

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
January 22, 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 has been provided specifying time and place.

Pledge of Allegiance

III. Approval of Minutes of the Regular Meeting and Executive Session held on December 18, 2017.

A. Corrections

On motion of _____, seconded by _____, the minutes of the Regular Meeting and Executive Session held on December 18, 2017 were approved.

IV. Correspondence

A.

V. Presentations/Recognitions

VI. Old or Unfinished Business

A. Construction Projects

VII. Report of the Attorney

VIII. Committee Reports

- Board of School Estimate – Ms. Costa
- Curriculum/Grants –
- NJSBA (Delegate) – Mr. Burchette
- SCSBA (Delegate) –
- SCESC (Representative) – Ms. Costa
- SCJIF – (Commissioner) – Ms. Catterson
- SCIC – (Commissioner) – Mr. Hyncik

IX. Superintendent’s Report

A. Employment of Substitutes

The Superintendent recommends that the Board of Education approve employment of the following substitutes at a rate of \$100.00/day for the 2017-18 school year:

William F. Harrigan, IV Tyler S. Mylroie (substitute school nurse)

B. Extra-Curricular Appointments – 2017-18 School Year

The Superintendent recommends that the Board of Education approve the following for extra-curricular activities for the 2017-18 school year as follows:

John O’Neill	Varsity Girls’ Softball Coach	\$4,619.00
William F. Harrigan, IV	JV Boys’ Baseball Coach	\$2,971.00

C. Salary Adjustments – 2017-18 School Year

The Superintendent recommends that the Board of Education approve salary adjustments for the 2017-18 school year as follows:

Name	2017-18 Base Salary	Masters Stipend	Add'l Assignments per Week	% rate	Amount	Longevity	2017-18 Total Salary
Jeffrey Donaldson (Qtr 3)	\$59,685.00	\$725.00	4	11.424%	\$ 6,818.41	NA	\$ 67,228.41
M. Cristina Perrone (Qtr 3)	\$65,105.00	NA	10	28.56%	\$ 18,593.99	NA	\$ 83,698.99
Qtr 3 - 1/29/18-4/13/18							

D. 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	___	___

E. School Safety Specialist Designee

Pursuant to P.L. 2017, Chapter 162, it is recommended that the Board of Education designate Dr. Chrys Harttraft to serve as the School Safety Specialist for the district with supervision and oversight responsibilities for all school safety and security personnel and school safety policies/procedures in the school district. The School Safety Specialist shall also serve as the school district liaison with law enforcement.

F. Field Trips

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

G. Curriculum Updates

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

Geometry	Biology	English 9
Chemistry	Earth and Space Science	English 10
Physics	US History I	US History II
World History		

H. Donation

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

<u>Item(s)</u>	<u>Donor</u>
Construction/Building Supplies (siding, soffits, J channels)	Mr. Robert E. Cardamone Cardamone Brothers Custom Homes, Inc. 51 Vail Terrace, Branchburg, NJ 08876

I. Employee Assistance Program

The Superintendent recommends that the Board of Education renew its agreement with Charles Nechtem Associates, Inc. to provide short-term counseling services for the employees of Somerset County Vocational & Technical Schools, effective February 1, 2018 through January 31, 2019.

J. Waiver of Requirements – Special Education Medicaid Initiative (SEMI) Program

The Superintendent recommends that the Board of Education authorize the Chief School Administrator to submit to the Executive County Superintendent of Schools an appropriate waiver of requirements of N.J.A.C 6A:23A-5.3 for the 2018-19 school year.

K. Application for Funds

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

National FFA	Living to Serve - Day of Service Mini Grant (Operation Shoebox/service project)	\$400.00
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L. Board Policies – First Reading

The Superintendent recommends that the Board of Education approve the following policies at this first reading as they appear on Addendum #3.

- 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

M. Revised Board Policies and Regulations – First Reading

The Superintendent recommends that the Board of Education approve the following revised policies and regulations at this first reading as they appear on Addendum #4.

- 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	___	___

N. Resolution – 2017-18/1-A – School Board Recognition Month in New Jersey

The Superintendent recommends that the Board of Education adopt Resolution 2017-18/1-A as it appears on 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	___	___

SUPPLEMENT

Addendum to the Memorandum of Agreement Between Education and Law Enforcement Officials
Live Streaming Memorandum of Understanding

The Superintendent recommends that the Board of Education approve the Memorandum of Understanding – Live Streaming which provides the authorities with the capacity to activate district surveillance equipment and view the live streaming video.

Motion_____ Second_____

Discussion

Call the Roll

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

O. Submission of Bills

It is recommended the Board of Education approve the bills list for January 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	___	___

X. 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 December 2017 and the Treasurer of School Monies for the month of December 2017, after review of the secretary’s monthly financial report (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge no major fund has been overextended in violation to N.J.A.C. 6:20-2A.10(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year. (Addendum #6)

B. Submission of Documentation to NJDOE and Modification of Long Range Facility Plan – Building B and F Ceiling Replacement, Building Envelope Upgrades and Pole Barn Restoration

WHEREAS, The Somerset County Vocational and Technical School District, in the County of Somerset, NJ, (the “Board”), desires to proceed with “other capital projects,” generally consisting of 1) Ceiling Replacement at Buildings B and F, 2) Building Envelope Upgrades, and 3) Pole Barn Restoration; and

WHEREAS, The Board now seeks to take steps in order to proceed with the project and comply with NJAC 6A:26-5.2 and 5.3 and related sections of the code; and

WHEREAS, The New Jersey Department of Education reviews and approves other capital outlay projects.

WHEREAS, The District is NOT seeking ROD Grant Funding. (No funding is available).

NOW THEREFORE, BE IT RESOLVED that the Somerset County Vocational and Technical School District Board of Education does hereby authorize and direct the architectural firm of USA Architects, Planners + Interior Designers and the School Business Administrator, as applicable, to prepare the Department of Education Submission Packages in connection with the projects and after approval receive bids for the projects and set forth a recommendation to the Board of Education for action.

That the Architect and the School Business Administrator, as applicable, to prepare an amendment to the district’s Long Range Facility Plan in connection with the project.

That the Architect, School Business Administrator, Bond Counsel, and Board Attorney as applicable, are hereby authorized to undertake all related actions necessary in connection with the project.

BE IT FURTHER RESOLVED that the School District Board of Education authorizes the submission of the project to the New Jersey Department of Education for consideration and approval.

This resolution shall become effective immediately.

C. Budget Transfers – 2017-18 School Year

It is recommended the Board of Education approve the December 2017 transfers as they appear on Addendum #7.

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. Superintendent’s Update

- HIB
- Student Suspension Report

Incident Number	Grade	Out of School/In School Suspension	Total # of Days	Suspension Dates	Reason for Suspension
11120181	12	Out	4	01/12/2018, 01/16/2018, 01/17/2018, 01/18/2018	Language obscene

- National Career & Technical Education Month – February
- Open House – February 3, 2018 9 a.m. to noon (snow date February 10th)

XII. New Business – Ethics Disclosure Statements are due on-line no later than April 16, 2018. An automated email from the NJDOE will be sent to each individual with instructions.

