283.00	\$58,667.48	\$25,130.94	\$2,484.58
11-140-100-320 Purchased Prof.-Ed. Services	\$20,000.00	\$10,380.85	.00	\$9,619.15
11-140-100-500 Other Purchased Services	\$43,500.00	\$14,856.75	\$6,200.13	\$22,443.12
11-140-100-610 General Supplies	\$126,635.00	\$95,332.74	\$2,710.86	\$28,591.40
11-140-100-640 Textbooks	\$36,750.00	\$28,680.82	.00	\$8,069.18
11-140-100-800 Other Objects	\$10,594.00	\$2,872.38	\$535.50	\$7,186.12
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$5,000.00	\$1,763.00	\$0.00	\$3,237.00
11-150-100-320 Purchased Prof.-Ed. Services	\$8,000.00	\$1,546.75	\$5,855.25	\$598.00
11-150-100-500 Other Purchased Services	\$150.00	.00	.00	\$150.00
TOTAL	\$1,994,045.00	\$1,328,952.81	\$497,734.93	\$167,357.26
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$3,042,613.00	\$2,013,995.51	\$790,437.10	\$238,180.39
11-310-100-106 Other Salaries for Instruction	\$64,890.00	\$31,716.43	\$21,973.00	\$11,200.57
11-310-100-320 Purchased Prof.-Ed. Services	\$336,570.00	\$226,071.00	.00	\$110,499.00
11-310-100-500 Other Purchased Services	\$68,365.61	\$55,561.74	\$7,802.84	\$5,001.03
11-310-100-610 General Supplies	\$332,788.04	\$154,609.31	\$32,364.38	\$145,814.35
11-310-100-640 Textbooks	\$22,176.00	\$8,756.91	\$8,526.26	\$4,892.83
11-310-100-800 Other Objects	\$16,200.00	\$6,183.39	\$1,866.07	\$8,150.54
Total	\$3,883,602.65	\$2,496,894.29	\$862,969.65	\$523,738.71
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$53,921.00	\$36,191.68	\$17,270.32	\$459.00
11-401-100-500 Purchased Services	\$2,725.00	\$275.00	.00	\$2,450.00
11-401-100-600 Supplies and Materials	\$19,168.00	\$9,909.22	\$2,252.70	\$7,006.08
11-401-100-800 Other Objects	\$5,000.00	\$4,473.00	\$291.00	\$236.00
TOTAL	\$80,814.00	\$50,848.90	\$19,814.02	\$10,151.08
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$75,992.00	\$51,245.74	\$19,528.58	\$5,217.68
11-402-100-500 Purchased Services	\$42,385.00	\$29,348.30	\$11,999.70	\$1,037.00
11-402-100-600 Supplies and Materials	\$16,415.00	\$14,097.24	\$1,563.43	\$754.33
11-402-100-800 Other Objects	\$21,850.00	\$12,748.44	\$8,530.00	\$571.56

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 9 Month Period Ending 03/31/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$156,642.00	\$107,439.72	\$41,621.71	\$7,580.57
--- UNDISTRIBUTED EXPENDITURES ---				
--- Attendance and social work services ---				
11-000-211-171 Sal. of Drop-Out Prevention Officer/Coordinators				
	\$26,842.00	\$19,545.12	\$6,515.04	\$781.84
11-000-211-300 Purchased Prof. & Tech. Svc.	\$7,700.00	\$7,679.75	.00	\$20.25
11-000-211-500 Other Purchased Services	\$500.00	.00	.00	\$500.00
11-000-211-600 Supplies and Materials	\$500.00	.00	.00	\$500.00
TOTAL	\$35,542.00	\$27,224.87	\$6,515.04	\$1,802.09
--- Health services ---				
11-000-213-100 Salaries	\$176,724.00	\$125,278.49	\$45,537.90	\$5,907.61
11-000-213-300 Purchased Prof. & Tech. Svc.	\$25,704.26	\$17,043.89	\$4,589.57	\$4,070.80
11-000-213-500 Other Purchased Services	\$1,385.00	.00	.00	\$1,385.00
11-000-213-600 Supplies and Materials	\$8,900.00	\$3,138.44	\$6,945.65	(\$1,184.09)
11-000-213-800 Other Objects	\$500.00	\$90.00	.00	\$410.00
TOTAL	\$213,213.26	\$145,550.82	\$57,073.12	\$10,589.32
--- Speech, OT,PT & Related Svcs ---				
11-000-216-320 Purchased Prof. Ed. Services	\$14,820.00	\$2,780.00	\$11,644.00	\$396.00
TOTAL	\$14,820.00	\$2,780.00	\$11,644.00	\$396.00
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$424,128.00	\$287,173.49	\$118,535.46	\$18,419.05
11-000-218-105 Sal Secr. & Clerical Asst.	\$115,624.00	\$81,097.38	\$27,032.46	\$7,494.16
11-000-218-110 Other Salaries	\$315,547.00	\$218,352.29	\$73,327.62	\$23,867.09
11-000-218-390 Other Purch. Prof. & Tech Svc.	\$42,605.00	\$35,481.10	\$5,590.00	\$1,533.90
11-000-218-500 Other Purchased Services	\$28,000.00	\$19,463.00	.00	\$8,537.00
11-000-218-600 Supplies and Materials	\$13,200.00	\$13,156.23	\$245.48	(\$201.71)
11-000-218-800 Other Objects	\$250.00	.00	.00	\$250.00
TOTAL	\$939,354.00	\$654,723.49	\$224,731.02	\$59,899.49
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$145,578.00	\$104,236.20	\$38,699.40	\$2,642.40
11-000-219-105 Sal Secr. & Clerical Asst.	\$45,058.00	\$32,257.47	\$10,693.74	\$2,106.79



