

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive  
Bridgewater, New Jersey 08807

Regular Meeting  
October 22, 2018

**Swear in William Hyncik, Jr.**

- I. Call to Order
- II. Roll Call of Members

William Hyncik, Jr., President  
Gregory Lalevee  
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 September 24, 2018.
  - A. Corrections

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the minutes of the Regular Meeting and Executive Session held on September 24, 2018 were approved.

## IV. Correspondence

A.

## V. Presentations/Recognitions

- A. Presentation of Student of the Month – Nicole Gaeta, Cosmetology, Grade 10
- B. Grant recipient presentation from Construction Industry Career Day NJ - \$500.00 – Jill Schiff, representative

## VI. Old or Unfinished Business

A. Construction Projects

## VII. Report of the Attorney

## VIII. Committee Reports

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

## IX. School Communications Report

X. Superintendent’s Report

A. Resignation

The Superintendent recommends that the Board of Education accept the resignation of Mr. Gary Parks, Data Analyst, effective October 26, 2018.

B. 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:

Performing Arts – Theater Arts

Bonnie Grube	Assistant Technical Director (450 hrs)	\$ 22.07/hr (11-310-100-101-10-0000)
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C. Job Description

The Superintendent recommends that the Board of Education approve job description – Director of Special Services as it appears on Addendum #1.

D. Title Change

The Superintendent recommends that the Board of Education approve a change of title for Ms. Maria Johnson from Director of Pupil Services to Director of Special Services. (UPC# DIR-HS-SPSERV-FL-01) (Salary/Column/Step [PSA Classification] remain unchanged)

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 #2.

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	___	___

F. Field Trips

The Superintendent recommends that the Board of Education approve field trips for high school students as they appear on Addendum #3.

G. Home Instruction

The Superintendent recommends that the Board of Education provide home instruction to student ID# 999004931. Instruction will be provided for approximately thirty (30) days for a maximum of ten (10) hours per week.

Mr. Brendan Downey will be the instructor at a rate of \$41.00/hour.

The Superintendent recommends that the Board of Education provide home instruction to student ID# 999004713. Instruction will be provided for approximately thirty (30) days for a maximum of ten (10) hours per week.

The Superintendent recommends that the Board of Education approve the contract with LearnWell, Plymouth, MA to provide bedside instruction at \$40.00 per hour.

H. Emergency Certificate

The Superintendent recommends that the Board of Education authorize the Secretary to file form BTEAC-5a for the renewal of an Emergency Certificate for Mr. Thomas Heinbach, Cooperative Education Coordinator/Hazardous Occupations.

I. District Nursing Services Plan – 2018-19 School Year

The Superintendent recommends that the Board of Education adopt the district’s Nursing Services Plan for the 2018-19 school year pursuant to NJAC 6A:16-2.1(b) and NJAC 6A:16-2.1(a)10.

J. Acceptance of Funds

The Superintendent recommends that the Board of Education adopt the following resolution: The governing body of the Somerset County Vocational and Technical Schools at its October 22, 2018 meeting authorized acceptance of funds for the following:

NJ Department of Education	CTSO-SkillsUSA(FY 2019) (Year 2/ 4)	\$146,500.00
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Motion\_\_\_\_\_ Second\_\_\_\_\_
Discussion
Call the Roll

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

K. Superintendent's Update

- HIB
Student Suspension Report

Table with 6 columns: Incident Number, Grade, Out of School/In School Suspension, Total # Days, Suspension Dates, Reason for Suspension. Contains two rows of suspension data.

- October 2018 Student Enrollment Figures

L. Submission of Bills

It is recommended the Board of Education approve the bills list for October 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 September 2018 and the Treasurer of School Monies for the month of September 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 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	___	___

B. Bedside and Homebound Instruction – 2018-19 School Year

It is recommended the Board of Education approve the following to provide bedside and homebound instruction agreements for the 2018-19 school year:

LearnWell

C. Change Order – Ceiling Upgrades Project

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

Change Order No. 3

**Credit \$3,636.00**, Allowance #1 for unforeseen conditions; replace poor piping insulation as per proposal.

D. Change Order – Building Envelope Project

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

Change Order No. 1

**Credit \$700.00**, A design change to create thinner columns was developed. This reduced some framing. The savings is to be offset by removing problematic medallions. Provide upgraded adhesive at column connection and modify roof connections.

E. Three Year Comprehensive Maintenance Plan

It is recommended the Board of Education approve submission of the Three-Year Comprehensive Maintenance Plan as required by the NJDOE as it appears on Addendum #5.

F. Obsolete Equipment

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

<u>Item</u>	<u>Asset #</u>	<u>Date Acquired</u>	<u>Net Book Value</u>
Dishwasher Sterilizer	214072249	January 2014	\$239.00

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:

**November 19, 2018**

5:00 P.M.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

**Annual Reorganization Meeting – November 1, 2018 – 5:00 p.m. Technology Center**

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

## XV. Resolution

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

- A. This Board will go into closed session with the Board Counsel for the purpose of discussing matters within the provisions of 7A(11)c231.
- B. The general nature of matters to be discussed relates to Arbitration-Fulmer, Litigation-Vingara, SCVTEA Negotiations and Chiller System.  
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.



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

**CATEGORY: ADMINISTRATION**

**ADOPTED:**

**TITLE: DIRECTOR OF SPECIAL SERVICES**

**CERTIFIED**

**QUALIFICATIONS:**

1. Valid certification as a School Principal or School Administrator.
2. Master's degree in Special Education, Supervision or Administration. Master's degree, with certification in special education, social work or guidance, preferred.
3. Extensive knowledge of federal and state law as well as judicial decisions relevant to special services department.
4. At least six years successful experience in public education, of which the candidate must have a minimum of three years teaching and three years in supervision.
5. Experience in career and technical education, preferred.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Superintendent of Schools or designee

**SUPERVISES:** Child Study Team, counselors, nursing staff, teaching staff and support staff.

**JOB GOAL:** To develop, implement and nurture relevant educational programs for all general and special education students in an effort to enable each student to be knowledgeable and prepared for their next steps toward a career.