XIII. Next Meeting

It is recommended the next regular meeting of the Somerset County Vocational Board of Education be held:

February 26, 2018
 5:00 P.M.
 Somerset County Vocational & Technical Schools
 14 Vogt Drive
 Bridgewater, New Jersey 08807

XIV. Remarks from the Public

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 – K. Vasaturo, SCVTEA negotiations and litigation. 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.

January 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>
*1/19/2018	FBLA	South Brunswick HS Monmouth Junction, NJ	\$0.00	District
3/10/2018	SkillsUSA	Camden Tech Sicklerville, NJ	\$0.00	District
4/21/2018	HOSA/Rotary Club	Sandy Hook Highlands, NJ	\$0.00	District
5/7/2018	Freshmen Class	Bridgewater Sports Complex Bridgewater, NJ	\$17.00/Student	District

*Prior Approval Received via CH

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BYLAWS

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Board Member Use of Social Networks

Dec 17

[See **POLICY ALERT No. 214**]

0169.02 BOARD MEMBER USE OF SOCIAL NETWORKS

In accordance with the School Ethics Act - N.J.S.A. 18A:12-21 et seq., Board of Education members must avoid conduct which is in violation of the public trust or which creates a justifiable impression among the public that such trust is being violated. To avoid conduct that may be in violation or perceived to be in violation of the School Ethics Act, the Board of Education adopts this Policy to provide guidance to Board members in their use of social networks.

For the purposes of this Policy, “social network(s)” shall include, but not be limited to: Internet blogs, electronic bulletin boards, emails, social networking websites, text messages, or any other online platform where people may post or communicate interests, opinions, or any other information that may be viewed by others with or without permission from the person making such post or republishing such post. “Social networks” also means an Internet-based service that allows individuals to: construct a public or semi-public profile within a bounded system created by the service; create a list of other users with whom they share a connection within the system; and view and navigate their list of connections and those made by others within the system.

For the purposes of this Policy, “use of a social network” shall include, but not be limited to: posting to a social network, reposting another person’s post to a social network, messaging, or any other publication of material on a social network.

Nothing in this Policy prevents a Board of Education member from using a social network. However, a Board member must avoid conduct on a social network that would violate the School Ethics Act – N.J.S.A. 18A:12-21 et seq., which includes the Code of Ethics for Board Members. Board members should be advised communications, publications, photographs, and any other information posted by the Board member or reposted by the Board member on a social network could violate the School Ethics Act and be cause for sanctions in accordance with the law.



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BYLAWS

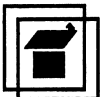
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Board Member Use of Social Networks

While this Policy respects the right of Board members to use social networks, Board members shall recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. A Board member's use of social networks shall not damage the reputation of the school district, employees, students, or their families. Board members who use social networks shall ensure their conduct is appropriate for a Board of Education member. Board members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent.

Board members should carefully review the privacy settings on social networks they use and exercise care and good judgment when posting content and information. When using social networks, Board members are advised to:

1. Not post anything that would violate any of the district's policies for Board members;
2. Uphold the district's value of respect for any individual(s) and avoid making defamatory statements about the Board of Education, the school district, employees, students, or their families;
3. Not disclose any confidential information about the school district or confidential information obtained as a result of being a Board member, about any individual(s) or organization, including students and/or their families;
4. Not use or refer to their Board of Education title or position when soliciting for a business organization that he or she or any immediate family member has an interest in, as well as posting or referencing any confidential information regarding the Board of Education or the school district obtained through their Board membership, unless authorized by law;
5. Refrain from having communications through social networks with other Board members regarding any Board of Education business to avoid any potential violation of the New Jersey Open Public Meetings Act;



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Board Member Use of Social Networks

6. Not respond to any postings regarding Board of Education or school district business or respond to any question or inquiry posted to the Board member or posted on any social network regarding Board of Education or school district business and shall refer any such questions or inquiries to the Superintendent of Schools to address, as appropriate; or
7. Not post any information on a social network determined by the New Jersey School Ethics Commission to be a violation of the New Jersey School Ethics Act.

A Board member shall comply with all Board policies regarding acceptable use of computers and computer networks whenever a Board member is using a Board of Education electronic device.

If the Board or Superintendent believes a Board member's activity on any social network may violate the Board's policies or the New Jersey School Ethics Act, the Board or Superintendent may request the Board member cease such activity.

This Policy has been developed and adopted by this Board to provide guidance and direction to a Board member to avoid actual and/or a perceived appearance of inappropriate conduct or conduct prohibited by the School Ethics Act while using social networks.

N.J.S.A. 18A:12-21 et seq.

N.J.S.A. 10:4-6 et seq.

Adopted:



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Student Tracking Devices
Dec 17

[See POLICY ALERT No. 214]

5516.01 STUDENT TRACKING DEVICES

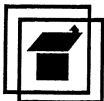
The Board of Education recognizes students may have in their possession while in school, at a school-sponsored activity, or on a school bus an electronic tracking device that uses a global positioning system (GPS) or any other similar system. A tracking unit is a device, normally carried by a moving vehicle or person, that uses a GPS or similar system to determine and track its precise location, and hence that of its carrier, at intervals. The recorded location data can be stored within the tracking unit or it may be transmitted to another location, including, but not limited to, a central location database or an Internet-connected computer, using a cellular, radio, or satellite modem embedded in the unit. This allows the tracking unit's location to be displayed against a map backdrop either in real time or when analyzing the tracking path later, using tracking software. A tracking unit may be a device designed just for tracking or may be an application installed on any other electronic device.

A tracking unit may also have the ability to transmit in real time or through taping electronic communications to another location. These electronic communications may be one-way or two-way audio or video communications between the student and a person with a device at another location or an audio and/or video feature that enables a person remote from the student, with or without the permission of the student, to listen-in or have voice communications with the student and/or access video through the unit either in real time or by taping such communications.

The Board of Education permits the use of a tracking unit or an application on an electronic device that can track the location of the student while in school, at a school-sponsored event, or on a school bus. However, to protect the privacy rights of all students and to maintain the school district's legal obligation to maintain confidential student information in accordance with Federal and State law and regulations, the use of a tracking device or an application on an electronic device that enables any type of one-way or two-way audio and/or video communications or taping is not permitted.

A violation of the provisions of this Policy will result in a violation of the Student Code of Conduct Policy and appropriate discipline will be imposed.

Adopted:



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Lead Testing of Water in Schools
Dec 17

[See **POLICY ALERT No. 214**]

7425 LEAD TESTING OF WATER IN SCHOOLS

The health, safety, and welfare of the children in the school district are of utmost importance to the Board of Education. The potential exposure to lead-contaminated drinking water poses serious health problems, particularly for children, as well as for teachers and school personnel, since the risk of lead contamination can come from pipe and plumbing fixtures in school facilities or on school grounds. The Board shall assure the availability of potable drinking water through sanitary means in school facilities or on school grounds. The Board of Education shall provide, in accordance with N.J.A.C. 6A:26-12.4, testing for lead in all district sources of drinking water.