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 9 Month Period Ending 03/31/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-219-320 Purchased Prof. - Ed. Services	\$2,000.00	\$650.00	.00	\$1,350.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$6,733.00	\$6,208.13	.00	\$524.87
11-000-219-500 Other Purchased Services	\$2,555.00	\$190.00	.00	\$2,365.00
11-000-219-600 Supplies and Materials	\$4,650.00	\$2,665.09	\$365.16	\$1,619.75
11-000-219-800 Other Objects	\$1,000.00	\$485.00	.00	\$515.00
TOTAL	\$207,574.00	\$146,691.89	\$49,758.30	\$11,123.81
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$208,707.00	\$156,149.10	\$52,049.70	\$508.20
11-000-221-104 Salaries Other Prof. Staff	\$118,782.00	\$93,481.80	\$24,510.60	\$789.60
11-000-221-105 Sal Sec. & Clerical Asst.	\$57,963.00	\$42,206.22	\$14,068.74	\$1,688.04
11-000-221-500 Other Purchased Services	\$3,000.00	\$1,528.33	\$950.25	\$521.42
11-000-221-600 Supplies and Materials	\$1,500.00	\$292.30	.00	\$1,207.70
11-000-221-800 Other Objects	\$500.00	.00	.00	\$500.00
TOTAL	\$390,452.00	\$293,657.75	\$91,579.29	\$5,214.96
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$33,082.00	\$22,053.18	\$9,344.22	\$1,684.60
11-000-222-300 Purchased Prof. & Tech Svc.	\$3,500.00	\$885.00	.00	\$2,615.00
11-000-222-500 Other Purchased Services	\$4,380.00	\$357.10	.00	\$4,022.90
11-000-222-600 Supplies and Materials	\$14,670.00	\$8,228.45	\$346.01	\$6,095.54
11-000-222-800 Other Objects	\$550.00	\$155.00	.00	\$395.00
TOTAL	\$56,182.00	\$31,678.73	\$9,690.23	\$14,813.04
--- Instructional Staff Training Services ---				
11-000-223-102 Salaries Superv. of Instruction	\$48,555.00	\$36,216.74	\$12,071.46	\$266.80
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$2,000.00	\$260.00	.00	\$1,740.00
11-000-223-500 Other Purchased Services	\$17,370.00	\$4,502.78	\$619.94	\$12,247.28
11-000-223-600 Supplies and Materials	\$1,000.00	\$211.54	\$8.60	\$779.86
TOTAL	\$68,925.00	\$41,191.06	\$12,700.00	\$15,033.94
--- Support services-general administration ---				
11-000-230-100 Salaries	\$333,366.00	\$248,520.07	\$82,840.10	\$2,005.83
11-000-230-331 Legal Services	\$114,694.11	\$73,315.00	\$40,394.13	\$984.98
11-000-230-332 Audit Fees	\$36,720.00	\$36,700.00	.00	\$20.00
11-000-230-334 Architectural/Engineering Services	\$29,135.81	\$12,367.20	\$6,768.61	\$10,000.00
11-000-230-339 Other Purchased Prof. Svc.	\$14,948.56	\$7,773.84	\$6,664.56	\$510.16

