

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
February 26, 2018

I. Call to Order

II. Roll Call of Members

William Hyncik, Jr., President
Sarah Costa, Vice President
Gregory Burchette
Roger Jinks

Also Present:

Dr. Chrys Harttraft, Superintendent of Schools
Raelene Catterson, 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 January 22, 2018.

A. Corrections

On motion of _____, seconded by _____, the minutes of the Regular Meeting and Executive Session held on January 22, 2018 were approved.

IV. Correspondence

A.

V. Presentations/Recognitions

- A. Presentation of January Student of the Month – Veda Kota, Academy for Health & Medical Science, Grade 10
- B. Presentation of February Student of the Month – Donald Decker, Electrical Construction, Grade 10
- C. Presentation of CTE Stellar Students

Academy for Health & Medical Sciences – Ruhyak Gupta, Grade 10

Agricultural Science – Abigail Podejko, Grade 11

Auto Body – Nicholas Donnadio, Grade 11

Automotive Diesel Technology – Alexander Alboum, Grade 12

Automotive Diesel Technology – Dominic LaRosa, Grade 10

Cosmetology – Dustin Alfrey, Grade 12

Cosmetology – Taliyah Moseley, Grade 11

Carpentry – Erik Bielanski-Ziminski, Grade 9

Culinary Arts – Philip Heisler, Grade 12

Dance – Jaelyn Lenox, Grade 10

Electrical Construction – Jehosafat Melendez-Saucedo, Grade 9

Graphic Communications – Jaden Almodovar-Morrow, Grade 11

Health Occupations – Brittany LaFace, Grade 11

Integrated Technology Systems – Franklin Cintron, Grade 12

Law & Public Safety – Kyle Hishmeh, Grade 12

Mechatronics – William J. Smith, Grade 10

Plumbing – Joseph Girvan, Grade 9

Theater Arts – Elizabeth LeClerc – Grade 9 and Jared Bendavid, Grade 9

Welding – Gavin Costello- Grade 11 and Zachary VanCleeef, Grade 11

- D. Presentation – SCVTHS Educator of the Year – Ms. Julie Francis

VI. Old or Unfinished Business – Ethics Disclosure Statements are to be submitted no later than April 16, 2018

A. Construction Projects

VII. Report of the Attorney

VIII. Committee Reports

- Board of School Estimate – Ms. Costa
- Curriculum/Grants –
- NJSBA (Delegate) – Mr. Burchette
- SCSBA (Delegate) –
- SCESC (Representative) – Ms. Costa
- SCJIF – (Commissioner) – Ms. Catterson
- 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. Cosimo Barbiero, Utility Worker, effective January 31, 2018.

B. Employment of Full-Time Personnel – 2017-18 School Year

The Superintendent recommends that the Board of Education appoint Ms. Samantha Carter to the position of Guidance Counselor, (UPC# GUI-HS-GUID-FL-02), at a salary of \$61,435.00* (masters stipend added to base), Step 1/C, effective March 1, 2018. (11-000-218—104-05-0000)

*Prorated

C. Position/Title/Category Change

The Superintendent recommends that the Board of Education approve a position/title/category change for Mr. John Heinbach to Lead Utility Worker (Category I), effective March 1, 2018.

2017-18		Electrical	Total
<u>Base Salary</u>	<u>Black Seal</u>	<u>License</u>	<u>2017-18 Salary</u>
\$63,650.00	\$800.00	\$550.00	\$65,000.00*

*Prorated

D. Salary Adjustment

The Superintendent recommends that the Board of Education approve a salary adjustment for Ms. Victoria Fulmer retroactive to January 1, 2018 as follows:

<u>Step/Guide</u>	<u>Base Salary</u>	<u>Masters Stipend</u>	<u>Total Base Salary</u>
10-11/B	\$61,570.00	\$725.00*	\$62,295.00*

*Prorated

E. Extension - Unpaid Leave of Absence – Karen Winfield

The Superintendent recommends that the Board of Education approve the Extended Unpaid Leave of Absence request of Ms. Karen Winfield, Guidance Counselor effective through March 28, 2018.

F. Unpaid Leave of Absence

The Superintendent recommends that the Board of Education approve the unpaid leave of absence request of Mrs. Ushma Mehta, Science Instructor retroactive to February 5, 2018 through February 14, 2018.

G. Extension – Leave Replacement – Temporary Guidance Counselor

The Superintendent recommends that the Board of Education extend the temporary employment of Ms. Lara Drewes as Temporary Guidance Counselor (Leave Replacement) through March 29, 2018.

H. Sabbatical Leave Request – Kim Vasaturo

The Superintendent recommends that the Board of Education approve the Sabbatical Leave request (pursuant to Article XII.H of the Agreement Between SCVT Board of Education and SCVTEA) of Ms. Kim Vasaturo, Health Occupations Instructor. Paid leave is approved for up to two weeks (10 school days), taken intermittently or consecutively during the 2017-18 school year.

I. School Business/Professional Development Travel

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

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ms. Costa	___	___
Mr. Hyncik	___	___
Mr. Burchette	___	___
Mr. Jinks	___	___

J. Field Trips

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

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ms. Costa	___	___
Mr. Hyncik	___	___
Mr. Burchette	___	___
Mr. Jinks	___	___

K. Revised Job Descriptions

The Superintendent recommends that the Board of Education approve the following revised job descriptions as they appear on Addendum #3.

Entry Level Maintenance Worker
Utility Worker
Lead Utility Worker

L. Calendar 2018-19 School Year

The Superintendent recommends that the Board of Education adopt the High School calendar for the 2018-19 school year as it appears on Addendum #4.

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ms. Costa	___	___
Mr. Hyncik	___	___
Mr. Burchette	___	___
Mr. Jinks	___	___

M. Curriculum Update

The Superintendent recommends that the Board of Education approve the updated curriculum in the following course:

Algebra I

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ms. Costa	___	___
Mr. Hyncik	___	___
Mr. Burchette	___	___
Mr. Jinks	___	___

N. Board Policies – Second Reading

The Superintendent recommends that the Board of Education approve and adopt the following policies at this second reading.

- 0169.02 – Board Member Use of Social Networks
- 5516.01 – Student Tracking Devices
- 7425 – Lead Testing of Water in Schools
- 9242 – Use of Electronic Signatures

O. Revised Board Policies and Regulations – Second Reading

The Superintendent recommends that the Board of Education approve and adopt the following revised policies and regulations at this second reading.

- 3437 – Military Leave
- 4437 – Military Leave
- R5460.1 High School Transcripts
- 7101 – Educational Adequacy of Capital Projects
- 7440/R7440 – School District Security
- 7441/R7441 – Electronic Surveillance in School Buildings and on School Grounds
- 8507 – Breakfast Offer Versus Serve (OVS)
- 8630 – Bus Driver/Bus Aide Responsibility
- R8630 – Emergency School Bus Procedures

Motion _____ Second _____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ms. Costa	___	___
Mr. Hyncik	___	___
Mr. Burchette	___	___
Mr. Jinks	___	___

P. 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 February 26, 2018 meeting authorized acceptance of funds for the following:

NJ Department of Education	County Vocational School Partnership (Cohort 4) (3/1/18-6/30/21)	\$379,131.00
NJ Department of Children & Families	School Based Program (Direct Support Professional Wage Increase/Direct Service Professionals)	\$ 4,441.51

Q. Amend - Carl D. Perkins Grant Application – FY 2018

It is recommended that the Board of Education authorize an amendment to the Carl D. Perkins Grant Application – FY 2018 as follows:

FROM: 20-362-400-731-29-0000 – Equipment – (\$57,618.00)

TO: 20-362-100-300-29-0000 – Purch Prof - \$37,968.00

TO: 20-362-100-600-29-0000 – Supplies - \$19,650.00

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ms. Costa	___	___
Mr. Hyncik	___	___
Mr. Burchette	___	___
Mr. Jinks	___	___

R. Harassment, Intimidation and Bullying Investigation Report

It is recommended that the Board of Education acknowledge receipt of the HIB Investigation Report (Case #201718-001).

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ms. Costa	___	___
Mr. Hyncik	___	___
Mr. Burchette	___	___
Mr. Jinks	___	___

S. Superintendent’s Update

- HIB – 1 Case Submitted for February Board Review
- Student Suspension Report

Incident Number	Grade	Out of School/In School Suspension	Total # of Days	Suspension Dates	Reason for Suspension
12420183	12	Out	2	01/26/2018, 01/29/2018	Disrespectful to staff

- PTO Update – D. Ziegler
- Update – Presentation to Somerset County Board of Chosen Freeholders
- CTE Meeting with NJDOE
- Pilot Program – CTE Recruitment & Certification
- Security Efforts & Communications

T. Submission of Bills

It is recommended the Board of Education approve the bills list for February 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>
Ms. Costa	___	___
Mr. Hyncik	___	___
Mr. Burchette	___	___
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 January 2018 and the Treasurer of School Monies for the month of January 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 #5)

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ms. Costa	___	___
Mr. Hyncik	___	___
Mr. Burchette	___	___
Mr. Jinks	___	___

B. Budget Transfers – 2017-18 School Year – December 2017 and January 2018

It is recommended the Board of Education approve the December 2017 and January 2018 budget transfers for the 2017-18 school year as they appear on Addendum #6.