The Board shall conduct lead sampling and analysis in all drinking water outlets to which a student or staff member has or may have access in each school facility, other facility, or temporary facility, as soon as practicable, but no later than July 13, 2017, unless the district qualifies for an exemption in accordance with N.J.A.C. 6A:26-12.4(d)(h)(i). This testing shall be conducted with a lead sampling plan in accordance with N.J.A.C. 6A:26-12.4(d)1, 2, and 3, and shall be in accordance with the Safe Drinking Water Act, N.J.S.A. 58:12A-1.

Within twenty-four hours after the Board or designee has completed a review of final laboratory results in accordance with the provisions of N.J.A.C. 6A:26-12.4(e), the test results shall be made publicly available at the school facility and on the Board of Education's website. If any results exceed the permissible lead action level, the Board shall provide written notification to the parents of all students attending the facility, facility staff, and the New Jersey Department of Education. This notification shall include: a description of the measures taken by the Board or designee to immediately end the use of each drinking water outlet where the water quality exceeded the permissible lead action level; the measures taken to ensure that alternate drinking water has been made available to all students and staff members; and information regarding the health effects of lead in accordance with N.J.A.C. 6A:26-12.4(e)1 and 2. After the initial screening, the Board will conduct these lead screenings every six years and shall sample for lead after the replacement of any drinking water outlet or any other alteration to plumbing or service lines that may impact lead levels at the outlet, in accordance with N.J.A.C. 6A:26-12.4(f)1 and 2.



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Lead Testing of Water in Schools

The Board shall submit to the New Jersey Department of Education by June 30 of each year a statement of assurance, that the school district completed lead testing in accordance with N.J.A.C. 6A:26-12.4; that notifications were provided consistent with N.J.A.C. 6A:26-12.4; and that alternative drinking water continues to be made available to all students and staff, if necessary, pursuant to N.J.A.C. 6A:26-12.4(g).

The Board may apply for reimbursement for the costs of any water supply testing and analysis conducted, in accordance with N.J.A.C. 6A:26-12.4(j).

N.J.S.A. 58:12A-1 et seq.

N.J.A.C. 6A:26-12.4

Adopted:



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Use of Electronic Signatures
Dec 17

[See POLICY ALERT No. 214]

9242 USE OF ELECTRONIC SIGNATURES

The New Jersey Uniform Electronic Transactions Act (UETA) authorizes a Board of Education to use electronic forms, filings, and signatures to conduct official business with the public. The use of electronic forms, filings, and signatures may save school district resources and will provide a convenient and cost-efficient option for parents to receive, review, and acknowledge receipt of information from the school district. Therefore, the Board of Education authorizes the use of electronic forms, filings, and signatures in communications between the school district and parents pursuant to the UETA.

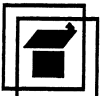
For the purposes of this Policy, “electronic” means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.

For the purposes of this Policy, “electronic record” means a record created, generated, sent, communicated, received, or stored by electronic means.

For the purposes of this Policy, “electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

For the purposes of this Policy, “information processing system” means an electronic system for creating, generating, sending, receiving, storing, displaying, or processing information.

The school district may electronically send documents to parents of students enrolled in the school district. These documents may include, but are not limited to: informational notices; school or school related events or activities; periodic updates on a student’s progress; school district forms; requests for information; and any other communications between the school district and home. Some documents electronically sent to parents may require the parent to: acknowledge receipt of a document; provide parental consent for such matters as student compliance with the district’s acceptable use of school district computers and administration of surveys; and/or acknowledge receipt and acceptance of terms of a Board of Education policy, regulation, or practice. Any document sent to parents of students enrolled in the school district must be capable of retention by the recipient. To be capable of retention, the recipient at the time of receipt, must



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Use of Electronic Signatures

be able to retain and accurately reproduce the document for later reference by all persons who are entitled to retain the record. A record is not capable of retention by the recipient if the sender of its information processing system inhibits the ability of the recipient to print or store the electronic record.

The Board of Education authorizes documents may be electronically sent to parents of students enrolled in the school district only with the approval of the Superintendent of Schools. The Superintendent shall establish an information processing system to include a process for parents to electronically send, sign, and return documents to the school district. The school district shall make accommodations for a parent who is unable or unwilling to conduct business electronically. In addition, a parent may refuse to conduct business electronically for any reason and at any time. In this event, the school district shall make available a hard copy of the document(s) to the parent to review, maintain, and any document(s) requiring signatures to be returned to the district. The Superintendent will only implement an information processing system in accordance with the provisions of the UETA.

Documents that are electronically signed and returned to the school district may be maintained by the school district in electronic or non-electronic form. Documents returned to the district that are not electronically signed shall be maintained by the district in non-electronic form. However, nothing shall prevent the school district from converting a non-electronic document to an electronic document and for such document to be stored in electronic form. All electronic or non-electronic documents returned to the school district shall be maintained by the school district in accordance with the New Jersey Department of the Treasury - Records Management Services - Records Retention Schedules and in accordance with N.J.S.A. 12A:12-12.

N.J.S.A. 12A:12-1 et seq.

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Adopted:



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Military Leave

Dec 17

[See POLICY ALERT Nos. 164 and 214]

3437 MILITARY LEAVE

The Board of Education recognizes that military service rendered by any district employee in the defense of the country or in maintaining preparedness for conflict, foreign or domestic, is a service benefiting all citizens. ~~A~~ Any permanent or full-time **temporary** officer and/or employee of the district will be provided military leave and related benefits pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq., P.L. 2001 Chapter 351 amending N.J.S.A. 38:23-1, N.J.S.A. 38A:1-1 and N.J.S.A. 38A:4-4., and any other applicable Federal and State laws.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized militia of New Jersey (New Jersey National Guard, New Jersey Naval Militia Joint Command) shall be entitled, in addition to pay received, if any, **as a member of the organized militia**, to a leave of absence **from his or her respective duties** without loss of pay or time on all days **during** ~~in~~ which ~~he/she~~ **he or she shall be** is engaged in any period of State or Federal active duty-; **provided, however, that** ~~t~~The leave of absence for Federal active duty or active duty for training shall not exceed ninety work days in the aggregate in any calendar year. **Any leave of absence for such duty in excess of ninety work days shall be without pay, but without loss of time. Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee.** ~~A permanent or full-time temporary officer or employee who has served under such temporary appointment for less than one year in the district shall receive this leave without pay, but without loss of time. This paid leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of ninety workdays shall be without pay, but without loss of time.~~

A permanent or full-time temporary officer or employee of the school district who is a member of the organized reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve, or United States Marine Corps Reserve, or other organization affiliated therewith, including the National Guard of other states, shall be entitled, in addition to pay received, if any, **as a member of a reserve component of the Armed Forces of the United States**, to a leave of absence **from his or her respective duty** without loss of pay or time on



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TEACHING STAFF MEMBERS

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Military Leave

all work days ~~he/she~~ **on which he or she** shall be engaged in any period of **Federal** active duty, provided, **however, that** such leave of absence shall not exceed thirty work days in any calendar year. **Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of thirty work days shall be without pay, but without loss of time.** A ~~permanent or~~ full-time temporary officer or employee who has served **under such temporary appointment** for less than one year in the district shall receive this leave without pay, but without loss of time. ~~This paid leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of thirty workdays shall be without pay, but without loss of time.~~

Military leave with pay is not authorized for Inactive Duty Training (IDT) as defined in N.J.A.C. 5A:2-2.1.