**PERFORMANCE RESPONSIBILITIES:**

1. Provides leadership and in-service to the Child Study Team.
2. Provides leadership and coordinates in-service for the school counselors.
3. Provides leadership and in-service to the special education teachers.
4. Supervises and maintains an adequate system of record keeping in all of Pupil Services.
5. Provides leadership for all support personnel in Pupil Services Department.
6. Confers with certificated faculty on the ongoing development, implementation, and evaluation of social and emotional learning programs.
7. Assumes responsibility for maintaining an awareness of all state regulations.
8. Establishes effective liaison with all sending school districts.
9. Evaluates members of the Pupil Services Department.
10. Provides leadership to student recruitment efforts.
11. Oversees and implements preparation of all required data reports.
12. Oversees IDEA Grant.
13. Develops, implements and nurtures professional learning communities.
14. Develops, in a collaborative manner, with assigned staff an annual master schedule.
15. Facilitates the implementation of The American School Counselors (ASCA) National Model: A Framework for School Counseling Programs.
16. Assumes a leadership role in the efforts of the district's Intervention & Referral Services (I&RS) Committee and the School Safety Team.
17. Oversees the implementation of state and federal laws and procedures dealing with homeless, migrant and truant students.
18. Collaborates with outside agencies to ensure continuity of services to in-district youth, i.e. Linkages School Based Services and Somerset County Sheriff's Office school resource officers.
19. Coordinates the development of relevant instructional programs for students with special needs.
20. Develops budget recommendations and provides expenditure control on established budgets for special education.
21. Prepares State and local reports on Special Education Programs.
22. Provides leadership in organizing, administering, supervising and evaluating the effective deliver of student health services.
23. Oversees Individual Health Plans in collaboration with nursing staff.
24. Oversees and coordinates all students on home instruction or in a medical setting.
25. Develops methods of disseminating information regarding the importance of regular school attendance and laws relating to families and children for the use of parents, students and school staff.
26. Works with principal, teachers and other district employees to solve problems related to tardiness or absenteeism.
27. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

**TERMS OF EMPLOYMENT:** Twelve (12) month year. Salary, calendar and benefits to be established by the Board of Education

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

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October 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>
*10/9/2018	MEAN	Betar Inc. Somerset, NJ	\$0.00	District
10/24/2018	Social Studies	Naval Weapon Station Earle Colts Neck, NJ	\$0.00	District
10/29/2018	Electrical & Plumbing	Treescape Ariel Park Vernon Township, NJ	\$25.00/Student	District
1/7/2019	Freshmen Class	Bridgewater Sports Complex Bridgewater, NJ	\$24.00/Student	District
1/15/2019	Science Olympiad	Union County College Cranford, NJ	\$0.00	District
3/5/2019	Science Olympiad	Middlesex County College Edison, NJ	\$0.00	District
3/12/2019	Cosmetology	Jacob Javitz Center NY, NY	\$38.00/Student	District
3/22/2019	AHMS	Princeton University Princeton, NJ	\$0.00	District
5/29/2019	Juniors in Construction Trades	NJ Convention & Expo Center Edison, NJ	\$0.00	District
6/13/2019	Senior Class	Dutch Springs Bethlehem, PA	\$30.00 Admission/Student \$5.00/Busing	District/District & Students
6/19/2019	All Students	Dorney Park Allentown, PA	\$36.00 Admittance/Student \$8.00 Busing/Student	District & Outside Agency/ District & Student

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10/2 1:42pm

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10  
Interim Balance Sheet  
For 3 Month Period Ending 09/30/2018

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ASSETS AND RESOURCES

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

101	Cash in bank		\$3,793,715.99
121	Tax levy receivable		\$9,116,267.00
	Accounts receivable:		
132	Interfund	\$7,000.00	
141	Intergovernmental - State	\$20,891.75	
143	Intergovernmental - Other	\$83,269.32	
			\$111,161.07

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

301	Estimated Revenues	\$14,902,444.00	
302	Less Revenues	(\$12,221,896.02)	
			\$2,680,547.98
			-----
	Total assets and resources		\$15,701,692.04
			=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 General Fund - Fund 10  
 Interim Balance Sheet  
 For 3 Month Period Ending 09/30/2018

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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	\$23,057.92
TOTAL LIABILITIES		\$23,057.92
		=====

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	\$3,275,002.43
754	Reserve for Encumbrance - Prior Year	\$187,830.34
Reserved fund balance:		
760	Reserved Fund Balance	\$2,338,132.43
601	Appropriations	\$16,064,394.47
602	Less : Expenditures	\$2,921,373.60
603	Encumbrances	\$3,462,832.77 (\$6,384,206.37)
		\$9,680,188.10

Total Appropriated \$15,481,153.30

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

770	Unreserved Fund Balance -	\$1,037,480.82
303	Budgeted Fund Balance	(\$840,000.00)

TOTAL FUND BALANCE	\$15,678,634.12
TOTAL LIABILITIES AND FUND EQUITY	\$15,701,692.04

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Somerset County Vocational Board of Ed.  
 General Fund - Fund 10  
 Interim Balance Sheet  
 For 3 Month Period Ending 09/30/2018

