

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive  
Bridgewater, New Jersey 08807

Regular Meeting  
November 20, 2018

I. Call to Order

II. Roll Call of Members

William Hyncik, Jr., President  
Gregory Lalevee, Vice President  
Richard St. Pierre  
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  
Brian D. Levine, 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 December 30, 2017.

Pledge of Allegiance

III. Approval of Minutes of the Regular Meeting and Executive Session held on October 22, 2018 and the Reorganization Meeting held on November 1, 2018.

A. Corrections

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the minutes of the Regular Meeting and Executive Session held on October 22, 2018 and the Reorganization Meeting held on November 1, 2018 were approved.

## IV. Correspondence

A.

## V. Presentations/Recognitions

A. Presentation of Student of the Month – Phoebe Chen, Theater Arts, Grade 12

B. Presentation of CTE Stellar Students

Academy for Health &amp; Medical Sciences – Fayrooz Abdelkader, Grade 10

Agricultural Science – Abigail Podejko, Grade 12

Auto Body –Aiden Piccuiro, Grade 10

Automotive Diesel Technology –Christian Nevi, Grade 11

Automotive Diesel Technology –Camron Hallingse, Grade 10

Cosmetology – Stephanie Gollop, Grade 12

Cosmetology –Leslie Collao, Grade 12

Carpentry – Erik Bielanski-Ziminski, Grade 10

Culinary Arts –Sabrina Garcia, Grade 10

Dance –Elizabeth Driscoll, Grade 10

Electrical Construction –Kaleb Johnson, Grade 10

Graphic Communications –Alexus Rothschild, Grade 12

Health Occupations –Madison Rae Pitts, Grade 11

Integrated Technology Systems –Gavin Dawson, Grade 10

Law &amp; Public Safety –Ryan Duffy, Grade 10

Mechatronics –Edward Cunningham, Grade 9

Plumbing – Joseph Girvan, Grade 10

Theater Arts – Elizabeth Leclerc – Grade 10 and Grace McGrath, Grade 11

Welding –Kyle Gerstl, Grade 12

## VI. Old or Unfinished Business

A. Construction Projects

## VII. Report of the Attorney

## VIII. Committee Reports

- Board of School Estimate – William Hyncik, Jr.
- NJSBA (Delegate) – Gregory Lalevee
- SCSBA (Delegate) – Gregory Lalevee
- SCESC (Representative) – Dr. Harttraft
- SCJIF – (Commissioner) – Ms. Sipple
- SCIC – (Commissioner) – Mr. Hyncik

## IX. School Communications Report

X. Superintendent’s Report

A. Employment of Full-Time Personnel – 2018-19 School Year

The Superintendent recommends that the Board of Education appoint Ms. Brielle Ryan to the position of Data Analyst (UPC# TCN-BO-DATA-NA-01) at a salary of \$53,125.00\* (prorated), Step D/6 (Support Staff), effective at a mutually agreed upon date. (11-000-218-110-05-000)

The Superintendent recommends that the Board of Education appoint Ms. Mary Behot as Temporary Social Studies Instructor (Leave Replacement), at a salary of \$58,930.00\* (prorated), Step 1/B, retroactive to November 6, 2018 through December 21, 2018. (11-140-100-101-07-0000)

\*Based upon the 2017-18 salary guide

B. Employment of Part-Time Hourly Personnel – Summer 2018

The Superintendent recommends that the Board of Education approve employment of the following part-time personnel for Summer 2018:

High School

Troy Shandor	Special Projects-IEP Review (7 hrs)	\$35.00/hr (11-000-221-104-04-0001)
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C. Employment of Part-Time Hourly Personnel – 2018-19 School Year

The Superintendent recommends that the Board of Education approve employment of the following part-time personnel for the 2018-19 school year:

High School

Erick Bowers	Transportation-Saturday Basic Skills Instruction (not to exceed 20 days)	\$35.00/hr (11-000-270-162-00-0001)
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Twilight Program

Nzinga Basir	Coordinator (200 hrs)	\$20.00/hr (20-08-20-105-14-0000)
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D. Employment of Substitutes

The Superintendent recommends that the Board of Education approve employment of the following substitute at a rate of \$100.00/day for the 2018-19 school year:

Deborah Fischang

E. 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

Table with 3 columns: Roll Call, Yes, No. Rows include Mr. Hyncik, Mr. Lalevee, Mr. St. Pierre, and Mr. Jinks.

F. Field Trips

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

G. Home Instruction

The Superintendent recommends that the Board of Education extend home instruction to student ID# 999004713. Instruction will be provided for an additional thirty (30) days at ten (10) hours per week.

H. Donation

The Superintendent recommends that the Board of Education accept a \$500.00 grant/donation from Construction Industry Career Day event sponsors for students in the construction cluster career programs.

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

Table with 3 columns: Roll Call, Yes, No. Rows include Mr. Hyncik, Mr. Lalevee, Mr. St. Pierre, and Mr. Jinks.

I. Curriculum

The Superintendent recommends that the Board of Education approve the following new course curriculum for the following:

- Medical Terminology – 10th Grade Academy Health & Medical Sciences – 1 Semester - 2.5 credits
Medical Math – 10th Grade Academy Health & Medical Sciences – 1 Semester – 2.5 credits

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

Roll Call Yes No
Mr. Hyncik
Mr. Lalevee
Mr. St. Pierre
Mr. Jinks

J. NJQSAC District Performance Review

The Superintendent recommends that the Board of Education approve submission of the NJQSAC (New Jersey Quality Single Accountability Continuum) District Performance Review (DPR) as required by NJAC 6A:30-3.2.

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

Roll Call Yes No
Mr. Hyncik
Mr. Lalevee
Mr. St. Pierre
Mr. Jinks

K. Harassment, Intimidation and Bullying Investigation Report

It is recommended that the Board of Education acknowledge receipt of the HIB Investigation Report (Case #201819-001).

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

Roll Call Yes No
Mr. Hyncik
Mr. Lalevee
Mr. St. Pierre
Mr. Jinks

L. Superintendent’s Update

- HIB
- Student Suspension Report

Incident Number	Grade	Out of School/In School Suspension	Total # Days	Suspension Dates	Reason form Suspension
101720185	11	Out	10	10/15/2018 - 10/26/2018	Misconduct
103020182	11	Out	4	10/30/2018 - 11/02/2018	POSSESSION : Marijuana
103020183	10	Out	4	10/30/2018 - 11/02/2018	POSSESSION : Unauthorized Prescription Drugs
103120183	11	In	1	11/5/2018	Language abusive

- Student Enrollment

Enrollment Report - November 2018	Grade 9	Grade 10	Grade 11	Grade 12	Totals
Full-Time Students Enrolled	64	96	85	89	334
Shared-Time Students Enrolled	83	68	80	95	326
<b>Totals</b>	<b>147</b>	<b>164</b>	<b>165</b>	<b>184</b>	<b>660</b>

M. Submission of Bills

It is recommended the Board of Education approve the bills list for November 2018 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	___	___
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 October 2018 and the Treasurer of School Monies for the month of October 2018, 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 #3)

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

Discussion

Call the Roll

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

B. Budget Transfers – 2018-19 School Year – September and October 2018

It is recommended the Board of Education approve the budget transfers for the 2018-19 school year as they appear on Addendum #4.

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

Discussion

Call the Roll

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

C. Change Order – Building Envelope Project

It is recommended the Board of Education approve the change order as it appears below:

Change Order No. 2

**Add \$121,910.00**, Circle 3 LLC will provide all labor, materials and equipment necessary to complete additional walls adjacent to ongoing work that, in the opinion of the architect, can be completed now while there are crews on site. This will result in an overall cost savings and maintain the quality and consistency.

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

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	___	___
Mr. Lalevee	___	___
Mr. St. Pierre	___	___
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:

December 17, 2018
5:00 P.M.
Somerset County Vocational & Technical Schools
14 Vogt Drive
Bridgewater, New Jersey 08807

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



## XV. Resolution

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

- A. This Board will go into closed session with the Board Counsel for the purpose of discussing matters within the provisions of 7A(11)c231.
- B. The general nature of matters to be discussed relates to Arbitration-Fulmer and SCVTEA Negotiations. Action may or may not be taken.
- C. Under the provisions of the above stated laws, the public shall be excluded from attendance at the portion of the meeting relating to the above matters.
- D. It is anticipated that the items discussed will be made public when the matters discussed are resolved.

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

School Business/Professional Development Travel  
November 19, 2018

DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
November 19, 2018	Denise Gotti	\$259.00	N/A	Strengthen Your Special Needs Students' Executive Function Skills	Cherry Hill, NJ
January 10-12, 2019	James Strickhart	\$199.99	\$108.44/mileage	Baseball Coaches Clinic	Mt. Laurel, NJ
					<a href="#">Back to Top</a>

November 2018  
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>
1/11/2019	Health Occupations	Raritan Senior Center Bridgewater, NJ	\$0.00	District
3/22/2019	Social Studies Class	National Museum of American Indian Manhattan, NY	\$0.00	District & Outside Agency/ District
5/24/2019	World History & Anthropology Class	American Museum of Natural History NYC, NY	\$12.00/World History Class \$18.00/Anthropology Class	District & Outside Agency/ District

[Back to Top](#)

11/6 8:38am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10  
Interim Balance Sheet  
For 4 Month Period Ending 10/31/2018

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ASSETS AND RESOURCES

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

101	Cash in bank		\$3,760,842.25
121	Tax levy receivable		\$8,180,875.00
	Accounts receivable:		
132	Interfund	\$140,578.20	
143	Intergovernmental - Other	\$83,269.32	
			\$223,847.52

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

301	Estimated Revenues	\$14,902,444.00	
302	Less Revenues	(\$12,392,321.22)	
		-----	\$2,510,122.78

		\$14,675,687.55
Total assets and resources		-----

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 General Fund - Fund 10  
 Interim Balance Sheet  
 For 4 Month Period Ending 10/31/2018

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LIABILITIES AND FUND EQUITY

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

421	Accounts Payable	\$14,444.92
TOTAL LIABILITIES		\$14,444.92
		=====

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	\$2,992,814.15
754	Reserve for encumbrance - Prior Year	\$147,849.56
Reserved fund balance:		
760	Reserved Fund Balance	\$2,632,059.61
601	Appropriations	\$16,064,394.47
602	Less : Expenditures	\$4,072,344.09
603	Encumbrances	\$3,140,663.71 (\$7,213,007.80)
		\$8,851,386.67
Total Appropriated		\$14,624,109.99