The district will provide benefits and rights for staff on military leave as required by Federal and State laws.

[Optional

The military leave requirements in this Policy are the minimum requirements of applicable Federal and State laws. The district, at its option, may provide additional military leave with pay and related benefits.]

Pursuant to N.J.S.A. 52:13H-2.1, in accordance with the provisions of Article VIII, Section II, paragraph 5 of the New Jersey Constitution, upon application by the district to the State Treasury and approval of the application by the Director of the Division of Budget and Accounting, reimbursement shall be made by the State of New Jersey for any costs incurred as a result of the provisions of P.L. 2001, Chapter 351.

N.J.S.A. 18A:6-33; 18A:28-11.1; 18A:29-11; 18A:66-8.1

N.J.S.A. 38:23-1 et seq.; 38A:1-1; 38A:4-4; 52:13H-2.1;

N.J.A.C. 5A:2-2.1

Uniformed Services Employment and ~~R~~eemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq.

Adopted:



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Military Leave

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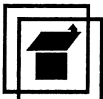
[See POLICY ALERT Nos. 164 and 214]

4437 MILITARY LEAVE

The Board of Education recognizes that military service rendered by any district employee in the defense of the country or in maintaining preparedness for conflict, foreign or domestic, is a service benefiting all citizens. ~~A~~ Any permanent or full-time **temporary** officer and/or employee of the district will be provided military leave and related benefits pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq., P.L. 2001 Chapter 351 amending N.J.S.A. 38:23-1, N.J.S.A. 38A:1-1 and N.J.S.A. 38A:4-4., and any other applicable Federal and State laws.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized militia of New Jersey (New Jersey National Guard, New Jersey Naval Militia Joint Command) shall be entitled, in addition to pay received, if any, **as a member of the organized militia**, to a leave of absence **from his or her respective duties** without loss of pay or time on all days **during** in which ~~he/she~~ **he or she shall be** is engaged in any period of State or Federal active duty.; **provided, however, that** ~~t~~The leave of absence for Federal active duty or active duty for training shall not exceed ninety work days in the aggregate in any calendar year. **Any leave of absence for such duty in excess of ninety work days shall be without pay, but without loss of time. Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee.** A permanent or full-time temporary officer or employee who has served **under such temporary appointment** for less than one year in the district shall receive this leave without pay, but without loss of time. ~~This paid leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of ninety work days shall be without pay, but without loss of time.~~

A permanent or full-time temporary officer or employee of the school district who is a member of the organized reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve, or United States Marine Corps Reserve, or other organization affiliated therewith, including the National Guard of other States, shall be entitled, in addition to pay received, if any, **as a member of a reserve component of the Armed Forces of the United States**, to a leave of absence **from his or her respective duty** without loss of pay or time on



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all work days ~~he/she~~ **on which he or she** shall be engaged in any period of **Federal** active duty, provided, **however, that** such leave of absence shall not exceed thirty work days in any calendar year. **Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of thirty work days shall be without pay, but without loss of time.** A ~~permanent or~~ full-time temporary officer or employee who has served **under such temporary appointment** for less than one year in the district shall receive this leave without pay, but without loss of time. ~~This paid leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of thirty workdays shall be without pay, but without loss of time.~~

Military leave with pay is not authorized for Inactive Duty Training (IDT) as defined in N.J.A.C. 5A:2-2.1.

The district will provide benefits and rights for staff on military leave as required by Federal and State laws.

[Optional

The military leave requirements in this Policy are the minimum requirements of applicable Federal and State laws. The district, at its option, may provide additional military leave with pay and related benefits.]

Pursuant to N.J.S.A. 52:13H-2.1, in accordance with the provisions of Article VIII, Section II, paragraph 5 of the New Jersey Constitution, upon application by the district to the State Treasury and approval of the application by the Director of the Division of Budget and Accounting, reimbursement shall be made by the State of New Jersey for any costs incurred as a result of the provisions of P.L. 2001, Chapter 351.

N.J.S.A. 18A:6-33; 18A:29-11

N.J.S.A. 38:23-1 et seq.; 38A:1-1; 38A:4-4; 52:13H-2.1;

N.J.A.C. 5A:2-2.1

Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq.

Adopted:



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[See POLICY ALERT Nos. 153 and 214]

R 5460.1 HIGH SCHOOL TRANSCRIPTS

A transcript is defined as a document for all high school students exiting the school district that describes a student's progress toward achievement of the New Jersey **Student Learning Core Curriculum Content Standards (NJSLC)** and other relevant experiences and achievements.

~~Transcripts for students entering ninth grade or students planning to graduate from an adult high school in the 2003-04 and following academic years shall contain the following~~ **The Board of Education, in accordance with N.J.A.C. 6A:8-4.2, shall maintain for every student a ninth grade through graduation transcript that contains the following, as available:**

1. **Results of all Applicable State assessments, including assessments that satisfy graduation requirements set forth in N.J.A.C. 6A:8-5.1(a)6;**
2. **Results of any Applicable English Language proficiency assessments according to N.J.A.C. 6A:8-5.1(h);**
3. ~~Other evidence of student achievement~~ **Evidence of instructional experience and performance in the NJSLC;**
4. ~~Evidence of instructional experience and performance in the New Jersey Core Curriculum Content Standards~~ **technological literacy;**
5. ~~Evidence of employability skills and work habits, including punctuality, attendance and teamwork~~ **career educational instructional experiences and career development activities;**
6. ~~Any structured learning experiences~~ **Evidence of State-issued occupational licenses and credentials, industry-recognized occupational credentials, and/or technical skill assessments for students enrolled in Department-approved career and technical education programs pursuant to N.J.A.C. 6A:19-3.2; and**



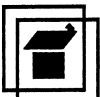
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7. ~~Any employer/industry certification tests limited to industry based standards;~~
78. Any other information deemed appropriate approved by the Board of Education.

The Board of Education shall transmit within ten business days any official records, including transcripts, of students who transfer. ~~Student transcripts shall be transmitted within ten calendar days of the time any student transfers to~~ other ~~another~~ school districts or institutions in accordance with N.J.A.C. 6A:8-4.2(b). Disciplinary records will only be sent to other public districts or private schools in accordance with Board Policy and Regulation 8330 and N.J.A.C. 6A:16-7.8 and shall not be sent to any other institution without the written consent of the parent or adult student.

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[See POLICY ALERT Nos. 159, 213 and 214]

R 7101 EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS

Capital projects that affect any of the following criteria for educational adequacy shall be reviewed and approved by the Division of Administration and Finance (Division). The criteria are the number, configuration, size, location, or use of educational spaces within a school facility. The review for educational adequacy shall take into consideration the suitability of the number, configuration, size, location, and use of educational spaces; built-in furniture and equipment; and provisions for the disabled.