Motion_____ Second_____
Discussion
Call the Roll

Table with 3 columns: Name, Yes, No. Rows include Ms. Costa, Mr. Hyncik, Mr. Burchette, and Mr. Jinks.

C. Travel and Related Expense Reimbursement – 2018-19 School Year

Whereas, the Somerset County Vocational & Technical Schools Board of Education recognizes school staff and board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or further the efficient operation of the school district, and

Whereas, N.J.A.C. 6A23A-7.2 et. seq. requires board members to receive approval of these expenses by a majority of the full voting membership of the board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the board, and

Whereas, a Board of Education may establish, for regular district business travel as defined in N.J.A.C. 6A:23A-1.2, which includes attendance at regularly scheduled in-State professional development activities for which the registration fee does not exceed \$150 per employee or board member, where prior board approval shall not be required unless that annual threshold or a staff member exceeds \$1,500 in a given school year (July 1 through June 30), and

Whereas, the Somerset County Vocational & Technical Schools Board of Education established \$20,000 for the current school year and has expended \$3,670.00 as of this date, now

Therefore, be it resolved, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A7.3 to a maximum expenditures of \$20,000 for all staff and board members for the 2018-2019 school year.

Motion_____ Second_____
Discussion
Call the Roll

Table with 3 columns: Name, Yes, No. Rows include Ms. Costa, Mr. Hyncik, Mr. Burchette, and Mr. Jinks.

D. Resolution – 2017-18/2-A Authorizing the Purchase of General Electricity Supply Services for Public Use on an Online Auction Website

It is recommended the Board of Education adopt Resolution 2017-18/2-A as it appears on Addendum #7.

E. Resolution 2017-18/2-B Authorizing the Purchase of Natural Gas Supply Services for Public Use on an Online Auction Website

It is recommended the Board of Education adopt Resolution 2017-18/2-B as it appears on Addendum #8.

F. Resolution 2017-18/2-C Authorizing the Purchase of Outside Lighting Electric Supply Services for Public Use on an Online Auction Website

It is recommended the Board of Education adopt Resolution 2017-18/2-C as it appears on Addendum #9.

Motion_____Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ms. Costa	___	___
Mr. Hyncik	___	___
Mr. Burchette	___	___
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:

March 26, 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 Personnel- V. Fulmer, SCVTEA negotiations. Action will be taken.
- C. Under the provisions of the above stated laws, the public shall be excluded from attendance at the portion of the meeting relating to the above matters.
- D. It is anticipated that the items discussed will be made public when the matters discussed are resolved.

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

DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
February 27 & 28, 2018	Maura Gillooly Rachel Kinlan	\$140 each	\$57.54 mileage \$44.64 mileage	NJ Assoc. for Health, PE Annual Convention	Long Branch, NJ
March 11,12,13 & 14, 2018	Michael Kuschyk	\$200	\$214.50 lodging \$224.00 meals \$39.68 mileage \$20.00 tolls	Buildings & Grounds Expo	Atlantic City, NJ
March 12 &13, 2018	Randee Holz Denise Gotti	\$425 each	\$0	Next Generation Science Standards Conference	New Brunswick, NJ
March 23, 2018	Mario Peluso	\$125	\$9.30 mileage \$20.00 tolls	Legal Liability & Athletics-Avoiding Legal Pitfalls	Robbinsville, NJ
April 11, 2018	Mario Peluso	\$80	\$49.79 mileage \$35.00 tolls	Atlantic Builders Convention	Atlantic City, NJ
April 11 & 12, 2018	Michael McClain Robert Setlock	\$125 each	\$72.85 mileage \$29.00 tolls/parking \$62.37 mileage \$29.00 tolls/parking	Atlantic Builders Convention	Atlantic City, NJ
April 30, 2018	Mario Peluso	\$125	\$9.30 mileage \$20.00 tolls	Legal Liability & Athletics-Dealing with Difficult Parents	Robbinsville, NJ
April 30, 2018	Jack O'Neill	\$125	\$17.36 mileage \$5.00 tolls	Legal Liability & Athletics-Dealing with Difficult Parents	Robbinsville, NJ
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February 2018
Field Trips

<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>
3/1/2018	SkillsUSA	TopGolf Edison, NJ	\$50.00/SkillsUSA	District
3/13/2018	Science Olympiad	Middlesex County College Edison, NJ	\$0.00	District
3/16/2018	Plumbing Students	American Standard Training Site Piscataway, NJ	\$0.00	Outside Agency/District
3/19, 20, 26, 27, 4/9, 10, 16, 17 2018	Health Occupations	Bright Horizons Child Care Center Raritan, NJ	\$0.00	District
5/11/2018	Culinary Arts	Caesars Atlantic City, NJ	\$0.00	Outside Agency/District
5/25/2018	HOSA	Grounds for Sculpture Hamilton, NJ	\$5.00/Student	District
6/14/2018	Senior Class	Dutch Springs Bethlehem, PA	\$28.00/Student \$2.00 Transportation/Student	District/District & Students
6/19/2018	Whole School	Dorney Park Allentown, PA	\$36.00 Ticket/Student \$8.00 Transportation/Student	District & Outside Agency/District & Student

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

CATEGORY: MAINTENANCE

**ADOPTED: October 23, 2006; Revised: November 21, 2011
NON**

TITLE: ENTRY LEVEL MAINTENANCE WORKER

CERTIFIED

QUALIFICATIONS:

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

1. Knowledge of building maintenance and equipment.
2. Ability to lift heavy items.
3. Valid NJ driver license.
4. Knowledge of computer applications.
5. Ability to understand and follow verbal and written instructions.
6. Must have a black seal license or obtain license within one (1) year of employment.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Buildings and Grounds or designee

SUPERVISES: No direct supervisory responsibilities.

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

PERFORMANCE RESPONSIBILITIES:

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

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

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

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

CATEGORY: MAINTENANCE

ADOPTED: January 23, 1989; Revised June 27, 2005

TITLE: UTILITY WORKER

NON

CERTIFIED

QUALIFICATIONS:

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

1. Knowledge of building maintenance and equipment.
2. Ability to make major repairs.
3. Ability to lift heavy items.
4. Ability to understand and follow verbal and written instructions.
5. Must have a valid NJ driver license.
6. Must have a black seal license or obtain license within one (1) year of employment.
7. Knowledge of computer applications.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Buildings and Grounds or designee

SUPERVISES: No direct supervisory responsibilities.

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

PERFORMANCE RESPONSIBILITIES:

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

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

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

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

JOB DESCRIPTION

CATEGORY: MAINTENANCE

ADOPTED: January 23, 1989; Revised June 27, 2005

TITLE: LEAD UTILITY WORKER

NON CERTIFIED

QUALIFICATIONS:

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

1. Must have five (5) years of experience working directly under the supervision of a NJ licensed plumber, electrician, carpenter or HVAC mechanic (or equivalent); or is eligible to take a NJ licensing test for one of the above positions.
2. Electrical License, preferred.
3. Knowledge of building maintenance and equipment.
4. Ability to make major repairs.
5. Ability to lift heavy items.
6. Ability to understand and follow verbal and written instructions.
7. Must have a valid NJ driver license.
8. Must have a black seal license or obtain license within one (1) year of employment.
9. Knowledge of computer applications.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Buildings and Grounds or designee

SUPERVISES: No direct supervisory responsibilities

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

PERFORMANCE RESPONSIBILITIES:

1. Reads and interprets building codes, which apply to his/her experience.
2. Reads and works from blueprints.
3. Reads and interprets schematic drawings and troubleshoots equipment from drawings.
4. Assists in maintaining buildings, grounds and equipment.
5. Assembles, tests and maintains electrical or electronic wiring, equipment, appliances, apparatus and fixtures.
6. Tests electrical systems and continuity of circuits in electrical wiring, equipment and fixtures.
7. Inspects electrical systems, equipment and components to identify hazards, defects and the need for adjustment or repair and to ensure compliance with codes.
8. Cleans property and parking lots; rake leaves when necessary.
9. Operates the department's mechanical equipment for lawn cutting and shrubbery cutting.
10. Shovels snow, spreads sand and other chemicals, which may be needed for control of ice and snow.
11. Relocates office furniture and building equipment as needed.
12. Maintains boiler operations as needed.
13. Cleans up (sweeps, mops and vacuums) after all major work has been completed.
14. Inspects, identifies and communicates to supervisor building maintenance improvements and/or deficiencies.
15. Runs errands; pick up needed supplies for current projects.
16. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