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

770	Fund Balance	\$877,132.64
303	Budgeted Fund Balance	(\$840,000.00)
TOTAL FUND BALANCE		\$14,661,242.63
TOTAL LIABILITIES AND FUND EQUITY		\$14,675,687.55
		=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10  
Interim Balance Sheet  
For 4 Month Period Ending 10/31/2018

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$16,064,394.47	\$7,213,007.80	\$8,851,386.67
Revenues	(\$14,902,444.00)	(\$12,392,321.22)	(\$2,510,122.78)
	\$1,161,950.47	(\$5,179,313.42)	\$6,341,263.89
Less: Adjust for prior year encumb.	(\$321,950.47)	(\$321,950.47)	
<b>Budgeted Fund Balance</b>	<b>\$840,000.00</b>	<b>(\$5,501,263.89)</b>	<b>\$6,341,263.89</b>
	=====	=====	=====
<b>Recapitulation of Budgeted Fund Balance by Subfund</b>			
Fund 10 (includes 10, 11, 12, and 13)	\$840,000.00	(\$5,501,263.89)	\$6,341,263.89
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00
	\$840,000.00	(\$5,501,263.89)	\$6,341,263.89
<b>TOTAL Budgeted Fund Balance</b>	<b>\$840,000.00</b>	<b>(\$5,501,263.89)</b>	<b>\$6,341,263.89</b>
	=====	=====	=====

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 4 Month Period Ending 10/31/2018

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$13,359,433.00	\$12,110,685.22		\$1,248,747.78
3XXX	From State Sources	\$1,543,011.00	\$281,636.00		\$1,261,375.00
TOTAL REVENUE/SOURCES OF FUNDS		\$14,902,444.00	\$12,392,321.22		\$2,510,122.78
		=====	=====	=====	=====
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$1,982,495.00	\$427,020.15	\$23,457.12	\$1,532,017.73
11-3XX-100-XXX	Voc. Programs - Local - Instruction	\$3,942,077.65	\$672,749.92	\$107,016.44	\$3,162,311.29
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$73,314.00	\$3,533.10	\$5,275.87	\$64,505.03
11-402-100-XXX	School-Spons. Athletics - Instruction	\$156,642.00	\$27,458.93	\$54,405.05	\$74,778.02
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-211-XXX	Attendance and Social Work Services	\$35,542.00	\$16,366.47	.00	\$19,175.53
11-000-213-XXX	Health Services	\$212,213.26	\$53,593.95	\$5,392.56	\$153,226.75
11-000-216-XXX	Speech, OT,PT & Related Svcs	\$14,820.00	.00	\$14,020.00	\$800.00
11-000-218-XXX	Guidance	\$935,154.00	\$262,331.20	\$16,395.53	\$656,427.27
11-000-219-XXX	Child Study Teams	\$207,574.00	\$75,907.39	\$1,309.64	\$130,356.97
11-000-221-XXX	Improvement Of Inst./Other Support Improvement of Inst. Serv.	\$385,452.00	\$136,805.60	\$66,869.56	\$181,776.84
11-000-222-XXX	Educational Media Serv/School Library	\$56,182.00	\$9,140.49	\$697.96	\$46,343.55
11-000-223-XXX	Instructional Staff Training Services	\$67,925.00	\$17,588.33	\$2,308.11	\$48,028.56
11-000-230-XXX	Supp. Serv.-General Administration	\$806,864.11	\$277,891.04	\$422,910.54	\$106,062.53
11-000-240-XXX	Supp. Serv.-School Administration	\$748,138.38	\$231,604.68	\$16,069.03	\$500,464.67
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$923,452.00	\$320,095.80	\$280,860.95	\$322,495.25
11-000-261-XXX	Allowable Maint. for School Facilities	\$1,298,531.07	\$408,900.11	\$165,055.44	\$724,575.52
11-000-262-XXX	Custodial Services	\$972,559.00	\$242,935.02	\$614,892.63	\$114,731.35
11-000-263-XXX	Care and Upkeep of Grounds	\$26,150.00	.00	.00	\$26,150.00
11-000-266-XXX	Security	\$141,355.00	\$26,203.48	\$3,756.00	\$111,395.52
11-000-270-XXX	Student Transportation Services	\$188,989.00	\$8,521.94	\$38,920.00	\$141,547.06
11-000-291-XXX	Allocated and Unallocated Benefits	\$2,633,085.00	\$774,494.95	\$1,234,374.35	\$624,215.70
TOTAL GENERAL CURRENT EXPENSE EXPENDITURES/USES OF FUNDS		\$15,808,514.47	\$3,993,142.55	\$3,073,986.78	\$8,741,385.14
		=====	=====	=====	=====

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 4 Month Period Ending 10/31/2018

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	-----	-----	-----	-----
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$183,677.00	\$27,386.54	\$66,676.93	\$89,613.53
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$72,203.00	\$51,815.00	.00	\$20,388.00
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TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$255,880.00	\$79,201.54	\$66,676.93	\$110,001.53
	=====	=====	=====	=====
TOTAL GENERAL FUND EXPENDITURES	\$16,064,394.47	\$4,072,344.09	\$3,140,663.71	\$8,851,386.67
	=====	=====	=====	=====



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 4 Month Period Ending 10/31/2018

	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	\$5,000.00	\$550,000.00
1XXX	Miscellaneous	\$881,990.00	\$183,242.22	\$698,747.78
	TOTAL	\$13,359,433.00	\$12,110,685.22	\$1,248,747.78
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$389,105.00	\$77,821.00	\$311,284.00
3176	Equalization	\$580,221.00	\$111,967.80	\$468,253.20
3177	Categorical Security	\$64,725.00	\$12,945.00	\$51,780.00
3178	Adjustment Aid	\$508,960.00	\$78,902.20	\$430,057.80
	TOTAL	\$1,543,011.00	\$281,636.00	\$1,261,375.00
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$14,902,444.00	\$12,392,321.22	\$2,510,122.78
		=====	=====	=====

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 4 Month Period Ending 10/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,657,133.00	\$316,136.41	\$0.00	\$1,340,996.59
11-140-100-106 Other Salaries for Instruction	\$86,283.00	\$16,753.96	.00	\$69,529.04
11-140-100-320 Purchased Prof.-Ed. Services	\$20,000.00	.00	\$965.92	\$19,034.08
11-140-100-500 Other Purchased Services	\$44,500.00	\$6,521.05	\$3,069.70	\$34,909.25
11-140-100-610 General Supplies	\$114,085.00	\$58,148.22	\$15,468.50	\$40,468.28
11-140-100-640 Textbooks	\$36,750.00	\$28,680.82	.00	\$8,069.18
11-140-100-800 Other Objects	\$10,594.00	\$779.69	\$1,553.00	\$8,261.31
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$5,000.00	\$0.00	\$0.00	\$5,000.00
11-150-100-320 Purchased Prof.-Ed. Services	\$8,000.00	.00	\$2,400.00	\$5,600.00
11-150-100-500 Other Purchased Services	\$150.00	.00	.00	\$150.00
TOTAL	\$1,982,495.00	\$427,020.15	\$23,457.12	\$1,532,017.73
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$3,043,963.00	\$592,800.60	\$0.00	\$2,451,162.40
11-310-100-106 Other Salaries for Instruction	\$64,890.00	\$9,179.88	.00	\$55,710.12
11-310-100-320 Purchased Prof.-Ed. Services	\$403,395.00	.00	\$850.00	\$402,545.00
11-310-100-500 Other Purchased Services	\$65,365.61	\$1,772.13	\$54,560.27	\$9,033.21
11-310-100-610 General Supplies	\$330,318.04	\$60,379.21	\$44,346.97	\$225,591.86
11-310-100-640 Textbooks	\$22,176.00	\$5,539.30	.00	\$16,636.70
11-310-100-800 Other Objects	\$11,970.00	\$3,078.80	\$7,259.20	\$1,632.00
Total	\$3,942,077.65	\$672,749.92	\$107,016.44	\$3,162,311.29
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$47,921.00	.00	.00	\$47,921.00
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	\$2,649.10	\$4,413.87	\$12,105.03
11-401-100-800 Other Objects	\$3,500.00	\$609.00	\$862.00	\$2,029.00
TOTAL	\$73,314.00	\$3,533.10	\$5,275.87	\$64,505.03
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$75,992.00	\$8,411.44	.00	\$67,580.56
11-402-100-500 Purchased Services	\$41,950.00	\$8,576.80	\$32,336.20	\$1,037.00
11-402-100-600 Supplies and Materials	\$16,950.00	\$7,560.69	\$3,168.85	\$6,220.46
11-402-100-800 Other Objects	\$21,750.00	\$2,910.00	\$18,900.00	(\$60.00)

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 4 Month Period Ending 10/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>TOTAL</b>	<b>\$156,642.00</b>	<b>\$27,458.93</b>	<b>\$54,405.05</b>	<b>\$74,778.02</b>
 --- UNDISTRIBUTED EXPENDITURES --- <hr/>				
 --- Attendance and social work services ---  				
11-000-211-171 Sal. of Drop-Out Prevention Officer/Coordinators				
	\$26,842.00	\$8,686.72	.00	\$18,155.28
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
<b>TOTAL</b>	<b>\$35,542.00</b>	<b>\$16,366.47</b>	<b>\$0.00</b>	<b>\$19,175.53</b>
 --- Health services ---  				
11-000-213-100 Salaries				
	\$175,224.00	\$48,420.20	.00	\$126,803.80
11-000-213-300 Purchased Prof. & Tech. Svc.	\$25,704.26	\$4,659.63	\$2,544.63	\$18,500.00
11-000-213-500 Other Purchased Services	\$1,385.00	.00	.00	\$1,385.00
11-000-213-600 Supplies and Materials	\$9,400.00	\$459.12	\$2,812.93	\$6,127.95
11-000-213-800 Other Objects	\$500.00	\$55.00	\$35.00	\$410.00
<b>TOTAL</b>	<b>\$212,213.26</b>	<b>\$53,593.95</b>	<b>\$5,392.56</b>	<b>\$153,226.75</b>
 --- Speech, OT,PT & Related Svcs ---  				
11-000-216-320 Purchased Prof. Ed. Services				
	\$14,820.00	.00	\$14,020.00	\$800.00
<b>TOTAL</b>	<b>\$14,820.00</b>	<b>\$0.00</b>	<b>\$14,020.00</b>	<b>\$800.00</b>
 --- Guidance ---  				
11-000-218-104 Salaries Other Prof. Staff				
	\$424,128.00	\$81,349.51	.00	\$342,778.49
11-000-218-105 Sal Secr. & Clerical Asst.	\$115,624.00	\$36,043.28	.00	\$79,580.72
11-000-218-110 Other Salaries	\$315,547.00	\$101,588.32	.00	\$213,958.68
11-000-218-390 Other Purch. Prof. & Tech Svc.	\$42,605.00	\$24,467.75	\$15,275.35	\$2,861.90
11-000-218-500 Other Purchased Services	\$28,000.00	\$12,213.00	.00	\$15,787.00
11-000-218-600 Supplies and Materials	\$9,000.00	\$6,669.34	\$1,120.18	\$1,210.48
11-000-218-800 Other Objects	\$250.00	.00	.00	\$250.00
<b>TOTAL</b>	<b>\$935,154.00</b>	<b>\$262,331.20</b>	<b>\$16,395.53</b>	<b>\$656,427.27</b>
 --- Child Study Teams ---  				
11-000-219-104 Salaries Other Prof. Staff				
	\$145,578.00	\$39,737.20	.00	\$105,840.80
11-000-219-105 Sal Secr. & Clerical Asst.	\$45,058.00	\$28,331.60	.00	\$16,726.40