- A. Projects Requiring Approval for Educational Adequacy – N.J.A.C. 6A:26-5.1
1. Capital projects that involve the following types of building construction work shall be approved for educational adequacy:
 - a. New school facilities including pre-fabricated facilities;
 - b. Additions to existing school facilities;
 - c. Alterations to the total number, dimension in volume and/or area, configuration or location of educational spaces or the number of any one kind of educational space; and
 - d. Installation of temporary facilities.
- B. New Jersey Schools Development Authority (Development Authority), Regular Operating District (ROD), and Other Capital Projects – N.J.A.C. 6A:26-5.1(b)
1. Both Development Authority and ROD school facilities projects, along with other capital projects, shall be subject to educational adequacy reviews. The review process and types of documents subject to review will differ depending on whether the project is a school facilities project or other capital project, and if a school facilities project, on whether it is a Development Authority project or a ROD project.

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- a. For a Development Authority school facilities project, the Development Authority on behalf of the school district shall apply for the review and approval for educational adequacy in conjunction with the application for approval of a school facilities project pursuant to N.J.A.C. 6A:26-3.

The application shall be made prior to the review and approval of capital projects for compliance with the Uniform Construction Code (UCC), N.J.A.C. 5:23, by the Division of Codes and Standards in the Department of Community Affairs, and prior to local share authorization. The educational adequacy review shall cover the following types of project documents: educational specifications; schematic plans and related documents; detailed plans and specifications; and final plans and specifications. The educational specifications, schematic plans, and related documents shall be submitted by the Development Authority on behalf of the school district at the time of project application. Detailed and final plans and specifications shall be forwarded to the Division by the Development Authority after project approval, but prior to the Division determination of final eligible costs and Department of Community Affairs review for UCC compliance.

- b. For a ROD school facilities project, school districts shall apply for the review and approval for education adequacy in conjunction with the application for approval of a school facilities project. The educational adequacy review shall cover the following types of documents: educational specifications, schematic plans and related documents, and final plans and specifications. The educational specifications, schematic plans, and related documents shall be submitted by the school district at the time of project application. Final plans and specifications shall be submitted by the school district after project approval, but prior to the UCC-compliance review.

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- c. For any other capital project, school districts shall apply for the review and approval for educational adequacy in conjunction with the application for the Division review for consistency with the school district's approved LRFP. The educational adequacy review shall cover educational specifications, schematic plans and related documents, and final plans and specifications. The educational specifications, schematic plans, and related documents shall be submitted by the school district at the time the project is reviewed for consistency with the school district's approved LRFP. Final plans and specifications shall be submitted by the school district after the consistency review, but prior to the UCC-compliance review.
- C. Change of Use of Instructional Space, Non-Capital Project – N.J.A.C. 6A:26-5.1(c)
1. The Executive County Superintendent shall approve any change of use of instructional space that is not a capital project.
- D. Educational Specifications – N.J.A.C. 6A:26-5.2
1. Submissions of educational specifications for educational adequacy reviews shall include the following:
 - a. Details of the educational program activities and requirements for each space proposed in the capital project, and shall refer to the New Jersey Student Learning Standards wherever appropriate;
 - b. An itemized list of furniture, equipment, and support spaces required to conduct the educational program specified for each space, together with their net areas in square feet, as well as the net of the total room area required for each space;
 - c. Specific technical and environmental criteria, adjacencies, and other requirements for the educational program; and

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- d. A building-space program that indicates the number and net area in square feet of each instructional, specialized instructional, administrative, and support space in each existing or proposed building included in the capital project and/or the temporary facility.
- E. Schematic Plans and Other Related Project Documents – N.J.A.C. 6A:26-5.3
1. Submissions of schematic plans for educational adequacy reviews shall include the following:
 - a. Four sets of schematic plans showing the entire existing and proposed building drawn to a scale of not less than 1/16 inch per foot. The approved use of each space, the proposed number of occupants, and the net square feet area shall be clearly labeled on all existing and proposed spaces;
 - b. Layouts of the built-in and moveable furniture and equipment for examples of all occupied spaces drawn to a scale of not less than 1/8 inch per foot;
 - c. Information required to demonstrate compliance with the Facility Planning Standards of N.J.A.C. 6A:26-6 including dimensions, clearances, ceiling heights, and required equipment;
 - d. Paths of travel for disabled persons;
 - e. A completed plot plan when work site is required, including the intended location of the school and a layout of the locations of all other structures, multi-purpose physical education fields, playgrounds, walkways, roadways, access roads, buffer and set back zones, parking areas, deed restrictions, easements, protective covenants, right of ways, and environmentally sensitive areas. If the land for the site is being acquired, an application also shall be submitted for approval under N.J.A.C. 6A:26-7.1; and

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- f. The signature and seal of a New Jersey licensed architect or professional engineer, if there is an architect or engineer engaged for the project, and signatures of the President of the Board of Education and the Superintendent. In the case of Development Authority school facilities projects, schematic plans shall also be signed by the Development Authority, pursuant to N.J.S.A. 59:4-6.
2. Other project documents to be submitted with the schematic plans shall include:
 - a. A project cost estimate on a form provided by the Commissioner;
 - b. A project schedule;
 - c. A copy of the dated transmittal letter to the Executive County Superintendent indicating project document submission to the Division; and
 - d. A copy of the transmittal letter indicating the date of plan submission to the local planning board, where required by N.J.S.A. 40:55D-31 and N.J.S.A. 18A:18A-16, including, but not limited to, whenever the project consists of a new building, the conversion of an existing building to school use, or the building footprint, volume, pedestrian, or vehicular access are altered by the project.
- F. Detailed Plans and Specifications and Final Plans and Specifications – N.J.A.C. 6A:26-5.4
1. In the case of a Development Authority school facilities project, the Development Authority on behalf of the school district shall apply upon completion of detailed plans and specifications for final approval of the project's educational adequacy. Detailed plans and specifications shall be considered adequate for calculations of final eligible costs if the plans and specifications are at least sixty percent complete. Final approval of the educational adequacy of the project shall occur prior to the calculation of the final eligible costs of the school facilities project pursuant to N.J.A.C. 6A:26-3.5. The application for final approval shall include:

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- a. Four individually packaged sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey licensed architect or professional engineer and signed by the President of the Board of Education, Superintendent, and the Development Authority, and specifications to sufficiently demonstrate the school facilities project conforms to schematic plans approved by the Division. To demonstrate such conformance, the submission shall include architectural floor plans, an architectural site plan, as applicable, and architectural drawings that will allow verification of ceiling heights and other applicable standards in N.J.A.C. 6A:26-6.3. If the Division determines the documents are not sufficient to demonstrate conformity with the schematic plans, it may request additional drawings and/or technical specifications;
 - b. The fee calculated according to the fee schedule pursuant to N.J.A.C. 6A:26-5.5; and
 - c. In the event there is a change affecting the number, configuration, size, location, or use of educational spaces as set forth in the detailed plans and specifications submitted to the New Jersey Department of Education, the Development Authority shall submit to the Division the application with two sets of final plans and specifications, as set forth in subparagraph 2.a. below. No additional fee will be imposed.
2. In the case of a ROD school facilities project or another capital project, the school district shall apply upon the completion of final plans and specifications for final approval of the educational adequacy of the project. The application shall include:
 - a. Four individually packaged sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey licensed architect or professional engineer and signed by the President of the Board of Education and Superintendent, and specifications to sufficiently demonstrate the capital project conforms to schematic plans approved by the Division as described in F.1.a. above;