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

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

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SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

P.O. Box 6350 • 14 Vogt Drive • Bridgewater, NJ 08807-0350 • (908) 526-8900 • www.scvths.org

2018-2019 CALENDAR

September 2018

15

M	T	W	T	F
				1
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

September 2018

- 3 CLOSED.....Labor Day
- 4-5 CLOSED.....Staff In-Service
- 6 OPEN.....First Day of School
- 10 CLOSED.....Rosh Hashanah
- 19 CLOSED.....Yom Kippur
- 25 PARENT BACK TO SCHOOL NIGHT
- 26 10 AM DELAYED OPENING NO A-SESSION

February 2019

17

M	T	W	T	F
				1
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

October 2018

23

M	T	W	T	F
				6
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

December 2018

- 21 12 NOON DISMISSAL.....Holiday Recess
- 24-31 CLOSED.....Holiday Recess

January 2019

- 1 CLOSED.....Holiday Recess
- 21 CLOSED.....Staff In-Service

February 2019

- 2 OPEN HOUSE.....Staff Present
- 14-18 CLOSED.....Mid-Winter Recess

April 2019

- 18 12 NOON DISMISSAL.....Spring Recess
- 19-26 CLOSED.....Spring Recess

May 2019

- 27 CLOSED.....Memorial Day

June 2019

- 21 LAST DAY OF SCHOOL/GRADUATION

183 School Days
188 Staff (187 Staff Present + 1 Virtual Learning Moodle Day)

Approved:

March 2019

21

M	T	W	T	F
				1
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

April 2019

16

M	T	W	T	F
				6
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December 2018

15

M	T	W	T	F
				1
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOTE: IN THE EVENT OF EMERGENCY CLOSING AND SCHOOL IS CLOSED IN EXCESS OF THREE DAYS, ADDITIONAL MAKE-UP DAYS WILL BE SCHEDULED IN THE FOLLOWING ORDER: FEB. 14th (IF NEED IS KNOWN BY JAN. 21st), APRIL 26th (IF NEED IS KNOWN BY MARCH 26th). ANY DAYS LOST BEYOND THAT WILL BE ADDED TO THE END OF THE SCHOOL YEAR. ANY DAYS NOT USED WILL BE TAKEN BACK AT THE END OF THE SCHOOL YEAR. LAST DAY/GRADUATION SUBJECT TO CHANGE.

May 2019

22

M	T	W	T	F
				4
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January 2019

21

M	T	W	T	F
	1	2	3	4
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

- ★ Parent Back to School Night
- Closed ■ 10 am Delayed Opening
- △ 12 Noon Dismissal for Students & Teachers
- ☆ Teachers and HS Office Staff Present
- Staff In-Service

June 2019

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2/1 12:37pm

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 General Fund - Fund 10
 Interim Balance Sheet
 For 7 Month Period Ending 01/31/2018

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ASSETS AND RESOURCES

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

101	Cash in bank		\$3,283,584.37
121	Tax levy receivable		\$5,323,039.00
	Accounts receivable:		
132	Interfund	\$7,000.00	
141	Intergovernmental - State	\$753,057.73	
143	Intergovernmental - Other	\$133,333.32	
			\$893,391.05

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

301	Estimated Revenues	\$14,771,898.00	
302	Less Revenues	(\$14,080,134.59)	
			\$691,763.41

Total assets and resources \$10,191,777.83

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REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10
Interim Balance Sheet
For 7 Month Period Ending 01/31/2018

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LIABILITIES AND FUND EQUITY

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FUND BALANCE

--- Appropriated ---

753	Reserve for Encumbrances - Current Year		\$5,359,232.43
754	Reserve for Encumbrance - Prior Year		\$879.42
	Reserved fund balance:		

760	Reserved Fund Balance		\$2,338,132.43
601	Appropriations	\$15,882,154.15	
602	Less : Expenditures	\$7,910,099.26	
603	Encumbrances	\$5,360,111.85 (\$13,270,211.11)	
			\$2,611,943.04

	Total Appropriated		\$10,310,187.32
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--- Unappropriated ---

770	Unreserved Fund Balance -		\$880,179.51
303	Budgeted Fund Balance		(\$998,589.00)

	TOTAL FUND BALANCE		\$10,191,777.83
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	TOTAL LIABILITIES AND FUND EQUITY		\$10,191,777.83
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Somerset County Vocational Board of Ed.
 General Fund - Fund 10
 Interim Balance Sheet
 For 7 Month Period Ending 01/31/2018

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$15,882,154.15	\$13,270,211.11	\$2,611,943.04
Revenues	(\$14,771,898.00)	(\$14,080,134.59)	(\$691,763.41)
	\$1,110,256.15	(\$809,923.48)	\$1,920,179.63
Less: Adjust for prior year encumb.	(\$111,667.15)	(\$111,667.15)	
Budgeted Fund Balance	\$998,589.00	(\$921,590.63)	\$1,920,179.63
	=====	=====	=====
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$998,589.00	(\$921,590.63)	\$1,920,179.63
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	\$998,589.00	(\$921,590.63)	\$1,920,179.63
	=====	=====	=====

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 7 Month Period Ending 01/31/2018

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$13,327,220.00	\$12,635,456.59		\$691,763.41
3XXX From State Sources	\$1,444,678.00	\$1,444,678.00		.00
TOTAL REVENUE/SOURCES OF FUNDS	\$14,771,898.00	\$14,080,134.59		\$691,763.41
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---				
11-1XX-100-XXX Regular Programs - Instruction	\$1,899,220.29	\$974,287.28	\$818,766.95	\$106,166.06
11-3XX-100-XXX Voc. Programs - Local - Instruction	\$3,796,733.89	\$1,852,371.76	\$1,408,790.32	\$535,571.81
11-401-100-XXX School-Spon. Cocurr. Acti-Instr	\$70,995.24	\$25,872.52	\$32,510.35	\$12,612.37
11-402-100-XXX School-Spons. Athletics - Instruction	\$150,070.15	\$60,892.12	\$88,144.09	\$1,033.94
--- UNDISTRIBUTED EXPENDITURES ---				
11-000-211-XXX Attendance and Social Work Services	\$34,607.00	\$22,748.51	\$10,858.24	\$1,000.25
11-000-213-XXX Health Services	\$212,765.00	\$99,978.54	\$81,443.00	\$31,343.46
11-000-216-XXX Speech, OT,PT & Related Svcs	\$14,250.00	\$1,542.00	\$11,372.00	\$1,336.00
11-000-218-XXX Guidance	\$821,092.00	\$439,522.84	\$294,839.88	\$86,729.28
11-000-219-XXX Child Study Teams	\$249,351.43	\$133,783.73	\$99,396.70	\$16,171.00
11-000-221-XXX Improv of Inst. - Instruc Staff	\$376,820.37	\$224,783.65	\$148,565.25	\$3,471.47
11-000-222-XXX Educational Media Serv/School Library	\$56,332.50	\$27,934.85	\$15,898.70	\$12,498.95
11-000-223-XXX Instructional Staff Training Services	\$72,640.00	\$40,104.25	\$23,929.10	\$8,606.65
11-000-230-XXX Supp. Serv.-General Administration	\$789,877.11	\$480,667.30	\$244,078.15	\$65,131.66
11-000-240-XXX Supp. Serv.-School Administration	\$706,351.65	\$414,046.06	\$273,755.33	\$18,550.26
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$929,046.39	\$532,525.60	\$375,865.89	\$20,654.90
11-000-261-XXX Require Maint. for School Facilities	\$1,232,997.46	\$567,876.47	\$370,717.06	\$294,403.93
11-000-262-XXX Custodial Services	\$1,127,388.00	\$533,047.40	\$374,578.32	\$219,762.28
11-000-263-XXX Care and Upkeep of Grounds	\$26,150.00	\$0.00	\$8,181.13	\$17,968.87
11-000-266-XXX Security	\$78,660.00	\$37,779.28	\$1,200.90	\$39,679.82
11-000-270-XXX Student Transportation Services	\$110,380.11	\$36,689.43	\$44,448.50	\$29,242.18
11-XXX-XXX-2XX Allocated and Unallocated Benefits	\$2,537,587.00	\$1,374,188.83	\$632,771.99	\$530,626.18
TOTAL GENERAL CURRENT EXPENSE				
EXPENDITURES/USES OF FUNDS	\$15,293,315.59	\$7,880,642.42	\$5,360,111.85	\$2,052,561.32
	=====	=====	=====	=====

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 7 Month Period Ending 01/31/2018

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$68,450.56	\$29,456.84	\$0.00	\$38,993.72
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$520,388.00	.00	.00	\$520,388.00
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$588,838.56	\$29,456.84	\$0.00	\$559,381.72
	=====	=====	=====	=====
TOTAL GENERAL FUND EXPENDITURES	\$15,882,154.15	\$7,910,099.26	\$5,360,111.85	\$2,611,943.04
	=====	=====	=====	=====