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
	_____	_____	_____
Appropriations	\$16,064,394.47	\$6,384,206.37	\$9,680,188.10
Revenues	(\$14,902,444.00)	(\$12,221,896.02)	(\$2,680,547.98)
	_____	_____	_____
	\$1,161,950.47	(\$5,837,689.65)	\$6,999,640.12
	_____	_____	_____
Less: Adjust for prior year encumb.	(\$321,950.47)	(\$321,950.47)	
	_____	_____	_____
Budgeted Fund Balance	\$840,000.00	(\$6,159,640.12)	\$6,999,640.12
	=====	=====	=====
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$840,000.00	(\$6,159,640.12)	\$6,999,640.12
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00
Fund 19 (Restricted FEMA Block Grants)	\$0.00	\$0.00	\$0.00
	_____	_____	_____
TOTAL Budgeted Fund Balance	\$840,000.00	(\$6,159,640.12)	\$6,999,640.12
	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 3 Month Period Ending 09/30/2018

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
<b>*** REVENUES/SOURCES OF FUNDS ***</b>				
1XXX From Local Sources	\$13,359,433.00	\$12,081,078.02		\$1,278,354.98
3XXX From State Sources	\$1,543,011.00	\$140,818.00		\$1,402,193.00
<b>TOTAL REVENUE/SOURCES OF FUNDS</b>	<b>\$14,902,444.00</b>	<b>\$12,221,896.02</b>		<b>\$2,680,547.98</b>
	=====	=====	=====	=====
<b>*** EXPENDITURES ***</b>				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
<b>--- CURRENT EXPENSE ---</b>				
11-1XX-100-XXX Regular Programs - Instruction	\$1,997,495.00	\$250,750.14	\$28,941.96	\$1,717,802.90
11-3XX-100-XXX Voc. Programs - Local - Instruction	\$3,942,077.65	\$377,007.97	\$93,670.01	\$3,471,399.67
11-401-100-XXX School-Spon. Cocurr. Acti-Instr	\$73,314.00	\$2,083.10	\$2,615.59	\$68,615.31
11-402-100-XXX School-Spons. Athletics - Instruction	\$156,642.00	\$20,014.86	\$40,127.21	\$96,499.93
<b>--- UNDISTRIBUTED EXPENDITURES ---</b>				
11-000-211-XXX Attendance and Social Work Services	\$35,542.00	\$14,194.79	\$0.00	\$21,347.21
11-000-213-XXX Health Services	\$212,213.26	\$37,955.53	\$5,026.09	\$169,231.64
11-000-216-XXX Speech, OT,PT & Related Svcs	\$14,820.00	\$0.00	\$14,020.00	\$800.00
11-000-218-XXX Guidance	\$935,154.00	\$186,341.58	\$17,797.65	\$731,014.77
11-000-219-XXX Child Study Teams	\$207,574.00	\$54,932.12	\$743.72	\$151,898.16
11-000-221-XXX Improv of Inst. - Instruc Staff	\$385,452.00	\$103,513.05	\$75,222.37	\$206,716.58
11-000-222-XXX Educational Media Serv/School Library	\$56,182.00	\$5,780.93	\$194.82	\$50,206.25
11-000-223-XXX Instructional Staff Training Services	\$67,925.00	\$12,546.51	\$3,298.11	\$52,080.38
11-000-230-XXX Supp. Serv.-General Administration	\$806,864.11	\$245,711.51	\$453,486.38	\$107,666.22
11-000-240-XXX Supp. Serv.-School Administration	\$748,138.38	\$177,775.50	\$11,724.96	\$558,637.92
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$908,452.00	\$242,606.92	\$322,153.32	\$343,691.76
11-000-261-XXX Require Maint. for School Facilities	\$1,298,531.07	\$297,606.83	\$206,585.52	\$794,338.72
11-000-262-XXX Custodial Services	\$972,559.00	\$172,924.18	\$684,359.47	\$115,275.35
11-000-263-XXX Care and Upkeep of Grounds	\$26,150.00	\$0.00	\$0.00	\$26,150.00
11-000-266-XXX Security	\$141,355.00	\$16,482.98	\$3,756.00	\$121,116.02
11-000-270-XXX Student Transportation Services	\$188,989.00	\$4,162.98	\$0.00	\$184,826.02
11-XXX-XXX-2XX Allocated and Unallocated Benefits	\$2,633,085.00	\$644,695.58	\$1,407,517.66	\$580,871.76
<b>TOTAL GENERAL CURRENT EXPENSE</b>				
<b>EXPENDITURES/USES OF FUNDS</b>	<b>\$15,808,514.47</b>	<b>\$2,867,087.06</b>	<b>\$3,371,240.84</b>	<b>\$9,570,186.57</b>
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REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 INTERIM STATEMENTS COMPARING  
 BUDGET REVENUE WITH ACTUAL TO DATE AND  
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
 For 3 Month Period Ending 09/30/2018

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$183,677.00	\$2,471.54	\$91,591.93	\$89,613.53
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$72,203.00	\$51,815.00	.00	\$20,388.00
	-----	-----	-----	-----
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$255,880.00	\$54,286.54	\$91,591.93	\$110,001.53
	=====	=====	=====	=====
TOTAL GENERAL FUND EXPENDITURES	\$16,064,394.47	\$2,921,373.60	\$3,462,832.77	\$9,680,188.10
	=====	=====	=====	=====



REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 SCHEDULE OF REVENUES  
 ACTUAL COMPARED WITH ESTIMATED  
 For 3 Month Period Ending 09/30/2018