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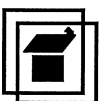


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- b. A properly executed copy of a "Request for Local Release of School Construction Plans" for a district that chooses to have a municipal code enforcing agency review its plans for UCC conformance. The review shall include the documentation required by the UCC in accordance with N.J.A.C. 5:23-2.15, for the requirements for application for a construction permit or for plan review, as appropriate. The Superintendent and municipal code enforcing agency chief shall sign the form, which may be obtained from the Division; and
 - c. A check, payable to the "Treasurer, State of New Jersey," for the fee calculated according to the fee schedule pursuant to N.J.A.C. 6A:26-5.5.
 3. In the case of a temporary facility, the school district or the Development Authority on behalf of the school district for Development Authority school facilities projects, shall apply to the Division upon the completion of detailed plans and educational specifications for approval of the temporary facility's adequacy. Detailed plans and educational specifications shall be considered adequate for calculations of eligible costs if the plans and educational specifications are at least sixty percent complete unless otherwise provided in N.J.A.C. 6A:26-5.4. The application shall include items in accordance with N.J.A.C. 6A:26-5.4(c) as outlined below:
 - a. Four sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey registered architect or licensed engineer and signed by the President of the Board of Education and Superintendent, as well as the Development Authority in the case of a temporary facility that is part of a Development Authority school facilities project, and educational specifications to sufficiently demonstrate the educational adequacy of the temporary facility and compliance with the temporary facility standards at N.J.A.C. 6A:26-8;

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- b. A completed plot plan whenever site work is required for the temporary facility. On it shall be shown the intended location of the temporary facility and a layout of all other structures, play and recreation areas, athletic fields, walkways, roadways, access roads, buffer and set-back zones, and parking areas. It also clearly shall indicate the impact that placement of the temporary facility will have on the site of the permanent school facility;
- c. A copy of the dated transmittal letter to the Executive County Superintendent indicating plan submission to the Division;
- d. A copy of the transmittal letter indicating the date of plan submission to the local planning board, whenever required by N.J.S.A. 40:55D-31 and N.J.S.A. 18A:18A-16;
- e. A temporary facility schedule addressing the relationship to the school facilities project schedule, in the event that the temporary facility is part of a school facilities project;
- f. The fee calculated according to the fee schedule pursuant to N.J.A.C. 6A:26-5.5. If the temporary facility is not part of a Development Authority school facilities project, payment shall be in the form of a check, payable to the "Treasurer, State of New Jersey";
 - (1) If the fee for the temporary facility is submitted to the Division prior to the submission of the fee for the final educational adequacy review for the school facilities project, the amount paid for the temporary facility will be credited toward the fee for the school facilities project;
- g. If the temporary facility is not part of a Development Authority school facilities project, a properly executed copy of a Request for Local Release of School Construction Plans for a school district that chooses to have a municipal code enforcing agency review its plans for conformance with the UCC. Such review shall require the documentation required by the UCC, N.J.A.C. 5:23-2.15,

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for the requirements for application for a construction permit or for plan review, as appropriate. The Superintendent and municipal code enforcing agency chief shall sign the form, which may be obtained from the Division; and

- h. If the temporary facility was previously used for school purposes and a certificate of occupancy for ~~District Factor~~ Group E, as **designated by the Commissioner of the Department of Community Affairs**, is in effect and no change of use is required, a floor plan with proposed occupancy in lieu of signed and sealed plans shall be submitted to the Division to meet the requirements of N.J.A.C. 6A:26-5.4.

G. Fee Schedule – N.J.A.C. 6A:26-5.5

The Division will collect fees for reviews of detailed/final plans and specifications for educational adequacy in the case of Development Authority school facilities projects and for its reviews of final plans and specifications for educational adequacy in ROD school facilities projects and other capital projects in accordance with the fee schedule outlined in N.J.A.C. 6A:26-5.5.

H. Capital Projects Not Subject to Educational Adequacy Review – N.J.A.C. 6A:26-5.6

1. For a Development Authority school facilities project not subject to educational adequacy review, the Division shall issue a preliminary project report and shall forward to the Department of Community Affairs for review the report along with drawings or narrative sufficient to delineate the scope of work, so the Department of Community Affairs may review construction documents for UCC conformance. The review shall require the documentation required by the UCC in accordance with N.J.A.C. 5:23-2.15, for the requirements for application for a construction permit or for plan review, as appropriate.

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2. For a ROD school facilities project or other capital project not subject to educational adequacy review, the Division shall make a determination of the project's final eligible costs and shall forward to the Department of Community Affairs for review the determination along with drawings or narrative sufficient to delineate the scope of work, so the Department of Community Affairs may review construction documents for UCC conformance. The review shall include the documentation required by the UCC in accordance with N.J.A.C. 5:23-2.15, for the requirements for a construction-permit or plan-review application, as appropriate. If the school district has submitted to the Division a properly executed copy of a "Request for Local Release of School Construction Plans," pursuant to N.J.A.C. 6A:26-5.4(b)2, the Division shall forward the release form to the Department of Community Affairs for its action.

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[See POLICY ALERT Nos. 96 and 214]

7440 SCHOOL DISTRICT SECURITY OF SCHOOL PREMISES

The Board of Education believes that the buildings and facilities of this the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect that the school community's investment in the school buildings and facilities.

The school district security program will include: the maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance the observation with of safe practices in the use of electrical, plumbing, and heating, and other school building equipment. The Board directs close cooperation of district officials with local law enforcement, officers, fire fighters, the sheriff's office, and insurance company inspectors fire officials, and other emergency agencies.

The Superintendent of Schools shall designate a school administrator as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2. The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

Personal Access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained access keys improperly.

Building records and funds shall be kept in a safe place and secured under lock and key as appropriate and necessary.



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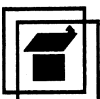
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School District Security of School Premises

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of **school resource officers, school security officers, and/or law enforcement officers** guards in situations in which special risks are involved.

N.J.S.A. 18A:17-43.1; 18A:17-43.2; 18A:17-43.3

Adopted:



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[See **POLICY ALERT** Nos. 96 and 214]

R 7440 SCHOOL DISTRICT SECURITY

A. Definitions

“Access” means authorized access to a school building or school grounds through the use of a Board-approved key control system.

“Key control system” means the use of a key, card, code, or any other means to disengage a locking mechanism to provide entry to a school building or school grounds.

“School buildings” and “school grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and other central service facilities including, but not limited to, kitchens and maintenance shops. “School buildings” and “school grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; night field lights, greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. “School buildings” and “school grounds” also includes other facilities such as playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land in accordance with N.J.A.C. 6A:16-1.3 and 6A:26-1.2.