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 7 Month Period Ending 01/31/2018

		ESTIMATED	ACTUAL	UNREALIZED
		-----	-----	-----
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,922,443.00	\$11,922,443.00	.00
1310	Tuition from Individuals	\$1,403,777.00	\$663,598.25	\$740,178.75
1XXX	Miscellaneous	\$1,000.00	\$49,415.34	(\$48,415.34)
		-----	-----	-----
	TOTAL	\$13,327,220.00	\$12,635,456.59	\$691,763.41
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$293,914.00	\$293,914.00	.00
3176	Equalization	\$580,221.00	\$580,221.00	.00
3177	Categorical Security	\$64,725.00	\$64,725.00	.00
3178	Adjustment Aid	\$475,042.00	\$475,042.00	.00
3181	PARCC Readiness Aid	\$5,020.00	\$5,020.00	.00
3182	Per Pupil Growth	\$5,020.00	\$5,020.00	.00
3183	Professional Learning Community Aid	\$4,620.00	\$4,620.00	.00
3191	Aid for Adult & Post-Grad Programs	\$16,116.00	\$16,116.00	.00
		-----	-----	-----
	TOTAL	\$1,444,678.00	\$1,444,678.00	\$0.00
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$14,771,898.00	\$14,080,134.59	\$691,763.41
		=====	=====	=====

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 7 Month Period Ending 01/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-140-100-101 Grades 9-12 - Salaries of Teachers	\$1,685,208.55	\$839,733.83	\$811,890.50	\$33,584.22
11-140-100-500 Other Purch. Serv. (400-500 series)	\$38,862.44	\$16,155.80	.00	\$22,706.64
--- 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	\$2,050.00	\$328.00	\$5,622.00
11-150-100-500 Other Purch. Serv. (400-500 series)	\$150.00	.00	.00	\$150.00
--- Regular Programs - Undistr. Instruction ---				
TOTAL	\$1,737,220.99	\$857,939.63	\$812,218.50	\$67,062.86
--- SPECIAL EDUCATION - INSTRUCTION ---				
--- Vocational Programs-Local-Instruction ---				
11-3XX-100-101 Salaries of Teachers	\$2,867,753.51	\$1,424,656.28	\$1,332,229.04	\$110,868.19
11-3XX-100-106 Other Sal. For Instruction	\$67,469.11	\$23,778.94	\$35,152.51	\$8,537.66
11-3XX-100-320 Purchased Prof.-Ed. Services	\$424,425.00	\$215,342.27	\$0.00	\$209,082.73
11-3XX-100-500 Other Purchased Serv.(400-500 series)	\$40,725.00	\$6,348.31	\$2,141.90	\$32,234.79
11-3XX-100-610 General Supplies	\$368,901.27	\$175,516.49	\$35,113.22	\$158,271.56
11-3XX-100-640 Textbooks	\$18,350.00	\$3,831.25	\$0.00	\$14,518.75
11-3XX-100-800 Other Objects	\$9,110.00	\$2,898.22	\$4,153.65	\$2,058.13
TOTAL	\$3,796,733.89	\$1,852,371.76	\$1,408,790.32	\$535,571.81
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$46,525.00	\$15,409.66	\$30,819.34	\$296.00
11-401-100-500 Purchased Services (300-500 series)	\$2,725.00	\$750.00	.00	\$1,975.00
11-401-100-600 Supplies and Materials	\$17,574.24	\$5,652.86	\$1,589.01	\$10,332.37
11-401-100-800 Other Objects	\$4,171.00	\$4,060.00	\$102.00	\$9.00
TOTAL	\$70,995.24	\$25,872.52	\$32,510.35	\$12,612.37
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$72,424.89	\$30,890.36	\$41,534.53	.00
11-402-100-500 Purchased Services (300-500 series)	\$39,451.00	\$7,763.50	\$31,622.50	\$65.00
11-402-100-600 Supplies and Materials	\$16,244.26	\$13,577.26	\$2,606.06	\$60.94
11-402-100-800 Other Objects	\$21,950.00	\$8,661.00	\$12,381.00	\$908.00
TOTAL	\$150,070.15	\$60,892.12	\$88,144.09	\$1,033.94
--- UNDISTRIBUTED EXPENDITURES ---				
--- Attendance and social work services ---				
11-000-211-171 Sal. of Drop-Out Prev. Officer/Coordinators	\$26,060.00	\$15,201.76	\$10,858.24	.00
11-000-211-300 Purchased Prof. & Tech. Svc.	\$7,547.00	\$7,546.75	.00	\$0.25
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	\$34,607.00	\$22,748.51	\$10,858.24	\$1,000.25
--- Health services ---				
11-000-213-100 Salaries	\$170,289.63	\$94,365.64	\$75,896.50	\$27.49
11-000-213-300 Purchased Prof. & Tech. Svc.	\$27,975.37	\$3,921.76	\$5,176.02	\$18,877.59

Somerset County Vocational Board of Ed.
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 7 Month Period Ending 01/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-213-500 Other Purchd. Serv.(400-500 series)	\$1,125.00	.00	.00	\$1,125.00
11-000-213-600 Supplies and Materials	\$12,400.00	\$1,616.14	\$370.48	\$10,413.38
11-000-213-800 Other Objects	\$975.00	\$75.00	.00	\$900.00
TOTAL	\$212,765.00	\$99,978.54	\$81,443.00	\$31,343.46
--- Speech, OT,PT & Related Svcs ---				
11-000-216-320 Purchased Prof. Ed. Services	\$14,250.00	\$1,542.00	\$11,372.00	\$1,336.00
TOTAL	\$14,250.00	\$1,542.00	\$11,372.00	\$1,336.00
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$348,965.06	\$171,302.90	\$103,986.30	\$73,675.86
11-000-218-105 Sal Secr. & Clerical Asst.	\$112,380.00	\$66,084.24	\$45,054.10	\$1,241.66
11-000-218-11X Other Salaries	\$306,355.76	\$178,777.34	\$127,578.10	\$0.32
11-000-218-390 Other Purch. Prof. & Tech Svc.	\$35,216.18	\$20,930.55	\$6,427.00	\$7,858.63
11-000-218-500 Other Purchased Services (400-500 series)	\$13,000.00	\$199.00	\$11,527.00	\$1,274.00
11-000-218-600 Supplies and Materials	\$5,000.00	\$2,058.81	\$267.38	\$2,673.81
11-000-218-800 Other Objects	\$175.00	\$170.00	.00	\$5.00
TOTAL	\$821,092.00	\$439,522.84	\$294,839.88	\$86,729.28
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$146,701.43	\$82,882.13	\$63,817.20	\$2.10
11-000-219-105 Sal Secr. & Clerical Asst.	\$86,550.00	\$42,743.90	\$35,414.50	\$8,391.60
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.	\$7,400.00	\$6,121.32	.00	\$1,278.68
11-000-219-592 Misc Purch Ser(400-500 O/than Resid costs)	\$2,500.00	\$0.00	\$0.00	\$2,500.00
11-000-219-600 Supplies and Materials	\$2,700.00	\$1,521.38	.00	\$1,178.62
11-000-219-800 Other Objects	\$1,500.00	\$515.00	\$165.00	\$820.00
TOTAL	\$249,351.43	\$133,783.73	\$99,396.70	\$16,171.00
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	\$202,626.84	\$118,198.92	\$84,427.80	\$0.12
11-000-221-104 Salaries Other Prof. Staff	\$112,418.53	\$72,355.78	\$39,757.70	\$305.05
11-000-221-105 Sal Secr. & Clerical Asst.	\$56,275.00	\$32,827.06	\$23,447.90	\$0.04
11-000-221-500 Other Purchased Services (400-500 series)	\$3,000.00	\$1,122.59	\$801.85	\$1,075.56
11-000-221-600 Supplies and Materials	\$1,500.00	\$279.30	.00	\$1,220.70
11-000-221-800 Other Objects	\$1,000.00	.00	\$130.00	\$870.00
TOTAL	\$376,820.37	\$224,783.65	\$148,565.25	\$3,471.47
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$32,147.50	\$16,223.70	\$15,573.70	\$350.10
11-000-222-300 Purchased Prof. & Tech Svc.	\$3,500.00	\$885.00	.00	\$2,615.00
11-000-222-500 Other Purchased Services (400-500 series)	\$5,360.00	\$5,052.27	.00	\$307.73
11-000-222-600 Supplies and Materials	\$15,000.00	\$5,773.88	.00	\$9,226.12
11-000-222-800 Other Objects	\$325.00	.00	\$325.00	.00
TOTAL	\$56,332.50	\$27,934.85	\$15,898.70	\$12,498.95
--- Instructional Staff Training Services ---				
11-000-223-102 Salaries Superv. of Instruction	\$46,170.00	\$25,719.10	\$20,119.10	\$331.80

Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 7 Month Period Ending 01/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$10,100.00	\$6,689.00	\$3,400.00	\$11.00
11-000-223-500 Other Purchased Services (400-500 series)	\$15,370.00	\$7,696.15	\$410.00	\$7,263.85
11-000-223-600 Supplies and Materials	\$1,000.00	.00	.00	\$1,000.00
TOTAL	\$72,640.00	\$40,104.25	\$23,929.10	\$8,606.65
--- Support services-general administration ---				
11-000-230-100 Salaries	\$324,753.85	\$188,481.85	\$134,629.98	\$1,642.02
11-000-230-331 Legal Services	\$105,100.00	\$31,750.95	\$73,349.05	.00
11-000-230-332 Audit Fees	\$36,000.00	\$36,000.00	.00	.00
11-000-230-334 Architectural/Engineering Services	\$18,080.00	\$6,039.59	.00	\$12,040.41
11-000-230-339 Other Purchased Prof. Svc.	\$18,380.00	\$1,268.80	\$7,481.20	\$9,630.00
11-000-230-340 Purchased Tech. Services	\$8,700.00	.00	.00	\$8,700.00
11-000-230-530 Communications/Telephone	\$94,288.26	\$52,438.63	\$27,165.11	\$14,684.52
11-000-230-585 BOE Other Purchased Prof. Svc.	\$3,325.00	\$3,299.25	.00	\$25.75
11-000-230-590 Other Purchased Services	\$136,275.00	\$132,945.00	\$30.00	\$3,300.00
11-000-230-610 General Supplies	\$8,675.00	\$6,255.16	.00	\$2,419.84
11-000-230-630 BOE In-House Training/Meeting Supplies	\$1,000.00	.00	.00	\$1,000.00
11-000-230-890 Misc. Expenditures	\$28,300.00	\$15,438.32	\$1,422.81	\$11,438.87
11-000-230-895 BOE Membership Dues and Fees	\$7,000.00	\$6,749.75	.00	\$250.25
TOTAL	\$789,877.11	\$480,667.30	\$244,078.15	\$65,131.66
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$138,133.35	\$80,577.70	\$57,555.50	\$0.15
11-000-240-104 Salaries Other Prof. Staff	\$308,530.76	\$179,976.16	\$128,554.40	\$0.20
11-000-240-105 Sal Sec. & Clerical Asst.	\$184,480.00	\$107,652.58	\$76,616.60	\$210.82
11-000-240-1XX Other Salaries	\$5,000.00	\$0.00	\$0.00	\$5,000.00
11-000-240-500 Other Purchased Services	\$33,800.00	\$12,724.56	\$10,145.16	\$10,930.28
11-000-240-600 Supplies and Materials	\$30,407.54	\$27,375.06	\$783.67	\$2,248.81
11-000-240-800 Other Objects	\$6,000.00	\$5,740.00	\$100.00	\$160.00
TOTAL	\$706,351.65	\$414,046.06	\$273,755.33	\$18,550.26
--- Central Services ---				
11-000-251-100 Salaries	\$347,227.20	\$202,549.20	\$144,678.00	.00
11-000-251-330 Purchased Prof. Services	\$11,003.00	\$4,247.27	\$2,451.85	\$4,303.88
11-000-251-340 Purchased Technical Services	\$29,000.00	\$13,270.00	\$11,020.00	\$4,710.00
11-000-251-592 Misc Pur Serv (400-500 series)	\$3,000.00	\$297.80	\$1,175.00	\$1,527.20
11-000-251-600 Supplies and Materials	\$9,146.80	\$3,785.96	\$342.30	\$5,018.54
11-000-251-897 Shared Service Agreement - County Board of Freeholders	\$16,116.00	\$16,116.00	.00	.00
11-000-251-89X Other Objects	\$5,000.00	\$2,549.63	.00	\$2,450.37
TOTAL	\$420,493.00	\$242,815.86	\$159,667.15	\$18,009.99
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$399,964.49	\$233,312.24	\$166,651.60	\$0.65
11-000-252-500 Other Pur Serv. (400-500 series)	\$33,338.90	\$25,027.98	\$5,785.92	\$2,525.00
11-000-252-600 Supplies and Materials	\$75,250.00	\$31,369.52	\$43,761.22	\$119.26
TOTAL	\$508,553.39	\$289,709.74	\$216,198.74	\$2,644.91
TOTAL Cent. Svcs. & Admin IT	\$929,046.39	\$532,525.60	\$375,865.89	\$20,654.90

Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 7 Month Period Ending 01/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Required Maint.for School Facilities ---				
11-000-261-100 Salaries	\$645,489.16	\$356,151.00	\$240,605.80	\$48,732.36
11-000-261-420				
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$488,526.86	\$179,808.17	\$118,256.42	\$190,462.27
11-000-261-610 General Supplies	\$83,981.44	\$23,470.90	\$11,832.84	\$48,677.70
11-000-261-800 Other Objects	\$15,000.00	\$8,446.40	\$22.00	\$6,531.60
TOTAL	\$1,232,997.46	\$567,876.47	\$370,717.06	\$294,403.93
11-000-262-107 Salaries of Non-Instructional Aids	\$7,000.00	\$610.16	\$3,594.95	\$2,794.89
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$416,780.00	\$234,924.67	\$181,437.33	\$418.00
11-000-262-490 Other Purchased Property Svc.	\$60,000.00	\$20,906.98	\$37,311.79	\$1,781.23
11-000-262-520 Insurance	\$128,608.00	\$101,425.00	.00	\$27,183.00
11-000-262-621 Energy (Natural Gas)	\$85,000.00	\$31,502.01	\$24,225.99	\$29,272.00
11-000-262-622 Energy (Electricity)	\$430,000.00	\$143,678.58	\$128,008.26	\$158,313.16
TOTAL	\$1,127,388.00	\$533,047.40	\$374,578.32	\$219,762.28
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$21,150.00	.00	\$8,181.13	\$12,968.87
11-000-263-610 General Supplies	\$5,000.00	.00	.00	\$5,000.00
TOTAL	\$26,150.00	\$0.00	\$8,181.13	\$17,968.87
--- Security ---				
11-000-266-100 Salaries	\$78,660.00	\$37,779.28	\$1,200.90	\$39,679.82
TOTAL	\$78,660.00	\$37,779.28	\$1,200.90	\$39,679.82
TOTAL Oper & Maint of Plant Services	\$2,465,195.46	\$1,138,703.15	\$754,677.41	\$571,814.90
--- Student transportation services ---				
11-000-270-162 Sal Pupil Trans.Other than Bet Home & Sch	\$47,280.11	\$23,536.70	\$20,140.50	\$3,602.91
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	\$30,600.00	\$6,855.75	\$11,213.50	\$12,530.75
11-000-270-517 Contract Svc (reg std) - ESCs	\$24,000.00	\$6,286.50	\$13,094.50	\$4,619.00
11-000-270-593 Misc. Purchased Svc.- Transp.	\$3,000.00	\$10.48	.00	\$2,989.52
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	\$110,380.11	\$36,689.43	\$44,448.50	\$29,242.18
--- Personal Services-Employee Benefits---				
11-XXX-XXX-210 Group Insurance	\$13,566.48	\$7,564.98	\$5,968.08	\$33.42
11-XXX-XXX-220 Social Security Contributions	\$282,200.00	\$138,935.16	\$131,159.78	\$12,105.06
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$313,930.00	\$3,762.45	\$6,310.23	\$303,857.32
11-XXX-XXX-250 Unemployment Compensation	\$40,175.00	\$14,281.82	\$20,718.18	\$5,175.00
11-XXX-XXX-260 Workman's Compensation	\$188,909.00	\$188,909.00	.00	.00
11-XXX-XXX-270 Health Benefits	\$1,513,910.52	\$946,685.09	\$397,181.81	\$170,043.62
11-XXX-XXX-280 Tuition Reimbursement	\$105,996.00	\$46,666.26	\$44,329.74	\$15,000.00
11-XXX-XXX-290 Other Employee Benefits	\$73,900.00	\$25,384.07	\$27,104.17	\$21,411.76
11-XXX-XXX-299 Unused Sick Payment to Term/Ret Staff	\$5,000.00	\$2,000.00	.00	\$3,000.00

Somerset County Vocational Board of Ed.
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 7 Month Period Ending 01/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$2,537,587.00	\$1,374,188.83	\$632,771.99	\$530,626.18
Total Undistributed Expenditures	\$9,376,296.02	\$4,967,218.74	\$3,011,900.14	\$1,397,177.14
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$15,131,316.29	\$7,764,294.77	\$5,353,563.40	\$2,013,458.12
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$15,131,316.29	\$7,764,294.77	\$5,353,563.40	\$2,013,458.12