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 4 Month Period Ending 10/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-219-320 Purchased Prof. - Ed. Services	\$2,000.00	.00	.00	\$2,000.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$6,733.00	\$6,208.13	.00	\$524.87
11-000-219-500 Other Purchased Services	\$2,555.00	.00	.00	\$2,555.00
11-000-219-600 Supplies and Materials	\$4,650.00	\$1,355.46	\$1,309.64	\$1,984.90
11-000-219-800 Other Objects	\$1,000.00	\$275.00	.00	\$725.00
TOTAL	\$207,574.00	\$75,907.39	\$1,309.64	\$130,356.97
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$208,707.00	\$69,399.60	.00	\$139,307.40
11-000-221-104 Salaries Other Prof. Staff	\$113,282.00	\$47,853.30	\$65,362.20	\$66.50
11-000-221-105 Sal Sec. & Clerical Asst.	\$57,963.00	\$18,758.32	.00	\$39,204.68
11-000-221-500 Other Purchased Services	\$3,000.00	\$726.48	\$1,282.96	\$990.56
11-000-221-600 Supplies and Materials	\$1,500.00	\$67.90	\$224.40	\$1,207.70
11-000-221-800 Other Objects	\$1,000.00	.00	.00	\$1,000.00
TOTAL	\$385,452.00	\$136,805.60	\$66,869.56	\$181,776.84
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$33,082.00	\$6,279.48	.00	\$26,802.52
11-000-222-300 Purchased Prof. & Tech Svc.	\$3,500.00	.00	.00	\$3,500.00
11-000-222-500 Other Purchased Services	\$4,380.00	.00	.00	\$4,380.00
11-000-222-600 Supplies and Materials	\$15,170.00	\$2,861.01	\$542.96	\$11,766.03
11-000-222-800 Other Objects	\$50.00	.00	\$155.00	(\$105.00)
TOTAL	\$56,182.00	\$9,140.49	\$697.96	\$46,343.55
--- Instructional Staff Training Services ---				
11-000-223-102 Salaries Superv. of Instruction	\$47,555.00	\$16,097.64	.00	\$31,457.36
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	\$1,230.69	\$2,087.97	\$14,051.34
11-000-223-600 Supplies and Materials	\$1,000.00	.00	\$220.14	\$779.86
TOTAL	\$67,925.00	\$17,588.33	\$2,308.11	\$48,028.56
--- Support services-general administration ---				
11-000-230-100 Salaries	\$333,366.00	\$110,453.37	\$220,776.63	\$2,136.00
11-000-230-331 Legal Services	\$114,694.11	\$25,054.52	\$29,639.59	\$60,000.00
11-000-230-332 Audit Fees	\$36,720.00	.00	\$36,720.00	.00
11-000-230-334 Architectural/Engineering Services	\$29,135.81	\$2,017.20	\$17,118.61	\$10,000.00
11-000-230-339 Other Purchased Prof. Svc.	\$11,948.56	\$1,180.90	\$1,647.66	\$9,120.00

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 4 Month Period Ending 10/31/2018

	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	\$20,863.63	\$46,654.41	\$4,131.96
11-000-230-585 BOE Other Purchased Prof. Svc.	\$3,952.00	\$2,352.00	\$1,600.00	.00
11-000-230-590 Other Purchased Services	\$156,463.00	\$87,537.50	\$67,287.50	\$1,638.00
11-000-230-61X General Supplies	\$7,834.63	\$846.96	.00	\$6,987.67
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	\$16,200.21	\$1,466.14	\$6,733.65
11-000-230-895 BOE Membership Dues and Fees	\$7,000.00	\$6,749.75	.00	\$250.25
TOTAL	\$806,864.11	\$277,891.04	\$422,910.54	\$106,062.53
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$142,278.00	\$47,310.64	.00	\$94,967.36
11-000-240-104 Salaries Other Prof. Staff	\$317,787.00	\$105,671.68	.00	\$212,115.32
11-000-240-105 Sal Secr. & Clerical Asst.	\$233,483.00	\$61,293.28	.00	\$172,189.72
11-000-240-11X Other Salaries	\$5,150.00	.00	.00	\$5,150.00
11-000-240-500 Other Purchased Services	\$30,225.00	\$4,427.35	\$10,918.72	\$14,878.93
11-000-240-600 Supplies and Materials	\$13,215.38	\$7,161.73	\$5,150.31	\$903.34
11-000-240-800 Other Objects	\$6,000.00	\$5,740.00	.00	\$260.00
TOTAL	\$748,138.38	\$231,604.68	\$16,069.03	\$500,464.67
--- Central Services ---				
11-000-251-100 Salaries	\$357,645.00	\$118,925.52	\$237,851.48	\$868.00
11-000-251-330 Purchased Prof. Svcs.	\$9,000.00	\$2,531.05	\$4,310.27	\$2,158.68
11-000-251-340 Purchased Technical Svcs.	\$29,000.00	\$13,221.40	\$11,278.60	\$4,500.00
11-000-251-592 Misc Pur Serv(400-500 series )	\$3,000.00	.00	\$900.00	\$2,100.00
11-000-251-600 Supplies and Materials	\$10,000.00	\$1,439.83	\$150.60	\$8,409.57
11-000-251-89X Other Objects	\$5,000.00	\$2,215.00	.00	\$2,785.00
TOTAL	\$413,645.00	\$138,332.80	\$254,490.95	\$20,821.25
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$411,964.00	\$134,368.64	.00	\$277,595.36
11-000-252-500 Other Pur Serv. (400-500 series )	\$49,881.00	\$33,618.40	\$10,284.92	\$5,977.68
11-000-252-600 Supplies and Materials	\$47,962.00	\$13,775.96	\$16,085.08	\$18,100.96
TOTAL	\$509,807.00	\$181,763.00	\$26,370.00	\$301,674.00
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$636,055.00	\$188,469.99	.00	\$447,585.01
11-000-261-420				
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$564,031.86	\$192,081.76	\$156,014.08	\$215,936.02
11-000-261-610 General Supplies	\$85,444.21	\$20,220.31	\$7,708.86	\$57,515.04

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 4 Month Period Ending 10/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-261-800 Other Objects	\$13,000.00	\$8,128.05	\$1,332.50	\$3,539.45
TOTAL	\$1,298,531.07	\$408,900.11	\$165,055.44	\$724,575.52
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	\$103,627.77	\$322,919.23	\$2,136.00
11-000-262-490 Other Purchased Property Svc.	\$60,000.00	\$11,825.09	\$22,100.91	\$26,074.00
11-000-262-520 Insurance	\$81,398.00	\$41,561.50	\$39,836.50	.00
11-000-262-621 Energy (Natural Gas)	\$85,000.00	\$3,446.94	\$81,553.06	.00
11-000-262-622 Energy (Electricity)	\$317,234.00	\$82,473.72	\$148,482.93	\$86,277.35
TOTAL	\$972,559.00	\$242,935.02	\$614,892.63	\$114,731.35
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$22,150.00	.00	.00	\$22,150.00
11-000-263-610 General Supplies	\$4,000.00	.00	.00	\$4,000.00
TOTAL	\$26,150.00	\$0.00	\$0.00	\$26,150.00
--- Security ---				
11-000-266-100 Salaries	\$135,599.00	\$24,203.48	.00	\$111,395.52
11-000-266-300 Purchased Prof. & Technical Services	\$5,756.00	\$2,000.00	\$3,756.00	.00
TOTAL	\$141,355.00	\$26,203.48	\$3,756.00	\$111,395.52
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$48,489.00	\$8,521.94	.00	\$39,967.06
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	\$109,000.00	.00	.00	\$109,000.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$21,000.00	.00	\$38,920.00	(\$17,920.00)
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	\$8,521.94	\$38,920.00	\$141,547.06
--- Benefits ---				
11-XXX-XXX-210 Group Insurance	\$13,820.00	\$3,730.19	\$8,674.65	\$1,415.16
11-XXX-XXX-220 Social Security Contributions	\$282,200.00	\$75,273.76	\$185,057.53	\$21,868.71
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$313,618.00	\$965.18	\$4,729.74	\$307,923.08
11-XXX-XXX-250 Unemployment Compensation	\$40,175.00	\$12,792.51	\$21,207.49	\$6,175.00
11-XXX-XXX-260 Workman's Compensation	\$210,829.00	\$105,414.50	\$105,414.50	.00
11-XXX-XXX-270 Health Benefits	\$1,621,343.00	\$563,036.73	\$906,090.44	\$152,215.83

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 4 Month Period Ending 10/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
11-XXX-XXX-280 Tuition Reimbursement	\$75,000.00	.00	.00	\$75,000.00
11-XXX-XXX-290 Other Employee Benefits	\$71,100.00	\$13,282.08	\$3,200.00	\$54,617.92
11-XXX-XXX-299 Unused Vac. Payment to Term/Ret Staff	\$5,000.00	.00	.00	\$5,000.00
TOTAL	\$2,633,085.00	\$774,494.95	\$1,234,374.35	\$624,215.70
Total Undistributed expenditures	\$9,653,985.82	\$2,862,380.45	\$2,883,832.30	\$3,907,773.07
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$15,808,514.47	\$3,993,142.55	\$3,073,986.78	\$8,741,385.14
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$15,808,514.47	\$3,993,142.55	\$3,073,986.78	\$8,741,385.14