		ESTIMATED	ACTUAL	UNREALIZED
		-----	-----	-----
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,922,443.00	\$11,922,443.00	.00
1310	Tuition from Individuals	\$1,406,490.00	\$135,555.00	\$1,270,935.00
1XXX	Miscellaneous	\$30,500.00	\$23,080.02	\$7,419.98
	TOTAL	\$13,359,433.00	\$12,081,078.02	\$1,278,354.98
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$389,105.00	\$38,910.50	\$350,194.50
3176	Equalization	\$580,221.00	\$55,983.90	\$524,237.10
3177	Categorical Security	\$64,725.00	\$6,472.50	\$58,252.50
3178	Adjustment Aid	\$508,960.00	\$39,451.10	\$469,508.90
	TOTAL	\$1,543,011.00	\$140,818.00	\$1,402,193.00
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$14,902,444.00	\$12,221,896.02	\$2,680,547.98
		=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 3 Month Period Ending 09/30/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-140-100-101 Grades 9-12 - Salaries of Teachers	\$1,743,416.00	\$169,973.87	.00	\$1,573,442.13
11-140-100-500 Other Purch. Serv. (400-500 series)	\$59,500.00	\$6,521.05	\$2,869.70	\$50,109.25
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$5,000.00	\$0.00	\$0.00	\$5,000.00
11-150-100-320 Purchased Prof.-Ed. Services	\$8,000.00	.00	.00	\$8,000.00
11-150-100-500 Other Purch. Serv. (400-500 series)	\$150.00	.00	.00	\$150.00
--- Regular Programs - Undistr. Instruction ---				
TOTAL	\$1,816,066.00	\$176,494.92	\$2,869.70	\$1,636,701.38
--- SPECIAL EDUCATION - INSTRUCTION ---				
--- Vocational Programs-Local-Instruction ---				
11-3XX-100-101 Salaries of Teachers	\$3,043,963.00	\$314,327.41	\$0.00	\$2,729,635.59
11-3XX-100-106 Other Sal. For Instruction	\$64,890.00	\$2,461.32	\$0.00	\$62,428.68
11-3XX-100-320 Purchased Prof.-Ed. Services	\$403,395.00	\$0.00	\$400.00	\$402,995.00
11-3XX-100-500 Other Purchased Serv.(400-500 series)	\$64,365.61	\$1,624.98	\$48,232.51	\$14,508.12
11-3XX-100-610 General Supplies	\$331,318.04	\$53,823.37	\$37,224.09	\$240,270.58
11-3XX-100-640 Textbooks	\$22,176.00	\$3,602.05	\$1,937.25	\$16,636.70
11-3XX-100-800 Other Objects	\$11,970.00	\$1,168.84	\$5,876.16	\$4,925.00
TOTAL	\$3,942,077.65	\$377,007.97	\$93,670.01	\$3,471,399.67
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$47,921.00	.00	.00	\$47,921.00
11-401-100-500 Purchased Services (300-500 series)	\$2,725.00	.00	\$350.00	\$2,375.00
11-401-100-600 Supplies and Materials	\$19,168.00	\$1,774.10	\$1,103.59	\$16,290.31
11-401-100-800 Other Objects	\$3,500.00	\$309.00	\$1,162.00	\$2,029.00
TOTAL	\$73,314.00	\$2,083.10	\$2,615.59	\$68,615.31
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$75,992.00	\$6,308.58	.00	\$69,683.42
11-402-100-500 Purchased Services (300-500 series)	\$41,950.00	\$4,399.90	\$36,176.10	\$1,374.00
11-402-100-600 Supplies and Materials	\$16,950.00	\$6,396.38	\$3,951.11	\$6,602.51
11-402-100-800 Other Objects	\$21,750.00	\$2,910.00	.00	\$18,840.00
TOTAL	\$156,642.00	\$20,014.86	\$40,127.21	\$96,499.93
--- UNDISTRIBUTED EXPENDITURES ---				
--- Attendance and social work services ---				
11-000-211-171 Sal. of Drop-Out Prev. Officer/Coordinators	\$26,842.00	\$6,515.04	.00	\$20,326.96
11-000-211-300 Purchased Prof. & Tech. Svc.	\$7,700.00	\$7,679.75	.00	\$20.25
11-000-211-500 Other Purchd. Serv.(400-500 series)	\$500.00	.00	.00	\$500.00
11-000-211-600 Supplies and Materials	\$500.00	.00	.00	\$500.00
TOTAL	\$35,542.00	\$14,194.79	\$0.00	\$21,347.21
--- Health services ---				
11-000-213-100 Salaries	\$175,224.00	\$33,240.90	.00	\$141,983.10
11-000-213-300 Purchased Prof. & Tech. Svc.	\$25,704.26	\$4,659.63	\$2,544.63	\$18,500.00

Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 3 Month Period Ending 09/30/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-213-500 Other Purchd. Serv.(400-500 series)	\$1,385.00	.00	.00	\$1,385.00
11-000-213-600 Supplies and Materials	\$9,400.00	.00	\$2,446.46	\$6,953.54
11-000-213-800 Other Objects	\$500.00	\$55.00	\$35.00	\$410.00
TOTAL	\$212,213.26	\$37,955.53	\$5,026.09	\$169,231.64
--- Speech, OT,PT & Related Svcs ---				
11-000-216-320 Purchased Prof. Ed. Services	\$14,820.00	.00	\$14,020.00	\$800.00
TOTAL	\$14,820.00	\$0.00	\$14,020.00	\$800.00
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$424,128.00	\$44,706.16	.00	\$379,421.84
11-000-218-105 Sal Secr. & Clerical Asst.	\$115,624.00	\$27,032.46	.00	\$88,591.54
11-000-218-11X Other Salaries	\$315,547.00	\$76,770.12	.00	\$238,776.88
11-000-218-390 Other Purch. Prof. & Tech Svc.	\$42,605.00	\$19,072.75	\$16,680.35	\$6,851.90
11-000-218-500 Other Purchased Services (400-500 series)	\$28,000.00	\$12,213.00	.00	\$15,787.00
11-000-218-600 Supplies and Materials	\$9,000.00	\$6,547.09	\$1,117.30	\$1,335.61
11-000-218-800 Other Objects	\$250.00	.00	.00	\$250.00
TOTAL	\$935,154.00	\$186,341.58	\$17,797.65	\$731,014.77
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$145,578.00	\$25,752.35	.00	\$119,825.65
11-000-219-105 Sal Secr. & Clerical Asst.	\$45,058.00	\$21,248.70	.00	\$23,809.30
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
11-000-219-592 Misc Purch Ser(400-500 O/than Resid costs)	\$2,555.00	\$0.00	\$0.00	\$2,555.00
11-000-219-600 Supplies and Materials	\$4,650.00	\$1,447.94	\$743.72	\$2,458.34
11-000-219-800 Other Objects	\$1,000.00	\$275.00	.00	\$725.00
TOTAL	\$207,574.00	\$54,932.12	\$743.72	\$151,898.16
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	\$208,707.00	\$52,049.70	.00	\$156,657.30
11-000-221-104 Salaries Other Prof. Staff	\$113,282.00	\$36,760.60	\$73,532.40	\$2,989.00
11-000-221-105 Sal Secr. & Clerical Asst.	\$57,963.00	\$14,068.74	.00	\$43,894.26
11-000-221-500 Other Purchased Services (400-500 series)	\$3,000.00	\$566.11	\$1,443.33	\$990.56
11-000-221-600 Supplies and Materials	\$1,500.00	\$67.90	\$246.64	\$1,185.46
11-000-221-800 Other Objects	\$1,000.00	.00	.00	\$1,000.00
TOTAL	\$385,452.00	\$103,513.05	\$75,222.37	\$206,716.58
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$33,082.00	\$3,114.74	.00	\$29,967.26
11-000-222-300 Purchased Prof. & Tech Svc.	\$3,500.00	.00	.00	\$3,500.00
11-000-222-500 Other Purchased Services (400-500 series)	\$4,380.00	.00	.00	\$4,380.00
11-000-222-600 Supplies and Materials	\$15,170.00	\$2,666.19	\$194.82	\$12,308.99
11-000-222-800 Other Objects	\$50.00	.00	.00	\$50.00
TOTAL	\$56,182.00	\$5,780.93	\$194.82	\$50,206.25
--- Instructional Staff Training Services ---				
11-000-223-102 Salaries Superv. of Instruction	\$47,555.00	\$12,073.82	.00	\$35,481.18

Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 3 Month Period Ending 09/30/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$2,000.00	.00	\$260.00	\$1,740.00
11-000-223-500 Other Purchased Services (400-500 series)	\$17,370.00	\$472.69	\$2,817.97	\$14,079.34
11-000-223-600 Supplies and Materials	\$1,000.00	.00	\$220.14	\$779.86
TOTAL	\$67,925.00	\$12,546.51	\$3,298.11	\$52,080.38
--- Support services-general administration ---				
11-000-230-100 Salaries	\$333,366.00	\$82,840.03	\$248,389.97	\$2,136.00
11-000-230-331 Legal Services	\$114,694.11	\$23,463.74	\$31,230.37	\$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	\$767.66	\$10,000.00
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	\$17,961.88	\$49,556.16	\$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	\$66,637.50	\$2,288.00
11-000-230-610 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	\$16,126.55	\$1,466.11	\$6,807.34
11-000-230-895 BOE Membership Dues and Fees	\$7,000.00	\$6,749.75	.00	\$250.25
TOTAL	\$806,864.11	\$245,711.51	\$453,486.38	\$107,666.22
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$142,278.00	\$35,482.98	.00	\$106,795.02
11-000-240-104 Salaries Other Prof. Staff	\$317,787.00	\$79,253.76	.00	\$238,533.24
11-000-240-105 Sal Secr. & Clerical Asst.	\$233,483.00	\$45,969.96	.00	\$187,513.04
11-000-240-1XX Other Salaries	\$5,150.00	\$0.00	\$0.00	\$5,150.00
11-000-240-500 Other Purchased Services	\$30,225.00	\$4,329.57	\$10,091.50	\$15,803.93
11-000-240-600 Supplies and Materials	\$13,215.38	\$6,999.23	\$1,633.46	\$4,582.69
11-000-240-800 Other Objects	\$6,000.00	\$5,740.00	.00	\$260.00
TOTAL	\$748,138.38	\$177,775.50	\$11,724.96	\$558,637.92
--- Central Services ---				
11-000-251-100 Salaries	\$357,645.00	\$89,194.14	\$267,582.86	\$868.00
11-000-251-330 Purchased Prof. Services	\$9,000.00	\$973.67	\$5,867.65	\$2,158.68
11-000-251-340 Purchased Technical Services	\$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	\$1,114.83	\$356.50	\$8,528.67
11-000-251-89X Other Objects	\$5,000.00	\$2,215.00	.00	\$2,785.00
TOTAL	\$413,645.00	\$106,719.04	\$285,985.61	\$20,940.35
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$411,964.00	\$100,776.48	.00	\$311,187.52
11-000-252-500 Other Pur Serv. (400-500 series )	\$34,881.00	\$21,335.44	\$22,567.88	(\$9,022.32)
11-000-252-600 Supplies and Materials	\$47,962.00	\$13,775.96	\$13,599.83	\$20,586.21
TOTAL	\$494,807.00	\$135,887.88	\$36,167.71	\$322,751.41
TOTAL Cent. Svcs. & Admin IT	\$908,452.00	\$242,606.92	\$322,153.32	\$343,691.76

Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 3 Month Period Ending 09/30/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Required Maint.for School Facilities ---				
11-000-261-100 Salaries	\$636,055.00	\$139,326.31	.00	\$496,728.69
11-000-261-420				
11-000-261-420 Cleaning, Repair & Maint. Svc	\$564,031.86	\$132,616.43	\$196,003.81	\$235,411.62
11-000-261-610 General Supplies	\$85,444.21	\$18,126.03	\$9,269.21	\$58,048.97
11-000-261-800 Other Objects	\$13,000.00	\$7,538.06	\$1,312.50	\$4,149.44
TOTAL	\$1,298,531.07	\$297,606.83	\$206,585.52	\$794,338.72
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	\$103,231.53	\$322,771.47	\$2,680.00
11-000-262-490 Other Purchased Property Svc.	\$60,000.00	\$9,002.40	\$24,923.60	\$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	.00	\$85,000.00	.00
11-000-262-622 Energy (Electricity)	\$317,234.00	\$19,128.75	\$211,827.90	\$86,277.35
TOTAL	\$972,559.00	\$172,924.18	\$684,359.47	\$115,275.35
--- 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	\$14,482.98	.00	\$121,116.02
11-000-266-300 Purchased Prof. & Tech. Svc.	\$5,756.00	\$2,000.00	\$3,756.00	.00
TOTAL	\$141,355.00	\$16,482.98	\$3,756.00	\$121,116.02
TOTAL Oper & Maint of Plant Services	\$2,438,595.07	\$487,013.99	\$894,700.99	\$1,056,880.09
--- Student transportation services ---				
11-000-270-162 Sal Pupil Trans.Other than Bet Home & Sch	\$48,489.00	\$4,162.98	.00	\$44,326.02
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$2,500.00	.00	.00	\$2,500.00
11-000-270-512 Contract Svc (other btw home & sch)-vndrs	\$109,000.00	.00	.00	\$109,000.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$21,000.00	.00	.00	\$21,000.00
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	\$4,162.98	\$0.00	\$184,826.02
--- Personal Services-Employee Benefits---				
11-XXX-XXX-210 Group Insurance	\$13,820.00	\$2,691.13	\$9,713.71	\$1,415.16
11-XXX-XXX-220 Social Security Contributions	\$282,200.00	\$55,717.22	\$204,614.07	\$21,868.71
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$313,618.00	\$310.84	\$5,239.16	\$308,068.00
11-XXX-XXX-250 Unemployment Compensation	\$40,175.00	\$10,902.87	\$23,097.13	\$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	\$461,376.96	\$1,056,039.09	\$103,926.95
11-XXX-XXX-280 Tuition Reimbursement	\$75,000.00	.00	.00	\$75,000.00
11-XXX-XXX-290 Other Employee Benefits	\$71,100.00	\$8,282.06	\$3,400.00	\$59,417.94
11-XXX-XXX-299 Unused Sick Payment to Term/Ret Staff	\$5,000.00	.00	.00	\$5,000.00

Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 3 Month Period Ending 09/30/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>TOTAL</b>	\$2,633,085.00	\$644,695.58	\$1,407,517.66	\$580,871.76
Total Undistributed Expenditures	\$9,638,985.82	\$2,217,230.99	\$3,205,886.07	\$4,215,868.76
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$15,627,085.47	\$2,792,831.84	\$3,345,168.58	\$9,489,085.05
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$15,627,085.47	\$2,792,831.84	\$3,345,168.58	\$9,489,085.05

Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 3 Month Period Ending 09/30/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
--- EQUIPMENT ---				
Special education - instruction				
12-3XX-100-730 Voc.programs-local-instruction	\$18,000.00	.00	.00	\$18,000.00
Undistributed expenses				
12-000-210-730 Support services-students-reg.	\$7,000.00	\$0.00	\$0.00	\$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.-Req. Maint. Schl Facilities	\$82,177.00	.00	\$82,177.00	.00
Undist. Exp. - Non-instructional Services				
TOTAL	\$183,677.00	\$2,471.54	\$91,591.93	\$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
Sub 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	 \$54,286.54	 \$91,591.93	 \$110,001.53

Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 3 Month Period Ending 09/30/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
	_____	_____	_____	_____
*** EDUCATION JOBS FUND **				
*** FEMA COMMUNITY DEVELOPMENT BLOCK GRANT ***				
TOTAL GENERAL FUND EXPENDITURES	\$15,882,965.47	\$2,847,118.38	\$3,436,760.51	\$9,599,086.58



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

For 3 Month Period Ending 09/30/2018

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

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

September 30, 2018

Date

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

ACCOUNT NUMBER	DESCRIPTION	APPROPRIATION	EXPENDITURE	ENCUMBERANCES	AVAILABLE BALANCE
11-140-100-320-03-0000-	PURCHASED PROF ED SE	\$ 6,500.00	\$ 0.00	\$ 0.00	\$ 6,500.00
11-140-100-320-16-0000-	PURCHASED SERVICES	\$ 13,500.00	\$ 0.00	\$ 965.92	\$ 12,534.08
11-140-100-610-03-0000-	SUPPLIES - HS	\$ 25,000.00	\$ 3,287.83	\$ 1,207.59	\$ 20,504.58
11-140-100-610-03-0001-	SUPPLIES - PHYSICAL	\$ 5,450.00	\$ 3,000.89	\$ 2,187.02	\$ 262.09
11-140-100-610-03-0002-	SUPPLIES - SOC. STUD	\$ 5,000.00	\$ 1,014.92	\$ 0.00	\$ 3,985.08
11-140-100-610-03-0003-	SUPPLIES - SCIENCE	\$ 8,360.00	\$ 3,810.65	\$ 4,264.31	\$ 285.04
11-140-100-610-03-0004-	SUPPLIES - MATH	\$ 1,750.00	\$ 734.68	\$ 207.28	\$ 808.04
11-140-100-610-03-0005-	SUPPLIES - WORLD LAN	\$ 1,500.00	\$ 0.00	\$ 200.93	\$ 1,299.07
11-140-100-610-03-0006-	SUPPLIES - ENGLISH	\$ 3,000.00	\$ 1,155.28	\$ 980.21	\$ 864.51
11-140-100-610-03-0007-	SUPPLIES - HEALTH /	\$ 525.00	\$ 0.00	\$ 0.00	\$ 525.00
11-140-100-610-03-0008-	SUPPLIES - PHOTOGRAP	\$ 10,000.00	\$ 475.60	\$ 3,522.11	\$ 6,002.29
11-140-100-610-03-0009-	SUPPLIES - ART	\$ 3,000.00	\$ 245.10	\$ 2,751.00	\$ 3.90
11-140-100-610-07-0000-	SUPPLIES - ALT. SCHO	\$ 2,000.00	\$ 760.58	\$ 684.50	\$ 554.92
11-140-100-610-16-0000-	HIGH SCH TECH SUPPLI	\$ 48,500.00	\$ 37,118.52	\$ 751.80	\$ 10,629.68
11-140-100-640-03-0000-	TEXTBOOKS - REG INST	\$ 36,250.00	\$ 22,651.17	\$ 6,160.90	\$ 7,437.93
11-140-100-640-07-0000-	TEXTBOOKS - ALT. SCH	\$ 500.00	\$ 0.00	\$ 0.00	\$ 500.00
11-140-100-800-07-0000-	OTHER OBJECTS	\$ 7,850.00	\$ 0.00	\$ 2,013.69	\$ 5,836.31
11-140-100-890-03-0000-	OTHER OBJECTS	\$ 2,744.00	\$ 0.00	\$ 175.00	\$ 2,569.00
11-999-999-999- - -	PAYROLL NET PAY ADJ	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 3 Month Period Ending 09/30/18