Somerset County Vocational Board of Ed.
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 7 Month Period Ending 01/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
--- EQUIPMENT ---				
Special education - instruction				
12-3XX-100-730 Voc.programs-local-instruction	\$10,000.00	.00	.00	\$10,000.00
Undistributed expenses				
12-000-100-730 Instruction	\$4,432.00	\$4,432.00	.00	.00
12-000-252-730 Admin. Info. Tech.	\$45,250.00	\$16,256.28	.00	\$28,993.72
12-000-261-730 Undist. Exp.-Req. Maint. Schl Facilities	\$8,768.56	\$8,768.56	.00	.00
Undist. Exp. - Non-instructional Services				
TOTAL	\$68,450.56	\$29,456.84	\$0.00	\$38,993.72
--- Facilities acquisition and construction services ---				
12-000-400-334 Architectural/Engineering Services	\$50,000.00	.00	.00	\$50,000.00
12-000-400-450 Construction Services	\$450,000.00	.00	.00	\$450,000.00
12-000-400-800 Other objects	\$20,388.00	.00	.00	\$20,388.00
Sub Total	\$520,388.00	\$0.00	\$0.00	\$520,388.00
TOTAL	\$520,388.00	\$0.00	\$0.00	\$520,388.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$588,838.56	\$29,456.84	\$0.00	\$559,381.72

Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 7 Month Period Ending 01/31/2018

	Appropriations	Expenditures	Encumbrances	Available Balance
	_____	_____	_____	_____
*** EDUCATION JOBS FUND **				
*** FEMA COMMUNITY DEVELOPMENT BLOCK GRANT ***				
TOTAL GENERAL FUND EXPENDITURES	\$15,720,154.85	\$7,793,751.61	\$5,353,563.40	\$2,572,839.84

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

For 7 Month Period Ending 01/31/2018

I, Raelene Catterson, 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

1/31/18
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	\$ 11,100.00	\$ 2,500.00	\$ 379.00	\$ 8,221.00
11-140-100-320-16-0000-	PURCHASED SERVICES	\$ 6,000.00	\$ 0.00	\$ 0.00	\$ 6,000.00
11-140-100-610-03-0000-	SUPPLIES - HS	\$ 43,111.83	\$ 39,811.83	\$ 3,170.19	\$ 129.81
11-140-100-610-03-0001-	SUPPLIES - PHYSICAL	\$ 5,537.08	\$ 5,537.08	\$ 0.00	\$ 0.00
11-140-100-610-03-0002-	SUPPLIES - SOC. STUD	\$ 4,000.00	\$ 1,308.10	\$ 0.00	\$ 2,691.90
11-140-100-610-03-0003-	SUPPLIES - SCIENCE	\$ 10,720.00	\$ 9,182.78	\$ 760.16	\$ 777.06
11-140-100-610-03-0004-	SUPPLIES - MATH	\$ 1,750.00	\$ 1,116.03	\$ 0.00	\$ 633.97
11-140-100-610-03-0005-	SUPPLIES - WORLD LAN	\$ 2,500.00	\$ 200.02	\$ 0.00	\$ 2,299.98
11-140-100-610-03-0006-	SUPPLIES - ENGLISH	\$ 3,000.00	\$ 905.80	\$ 0.00	\$ 2,094.20
11-140-100-610-03-0007-	SUPPLIES - HEALTH /	\$ 500.00	\$ 0.00	\$ 0.00	\$ 500.00
11-140-100-610-03-0008-	SUPPLIES - PHOTOGRAP	\$ 9,568.00	\$ 2,723.75	\$ 0.00	\$ 6,844.25
11-140-100-610-07-0000-	SUPPLIES - ALT. SCHO	\$ 2,000.00	\$ 1,231.29	\$ 0.00	\$ 768.71
11-140-100-610-16-0000-	HIGH SCH TECH SUPPLI	\$ 22,918.39	\$ 21,566.92	\$ 0.00	\$ 1,351.47
11-140-100-640-03-0000-	TEXTBOOKS - REG INST	\$ 30,000.00	\$ 28,897.51	\$ 176.00	\$ 926.49
11-140-100-640-07-0000-	TEXTBOOKS - ALT. SCH	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 1,000.00
11-140-100-800-07-0000-	OTHER OBJECTS	\$ 7,450.00	\$ 522.54	\$ 2,063.10	\$ 4,864.36
11-140-100-890-03-0000-	OTHER OBJECTS	\$ 844.00	\$ 844.00	\$ 0.00	\$ 0.00
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 7 Month Period Ending 01/31/18

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		(\$168,465.38)
	Accounts receivable:		
141	Intergovernmental - State	\$27,038.25	
		\$27,038.25	

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

301	Estimated Revenues	\$1,391,643.07	
302	Less Revenues	(\$562,250.13)	
		\$829,392.94	
	Total assets and resources		\$687,965.81
			=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 7 Month Period Ending 01/31/18

=====

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	\$392,631.45
601	Appropriations	\$1,391,643.07
602	Less: Expenditures	\$704,053.38
603	Encumbrances	\$392,631.45 (\$1,096,684.83)
		\$294,958.24
	TOTAL FUND BALANCE	\$687,589.69
	TOTAL LIABILITIES AND FUND EQUITY	\$687,965.81

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 7 Month Period Ending 01/31/18

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
		-----	-----	-----	-----
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$102,805.03	\$102,805.03		.00
3XXX	From State Sources	\$844,681.04	\$345,525.10		\$499,155.94
4XXX	From Federal Sources	\$444,157.00	\$113,920.00		\$330,237.00
		-----	-----	-----	-----
TOTAL REVENUE/SOURCES OF FUNDS		\$1,391,643.07	\$562,250.13		\$829,392.94
		=====	=====	=====	=====
*** EXPENDITURES ***					
		-----	-----	-----	-----
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
		-----	-----	-----	-----
LOCAL PROJECTS:		\$102,805.03	\$86,829.60	\$1,308.96	\$14,666.47
STATE PROJECTS:					
	Vocational education	\$498,204.04	\$141,007.69	\$122,171.05	\$235,025.30
	Other State Projects	\$346,477.00	\$186,162.03	\$159,013.37	\$1,301.60
		-----	-----	-----	-----
TOTAL STATE PROJECTS		\$844,681.04	\$327,169.72	\$281,184.42	\$236,326.90
FEDERAL PROJECTS:					
	NCLB Title I - Part A/D	\$60,137.00	\$36,823.23	\$15,620.72	\$7,693.05
	I.D.E.A. Part B (Handicapped)	\$85,456.00	\$40,424.50	\$44,919.50	\$112.00
	NCLB Title II - Part A/D	\$9,006.00	\$2,639.00	\$4,485.00	\$1,882.00
	NCLB Title IV	\$10,000.00	\$2,716.56	.00	\$7,283.44
	Vocational Education	\$279,558.00	\$207,450.77	\$45,112.85	\$26,994.38
		-----	-----	-----	-----
TOTAL FEDERAL PROJECTS		\$444,157.00	\$290,054.06	\$110,138.07	\$43,964.87
*** TOTAL EXPENDITURES ***		\$1,391,643.07	\$704,053.38	\$392,631.45	\$294,958.24
		=====	=====	=====	=====

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 7 Month Period Ending 01/31/18

	ESTIMATED	ACTUAL	UNREALIZED
--- LOCAL SOURCES ---			
1XXX Other Revenue from Local Sources	\$102,805.03	\$102,805.03	\$0.00
Total Revenues from Local Sources	\$102,805.03	\$102,805.03	\$0.00
	=====	=====	=====
--- STATE SOURCES ---			
32XX Other Restricted Entitlements	\$844,681.04	\$345,525.10	\$499,155.94
Total Revenue from State Sources	\$844,681.04	\$345,525.10	\$499,155.94
	=====	=====	=====
--- FEDERAL SOURCES ---			
4411-16 Title I	\$60,137.00	\$23,823.00	\$36,314.00
4451-55 Title II	\$9,006.00	\$1,723.00	\$7,283.00
4471-74 Title IV	\$10,000.00	.00	\$10,000.00
4420-29 I.D.E.A. Part B (Handicapped)	\$85,456.00	\$26,191.00	\$59,265.00
4430-39 Vocational Education	\$279,558.00	\$62,183.00	\$217,375.00
Total Revenues from Federal Sources	\$444,157.00	\$113,920.00	\$330,237.00
	=====	=====	=====
TOTAL REVENUES/SOURCES OF FUNDS	\$1,391,643.07	\$562,250.13	\$829,392.94
	=====	=====	=====

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 7 Month Period Ending 01/31/18

	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	\$1,391,643.07	\$704,053.38	\$392,631.45	\$294,958.24
T O T A L E X P E N D I T U R E	\$1,391,643.07	\$704,053.38	\$392,631.45	\$294,958.24

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

Special Revenue Fund - Fund 20
For 7 Month Period Ending 01/31/18

I, Raelene Catterson, 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

1/31/18

Date

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

2/1 12:37pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 7 Month Period Ending 01/31/18