B. Access to School Buildings and School Grounds

1. Access to school buildings and grounds during the school day will be permitted to all students enrolled in the school and all authorized school staff members, and visitors pursuant to Policy and Regulation 9150.
2. Access to school buildings and grounds before and after the school day will be permitted to:
 - a. Members of the Board of Education;



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- b. Administrative and supervisory staff members, teaching staff members, and support staff members assigned to a school building or grounds in the performance of their duties;
 - c. Other school staff members in the performance of their professional responsibilities;
 - d. Students involved in interscholastic athletics, co-curricular, extra-curricular activities, and authorized spectators;
 - e. Members of organizations granted the use of school premises pursuant to Policy and Regulation 7510;
 - f. Police officers, fire fighters, health inspectors, and other agents of Federal, State, and local government in the performance of their official duties;
 - g. Members of the public present to attend a public Board of Education or public school-related function; and
 - h. Others authorized by the Superintendent or designee and/or by Board Policy.
3. All visitors to a school building during a school day will be required to register their presence in the school and comply with the provisions of Policy and Regulation 9150. The school's registration and sign-in procedures may include the use of a school visitor management system requiring the visitor to present acceptable identification to access the school building.
 4. Signs will be conspicuously posted to inform visitors of the requirement to register their presence into the building.
- C. Key Control System for Access to School Buildings and Facilities
1. School staff members will be provided access to a school building using the school's key control system as follows:
 - a. Teaching staff members and support staff members will be provided access using the school's key control system to the school building and to other facilities on school grounds to which they require access for the performance of their professional duties.



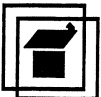
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- (1) The Building Principal will determine the school staff members who shall be provided access to facilities within the school building and on school grounds.
 - (2) The Superintendent or designee will determine the district administrators, supervisors, and other staff members who shall be provided access to facilities within the school building and on school grounds.
2. School staff members provided access to a school building or other facilities on school grounds shall be responsible for ensuring their key control system authorization is not shared with another individual without prior approval of the Principal or designee for school staff members, or the Superintendent or designee for district staff members. Staff members are prohibited from permitting their key control system authorization to be used by another person unless prior approval is obtained from the Principal or designee at the building level and Superintendent or designee at the district level or in the event of an emergency.
 3. A staff member's loss of a key, card, or any other device authorizing the staff member access to a school building or a facility on school grounds must be immediately reported to the Principal or Superintendent or designee. The staff member who loses a key, card, or any such access device may be responsible for the replacement cost.

D. Staff Member Responsibilities

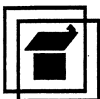
1. Staff members should not bring to school valuable personal items that cannot be in the staff member's personal possession at all times. The Board of Education is not responsible for a staff member's personal possession in the event the item is lost, stolen, misplaced, damaged, or destroyed.
2. In the event a staff member observes a student has a valuable item in school, the staff member will report it the Principal or designee. A valuable item may include, but is not limited to, an unusually large amount of money, expensive jewelry or electronic equipment, or any item that is determined by the Principal or designee to be valuable to a student based on the student's age.



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School District Security

- a. The Principal or designee may contact the student's parent and request the parent come to school to retrieve the valuable item;
 - b. The Principal or designee may secure the valuable item and return it to the student at the end of the school day and inform the student and the parent not to bring the valuable item to school in the future; or
 - c. The Principal or designee will permit the student to maintain the valuable item and inform the student and the parent not to bring the valuable item to school in the future.
 - d. The Board of Education is not responsible for a student's personal possession in the event the item is lost, stolen, misplaced, damaged, or destroyed when in the possession of the student.
3. Teaching staff members shall close classroom windows and shut and lock classroom doors when leaving at the end of the school day; shut and lock classroom doors during the school day when the room is not going to be in use after their assignment, and report immediately to the Principal or designee any evidence of tampering or theft.
 4. Custodians shall, at the end of the work day, conduct a security check of the building to make certain that all windows are closed and all office, classroom, and building doors are shut and locked, except as such doors may be required to be open for persons with access.
 5. Office personnel shall take all reasonable precautions to ensure the security of all school and district records and documents against unauthorized access, deterioration, and destruction.
- E. School Safety Specialist
1. The Superintendent of Schools shall designate a school administrator as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3.



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School District Security

2. The School Safety Specialist shall:
 - a. Be responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the school district;
 - b. Ensure that these policies and procedures are in compliance with State law and regulations; and
 - c. Provide the necessary training and resources to school district staff in matters relating to school safety and security.
 3. The School Safety Specialist shall also serve as the school district's liaison with law enforcement and national, State, and community agencies and organizations in matters of school safety and security.
 4. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist Certification in accordance with the provisions of N.J.S.A. 18A:17-43.2.
- F. Summoning Law Enforcement Authorities
1. Law enforcement authorities will be summoned promptly whenever evidence is discovered that indicates: a crime has been committed on school premises or in the course of staff or student transportation to or from school; a break and entry may have occurred on school grounds; a deadly weapon is on school premises; a breach of the peace has occurred on school premises; for any reason required in the Memorandum of Understanding between the Board of Education and Law Enforcement and in accordance with Policy and Regulation 9320; or for any other reason there is concern about the health, safety and welfare of persons on school grounds or school property.
 2. A call to law enforcement agents will be reported to the Superintendent as soon as possible, along with the reason(s) for which the call was made and the outcome of the incident.

Issued:



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Electronic Surveillance In School Buildings
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[See POLICY ALERT Nos. 177 and 214]

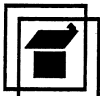
7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, students, community members, and other building occupants and to protect the school district's buildings and grounds.

The content produced by the surveillance system under certain circumstances may be considered a student record, ~~and if so in which~~ it will be subject to the Board of Education policy and regulations regarding confidential student records. If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding, ~~and the district declares such use to be a legitimate educational interest.~~

In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education shall enter into a Memorandum of Understanding (MOU) with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video. The MOU shall include the provisions of N.J.S.A. 18A:41-9 and any additional information required by law enforcement officials. In the event the parties to the MOU are unable to reach an agreement regarding any provision required to be included in the MOU as per N.J.S.A. 18A:41-9a, the County Prosecutor shall make the final determination regarding that provision. Nothing in N.J.S.A. 18A:41-9 shall be construed as to require the installation of video surveillance equipment capable of streaming live video wirelessly to a remote site from a school building that does not have the ability to have live streaming video.

The Board of Education shall post signage following ~~statement shall be posted~~ in a prominent, public place in buildings and on school grounds where electronic surveillance equipment may be used:.



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Electronic Surveillance In School Buildings
and On School Grounds

~~The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy.~~

In addition to posting, the district shall notify school staff members, parent(s) or legal guardian(s), and students that electronic surveillance may be used in school buildings and on school grounds through publication in student and staff handbooks, school calendars, notice sent home with students, or any other effective means to publish the district's use of electronic surveillance equipment in school buildings and on school grounds.