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 9 Month Period Ending 03/31/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-230-340 Purchased Tech. Services	\$8,700.00	\$4,635.00	.00	\$4,065.00
11-000-230-530 Communications/Telephone	\$71,650.00	\$54,847.33	\$13,550.13	\$3,252.54
11-000-230-585 BOE Other Purchased Prof. Svc.	\$3,952.00	\$3,400.89	.00	\$551.11
11-000-230-590 Other Purchased Services	\$156,463.00	\$154,175.00	\$0.00	\$2,288.00
11-000-230-61X General Supplies	\$7,834.63	\$1,221.37	.00	\$6,613.26
11-000-230-630 BOE In-House Training/Meeting Supplies	\$1,000.00	.00	.00	\$1,000.00
11-000-230-890 Misc. Expenditures	\$24,400.00	\$18,790.71	\$537.02	\$5,072.27
11-000-230-895 BOE Membership Dues and Fees	\$7,000.00	\$6,749.75	.00	\$250.25
TOTAL	\$809,864.11	\$622,496.16	\$150,754.55	\$36,613.40
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$142,278.00	\$106,448.94	\$35,482.98	\$346.08
11-000-240-104 Salaries Other Prof. Staff	\$317,787.00	\$237,761.28	\$79,253.76	\$771.96
11-000-240-105 Sal Secr. & Clerical Asst.	\$233,483.00	\$170,202.36	\$56,524.92	\$6,755.72
11-000-240-11X Other Salaries	\$5,150.00	.00	.00	\$5,150.00
11-000-240-500 Other Purchased Services	\$26,475.00	\$15,633.61	\$5,596.61	\$5,244.78
11-000-240-600 Supplies and Materials	\$18,215.38	\$16,860.43	\$3,888.57	(\$2,533.62)
11-000-240-800 Other Objects	\$6,000.00	\$5,740.00	\$36.00	\$224.00
TOTAL	\$749,388.38	\$552,646.62	\$180,782.84	\$15,958.92
--- Central Services ---				
11-000-251-100 Salaries	\$357,645.00	\$267,582.42	\$89,194.14	\$868.44
11-000-251-330 Purchased Prof. Svcs.	\$9,000.00	\$6,553.45	\$910.97	\$1,535.58
11-000-251-340 Purchased Technical Svcs.	\$30,000.00	\$25,500.00	.00	\$4,500.00
11-000-251-592 Misc Pur Serv(400-500 series )	\$3,000.00	\$1,114.34	\$996.00	\$889.66
11-000-251-600 Supplies and Materials	\$9,000.00	\$5,583.53	.00	\$3,416.47
11-000-251-89X Other Objects	\$5,000.00	\$2,445.00	.00	\$2,555.00
TOTAL	\$413,645.00	\$308,778.74	\$91,101.11	\$13,765.15
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$411,964.00	\$302,329.44	\$100,776.48	\$8,858.08
11-000-252-500 Other Pur Serv. (400-500 series )	\$51,681.00	\$43,384.00	\$4,795.88	\$3,501.12
11-000-252-600 Supplies and Materials	\$48,562.00	\$33,738.48	\$17,641.10	(\$2,817.58)
11-000-252-800 Other Objects	\$1,000.00	\$505.90	.00	\$494.10
TOTAL	\$513,207.00	\$379,957.82	\$123,213.46	\$10,035.72
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$636,055.00	\$424,603.08	\$128,039.26	\$83,412.66
11-000-261-420				
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$564,221.86	\$337,294.97	\$80,077.16	\$146,849.73