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$21,996.46
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$518,257.84	
		\$518,257.84	\$518,257.84

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

301	Estimated Revenues	\$3,887,133.31	
302	Less Revenues	(\$232,386.13)	
		\$3,654,747.18	\$3,654,747.18
	Total assets and resources		\$4,195,001.48
			=====

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

Capital Projects Fund - Fund 30
Interim Balance Sheet
For 7 Month Period Ending 01/31/18

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year	\$263,610.79
754	Reserve for encumbrances - Prior Year	\$118,102.21
601	Appropriations	\$3,556,601.88
602	Less : Expenditures	\$317,407.71
603	Encumbrances	\$381,713.00 (\$699,120.71)
		\$2,857,481.17
	Total Appropriated	\$3,239,194.17

--- Unappropriated ---

770	Fund balance	\$231,075.31
303	Budgeted Fund Balance	\$724,732.00

TOTAL FUND BALANCE \$4,195,001.48

TOTAL LIABILITIES AND FUND EQUITY \$4,195,001.48

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

Capital Projects Fund - Fund 30
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 7 Month Period Ending 01/31/18

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	-----	-----	-----	-----
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$3,887,133.31	\$232,386.13		\$3,654,747.18
	-----	-----	-----	-----
TOTAL REVENUE/SOURCES OF FUNDS	\$3,887,133.31	\$232,386.13		\$3,654,747.18
	=====	=====	=====	=====
	-----	-----	-----	-----
*** EXPENDITURES ***				
	-----	-----	-----	-----
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-334 Architectural/Engineering Services	\$704.00	\$704.00	.00	.00
30-000-4XX-390 Other purchased prof. & tech. serv.	\$208,560.00	\$6,381.14	\$146,218.86	\$55,960.00
30-000-4XX-450 Construction services	\$3,347,337.88	\$310,322.57	\$235,494.14	\$2,801,521.17
	-----	-----	-----	-----
Total fac.acq.and constr. serv.	\$3,556,601.88	\$317,407.71	\$381,713.00	\$2,857,481.17
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$3,556,601.88	\$317,407.71	\$381,713.00	\$2,857,481.17
	=====	=====	=====	=====
*** TOTAL EXPENDITURES AND TRANSFERS	\$3,556,601.88	\$317,407.71	\$381,713.00	\$2,857,481.17
	=====	=====	=====	=====

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

Capital Projects Fund - Fund 30
For 7 Month Period Ending 01/31/18

I, Raelene Catterson, 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

1/31/18

Date

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

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

**Somerset County Vocational
All Funds
For Month Ended: January 2018**

CASH REPORT

Governmental Funds	Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$3,329,390.60	\$1,474,464.80	-\$1,520,271.03	\$3,283,584.37
Special Revenue Fund (20)	-\$94,228.42	\$42,939.51	-\$117,176.47	-\$168,465.38
Capital Project Fund (30)	\$5,637.60	\$22,740.00	-\$6,381.14	\$21,996.46
Total Governmental Funds	<u>\$3,240,799.78</u>	<u>\$1,540,144.31</u>	<u>-\$1,643,828.64</u>	<u>\$3,137,115.45</u>
Summer Savings	\$59,938.28	\$14,419.40	\$0.00	\$74,357.68
Enterprise Fund (60) Cafeteria	\$16,473.36	\$15,850.45	-\$9,421.55	\$22,902.26
Payroll Fund (70)	\$0.00	\$500,892.74	-\$500,892.74	\$0.00
Agency Fund (90)	\$0.00	\$455,161.11	-\$455,161.11	\$0.00
Total Trust & Agency	<u>\$76,411.64</u>	<u>\$986,323.70</u>	<u>-\$965,475.40</u>	<u>\$97,259.94</u>
Grand Total for all Funds	<u>\$3,317,211.42</u>	<u>\$2,526,468.01</u>	<u>-\$2,609,304.04</u>	<u>\$3,234,375.39</u> <u>\$3,234,375.39</u>

Prepared and submitted by:

Michelle Fresco, Treasurer of School Monies

2/7/2018

Date

[Back to Top](#)

Somerset County Vocational Board of Ed.

Expense Account Adjustment Analysis By Account#

ADDENDUM #6

va_exaa1.082406

12/31/2017

Current Cycle : December

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
11-000-213-100-05-0001-	SUBSTITUTES/O.T.	December Transfers	0034	12/31/2017	RCATTERSON	\$1,460.00	\$100.00	\$1,560.00
11-000-216-320-05-0000-	SPEECH/OT/PT/RELATED SVC	December Transfers	0034	12/31/2017	RCATTERSON	\$12,250.00	\$2,000.00	\$14,250.00
11-000-222-890-03-0000-	MEMBERSHIPS/FEES - H.S.	December Transfers	0034	12/31/2017	RCATTERSON	\$50.00	\$275.00	\$325.00
11-000-223-390-03-0000-	TEACH IN-DISTRICT TRAIING	December Transfers	0034	12/31/2017	RCATTERSON	\$9,900.00	\$200.00	\$10,100.00
11-000-230-585-08-0000-	BOE - TRAVEL	December Transfers	0034	12/31/2017	RCATTERSON	\$3,125.00	\$200.00	\$3,325.00
11-000-240-500-03-0001-	DISPLAY ADS - HS	December Transfers	0034	12/31/2017	RCATTERSON	\$14,800.00	\$4,000.00	\$18,800.00
11-000-252-610-16-0000-	SUPPLIES AND MATERIALS	December Transfers	0034	12/31/2017	RCATTERSON	\$39,000.00	\$36,000.00	\$75,000.00
11-000-261-420-02-0000-	COPIER - LEASE	December Transfers	0034	12/31/2017	RCATTERSON	\$17,121.12	\$1,000.00	\$18,121.12
11-000-261-420-02-0005-	RESUR. GYM FLOORS	December Transfers	0034	12/31/2017	RCATTERSON	\$3,000.00	\$500.00	\$3,500.00
11-000-270-517-03-0000-	CONTRACT. SERV.(REG. STU	December Transfers	0034	12/31/2017	RCATTERSON	\$18,000.00	\$1,000.00	\$19,000.00
11-000-291-210-08-0000-	GROUP INSURANCE	December Transfers	0034	12/31/2017	RCATTERSON	\$13,366.48	\$200.00	\$13,566.48
11-000-291-270-08-0001-	FSA-BENEFITS	December Transfers	0034	12/31/2017	RCATTERSON	\$5,000.00	\$1,500.00	\$6,500.00
11-000-291-270-08-0003-	DENTAL INSURANCE	December Transfers	0034	12/31/2017	RCATTERSON	\$133,959.00	(\$20,000.00)	\$113,959.00
11-000-291-290-08-0000-	WAIVERS / OTHER	December Transfers	0034	12/31/2017	RCATTERSON	\$60,000.00	(\$5,000.00)	\$55,000.00
11-140-100-320-16-0000-	PURCHASED SERVICES	December Transfers	0034	12/31/2017	RCATTERSON	\$12,000.00	(\$6,000.00)	\$6,000.00
11-140-100-500-16-0000-	SITE LICENSING	December Transfers	0034	12/31/2017	RCATTERSON	\$50,173.44	(\$21,475.00)	\$28,698.44
11-140-100-610-03-0000-	SUPPLIES - HS	December Transfers	0034	12/31/2017	RCATTERSON	\$39,811.83	\$3,500.00	\$43,311.83
11-310-100-610-16-0000-	SUPPLIES-TECHNOLOGY	December Transfers	0034	12/31/2017	RCATTERSON	\$19,380.27	\$2,000.00	\$21,380.27
Total Current Appr.								\$0.00

Somerset County Vocational Board of Ed.