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ASSETS AND RESOURCES

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

101	Cash in bank		\$47,789.48
	Accounts receivable:		
141	Intergovernmental - State	\$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	(\$296,807.92)	
			\$945,653.10

Total assets and resources

\$1,027,587.56

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REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 3 Month Period Ending 09/30/18

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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	\$163.37
		\$376.89
	TOTAL LIABILITIES	\$376.89

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	\$206,006.41
754	Reserve for encumbrances - Prior Year	\$2,550.53
601	Appropriations	\$1,242,461.02
602	Less: Expenditures	\$217,800.88
603	Encumbrances	\$206,006.41    (\$423,807.29)
		\$818,653.73
	TOTAL FUND BALANCE	\$1,027,210.67
	TOTAL LIABILITIES AND FUND EQUITY	\$1,027,587.56

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 3 Month Period Ending 09/30/18

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
		-----	-----	-----	-----
<b>*** REVENUES/SOURCES OF FUNDS ***</b>					
1XXX	From Local Sources	\$105,876.00	\$105,876.00		.00
3XXX	From State Sources	\$698,265.02	\$190,931.92		\$507,333.10
4XXX	From Federal Sources	\$438,320.00	.00		\$438,320.00
		-----	-----	-----	-----
TOTAL REVENUE/SOURCES OF FUNDS		\$1,242,461.02	\$296,807.92		\$945,653.10
		=====	=====	=====	=====
<b>*** EXPENDITURES ***</b>					
		-----	-----	-----	-----
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
		-----	-----	-----	-----
LOCAL PROJECTS:		\$105,876.00	\$86,561.86	\$3,776.96	\$15,537.18
STATE PROJECTS:					
	Vocational education	\$351,788.02	\$42,202.61	\$17,133.25	\$292,452.16
	Other State Projects	\$346,477.00	\$77,646.83	\$158,903.20	\$109,926.97
		-----	-----	-----	-----
TOTAL STATE PROJECTS		\$698,265.02	\$119,849.44	\$176,036.45	\$402,379.13
FEDERAL PROJECTS:					
	NCLB Title I - Part A/D	\$60,601.00	\$3,623.58	\$3,596.00	\$53,381.42
	I.D.E.A. Part B (Handicapped)	\$81,948.00	\$7,117.00	\$19,392.00	\$55,439.00
	NCLB Title II - Part A/D	\$8,707.00	\$649.00	\$360.00	\$7,698.00
	NCLB Title IV	\$10,000.00	.00	\$2,367.00	\$7,633.00
	Vocational Education	\$277,064.00	.00	\$478.00	\$276,586.00
		-----	-----	-----	-----
TOTAL FEDERAL PROJECTS		\$438,320.00	\$11,389.58	\$26,193.00	\$400,737.42
		=====	=====	=====	=====
<b>*** TOTAL EXPENDITURES ***</b>		<b>\$1,242,461.02</b>	<b>\$217,800.88</b>	<b>\$206,006.41</b>	<b>\$818,653.73</b>
		=====	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
SPECIAL REVENUE - FUND 20  
SCHEDULE OF REVENUES  
ACTUAL COMPARED WITH ESTIMATED  
For 3 Month Period Ending 09/30/18

	ESTIMATED	ACTUAL	UNREALIZED
	-----	-----	-----
--- LOCAL SOURCES ---			
1XXX	Other Revenue from Local Sources	\$105,876.00	\$105,876.00
		-----	-----
	Total Revenues from Local Sources	\$105,876.00	\$0.00
		=====	=====
--- STATE SOURCES ---			
3290	Recovery High School Access Grant	\$346,477.00	\$115,492.00
32XX	Other Restricted Entitlements	\$351,788.02	\$75,439.92
		-----	-----
	Total Revenue from State Sources	\$698,265.02	\$190,931.92
		=====	=====
--- FEDERAL SOURCES ---			
4411-16	Title I	\$60,601.00	.00
4451-55	Title II	\$8,707.00	.00
4471-74	Title IV	\$10,000.00	.00
4420-29	I.D.E.A. Part B (Handicapped)	\$81,948.00	.00
4430-39	Vocational Education	\$277,064.00	.00
		-----	-----
	Total Revenues from Federal Sources	\$438,320.00	\$0.00
		=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$1,242,461.02	\$296,807.92
		=====	=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Special Revenue Fund - Fund 20  
 STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 3 Month Period Ending 09/30/18

	Appropriations	Expenditures	Encumbrances	Available Balance
State Projects:				
PRESCHOOL EDUCATION AID				
Other State Projects:				
PRESCHOOL EXPANSION GRANT				
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$1,242,461.02	\$217,800.88	\$206,006.41	\$818,653.73
T O T A L    E X P E N D I T U R E	\$1,242,461.02	\$217,800.88	\$206,006.41	\$818,653.73