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 9 Month Period Ending 03/31/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-261-610 General Supplies	\$85,444.21	\$44,527.00	\$2,640.22	\$38,276.99
11-000-261-800 Other Objects	\$15,500.00	\$15,331.59	\$450.00	(\$281.59)
TOTAL	\$1,301,221.07	\$821,756.64	\$211,206.64	\$268,257.79
11-000-262-107 Salaries of Non-Instructional Aids	\$244.00	.00	.00	\$244.00
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$428,683.00	\$312,169.39	\$117,607.61	(\$1,094.00)
11-000-262-490 Other Purchased Property Svc.	\$60,000.00	\$32,086.04	\$33,567.96	(\$5,654.00)
11-000-262-520 Insurance	\$81,398.00	\$57,736.50	.00	\$23,661.50
11-000-262-621 Energy (Natural Gas)	\$85,000.00	\$76,038.17	\$8,961.83	.00
11-000-262-622 Energy (Electricity)	\$317,234.00	\$152,143.26	\$78,813.39	\$86,277.35
TOTAL	\$972,559.00	\$630,173.36	\$238,950.79	\$103,434.85
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$22,150.00	\$8,535.26	\$3,217.34	\$10,397.40
11-000-263-610 General Supplies	\$4,000.00	.00	.00	\$4,000.00
TOTAL	\$26,150.00	\$8,535.26	\$3,217.34	\$14,397.40
--- Security ---				
11-000-266-100 Salaries	\$135,599.00	\$71,775.12	\$29,356.07	\$34,467.81
11-000-266-300 Purchased Prof. & Technical Services	\$5,756.00	\$5,380.40	.00	\$375.60
TOTAL	\$141,355.00	\$77,155.52	\$29,356.07	\$34,843.41
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$48,489.00	\$32,998.69	\$12,084.30	\$3,406.01
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$2,500.00	.00	.00	\$2,500.00
11-000-270-512 Contr Svc(other btw home & sch)-vendors	\$59,000.00	\$1,485.00	.00	\$57,515.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$71,000.00	\$14,378.50	\$26,075.75	\$30,545.75
11-000-270-593 Misc. Purchased Svc.- Transp.	\$5,000.00	.00	.00	\$5,000.00
11-000-270-610 General Supplies	\$2,000.00	.00	.00	\$2,000.00
11-000-270-800 Misc. Expenditures	\$1,000.00	.00	.00	\$1,000.00
TOTAL	\$188,989.00	\$48,862.19	\$38,160.05	\$101,966.76
--- Benefits ---				
11-XXX-XXX-210 Group Insurance	\$13,820.00	\$9,372.52	\$3,471.28	\$976.20
11-XXX-XXX-220 Social Security Contributions	\$282,200.00	\$183,898.18	\$76,433.11	\$21,868.71
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$313,618.00	\$316,436.96	\$2,159.82	(\$4,978.78)
11-XXX-XXX-250 Unemployment Compensation	\$40,175.00	\$14,469.84	\$19,530.16	\$6,175.00
11-XXX-XXX-260 Workman's Compensation	\$210,829.00	\$210,829.00	.00	.00

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 9 Month Period Ending 03/31/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
11-XXX-XXX-270 Health Benefits	\$1,623,343.00	\$1,261,307.14	\$343,876.87	\$18,158.99
11-XXX-XXX-280 Tuition Reimbursement	\$75,000.00	\$9,910.47	\$65,089.53	.00
11-XXX-XXX-290 Other Employee Benefits	\$72,600.00	\$39,156.95	\$15,725.29	\$17,717.76
11-XXX-XXX-299 Unused Vac. Payment to Term/Ret Staff	\$5,000.00	.00	.00	\$5,000.00
TOTAL	\$2,636,585.00	\$2,045,381.06	\$526,286.06	\$64,917.88
Total Undistributed expenditures	\$9,679,025.82	\$6,839,241.98	\$2,056,719.91	\$783,063.93
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$15,794,129.47	\$10,823,377.70	\$3,478,860.22	\$1,491,891.55
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$15,794,129.47	\$10,823,377.70	\$3,478,860.22	\$1,491,891.55
	=====	=====	=====	=====