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 4 Month Period Ending 10/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
*** C A P I T A L O U T L A Y ***				
Special education - instruction				
12-310-100-730 Regular Voc.programs	\$18,000.00	.00	.00	\$18,000.00
Undistributed expenses				
12-000-21X-730 Support services-Related & Extraord.	\$7,000.00	.00	.00	\$7,000.00
12-000-252-730 Admin. Info. Tech.	\$76,500.00	\$2,471.54	\$9,414.93	\$64,613.53
12-000-261-730 Undist. Exp.-Required Maint. Schl Facilities	\$82,177.00	\$24,915.00	\$57,262.00	.00
Undistributed exp. - student transportation				
12-XXX-X00-730 Special schools (all programs)	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$183,677.00	\$27,386.54	\$66,676.93	\$89,613.53
--- 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	\$255,880.00	\$79,201.54	\$66,676.93	\$110,001.53
*** EDUCATION STABILIZATION FUND **				
*** GOVERNMENT SERVICES FUND **				
*** EDUCATION JOBS FUND **				
TOTAL GENERAL FUND EXPENDITURES	\$16,064,394.47	\$4,072,344.09	\$3,140,663.71	\$8,851,386.67



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

For 4 Month Period Ending 10/31/2018

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

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

\_\_\_\_\_  
Date

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

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

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11/6 8:38am

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Special Revenue Fund - Fund 20  
 Interim Balance Sheet  
 For 4 Month Period Ending 10/31/18

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ASSETS AND RESOURCES

=====

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

101	Cash in bank		(\$3,352.39)
	Accounts receivable:		
141	Intergovernmental - State	\$34,144.98	
		\$34,144.98	\$34,144.98

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

301	Estimated Revenues	\$1,242,461.02	
302	Less Revenues	(\$337,646.92)	
		\$904,814.10	\$904,814.10
	Total assets and resources		\$935,606.69
			=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 4 Month Period Ending 10/31/18

=====

LIABILITIES AND FUND EQUITY

=====

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

411	Intergovernmental accounts payable - State	\$213.52
481	Deferred revenues	\$162.60
		\$376.12
	TOTAL LIABILITIES	\$376.12

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	\$329,676.63
754	Reserve for encumbrances - Prior Year	\$2,550.53
601	Appropriations	\$1,242,461.02
602	Less: Expenditures	\$309,780.98
603	Encumbrances	\$329,676.63    (\$639,457.61)
		\$603,003.41
	TOTAL FUND BALANCE	\$935,230.57
	TOTAL LIABILITIES AND FUND EQUITY	\$935,606.69

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 4 Month Period Ending 10/31/18

		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	\$698,265.02	\$231,770.92		\$466,494.10
4XXX	From Federal Sources	\$438,320.00	.00		\$438,320.00
TOTAL REVENUE/SOURCES OF FUNDS		\$1,242,461.02	\$337,646.92		\$904,814.10
		=====	=====	=====	=====
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
LOCAL PROJECTS:		\$105,876.00	\$90,427.82	.00	\$15,448.18
STATE PROJECTS:					
Vocational education		\$351,788.02	\$71,443.70	\$15,657.67	\$264,686.65
Other special projects		\$346,477.00	\$100,815.28	\$146,899.60	\$98,762.12
TOTAL STATE PROJECTS		\$698,265.02	\$172,258.98	\$162,557.27	\$363,448.77
FEDERAL PROJECTS:					
NCLB Title I		\$60,601.00	\$9,974.18	\$10,000.00	\$40,626.82
NCLB Title II - Part A/D		\$8,707.00	\$649.00	\$960.00	\$7,098.00
I.D.E.A. Part B (Handicapped)		\$81,948.00	\$33,626.00	.00	\$48,322.00
NCLB Title IV		\$10,000.00	\$2,367.00	.00	\$7,633.00
Vocational Education		\$277,064.00	\$478.00	\$156,159.36	\$120,426.64
TOTAL FEDERAL PROJECTS		\$438,320.00	\$47,094.18	\$167,119.36	\$224,106.46
*** TOTAL EXPENDITURES ***		\$1,242,461.02	\$309,780.98	\$329,676.63	\$603,003.41
		=====	=====	=====	=====

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 4 Month Period Ending 10/31/18

	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	\$698,265.02	\$231,770.92	\$466,494.10
	-----	-----	-----
Total Revenue from State Sources	\$698,265.02	\$231,770.92	\$466,494.10
	=====	=====	=====
--- FEDERAL SOURCES ---			
4411-16 Title I	\$60,601.00	.00	\$60,601.00
4451-55 Title II	\$8,707.00	.00	\$8,707.00
4471-74 Title IV	\$10,000.00	.00	\$10,000.00
4420-29 I.D.E.A. Part B (Handicapped)	\$81,948.00	.00	\$81,948.00
4430-39 Vocational Education	\$277,064.00	.00	\$277,064.00
	-----	-----	-----
Total Revenues from Federal Sources	\$438,320.00	\$0.00	\$438,320.00
	=====	=====	=====
 TOTAL REVENUES/SOURCES OF FUNDS	 \$1,242,461.02	 \$337,646.92	 \$904,814.10

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 4 Month Period Ending 10/31/18

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

For 4 Month Period Ending 10/31/18

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

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

\_\_\_\_\_  
Date



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

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11/6 8:38am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 4 Month Period Ending 10/31/18

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		(\$171,364.35)
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$2,681,827.77	
		\$2,681,827.77	

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

301	Estimated Revenues	\$2,659,540.74	
302	Less Revenues	(\$789,108.50)	
		\$1,870,432.24	

		\$4,380,895.66	
Total assets and resources		\$4,380,895.66	=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Capital Projects Fund - Fund 30  
 Interim Balance Sheet  
 For 4 Month Period Ending 10/31/18

=====

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	\$26,575.34
754	Reserve for encumbrances - Prior Year	\$1,283,292.55
601	Appropriations	\$2,717,315.37
602	Less : Expenditures	\$1,137,431.72
603	Encumbrances	\$1,309,867.89 (\$2,447,299.61)
		\$270,015.76
	Total Appropriated	\$1,579,883.65

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

770	Fund balance	\$276,964.05
303	Budgeted Fund Balance	\$2,390,469.76
		\$4,247,317.46

TOTAL FUND BALANCE \$4,247,317.46

TOTAL LIABILITIES AND FUND EQUITY \$4,380,895.66

=====

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 4 Month Period Ending 10/31/18

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$2,659,540.74	\$789,108.50		\$1,870,432.24
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$2,659,540.74	\$789,108.50		\$1,870,432.24
	=====	=====	=====	=====
*** EXPENDITURES ***				
	_____	_____	_____	_____
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-390 Other purchased prof. & tech. serv.	\$81,627.11	\$22,814.12	\$21,248.00	\$37,564.99
30-000-4XX-450 Construction services	\$2,635,688.26	\$1,114,617.60	\$1,288,619.89	\$232,450.77
	_____	_____	_____	_____
Total fac.acq.and constr. serv.	\$2,717,315.37	\$1,137,431.72	\$1,309,867.89	\$270,015.76
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$2,717,315.37	\$1,137,431.72	\$1,309,867.89	\$270,015.76
*** TOTAL EXPENDITURES AND TRANSFERS	\$2,717,315.37	\$1,137,431.72	\$1,309,867.89	\$270,015.76
	=====	=====	=====	=====

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

For 4 Month Period Ending 10/31/18

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

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

\_\_\_\_\_  
Date

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

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

**Somerset County Vocational  
All Funds  
For Month Ended: October 31, 2018**

**CASH REPORT**

<b>Governmental Funds</b>	<b>Beginning Balance</b>	<b>Deposits</b>	<b>Disbursements</b>	<b>Ending Balance</b>
General Fund (10)	\$3,793,715.99	\$1,287,379.26	-\$1,320,253.00	\$3,760,842.25
Special Revenue Fund (20)	\$47,789.48	\$40,839.00	-\$91,980.87	-\$3,352.39
Capital Project Fund (30)	\$176,693.47	\$0.00	-\$348,057.82	-\$171,364.35
Total Governmental Funds	<u>\$4,018,198.94</u>	<u>\$1,328,218.26</u>	<u>-\$1,760,291.69</u>	<u>\$3,586,125.51</u>
Summer Savings	\$15,844.31	\$16,064.18	\$0.00	\$31,908.49
Enterprise Fund (60) Cafeteria	\$30,394.16	\$14,948.59	\$0.00	\$45,342.75
Payroll Fund (70)	\$0.00	\$507,076.82	-\$507,076.82	\$0.00
Agency Fund (90)	\$0.00	\$460,447.18	-\$460,447.18	\$0.00
Total Trust & Agency	<u>\$46,238.47</u>	<u>\$998,536.77</u>	<u>-\$967,524.00</u>	<u>\$77,251.24</u>
Grand Total for all Funds	<u>\$4,064,437.41</u>	<u>\$2,326,755.03</u>	<u>-\$2,727,815.69</u>	<u>\$3,663,376.75</u> <u>\$3,663,376.75</u>

Prepared and submitted by:

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

11/14/2018

\_\_\_\_\_  
Date

[Back to Top](#)

# Somerset County Vocational Board of Ed.

## Expense Account Adjustment Analysis By Account#

va\_exaa1.082406

09/30/2018

Current Cycle : September

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
<b>Current Appropriation Adjustments</b>								
11-000-252-500-16-0000-	OTHER PURCH SCVS	September Transfers	0028	09/30/2018	RSIPPLE	\$29,181.00	\$15,000.00	\$44,181.00
11-140-100-500-16-0000-	SITE LICENSING	September Transfers	0028	09/30/2018	RSIPPLE	\$50,250.00	(\$15,000.00)	\$35,250.00
11-310-100-106-05-0000-	SALARIES - AIDES	September Transfers	0028	09/30/2018	RSIPPLE	\$0.00	\$12,879.00	\$12,879.00
11-310-100-106-11-0000-	SALARIES - AIDES	September Transfers	0028	09/30/2018	RSIPPLE	\$64,890.00	(\$12,879.00)	\$52,011.00
11-310-100-500-11-0000-	OTHER PURCHD SERVS	September Transfers	0029	09/30/2018	RSIPPLE	\$19,459.00	\$1,000.00	\$20,459.00
11-310-100-610-11-0003-	SUPPLIES - CULINARY ARTS	September Transfers	0029	09/30/2018	RSIPPLE	\$50,000.00	(\$1,000.00)	\$49,000.00
20-231-100-101-23-0000-	TITLE I -SALARY INSTRUC	September Transfers	0028	09/30/2018	RSIPPLE	\$47,005.00	(\$19,000.00)	\$28,005.00
20-231-100-106-23-0000-	SALARIES OF AIDES	September Transfers	0028	09/30/2018	RSIPPLE	\$0.00	\$19,000.00	\$19,000.00
<b>Total Current Appr.</b>								<b>\$0.00</b>