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

Special Revenue Fund - Fund 20  
For 3 Month Period Ending 09/30/18

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

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

September 30, 2018

Date



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

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10/2 1:42pm

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 3 Month Period Ending 09/30/18

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$176,693.47
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$518,257.84	
			\$518,257.84

## --- 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

		\$2,565,383.55
Total assets and resources		=====

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

Capital Projects Fund - Fund 30  
 Interim Balance Sheet  
 For 3 Month Period Ending 09/30/18

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

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year		\$26,575.34
754	Reserve for encumbrances - Prior Year		\$1,705,713.75
601	Appropriations	\$2,717,315.37	
602	Less : Expenditures	\$789,373.90	
603	Encumbrances	\$1,732,289.09	(\$2,521,662.99)
			\$195,652.38
	Total Appropriated		\$1,927,941.47

--- Unappropriated ---

770	Fund balance	(\$1,753,027.68)
303	Budgeted Fund Balance	\$2,390,469.76

TOTAL FUND BALANCE \$2,565,383.55

TOTAL LIABILITIES AND FUND EQUITY \$2,565,383.55

=====

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

Capital Projects Fund - Fund 30  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 3 Month Period Ending 09/30/18

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	-----	-----	-----	-----
<b>*** REVENUES/SOURCES OF FUNDS ***</b>				
Other Revenue/Source of Funds	\$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
	=====	=====	=====	=====
 <b>*** EXPENDITURES ***</b>				
	-----	-----	-----	-----
 --- Facilities acquisition and constr. serv. ---				
30-000-4XX-390 Other purchased prof. & tech. serv.	\$81,627.11	\$19,164.60	\$24,894.00	\$37,568.51
30-000-4XX-450 Construction services	\$2,635,688.26	\$770,209.30	\$1,707,395.09	\$158,083.87
	-----	-----	-----	-----
Total fac.acq.and constr. serv.	\$2,717,315.37	\$789,373.90	\$1,732,289.09	\$195,652.38
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$2,717,315.37	\$789,373.90	\$1,732,289.09	\$195,652.38
	=====	=====	=====	=====
*** TOTAL EXPENDITURES AND TRANSFERS	\$2,717,315.37	\$789,373.90	\$1,732,289.09	\$195,652.38
	=====	=====	=====	=====

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

Capital Projects Fund - Fund 30  
For 3 Month Period Ending 09/30/18

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

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

September 30, 2018

Date

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

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

**Somerset County Vocational  
All Funds  
For Month Ended: September 30, 2018**

**CASH REPORT**

<b>Governmental Funds</b>	<b>Beginning Balance</b>	<b>Deposits</b>	<b>Disbursements</b>	<b>Ending Balance</b>
General Fund (10)	\$3,970,333.48	\$1,196,786.39	-\$1,373,403.88	\$3,793,715.99
Special Revenue Fund (20)	-\$43,597.17	\$173,710.00	-\$82,323.35	\$47,789.48
Capital Project Fund (30)	\$68,710.17	\$212,847.58	-\$104,864.28	\$176,693.47
Total Governmental Funds	<u>\$3,995,446.48</u>	<u>\$1,583,343.97</u>	<u>-\$1,560,591.51</u>	<u>\$4,018,198.94</u>
Summer Savings	\$0.00	\$15,844.31	\$0.00	\$15,844.31
Enterprise Fund (60) Cafeteria	\$20,045.02	\$10,349.14	\$0.00	\$30,394.16
Payroll Fund (70)	\$0.00	\$500,835.03	-\$500,835.03	\$0.00
Agency Fund (90)	\$0.00	\$383,258.48	-\$383,258.48	\$0.00
Total Trust & Agency	<u>\$20,045.02</u>	<u>\$910,286.96</u>	<u>-\$884,093.51</u>	<u>\$46,238.47</u>
Grand Total for all Funds	<u>\$4,015,491.50</u>	<u>\$2,493,630.93</u>	<u>-\$2,444,685.02</u>	<u>\$4,064,437.41</u>
				\$4,064,437.41

Prepared and submitted by:

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

10/8/2018

\_\_\_\_\_  
Date

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## Somerset County Vocational & Technical Schools

Somerset/4810

Comprehensive Maintenance Plan

Report

Actual FY 18-- Budgeted FY 19-- Projected FY 20

<u>School Name</u>	<u>17-18 Actual</u>	<u>18-19 Budgeted</u>	<u>19-20 Projected</u>
<b>Somerset County Vo-Tech</b>			
Localized repairs, pointing, water proofing.	Localized repairs, pointing, water proofing.	Localized repairs, pointing, water proofing.	Localized repairs, pointing, water proofing.
Repair, replace frames, sash, caulk, etc.	Repair, replace frames, sash, caulk, etc.	Repair, replace frames, sash, caulk, etc.	Repair, replace frames, sash, caulk, etc.
Prepare and paint walls, patch plaster.	Prepare and paint walls, patch plaster.	Prepare and paint walls, patch plaster.	Prepare and paint walls, patch plaster.
Replace carpet and tile.	Replace carpet and tile.	Replace carpet and tile.	Replace carpet and tile.
Inspect, repair, service valves, seals, etc.	Inspect, repair, service valves, seals, etc.	Inspect, repair, service valves, seals, etc.	Inspect, repair, service valves, seals, etc.
Repair piping or insulation,	Repair piping or insulation,	Repair piping or insulation,	Repair piping or insulation,
Chemical water treatment,	Chemical water treatment,	Chemical water treatment,	Chemical water treatment,
Annual service and inspection of all sys.	Annual service and inspection of all sys.	Annual service and inspection of all sys.	Annual service and inspection of all sys.
<b>Total</b>	<b>\$1,017,715</b>	<b>\$1,192,269</b>	<b>\$1,192,269</b>

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