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 9 Month Period Ending 03/31/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>*** CAPITAL OUTLAY ***</b>				
Special education - instruction				
12-310-100-730 Regular Voc.programs	\$18,000.00	.00	.00	\$18,000.00
Undistributed expenses				
12-000-100-730 Instruction	\$32,385.00	\$15,685.00	\$16,678.30	\$21.70
12-000-21X-730 Support services-Related & Extraord.	\$7,000.00	.00	.00	\$7,000.00
12-000-252-730 Admin. Info. Tech.	\$58,500.00	\$11,886.47	\$43,332.28	\$3,281.25
12-000-261-730 Undist. Exp.-Required Maint. Schl Facilities	\$82,177.00	\$82,177.00	\$25,012.00	(\$25,012.00)
TOTAL	\$198,062.00	\$109,748.47	\$85,022.58	\$3,290.95
--- Facilities acquisition and construction services ---				
12-000-400-450 Construction services	\$51,815.00	\$51,815.00	.00	.00
12-000-400-800 Other objects	\$20,388.00	.00	.00	\$20,388.00
Facilitis. Acqstn. Const. Sevr. -- TOTAL --	\$72,203.00	\$51,815.00	\$0.00	\$20,388.00
TOTAL	\$72,203.00	\$51,815.00	\$0.00	\$20,388.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$270,265.00	\$161,563.47	\$85,022.58	\$23,678.95
*** EDUCATION STABILIZATION FUND **				
*** GOVERNMENT SERVICES FUND **				
*** EDUCATION JOBS FUND **				
TOTAL GENERAL FUND EXPENDITURES	\$16,064,394.47	\$10,984,941.17	\$3,563,882.80	\$1,515,570.50

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

For 9 Month Period Ending 03/31/2019

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

March 31, 2019

\_\_\_\_\_  
Date

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

ACCOUNT NUMBER	DESCRIPTION	APPROPRIATION	EXPENDITURE	ENCUMBERANCES	AVAILABLE BALANCE
11-999-999-999- - -	PAYROLL NET PAY ADJ	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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4/3 11:23am

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Special Revenue Fund - Fund 20  
 Interim Balance Sheet  
 For 9 Month Period Ending 03/31/19

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

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

101	Cash in bank		\$96,679.38
	Accounts receivable:		
141	Intergovernmental - State	\$34,144.98	
		\$34,144.98	

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

301	Estimated Revenues	\$1,345,501.02	
302	Less Revenues	(\$1,004,666.92)	
		\$340,834.10	
	Total assets and resources		\$471,658.46
			=====



REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Special Revenue Fund - Fund 20  
 Interim Balance Sheet  
 For 9 Month Period Ending 03/31/19

=====

LIABILITIES AND FUND EQUITY

=====

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

481	Deferred revenues	\$123.59
	TOTAL LIABILITIES	\$123.59
		=====

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	\$248,012.67
754	Reserve for encumbrances - Prior Year	\$1,217.66
601	Appropriations	\$1,345,501.02
602	Less: Expenditures	\$875,183.81
603	Encumbrances	\$248,012.67 (\$1,123,196.48)
		\$222,304.54
	TOTAL FUND BALANCE	\$471,534.87
	TOTAL LIABILITIES AND FUND EQUITY	\$471,658.46
		=====

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 9 Month Period Ending 03/31/19

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$105,876.00	\$105,876.00		.00
3XXX	From State Sources	\$801,305.02	\$601,418.92		\$199,886.10
4XXX	From Federal Sources	\$438,320.00	\$297,372.00		\$140,948.00
TOTAL REVENUE/SOURCES OF FUNDS		\$1,345,501.02	\$1,004,666.92		\$340,834.10
		=====	=====	=====	=====
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
LOCAL PROJECTS:					
		\$105,876.00	\$90,537.82	\$1,308.96	\$14,029.22
STATE PROJECTS:					
	Vocational education	\$454,828.02	\$218,833.52	\$99,713.81	\$136,280.69
	Other special projects	\$346,477.00	\$249,668.00	\$87,341.93	\$9,467.07
TOTAL STATE PROJECTS		\$801,305.02	\$468,501.52	\$187,055.74	\$145,747.76
FEDERAL PROJECTS:					
	NCLB Title I	\$60,601.00	\$42,056.22	\$5,076.37	\$13,468.41
	NCLB Title II - Part A/D	\$8,707.00	\$6,346.96	\$2,015.00	\$345.04
	I.D.E.A. Part B (Handicapped)	\$81,948.00	\$69,211.00	\$12,737.00	.00
	NCLB Title IV	\$10,000.00	\$2,367.00	.00	\$7,633.00
	Vocational Education	\$277,064.00	\$196,163.29	\$39,819.60	\$41,081.11
TOTAL FEDERAL PROJECTS		\$438,320.00	\$316,144.47	\$59,647.97	\$62,527.56
*** TOTAL EXPENDITURES ***		\$1,345,501.02	\$875,183.81	\$248,012.67	\$222,304.54
		=====	=====	=====	=====

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 9 Month Period Ending 03/31/19