# Somerset County Vocational Board of Ed.

## Expense Account Adjustment Analysis By Account#

va\_exaa1.082406

10/31/2018

Current Cycle : October

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
<b>Current Appropriation Adjustments</b>								
11-000-221-104-04-0001-	CURRICULUM WRITING	October Transfers	0032	10/31/2018	RSIPPLE	\$15,000.00	\$500.00	\$15,500.00
11-000-221-890-04-0000-	MEMBERSHIPS	October Transfers	0032	10/31/2018	RSIPPLE	\$1,000.00	(\$500.00)	\$500.00
11-000-222-610-03-0000-	AVA MATERIALS - HS	October Transfers	0032	10/31/2018	RSIPPLE	\$15,170.00	(\$500.00)	\$14,670.00
11-000-222-890-03-0000-	MEMBERSHIPS/FEES - H.S.	October Transfers	0032	10/31/2018	RSIPPLE	\$50.00	\$500.00	\$550.00
11-000-252-580-16-0000-	TRAVEL	October Transfers	0033	10/31/2018	RSIPPLE	\$2,000.00	(\$600.00)	\$1,400.00
11-000-252-610-16-0000-	SUPPLIES AND MATERIALS	October Transfers	0033	10/31/2018	RSIPPLE	\$47,000.00	\$600.00	\$47,600.00
		October Transfers	0034	10/31/2018	RSIPPLE	\$47,600.00	(\$500.00)	\$47,100.00
<b>Total For Account # 11-000-252-610-16-0000-</b>							<b>\$100.00</b>	
11-000-252-890-16-0000-	MEMBERSHIPS - TECH.	October Transfers	0034	10/31/2018	RSIPPLE	\$0.00	\$500.00	\$500.00
11-000-270-512-60-0000-	ACADEMY CONTR. SVS.	October Transfers	0033	10/31/2018	RSIPPLE	\$100,000.00	(\$50,000.00)	\$50,000.00
11-000-270-517-03-0000-	CONTRACT. SERV.(REG. STU	October Transfers	0033	10/31/2018	RSIPPLE	\$18,000.00	\$50,000.00	\$68,000.00
11-310-100-500-09-0000-	OTHER PURCH SERV THEATER	October Transfers	0034	10/31/2018	RSIPPLE	\$33,750.00	\$500.00	\$34,250.00
11-310-100-500-11-0000-	OTHER PURCHD SERVS	October Transfers	0034	10/31/2018	RSIPPLE	\$20,459.00	\$1,500.00	\$21,959.00
11-310-100-610-09-0000-	SUPPLIES - THEATER	October Transfers	0034	10/31/2018	RSIPPLE	\$13,550.00	(\$500.00)	\$13,050.00
11-310-100-610-11-0000-	CAREER TECHNICAL ED	October Transfers	0034	10/31/2018	RSIPPLE	\$37,000.00	(\$4,000.00)	\$33,000.00
11-310-100-800-11-0000-	OTHER OBJECTS - VOC	October Transfers	0034	10/31/2018	RSIPPLE	\$7,520.00	\$2,500.00	\$10,020.00
11-402-100-610-03-0000-	SUPPLIES-ATHLETICS	October Transfers	0034	10/31/2018	RSIPPLE	\$16,950.00	(\$100.00)	\$16,850.00
11-402-100-800-03-0000-	MEMBERSHIP DUES	October Transfers	0034	10/31/2018	RSIPPLE	\$21,750.00	\$100.00	\$21,850.00
<b>Total Current Appr.</b>								<b>\$0.00</b>

[Back to Top](#)

# NJ Single Accountability Continuum (NJQSAC) District Performance Review - School Year 2018-19

## District Information and Score Summary

<b>District Name and CDS #</b>	<b>Somerset County Vocational and Technical School</b>
<b>County Name</b>	<b>Somerset</b>
<b>District Superintendent Name</b>	<b>Chrys Harttraft</b>
<b>District Mailing Address</b>	<b>14 Vogt Drive, Bridgewater NJ 08807</b>
<b>Superintendent Email Address</b>	<b>charttraft@scvts.net</b>

<b>DPR Area</b>	<b>District Score</b>	<b>County Score</b>
<b>Instruction and Program</b>	86%	0%
<b>Fiscal Management</b>	96%	0%
<b>Governance</b>	100%	0%
<b>Operations</b>	100%	0%
<b>Personnel</b>	100%	0%

**NJQSAC District Performance Review - School Year 2018-19**

<b>Instruction and Program</b>		<b>Type District Name Here</b>			
<b>Indicator</b>	<b>Grade Levels</b>	<b>Point Value</b>	<b>District Score Will be supplied by County Office</b>	<b>County Score Enter Actual Scores</b>	<b>Comments</b>
1. The school district's ELA achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups; (Assessment data provided by NJDOE)	K - 8	<b>10</b>	<b>0.0</b>	<b>0.0</b>	
	K - 12	<b>7.5</b>	<b>0.0</b>	<b>0.0</b>	
	9 - 12	<b>15</b>	<b>11.2</b>	<b>0.0</b>	
2. The school district's mathematics achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups. (Assessment data provided by NJDOE)	K - 8	<b>10</b>	<b>0.0</b>	<b>0.0</b>	
	K - 12	<b>7.5</b>	<b>0.0</b>	<b>0.0</b>	
	9 - 12	<b>15</b>	<b>7.4</b>	<b>0.0</b>	
3. The school district's science achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups. (Assessment data provided by NJDOE)	K - 8	<b>10</b>	<b>0.0</b>	<b>0.0</b>	
	K - 12	<b>5</b>	<b>0.0</b>	<b>0.0</b>	
	9 - 12	<b>0</b>	<b>0.0</b>	<b>0.0</b>	
4. The school district's ELA academic progress. • Academic progress is calculated to include subgroup performance by averaging the mSGP of all students with the average of all subgroups' mSGPs. (Assessment data provided by NJDOE)	K - 8	<b>10</b>	<b>0.0</b>	<b>0.0</b>	
	K - 12	<b>7.5</b>	<b>0.0</b>	<b>0.0</b>	
	9 - 12	<b>0</b>	<b>0.0</b>	<b>0.0</b>	

**NJQSAC District Performance Review - School Year 2018-19**

<b>Instruction and Program</b>		<b>Type District Name Here</b>			
<b>Indicator</b>	<b>Grade Levels</b>	<b>Point Value</b>	<b>District Score Will be supplied by County Office</b>	<b>County Score Enter Actual Scores</b>	<b>Comments</b>
5. The school district's mathematics academic progress. • Academic progress is calculated to include subgroup performance by averaging the mSGP of all students with the average of all subgroups' mSGPs. (Assessment data provided by NJDOE)	K - 8	<b>10</b>	<b>0.0</b>	<b>0.0</b>	
	K - 12	<b>7.5</b>	<b>0.0</b>	<b>0.0</b>	
	9 - 12	<b>0</b>	<b>0.0</b>	<b>0.0</b>	
6. The school district's graduation rate (average of four-year and five-year adjusted cohort graduation rates). • Graduation rate is calculated to include subgroup performance by averaging the combined graduation rate (i.e. the average of the four-year and five-year graduation rates) of all students with the average of all subgroups' combined graduation rates. (Assessment data provided by NJDOE)	K - 8	<b>0</b>	<b>0.0</b>	<b>0.0</b>	
	K - 12	<b>15</b>	<b>0.0</b>	<b>0.0</b>	
	9 - 12	<b>20</b>	<b>17.7</b>	<b>0.0</b>	
7. The school district's measure(s) for school quality and student success is calculated to account for subgroup performance by averaging the rates for all students with the average of all subgroups' rates. (Assessment data provided by NJDOE)	K - 8	<b>10</b>	<b>0.0</b>	<b>0.0</b>	
	K - 12	<b>10</b>	<b>0.0</b>	<b>0.0</b>	
	9 - 12	<b>10</b>	<b>9.6</b>	<b>0.0</b>	
<b>Summary of Achievement Score Indicators</b>	K - 8	<b>60</b>	<b>0.0</b>	<b>0.0</b>	
	K - 12	<b>60</b>	<b>0.0</b>	<b>0.0</b>	
	9 - 12	<b>60</b>	<b>45.9</b>	<b>0.0</b>	

**NJQSAC District Performance Review - School Year 2018-19**

<b>Instruction and Program</b>		<b>Type District Name Here</b>			
<b>Indicator</b>	<b>Grade Levels</b>	<b>Point Value</b>	<b>District Score Will be supplied by County Office</b>	<b>County Score Enter Actual Scores</b>	<b>Comments</b>
<b>Indicator</b>		<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
8. The chief school administrator (CSA) reports participation and performance results of annual Statewide assessments to the district board of education within 60 days of receipt of the finalized information from the Department. The reports include aggregated and disaggregated subgroup data, as well as trend and comparative analyses and appropriate intervention strategies. (N.J.A.C. 6A:8-4.3)		<b>6</b>	<b>1</b>	<b>0</b>	
9. English language arts curriculum and instruction are aligned to the New Jersey Student Learning Standards (NJSLS) in accordance with the Department’s curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLS 9; h. Integration of technology through the NJSLS; and i. Career education.		<b>4</b>	<b>1</b>	<b>0</b>	