Expense Account Adjustment Analysis By Account#

va_exaa1.082406

01/31/2018

Current Cycle : January

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
11-000-213-100-05-0001-	SUBSTITUTES/O.T.	January Transfers	0036	01/31/2018	RCATTERSON	\$1,560.00	\$100.00	\$1,660.00
11-000-213-580-05-0000-	TRAVEL	January Transfers	0036	01/31/2018	RCATTERSON	\$1,225.00	(\$100.00)	\$1,125.00
11-000-221-102-03-0000-	SAL OF SUPERVISOR OF INS	January Transfers	0035	01/29/2018	RCATTERSON	\$0.00	\$103,075.92	\$103,075.92
11-000-221-102-07-0000-	SAL OF SUPERVISOR (TOPS)	January Transfers	0035	01/29/2018	RCATTERSON	\$0.00	\$99,550.92	\$99,550.92
11-000-230-890-08-0000-	MISC EXP	January Transfers	0036	01/31/2018	RCATTERSON	\$14,000.00	(\$50.00)	\$13,950.00
11-000-230-890-08-0001-	MEMBERSHIPS - SUPT.	January Transfers	0036	01/31/2018	RCATTERSON	\$14,300.00	\$50.00	\$14,350.00
11-000-240-103-03-0000-	SALARIES - PRINCIPALS	January Transfers	0035	01/29/2018	RCATTERSON	\$549,740.03	(\$411,606.68)	\$138,133.35
11-000-240-103-07-0000-	SALARIES - DIRECTOR	January Transfers	0035	01/29/2018	RCATTERSON	\$99,550.92	(\$99,550.92)	\$0.00
11-000-240-104-03-0000-	SALARIES - SUPERVISORS	January Transfers	0035	01/29/2018	RCATTERSON	\$0.00	\$308,530.76	\$308,530.76
11-000-240-500-03-0000-	PRINTING EXPENSE - HS	January Transfers	0036	01/31/2018	RCATTERSON	\$8,000.00	(\$3,000.00)	\$5,000.00
11-000-240-500-03-0001-	DISPLAY ADS - HS	January Transfers	0036	01/31/2018	RCATTERSON	\$18,800.00	\$3,000.00	\$21,800.00
11-000-252-580-16-0000-	TRAVEL	January Transfers	0036	01/31/2018	RCATTERSON	\$2,000.00	(\$250.00)	\$1,750.00
11-000-252-610-16-0000-	SUPPLIES AND MATERIALS	January Transfers	0036	01/31/2018	RCATTERSON	\$75,000.00	\$250.00	\$75,250.00
11-000-263-420-02-0000-	SNOW REMOVAL - SOMERSET	January Transfers	0036	01/31/2018	RCATTERSON	\$22,150.00	(\$1,000.00)	\$21,150.00
11-000-263-610-02-0000-	SNOW REMOVAL SUPPLIES	January Transfers	0036	01/31/2018	RCATTERSON	\$4,000.00	\$1,000.00	\$5,000.00
11-000-270-517-03-0000-	CONTRACT. SERV.(REG. STU	January Transfers	0036	01/31/2018	RCATTERSON	\$19,000.00	\$2,000.00	\$21,000.00
11-000-270-593-02-0000-	MISC PCHD SVCS	January Transfers	0036	01/31/2018	RCATTERSON	\$5,000.00	(\$2,000.00)	\$3,000.00
11-140-100-610-03-0000-	SUPPLIES - HS	January Transfers	0036	01/31/2018	RCATTERSON	\$43,311.83	(\$200.00)	\$43,111.83
11-310-100-101-10-0000-	PERF ARTS P-T SALARY	January Transfers	0036	01/31/2018	RCATTERSON	\$135,000.00	(\$3,279.00)	\$131,721.00
11-310-100-320-09-0000-	PURCH PROF - THEATER	January Transfers	0036	01/31/2018	RCATTERSON	\$18,390.00	\$3,279.00	\$21,669.00
11-310-100-610-11-0000-	CAREER TECHNICAL ED	January Transfers	0036	01/31/2018	RCATTERSON	\$65,125.00	(\$400.00)	\$64,725.00
11-310-100-610-11-0002-	SUPPLIES - GENERAL	January Transfers	0036	01/31/2018	RCATTERSON	\$15,000.00	(\$400.00)	\$14,600.00
11-310-100-800-11-0000-	OTHER OBJECTS - VOC	January Transfers	0036	01/31/2018	RCATTERSON	\$5,700.00	\$400.00	\$6,100.00
11-402-100-610-03-0000-	SUPPLIES-ATHLETICS	January Transfers	0036	01/31/2018	RCATTERSON	\$15,644.26	\$600.00	\$16,244.26
Total Current Appr.								\$0.00

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Resolution – 2017-18/2-A

A RESOLUTION OF the Somerset County Vocational Board of Education AUTHORIZING THE PURCHASE OF GENERAL ELECTRICITY SUPPLY SERVICES FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE

WHEREAS, Somerset County Vocational Board of Education has determined to move forward with the EMEX Reverse Auction in order procure electricity for Somerset County Vocational & Technical School District; and

WHEREAS, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30) (the “Act”) authorizes the purchase of general electricity supply service for public use through the use of an online auction service; and

WHEREAS, the Somerset County Vocational Board of Education will utilize the online auction services of EMEX, LLC, an approved vendor pursuant to the Act, waiver number EMEX LLC-1, located at www.energymarketexchange.com; and

WHEREAS, EMEX, LLC is compensated for all services rendered through the participating supplier that a contract is awarded to; and

WHEREAS, the auction will be conducted pursuant to the Act; and

WHEREAS, if the auction achieves a price of \$0.0881/kWh or less for a 12 month term, a price of \$0.0865/kWh or less for an 18 month term, or a price of \$0.0872/kWh or less for a 24 month term; the Somerset County Vocational Board of Education may award a contract to the winning supplier for the selected term.

NOW THEREFORE BE IT RESOLVED, that the School Business Administrator of the Somerset County Vocational & Technical School District hereby is authorized to execute on behalf of the Somerset County Vocational Board of Education any electricity contract proffered by the participating supplier that submits the winning bid in the EMEX Reverse Auction if the auction achieves a price of \$0.0881/kWh or less for a 12 month term, a price of \$0.0865/kWh or less for an 18 month term, or a price of \$0.0872/kWh or less for a 24 month term; the Somerset County Vocational Board of Education may award a contract to the winning supplier for the selected term.

Raelene Catterson
Board Secretary

Date

William Hyncik, Jr.
Board President

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Resolution – 2017-18/2-B

A RESOLUTION OF Somerset County Vocational Board of Education AUTHORIZING THE PURCHASE OF NATURAL GAS SUPPLY SERVICES FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE

WHEREAS, Somerset County Vocational Board of Education has determined to move forward with the EMEX Reverse Auction in order procure natural gas for the Somerset County Vocational & Technical School District; and

WHEREAS, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30) (the “Act”) authorizes the purchase of natural gas supply service for public use through the use of an online auction service; and

WHEREAS, Somerset County Vocational Board of Education will utilize the online auction services of EMEX, LLC, an approved vendor pursuant to the Act, waiver number EMEX LLC-1, located at www.energymarketexchange.com; and

WHEREAS, EMEX, LLC is compensated for all services rendered through the participating supplier that a contract is awarded to; and

WHEREAS, the auction will be conducted pursuant to the Act; and

WHEREAS, if the auction achieves a price of \$0.553/therm or less for a 12 month term, a price of \$0.535/therm or less for an 18 month term, or a price of \$0.549/therm or less for a 24 month term; the Somerset County Vocational Board of Education may award a contract to the winning supplier for the selected term.

NOW THEREFORE BE IT RESOLVED, that the School Business Administrator of the Somerset County Vocational & Technical School District hereby is authorized to execute on behalf of the Somerset County Vocational Board of Education any natural gas contract proffered by the participating supplier that submits the winning bid in the EMEX Reverse Auction if the auction achieves a price of \$0.553/therm or less for a 12 month term, a price of \$0.535/therm or less for an 18 month term, or a price of \$0.549/therm or less for a 24 month term; the Somerset County Vocational Board of Education may award a contract to the winning supplier for the selected term.

Raelene Catterson
Board Secretary

Date

William Hyncik, Jr.
Board President

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Resolution – 2017-18/2-C

A RESOLUTION OF Somerset County Vocational Board of Education AUTHORIZING THE PURCHASE OF OUTSIDE LIGHTING ELECTRIC SUPPLY SERVICES FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE

WHEREAS, Somerset County Vocational Board of Education has determined to move forward with the EMEX Reverse Auction in order procure electricity for the Somerset County Vocational & Technical School District; and

WHEREAS, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30) (the “Act”) authorizes the purchase of outside lighting electric supply service for public use through the use of an online auction service; and

WHEREAS, Somerset County Vocational Board of Education will utilize the online auction services of EMEX, LLC, an approved vendor pursuant to the Act, waiver number EMEX LLC-1, located at www.energymarketexchange.com; and

WHEREAS, EMEX, LLC is compensated for all services rendered through the participating supplier that a contract is awarded to; and

WHEREAS, the auction will be conducted pursuant to the Act; and

WHEREAS, if the auction achieves a price of \$0.0542/kWh or less for a 12 month term, a price of \$0.0533/kWh or less for an 18 month term, or a price of \$0.0539/kWh or less for a 24 month term; the Somerset County Vocational Board of Education may award a contract to the winning supplier for the selected term.

NOW THEREFORE BE IT RESOLVED, that the School Business Administrator of the Somerset County Vocational & Technical School District hereby is authorized to execute on behalf of the Somerset County Vocational Board of Education any electricity contract proffered by the participating supplier that submits the winning bid in the EMEX Reverse Auction if the auction achieves a price of \$0.0542/kWh or less for a 12 month term, a price of \$0.0533/kWh or less for an 18 month term, or a price of \$0.0539/kWh or less for a 24 month term; the Somerset County Vocational Board of Education may award a contract to the winning supplier for the selected term.

Raelene Catterson
Board Secretary

Date

William Hyncik, Jr.
Board President

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