		ESTIMATED	ACTUAL	UNREALIZED
		-----	-----	-----
--- LOCAL SOURCES ---				
1XXX	Other Revenue from Local Sources	\$105,876.00	\$105,876.00	\$0.00
		-----	-----	-----
	Total Revenues from Local Sources	\$105,876.00	\$105,876.00	\$0.00
		=====	=====	=====
--- STATE SOURCES ---				
3XXX	Other State Aids	\$801,305.02	\$601,418.92	\$199,886.10
		-----	-----	-----
	Total Revenue from State Sources	\$801,305.02	\$601,418.92	\$199,886.10
		=====	=====	=====
--- FEDERAL SOURCES ---				
4411-16	Title I	\$60,601.00	\$36,919.00	\$23,682.00
4451-55	Title II	\$8,707.00	\$4,165.00	\$4,542.00
4471-74	Title IV	\$10,000.00	\$2,367.00	\$7,633.00
4420-29	I.D.E.A. Part B (Handicapped)	\$81,948.00	\$62,094.00	\$19,854.00
4430-39	Vocational Education	\$277,064.00	\$191,827.00	\$85,237.00
		-----	-----	-----
	Total Revenues from Federal Sources	\$438,320.00	\$297,372.00	\$140,948.00
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$1,345,501.02	\$1,004,666.92	\$340,834.10

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

For 9 Month Period Ending 03/31/19

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

March 31, 2019

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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4/3 11:23am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 9 Month Period Ending 03/31/19

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$91,815.19
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$2,681,827.77	
		\$2,681,827.77	
			\$2,681,827.77

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

301	Estimated Revenues	\$2,659,540.74	
302	Less Revenues	(\$2,219,464.92)	
		\$440,075.82	

Total assets and resources

\$3,213,718.78

=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Capital Projects Fund - Fund 30  
 Interim Balance Sheet  
 For 9 Month Period Ending 03/31/19

=====

LIABILITIES AND FUND EQUITY

=====

--- 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	\$179,756.83
754	Reserve for encumbrances - Prior Year	\$299,514.00
601	Appropriations	\$5,987,315.37
602	Less : Expenditures	\$2,304,608.60
603	Encumbrances	\$479,270.83 (\$2,783,879.43)
		\$3,203,435.94
	Total Appropriated	\$3,682,706.77

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

770	Fund balance	\$276,964.05
303	Budgeted Fund Balance	(\$879,530.24)
		\$3,080,140.58

TOTAL FUND BALANCE \$3,080,140.58

TOTAL LIABILITIES AND FUND EQUITY \$3,213,718.78

=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Capital Projects Fund - Fund 30  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 9 Month Period Ending 03/31/19

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	-----	-----	-----	-----
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$2,659,540.74	\$2,219,464.92		\$440,075.82
	-----	-----	-----	-----
TOTAL REVENUE/SOURCES OF FUNDS	\$2,659,540.74	\$2,219,464.92	=====	\$440,075.82
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	-----	-----	-----	-----
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-390 Other purchased prof. & tech. serv.	\$282,862.12	\$43,743.12	\$39,119.00	\$200,000.00
30-000-4XX-450 Construction services	\$5,704,453.25	\$2,260,865.48	\$440,151.83	\$3,003,435.94
	-----	-----	-----	-----
Total fac.acq.and constr. serv.	\$5,987,315.37	\$2,304,608.60	\$479,270.83	\$3,203,435.94
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$5,987,315.37	\$2,304,608.60	\$479,270.83	\$3,203,435.94
	=====	=====	=====	=====
*** TOTAL EXPENDITURES AND TRANSFERS	\$5,987,315.37	\$2,304,608.60	\$479,270.83	\$3,203,435.94
	=====	=====	=====	=====



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

For 9 Month Period Ending 03/31/19

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

March 31, 2019

\_\_\_\_\_  
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: March 31, 2019**