**NJQSAC District Performance Review - School Year 2018-19**

<b>Instruction and Program</b>		<b>Type District Name Here</b>			
<b>Indicator</b>	<b>Grade Levels</b>	<b>Point Value</b>	<b>District Score Will be supplied by County Office</b>	<b>County Score Enter Actual Scores</b>	<b>Comments</b>
10. Mathematics curriculum and instruction are aligned to the NJSLS in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
<ul style="list-style-type: none"> <li>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</li> <li>b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</li> <li>c. Assessments, including formative, summative, benchmark, and alternative assessments;</li> <li>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</li> <li>e. Pacing guide;</li> <li>f. Interdisciplinary connections;</li> <li>g. Integration of 21st century skills through NJSLS 9;</li> <li>h. Integration of technology through the NJSLS; and</li> <li>i. Career education.</li> </ul>		<b>4</b>	<b>1</b>	<b>0</b>	
11. Science curriculum and instruction are aligned to the NJSLS in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
<ul style="list-style-type: none"> <li>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</li> <li>b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</li> <li>c. Assessments, including formative, summative, benchmark, and alternative assessments;</li> <li>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</li> <li>e. Pacing guide;</li> <li>f. Interdisciplinary connections;</li> <li>g. Integration of 21st century skills through NJSLS 9;</li> <li>h. Integration of technology through the NJSLS; and</li> <li>i. Career education.</li> </ul>		<b>4</b>	<b>1</b>	<b>0</b>	

**NJQSAC District Performance Review - School Year 2018-19**

<b>Instruction and Program</b>		<b>Type District Name Here</b>			
<b>Indicator</b>	<b>Grade Levels</b>	<b>Point Value</b>	<b>District Score Will be supplied by County Office</b>	<b>County Score Enter Actual Scores</b>	<b>Comments</b>
12. Social Studies curriculum and instruction are aligned to the NJSLS in accordance with the Department’s curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLS 9; h. Integration of technology through the NJSLS; and i. Career education.		<b>4</b>	<b>1</b>	<b>0</b>	
13. World languages curricula and instruction are aligned to the NJSLS in accordance with the Department’s curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLS 9; h. Integration of technology through the NJSLS; and i. Career education.		<b>4</b>	<b>1</b>	<b>0</b>	

**NJQSAC District Performance Review - School Year 2018-19**

<b>Instruction and Program</b>		<b>Type District Name Here</b>			
<b>Indicator</b>	<b>Grade Levels</b>	<b>Point Value</b>	<b>District Score Will be supplied by County Office</b>	<b>County Score Enter Actual Scores</b>	<b>Comments</b>
14. Comprehensive health and physical education curricula and instruction are aligned to the NJSLS in accordance with the Department’s curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLS 9; h. Integration of technology through the NJSLS; and i. Career education.		<b>4</b>	<b>1</b>	<b>0</b>	
15. Visual and performing arts curricula and instruction are aligned to the NJSLS in accordance with the Department’s curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLS 9; h. Integration of technology through the NJSLS; and i. Career education.		<b>4</b>	<b>1</b>	<b>0</b>	



**NJQSAC District Performance Review - School Year 2018-19**

<b>Instruction and Program</b>		<b>Type District Name Here</b>			
<b>Indicator</b>	<b>Grade Levels</b>	<b>Point Value</b>	<b>District Score Will be supplied by County Office</b>	<b>County Score Enter Actual Scores</b>	<b>Comments</b>
16. Policies and procedures exist to ensure a coordinated system for planning, delivering, measurement, and modification of intervention and referral services is implemented in each school by a multidisciplinary team to address the learning, behavioral, and health needs of all students. (N.J.A.C. 6A:16-8) This requirement may be fulfilled through implementation of the New Jersey Tiered System of Support (NJTSS) or other models such as Response to Intervention (RTI) and Multi-Tiered Systems of Support (MTSS). The system includes:					
a. A continuum of supports and interventions available in each school to support learning, behavior, and health needs; b. Action plans for interventions based on student data and desired outcomes; c. Professional development for multidisciplinary teams and staff who provide interventions; and d. Review and assessment of effectiveness of interventions (e.g., progress monitoring).		<b>6</b>	<b>1</b>	<b>0</b>	
<b>Achievement Score Total</b>		<b>60</b>	<b>46</b>	<b>0</b>	
<b>Curriculum and Policy Total</b>		<b>40</b>	<b>40</b>	<b>0</b>	
<b>Instruction and Program Total</b>		<b>100</b>	<b>85.9</b>	<b>0</b>	

**NJQSAC District Performance Review - School Year 2018-19**

<b>Fiscal Management</b>	<b>Somerset</b>			
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
1. Monthly district board of education secretary's reports are completed and reconciled without exceptions and submitted to the district board of education within 60 days of the month's end for approval, pursuant to N.J.S.A. 18A:17-9.	<b>6</b>	<b>1</b>	<b>0</b>	
2. A standard operating procedures (SOP) manual for business functions is maintained, updated and implemented pursuant to N.J.A.C. 6A:23A-6.6. The SOP manual includes a system of internal controls in accordance with N.J.A.C. 6A:23A-6.4 to prevent the over-expenditure of line item accounts and to safeguard assets from theft and fraud and includes a section that details purchasing procedures.	<b>8</b>	<b>1</b>	<b>0</b>	
3. The annual audit of its Comprehensive Annual Financial Report (CAFR) and other supporting forms and collections (Auditor's Management Report (AMR), Federal Data Collection Form, and Audit Summary) have been filed by the due date set forth in N.J.S.A. 18A:23-1.	<b>4</b>	<b>1</b>	<b>0</b>	

**NJQSAC District Performance Review - School Year 2018-19**

<b>Fiscal Management</b>	<b>Somerset</b>			
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
<b>4. The school district:</b>				
a. Implements a corrective action plan (CAP) that addresses all audit recommendations and is acceptable to the Department (as required):	4	1	0	
b. Reports no repeat audit findings of a substantive nature in the CAFR or AMR.	4	1	0	
c. Reports no material weaknesses or significant deficiencies in the CAFR or AMR.	4	1	0	
d. Ends the year with no deficit balances and no line item over-expenditures in the general fund, (on the budgetary basis of accounting) special revenue fund, capital projects fund, or debt service fund (other than permitted under State law and GAAP).	4	1	0	

**NJQSAC District Performance Review - School Year 2018-19**

<b>Fiscal Management</b>	<b>Somerset</b>			
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
<b>5. Entitlement and discretionary grants are managed and overseen as required. Specifically, the school district:</b>				
a. Submits initial applications, revisions, and final reports for all entitlement and discretionary grants by published due dates and expends Federal funds consistent with the approved indirect cost rate and grant application.	2	1	0	
b. Budgets grant funds according to the approved application and spends grant funds as budgeted. Amendments and budget modifications are completed for charges that exceed the applicable threshold of 10 percent or for modifications that require opening new budget lines.	2	1	0	
c. Shows evidence of required consultations with nonpublic schools for each required State- and federally funded program and expends nonpublic school allocations as required. If funds are not expended for nonpublic school services, the school district specifies the reason the funds were not spent and provides evidence of consulting with nonpublic schools regarding the use of unexpended funds.	2	1	0	
d. Approves salaries funded by Federal grants as documented in district board of education minutes and maintains the required time and activity reports.	2	1	0	

**NJQSAC District Performance Review - School Year 2018-19**

<b>Fiscal Management</b>	<b>Somerset</b>			
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
<b>6. Proper oversight and accounting of capital projects accounted for in Fund 30 are provided. Specifically, the school district:</b>				
a. Maintains separate accounting by project.	4	0	0	
b. Monitors the detailed accounts regularly and oversees change orders to ensure/certify funds are available.	4	1	0	
c. Spends within the authorized amount, unless proper approvals have been received to raise additional funds to augment the authorized amount.	4	1	0	
d. Conducts the proper fiscal close-out of completed projects, including proper transfer of interest earned annually to the debt service and/or general fund.	4	1	0	
7. Projects consistent with the approved long-range facilities plan are implemented, reviewed, and revised, pursuant to N.J.A.C. 6A:26-2.	2	1	0	
8. County office approval has been granted for emergent projects, pursuant to N.J.A.C. 6A:26-3.14.	2	1	0	

**NJQSAC District Performance Review - School Year 2018-19**

<b>Fiscal Management</b>	<b>Somerset</b>			
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
<b>9. Annual health and safety reviews:</b>				
a. Have been conducted once per year in each building using the Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings. (N.J.A.C. 6A:26-6.1, 6.2, 6.3, and 12 and 6A:19-6)	5	1	0	
b. Meet the "100% item" section in the Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings, which means all items are in compliance in all buildings.	5	1	0	
c. Meet the "80% item" section Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings, which means at least 80 percent of items are in compliance in all buildings.	2	1	0	
10. A budget calendar that is developed and shared with the district board of education annually and that reflects all applicable legal and management requirements, pursuant to N.J.S.A. 18A:22-7, is followed. This development timeline includes input from all relevant programmatic staff for requirements and materials needed for teaching and student learning.	6	1	0	

**NJQSAC District Performance Review - School Year 2018-19**

<b>Fiscal Management</b>	<b>Somerset</b>			
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
11. All persons employed as a buildings and grounds supervisor, as defined in N.J.S.A. 18A:17-49, possess a valid authorization from the Department to serve as a certified educational facilities manager.	4	1	0	
12. The transfer of funds during the budget year is made in accordance with N.J.S.A. 18A:22-8.1 and 8.2 and complies with all budgetary control provisions, pursuant to N.J.A.C. 6A:23A-16.10.	4	1	0	
13. Fiscal-year cash flow management for all funds is prepared and analyzed on a regular basis to ensure payments can be made on a prompt basis.	4	1	0	
14. Reimbursement requests for Federal grant awards are submitted in a timely manner for the actual amount of incurred expenditures.	4	1	0	
15. The district board of education approves purchase orders approved by only the purchasing agent and issued in advance of goods received or services rendered and encumbered for the full contractual amount. There are no confirming orders.	4	1	0	
<b>Fiscal Management Total</b>	<b>100</b>	<b>96</b>	<b>0</b>	

**NJQSAC District Performance Review - School Year 2018-19**

<b>Governance</b>	<b>Somerset</b>			
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
1. At least annually, and more frequently if required by changes in case law, regulation, or statute, the district board of education or the advisory board, reviews, updates, and adopts, by resolution, policies, procedures, and by-laws reflective of current statutory and regulatory authority. (N.J.S.A. 18A:11)	8	1	0	
<b>2. The district board of education:</b>				
a. Establishes a policy and a contract with the CSA to annually evaluate him or her based on the adoption of goals and performance measurements that reflect the highest priority is given to student achievement and attention is given to subgroup achievement and each new member has received training on CSA evaluation. N.J.S.A. 18A:17-20.3.	7	1	0	
b. Completes the CSA evaluation by July 1 in accordance with N.J.A.C. 6A:10-8.1(g).	6	1	0	
3. All new, renegotiated, amended, altered, or extended contracts for CSAs, deputy superintendents, assistant superintendents, and school business administrators are submitted to the executive county superintendent (ECS) for review and approval. The district board of education takes no formal action to approve or implement such contracts prior to ECS review and approval. (N.J.S.A. 18A:7-8 and N.J.A.C. 6A:23A-3.1)	6	1	0	



**NJQSAC District Performance Review - School Year 2018-19**

<b>Governance</b>	<b>Somerset</b>			
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
4. The district board of education approves appointments and transfers, and removes or renews certificated and non-certificated officers and employees, only by a roll call majority vote of the district board of education’s full membership upon the CSA’s recommendation. (N.J.S.A. 18A:27-4.1 and N.J.A.C. 6A:32-4.1 and 4.7)	6	1	0	
5. The district board of education-approved corrective action plans are submitted for any finding or recommendation for all compliance-related reports, consolidated monitoring reports, financial audits, special education reports, etc. The school district has no outstanding monitoring or complaint investigation findings that exceed the required timelines for correction. There is no evidence of the school district not implementing the plan.	7	1	0	
6. The budgeting process and allocation of resources, including grant funding, are aligned with instructional priorities and student needs to provide for a thorough and efficient education as demonstrated by: (N.J.S.A. 18A:7F-6 and 46 and N.J.A.C. 6A:23A-8.1)				
a. Adoption and implementation of written policies and procedures for the budget and financial planning process that are integrated and aligned with school district priorities and planning objectives based on Statewide assessments and applicable strategic plans.	8	1	0	
b. Annually align fiscal goals and budget objectives with curricula that comply with the NJSLs.	8	1	0	

**NJQSAC District Performance Review - School Year 2018-19**

<b>Governance</b>	<b>Somerset</b>			
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
7. The district board of education follows the budget process by: a. Conducting a public hearing on the proposed budget; b. Adopting the budget at a public meeting; c. Providing ongoing information on the budget’s status and any revision(s) or emergent conditions; and d. Making the budget available for public notice and inspection. (N.J.S.A. 18A:22-7 and N.J.A.C. 6A:23A-8.1 and 8.2)	8	1	0	
8. The district board of education ensures compliance with all stakeholder engagement requirements pursuant to the Federal grant programs for which the school district receives funds, which shall include but not be limited to grant programs under the Elementary and Secondary Act, the Individuals with Disabilities Education Act, and the Carl D. Perkins Career and Technical Education Act.	6	1	0	
9. The district board of education has established programs and services for all English language learners (ELLs), pursuant to N.J.A.C. 6A:15.	7	1	0	
10. The district board of education implements the Open Public Meetings Act and there have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.S.A. 10:4-6 et seq.)	3	1	0	

**NJQSAC District Performance Review - School Year 2018-19**

<b>Governance</b>	<b>Somerset</b>			
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
11. The district board of education approves the monthly district board of education secretary's and treasurer's reports within 60 days of month's end and, in its minutes, certifies that major funds (general fund, special revenue, and capital projects fund) have not been over-expended. (N.J.A.C. 6A:23A-16.10(c))	6	1	0	
12. Minutes of all meetings, including executive sessions, reflect all district board of education actions and are publicly available within two weeks or by the next district board of education meeting. (N.J.S.A.18A:17-7)	6	1	0	
13. District board of education members and school administrators annually file a timely and properly completed financial and personal/relative disclosure statement. The district board of education annually discusses the School Ethics Act and no district board of education member or administrator has been found in violation of the School Ethics Act. (N.J.S.A. 18A:12-22 and 26)	5	1	0	
14. The district board of education ensures that all students have access to library media services that are connected to classroom studies in each school building including access to computers; school district-approved instructional software; appropriate books, including novels, anthologies, and other reference materials; and supplemental materials that motivate students to read in and out of school and to conduct research. (N.J.A.C. 6A:13-2.1(h))	3	1	0	
<b>Governance Total</b>	<b>100</b>	<b>100</b>	<b>0</b>	

**NJSAC District Performance Review - School Year 2018-19**

<b>Operations</b>		<b>Somerset</b>		
<b>Indicator</b>	<b>Point Value</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
<b>1. The school district's NJSMART and educator evaluation data files:</b>				
a. Have been certified by established deadlines and provide complete data; and	2	1	0	
b. Have an error rate of less than 1.5 percent for each file –inclusive of student sync errors.	3	1	0	
<b>2. The school district's educational entity system data:</b>				
a. Have been submitted by established deadlines and no evidence of changes not approved by the Department was reported since the last NJSAC monitoring; and	1	1	0	
b. Have accurately maintained the school contacts throughout the year and the school district has obtained Department approval for changes to all school configurations within five business days of the proposed changes.	3	1	0	
<b>3. The school district has a data management process that includes:</b>				
a. Identification of a school district data coordinator, school district contacts for all Department data submission applications, and an internal communication/information dissemination procedure;	2	1	0	
b. Submission of data collection applications via the Department's website by the established deadlines.	3	1	0	
4. The school district has policies and procedures that require the use of multiple sources of data to monitor student achievement and progress and to evaluate the effectiveness of programs, initiatives, and strategies.	3	1	0	

**NJQSAC District Performance Review - School Year 2018-19**

<b>Operations</b>	<b>Somerset</b>			
<b>Indicator</b>	<b>Point Value</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
5. The district board education adopts and annually distributes to staff, parents, and students, policies and procedures to address the equitable application of a code of student conduct that establishes expectations for academic achievement, behavior, and attendance. The policy provides comprehensive tiered behavioral supports and responses to violations that include positive disciplinary practices that minimize exclusionary practices, such as suspension and expulsion; and details students' due process rights. (N.J.A.C. 6A:16-7.1)	5	1	0	
6. Twice per year, the CSA presents to the district board of education a summary of violence, vandalism, substance abuse, and harassment, intimidation and bullying (HIB) incidents submitted on the Department's incident reporting system. The CSA or designee submits the final data verification to the Department by July 15. (N.J.A.C. 6A:16-5.3)	5	1	0	
7. The school district implements a process to ensure the school safety/school climate team in each school, with support from the CSA: (1) reviews and takes action to strengthen school climate policies; (2) educates the community, including students, teachers, staff, and parents, to prevent HIB; (3) provides professional development opportunities that address effective practices of successful school climate programs or approaches; and (4) completes the HIB self-assessment. The CSA submits to the Department the statement of assurance and the district board of education approval date for the HIB self-assessment for each school in the school district by September 30. (N.J.S.A. 18A:17-46 and 18A:37-14 through 18 and N.J.A.C. 6A:16-7.7)	7	1	0	
8. The Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (MOA) has been signed within the past year. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C.	6	1	0	

**NJQSAC District Performance Review - School Year 2018-19**

<b>Operations</b>	<b>Somerset</b>			
<b>Indicator</b>	<b>Point Value</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
9. The comprehensive alcohol, tobacco, and other drug abuse program includes policies and procedures for the prevention, assessment, intervention, referral for evaluation, referral for treatment, discipline for students using alcohol or other drugs, and continuity of care and supports. (N.J.S.A. 18A:40A and N.J.A.C. 6A:16-3 and 4)	6	1	0	
10. Policies and procedures are established to review and resolve transportation incidents and ensure the safety of students by meeting Motor Vehicle Commission requirements for inspections by bus drivers and evacuation drills. The CSA presents to the district board of education evidence of completion of emergency exit drills. (N.J.A.C. 6A:27-11.1, 11.2, and 12)	6	1	0	
11. Policies and procedures are established to report potentially missing, abused, or neglected children to law enforcement and child welfare authorities; to appoint a school district liaison to law enforcement authorities; and to provide training to school district employees, volunteers, and interns on policies and procedures. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-11)	6	1	0	
12. Comprehensive record of immunizations, required physical examinations and health screenings are maintained to identify the need for medical services for public and nonpublic school students. Health records are kept separately from other student records. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-2.1(a)8, 2.2, and 2.5 and 6A:32-7.4(c))	4	1	0	

**NJQSAC District Performance Review - School Year 2018-19**

<b>Operations</b>	<b>Somerset</b>			
<b>Indicator</b>	<b>Point Value</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
13. At least one certified school nurse is employed by the school district (not through a third-party contract). For medically fragile students who require one-to-one clinical nursing services, the school district uses a provider of clinical nursing services who appears on the New Jersey Department of Human Services' directory of private-duty nursing. The district board of education annually adopts a nursing services plan for each school that addresses sufficient nursing requirements and the needs of all students, including nonpublic school students. (N.J.A.C. 6A:16-2.1(b) and 2.5(j)6)	8	1	0	

**NJSAC District Performance Review - School Year 2018-19**

<b>Operations</b>	<b>Somerset</b>			
<b>Indicator</b>	<b>Point Value</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
14. Students removed for disciplinary reasons (e.g., suspension or expulsion) or for chronic or temporary illness have received educational services from a certified instructor who has completed the Department’s criminal history record check within five days of a student’s removal for disciplinary reasons or within five days after receipt of the school physician’s verification of the need for home instruction due to chronic or temporary illness (e.g., home instruction/temporary hospital setting). (N.J.S.A. 18A:6-4.13 and 7.1 and N.J.A.C. 6A:16-7.2, 7.3, and 10.1)	6	1	0	
15. Safety and security plans, procedures, and mechanisms are annually reviewed and revised in consultation with law enforcement, health, social service, and emergency management agencies and other community members, including parents. The CSA has verified in writing that the process has occurred. (N.J.A.C. 6A:16-5.1)	6	1	0	
16. A security drill statement of assurance that accurately represents the monthly security drills were conducted is submitted no later June 30 each year to the Department. (N.J.S.A. 18A:41)	4	1	0	
17. The school district has a comprehensive equity plan (CEP) designed to eliminate discrimination according to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender, religion, disability socioeconomic status, pregnancy, or parenthood that is approved by the Department. Additionally, the school district submits to the Department the annual CEP statement of assurance. (N.J.A.C. 6A:7-1.4)	6	1	0	
18. The district board of education has adopted policies and procedures that require regular attendance of students, expectations of timely arrival, daily attendance when school is in session, and responses to unexcused absences and lateness, and attempt to determine the cause and to provide tiered supports in maintaining regular attendance for all students. (N.J.A.C. 6A:16-7.6)	8	1	0	