**CASH REPORT**

<b>Governmental Funds</b>	<b>Beginning Balance</b>	<b>Deposits</b>	<b>Disbursements</b>	<b>Ending Balance</b>
General Fund (10)	\$3,626,079.75	\$1,503,847.39	-\$1,802,133.43	\$3,327,793.71
Special Revenue Fund (20)	\$24,311.22	\$156,092.00	-\$83,723.84	\$96,679.38
Capital Project Fund (30)	\$105,429.53	\$648,816.00	-\$662,430.34	\$91,815.19
Total Governmental Funds	<u>\$3,755,820.50</u>	<u>\$2,308,755.39</u>	<u>-\$2,548,287.61</u>	<u>\$3,516,288.28</u>
Summer Savings	\$98,556.99	\$16,816.60	\$0.00	\$115,373.59
Enterprise Fund (60) Cafeteria	\$24,608.12	\$16,155.12	\$0.00	\$40,763.24
Payroll Fund (70)	\$0.00	\$540,092.48	-\$540,092.48	\$0.00
Agency Fund (90)	\$0.00	\$716,333.58	-\$716,333.58	\$0.00
Total Trust & Agency	<u>\$123,165.11</u>	<u>\$1,289,397.78</u>	<u>-\$1,256,426.06</u>	<u>\$156,136.83</u>
Grand Total for all Funds	<u>\$3,878,985.61</u>	<u>\$3,598,153.17</u>	<u>-\$3,804,713.67</u>	<u>\$3,672,425.11</u> <u>\$3,672,425.11</u>

Prepared and submitted by:

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

4/9/2019

\_\_\_\_\_  
Date

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# Somerset County Vocational Board of Ed.

## Expense Account Adjustment Analysis By Account#

va\_exaa1.082406

03/31/2019

Current Cycle : March

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
<b><i>Current Appropriation Adjustments</i></b>								
11-000-213-610-05-0000-	SUPPLIES HEALTH SERVICES	March Transfers	0048	03/31/2019	RSIPPLE	\$8,900.00	\$1,200.00	\$10,100.00
11-000-218-610-05-0000-	SUPPLIES GUIDANCE	March Transfers	0048	03/31/2019	RSIPPLE	\$13,200.00	\$300.00	\$13,500.00
11-000-240-105-03-0001-	SUBSTITUTES/O.T.	March Transfers	0048	03/31/2019	RSIPPLE	\$600.00	\$150.00	\$750.00
11-000-240-610-03-0000-	OFFICE SUPPLIES - HS	March Transfers	0048	03/31/2019	RSIPPLE	\$17,776.37	\$4,000.00	\$21,776.37
11-000-252-610-16-0000-	SUPPLIES AND MATERIALS	March Transfers	0048	03/31/2019	RSIPPLE	\$47,600.00	\$4,000.00	\$51,600.00
11-000-261-800-02-0000-	MEMBERSHIPS	March Transfers	0048	03/31/2019	RSIPPLE	\$15,500.00	\$500.00	\$16,000.00
11-000-262-420-02-0000-	CUSTODIAL CONTRACT	March Transfers	0048	03/31/2019	RSIPPLE	\$408,683.00	\$2,500.00	\$411,183.00
11-000-262-490-02-0000-	PUBLIC WATER & SEWER	March Transfers	0048	03/31/2019	RSIPPLE	\$60,000.00	\$6,000.00	\$66,000.00
11-000-291-241-08-0000-	PERS CONTRIBUTION	March Transfers	0048	03/31/2019	RSIPPLE	\$313,618.00	\$5,000.00	\$318,618.00
11-140-100-500-07-0000-	OTH PURCH SERVICES	March Transfers	0048	03/31/2019	RSIPPLE	\$3,000.00	\$500.00	\$3,500.00
11-310-100-320-60-0000-	PAYMENT - RVCC	March Transfers	0048	03/31/2019	RSIPPLE	\$333,175.00	(\$52,362.00)	\$280,813.00
11-310-100-500-11-0000-	OTHER PURCHD SERVS	March Transfers	0048	03/31/2019	RSIPPLE	\$22,959.00	\$1,000.00	\$23,959.00
11-310-100-610-11-0015-	SUPPLIES - WELDING	March Transfers	0048	03/31/2019	RSIPPLE	\$13,250.00	\$200.00	\$13,450.00
11-310-100-640-11-0000-	TEXTBOOKS - VOCATIONAL	March Transfers	0048	03/31/2019	RSIPPLE	\$6,770.00	\$2,000.00	\$8,770.00
12-000-261-730-02-0000-	EQUIPMENT - FACILITIES	March Transfers	0048	03/31/2019	RSIPPLE	\$0.00	\$25,012.00	\$25,012.00
<b><i>Total Current Appr.</i></b>								<b><i>\$0.00</i></b>

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