**NJSAC District Performance Review - School Year 2018-19**

<b>Operations</b>	<b>Somerset</b>			
<b>Indicator</b>	<b>Point Value</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
<b>Operations Total</b>	100	<b>100</b>	<b>0</b>	

**NJQSAC District Performance Review - School Year 2018-19**

<b>Personnel</b>		<b>Somerset</b>		
<b>Indicator</b>	<b>Point Value</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
<b>1. An audit of staff personnel files and other relevant school district records demonstrates that evaluation and staff development processes have occurred in accordance with N.J.A.C. 6A:9C and 6A:10 in the following categories:</b>				
a. Teacher evaluation processes result in complete summative scores, measures of teacher practice, and measures of student growth (SGO and mSGP) (N.J.A.C. 6A:10- 2.4, 4.1, 4.2, 4.3, and 4.4);	100 percent of audited files meets indicators	<b>8</b>	<b>1</b>	<b>0</b>
	95 to 99 percent of audited files meets indicators	<b>4</b>	<b>0</b>	<b>0</b>
	Less than 95 percent of audited files meets indicators	<b>0</b>	<b>0</b>	<b>0</b>
b. School leader evaluation processes result in complete summative scores, measures of principal practice, and measures of student growth (SGO, mSGP, administrator goals) (N.J.A.C. 6A:10- 2.4, 5.1, 5.2, 5.3, and 5.4);	100 percent of audited files meets indicators	<b>6</b>	<b>1</b>	<b>0</b>
	95 to 99 percent of audited files meets indicators	<b>3</b>	<b>0</b>	<b>0</b>
	Less than 95 percent of audited files meets indicators	<b>0</b>	<b>0</b>	<b>0</b>
c. Evaluations of other certificated staff according to regulations (N.J.A.C. 6A:10-2.2, 2.4, 2.5, 6.1, and 6.2);	100 percent of audited files meets indicators	<b>4</b>	<b>1</b>	<b>0</b>
	95 to 99 percent of audited files meets indicators	<b>2</b>	<b>0</b>	<b>0</b>
	Less than 95 percent of audited files meets indicators	<b>0</b>	<b>0</b>	<b>0</b>

## NJQSAC District Performance Review - School Year 2018-19

d. Evaluation processes for all certificated staff have occurred, including evaluation training and evaluation conferences. (N.J.A.C. 6A:10-2.2)	4	1	0	
e. School improvement panels have been established in each school and are functioning in accordance with the TEACHNJ Act (N.J.S.A. 18A:6-120) and regulations (N.J.A.C. 6A:9C-5.3 and 6A:10-2.3, 2.5, 3.1, and 3.2); and	4	1	0	
f. Other evaluation structures and processes, including tenure charge proceedings conducted according to the TEACHNJ Act (N.J.S.A. 18A:6-11 and 17.3).	2	1	0	
<b>2. The school district demonstrates supportive conditions for high-quality professional learning and development for teachers, educational services staff, and administrators, aligned to the components of professional development and the New Jersey standards for professional learning and as indicated by the following (N.J.A.C. 6A:9C and 6A:13-2):</b>				
a. An audit of personnel files indicates that required individual professional development plans (PDPs) or corrective action plans (CAPs) are aligned to the professional standards for school leaders or teachers and have been completed for administrators and teachers and are linked to (1) school district, school, team, and/or individual goals, and (2) results from individual performance evaluations. (N.J.A.C. 6A:9C and 6A:10-2.5);	5	1	0	
b. School schedules that include adequate and consistent time for teachers to work together in and across content areas and grade levels to examine student results and to collaborate on addressing student learning needs, such as through professional learning community (PLC) time (N.J.A.C. 6A:9C-3.2 and 3-3 and 6A:13-2.1).	5	1	0	
c. The school district-level PDP: <ul style="list-style-type: none"> <li>• Details districtwide and school-level professional learning for active staff holding instructional teaching, educational services, and administrative certificates;</li> <li>• Incorporates professional learning that is sustained and job-embedded not exclusively one-time workshops; and</li> <li>• Addresses the NJSLS and the professional standards for teachers and school leaders (N.J.A.C. 6A:8 and 6A:9) and is based on a variety of sources and types of student, educator, and system evidence, including educator evaluation data and school-level PDPs. (N.J.A.C. 6A:9C-4.2)</li> </ul>	5	1	0	

## NJQSAC District Performance Review - School Year 2018-19

d. The school district allocates resources for educator professional learning and development (e.g., people, time, technology, money) that align to the school district's professional development needs, as stated in the PDP and mentoring plan, beyond the resources designated toward completion of State-mandated professional development topics.	5	1	0	
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## NJQSAC District Performance Review - School Year 2018-19

<p>e. The district mentoring plan: (N.J.A.C. 6A:9C-5)</p> <ul style="list-style-type: none"> <li>• Details support for all non-tenured teachers in their first year of employment through, at minimum, an introduction to school district curricula, student assessment policies, and training on the school district's evaluation rubric;</li> <li>• Describes the process for selecting and assigning one-to-one mentors who meet State eligibility requirements to work with provisional teachers;</li> <li>• Describes how mentors are trained; and</li> <li>• Describes the process by which the administrative office oversees mentor payments.</li> </ul>	3	1	0	
<p>f. Documentation that verifies staff have completed professional development on State-mandated topics required for their assignments. (N.J.S.A. 18A and N.J.A.C. 6A)</p>	2	1	0	
<p><b>3. The district board of education has ensured the following staffing practices are followed for all staff requiring provisional certification:</b></p>				
<p>a. Any administrator or educational services staff employed under a certificate of eligibility with advanced standing (CEAS) or a certificate of eligibility (CE) has been registered in the appropriate residency program for his or her endorsement and the school district has applied to the Department's certification office for a provisional certificate before the residency period began. Any teacher with a CEAS or a CE or serving as a long-term substitute (for greater than 60 days) has been registered in the provisional teacher process within 60 days of beginning employment; (N.J.A.C. 6A:9B)</p>	3	1	0	
<p>b. Provisional staff are assigned a mentor, required mentor hours and/or residency hours are tracked, and evaluation is conducted; and (N.J.A.C. 6A:9B-8.4, 6A:9C-5, and 6A:10)</p>	3	1	0	
<p>c. Provisional staff seeking the standard license for teacher of students with disabilities and/or teacher of bilingual education submit annual transcripts from their educator preparation programs (EPPs) to allow school districts to track staff progress toward completion of required coursework. (N.J.A.C.6A:9A and 6A:9B)</p>	3	1	0	
<p>d. All school district-provided information required for a professional staff member to obtain a standard certificate is submitted to the Department within 30 days of the staff member becoming eligible for a standard license. (N.J.A.C. 6A:9B)</p>	2	1	0	

## NJQSAC District Performance Review - School Year 2018-19

<b>4. The district board of education has ensured the following staffing practices are followed:</b>				
a. New employees have a successful criminal history record check prior to employment and are not disqualified for employment; (N.J.S.A. 18A:6-7.1 and 18A:39-19.1)	2	1	0	
b. Candidates for employment and employees, when applicable, receive a physical examination and the resulting medical records are maintained in a secure location separate from personnel files; (N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.2 and 6.3)	2	1	0	
c. Approved job descriptions are maintained for every certificated staff member. Certificated staff are appropriately certified for their assignment (N.J.A.C. 6A:9B); and	5	1	0	
d. Accurate staff attendance records are maintained at school district and school levels. The records include the type and date of absence and an analysis of attendance patterns. Any issue(s) identified through the analysis of staff attendance has been addressed in accordance with the district board of education's staff attendance policies.	5	1	0	
e. The length of service for substitute teachers is tracked and placement of substitutes is appropriate. (N.J.A.C. 6A:9B-7)	2	1	0	
<b>5. The position control roster: (N.J.A.C. 6A:23A-6.8)</b>				
a. Contains the employee name; date of hire; a permanent position tracking number for each employee; a control number for substitute teachers; a control number for overtime; a control number for extra pay; the status of the position (filled, vacant, abolished, etc.); an indication, when available, of whether an employee is retiring in the budget year or not being renewed, including associated costs such as contractual buyouts, severance pay, paid vacation, or sick days, etc.; base salary; step; longevity; guide; stipends by type; overtime; other extra compensation; the benefits paid by the school district, net of employee reimbursements or co-pays, by type of benefit and for FICA and Medicare; the position's full-time equivalent value by location; the date the position was filled; and the date the position was originally created by the district board of education (if the date the position was originally created is not available, the date the person currently filling that position was approved by the district board of education);	6	1	0	
b. Is accurate and up to date; and	5	1	0	
c. Reconciles with the budget.	4	1	0	

## NJQSAC District Performance Review - School Year 2018-19

<p>6. Documentation and evaluation of administrator practices, as well as an audit of personnel files, including observation reports, indicates that supervision processes are occurring in accordance with N.J.A.C. 6A:10 and result in:</p> <p>a. Professional practices aligned with goal-setting procedures (N.J.A.C. 6A:10-4.2 and 5.2); and</p> <p>b. Supervisory feedback that is timely, targeted, and actionable (N.J.A.C. 6A:10-2.4, 2.5 and 4.4 and 5.4).</p>	5	1	0	
<p><b>Personnel Total</b></p>	100	100	0	

# NJQSAC District Performance Review - School Year 2018 - 19

## DECLARATION PAGE

**Somerset**

Type or print the name of the individuals in the district who were members of the NJQSAC Committee and who assisted in the completion of this District Performance Review. (Use additional page if needed.)

POSITION	NAME	SIGNATURE
Chief School Administrator	Chrys Harttraft	
District Administrative Staff	Maria Johnson	
Teacher	Johanna Scholl	
School Business Administrator	Raelene Sipple	
Curriculum and Instruction Representative	Patrick Pelliccia	
Local Collective Bargaining Representative	Andrew Coslit	
District Board of Education Member	William Hyncik, Jr.	

**By signing below, the Chief School Administrator and Board President are affirming the accuracy of this document.**

<b>Chief School Administrator</b>	<b>Dr. Chrys Harttraft</b>	
<b>Board of Education President</b>	<b>Mr. William Hyncik, Jr.</b>	

**Board Resolution Date:**