N.J.S.A. 18A:41-9

Adopted:



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[See **POLICY ALERT Nos. 177 and 214**]

R 7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

In order to enhance a safe and secure environment, the Board authorizes electronic surveillance devices to be used ~~on~~ **in school district buildings** ~~property~~ and on school grounds.

A. Recording and Notice

1. Surveillance devices may include, but are not limited to, sound/video cameras, audio recording devices, and other appropriate devices.
2. Recordings may be used to monitor and observe the conduct of school district staff, students, community members, and other person(s) in school buildings or on school grounds.
3. ~~Signage Notice regarding the use of surveillance devices~~ will be posted in a **prominent public place in** school buildings ~~and~~ ~~or~~ on school grounds where **electronic surveillance equipment** devices may be used.

B. Student Records and Notice

School district personnel will comply with the provisions of applicable law regarding student record requirements including the Family Educational **Rights** and Privacy Act (**FERPA**) and the Individual with Disabilities Education ~~Improvement~~ Act (**IDEA**). Recordings considered for retention, as a part of a student's behavioral record, will be maintained in accordance with established student record procedures governing access, review, and release of student records.

C. Staff Records and Notice

1. Recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations, applicable law, and any labor agreements governing access, review, and release of employee personnel records.



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Electronic Surveillance In School Buildings
and On School Grounds

2. The district will provide notice to students, parent(s) ~~or legal guardian(s)~~, and school staff members that surveillance devices may be used in school buildings and on school grounds.

D. Storage/Security

1. All recordings will be stored by the Superintendent or designee, and secured to ensure confidentiality.
2. Recordings will be **retained in accordance with the New Jersey Department of the Treasury – Records Management Services Records Retention Schedules and** ~~stored for _____ calendar days after initial recording, whereupon such recordings will be erased or discarded, unless there is a legitimate reason for retaining such recording for review,~~ **upon receiving prior authorization from Records Management Services.**

E. Use

1. The determination of the location of surveillance devices shall be made by the **Superintendent or designee _____**.
2. Tampering with or otherwise interfering with surveillance equipment is prohibited. Any individual found tampering with equipment shall be subject to discipline.

F. Viewing or Listening

1. Initial viewing or listening to recordings will be done by the ~~_____ (Building Principal or designee,~~ **Superintendent of Schools or designee, Other - Specify).**
2. Requests for viewing or listening will be limited to persons with a direct interest in any proceedings, disciplinary or otherwise, resulting from the recordings, as deemed appropriate by the ~~_____ (Building Principal or designee,~~ **Superintendent of Schools or designee, Other - Specify).**



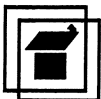
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3. Only the portion of the recording concerning a specific incident will be made available for viewing.
4. Viewing or listening to the recording will be permitted on school property or as otherwise required by law.
5. All viewing will be in the presence of the (Building Principal or designee, Superintendent of Schools or designee, Other - Specify).
6. A written log will be maintained by the (Building Principal or designee, Superintendent of Schools or designee, Other - Specify) of those viewing video recordings including date of viewing, reason for viewing, the date the recording was made, and the signature of the viewer.
7. Video recordings remain the property of the **school** district and may be reproduced only in accordance with law, including applicable district student records policy and procedures and district personnel records policy, procedures and applicable labor agreements.

G. Law Enforcement Memorandum of Understanding (MOU) (N.J.S.A. 18A:41-9)

1. **In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education shall enter into a MOU with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video. The MOU shall include, but need not be limited to, the following:**
 - a. **The designation of individuals who shall be authorized to view live streaming video;**



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Breakfast Offer Versus Serve (OVS)
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[See POLICY ALERT Nos. 202 and 214]

[For School Districts that Implement a Breakfast Offer Versus Serve Program]

8507 BREAKFAST OFFER VERSUS SERVE (OVS)

The Board of Education, to be in compliance with the Healthy Hunger Free Kids Act (HHFKA) of 2010, adopts this Offer Versus Serve (OVS) Policy. Offer Versus Serve is a Policy for Federally reimbursable meals that allows students to decline a certain number of food components in the meal to reduce plate waste and food cost. Board of Education approval to implement a Breakfast OVS Policy is optional at all grade levels. The provisions of the Breakfast OVS Policy shall be in accordance with the requirements of the HHFKA of 2010.

A school breakfast eligible for Federal reimbursement shall offer four food items from the three food components in the appropriate amounts per grade grouping:

- ~~Fruit or vegetable or juice~~ **(including optional vegetable);**
- ~~Milk; and~~ **Grains (including optional meat/meat alternate)**
- ~~Grains (including optional meat/meat alternate);~~ **Milk**

Students are allowed to decline one of the four food items offered, **but must select at least a half cup of either fruit or half cup of vegetable or half cup of a fruit/vegetable combination.**

After taking the half cup fruit or half cup of vegetable or half cup of a fruit/vegetable combination, students must select at least two additional food items in the full amounts (per grade group requirements) to count toward the reimbursable offer versus serve meal.

A student's decision to accept all four food items or to decline one food item shall not affect the price charged for the meal as the breakfast is priced as a unit. If students do not choose enough food items to comprise a reimbursable meal, a la carte prices will be charged.



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Breakfast Offer Versus Serve (OVS)

School staff members cannot make exceptions to the Policy, such as requiring every student to take a particular food component. It is the student's choice to select any three or all four food items of the reimbursable meal.

At each school implementing this OVS Policy, school food service staff members will be trained annually on the provisions of the district's Breakfast OVS Policy.

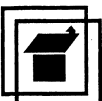
[Select One Option

Breakfast OVS will be implemented at the following schools: (List all schools in the district that will implement a Breakfast OVS Policy)

_____	_____
_____	_____
_____	_____
_____	_____

Breakfast OVS will be implemented in all schools in the district.]

Adopted:



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Bus Driver/Bus Aide Responsibility

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[See POLICY MEMO No. 67]

[See POLICY ALERT Nos. 164, 205, 209 and 214]

8630 BUS DRIVER/BUS AIDE RESPONSIBILITY

The Board of Education requires all school bus drivers and bus aides employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications necessary to perform the duties of the position. Anyone driving a school bus used to transport students to and from school and school related activities must meet all requirements of N.J.S.A. 18A:39-17, 18, 19.1, and 20 and all New Jersey Motor Vehicle Commission (NJMVC) rules governing school bus drivers. All school bus drivers must possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and are subject to all the Federal and State requirements to maintain the appropriate license.

“Employer” for the purposes of this Policy and Regulation means a Board of Education or a contractor that provides student transportation services under contract with the Board of Education. In the event the school district employs school bus drivers and bus aides and/or uses a contractor for transportation services, the “employer” for school district employed school bus drivers and bus aides shall be the Board of Education and the “employer” for contracted school bus drivers and bus aides shall be the contractor that provides student transportation under contract with the Board of Education.

School bus drivers and bus aides shall meet criminal history background check requirements pursuant to N.J.S.A. 18A:6-7.1(c) ~~et seq.~~ and tuberculin testing requirements pursuant to applicable State statutes and administrative codes. School bus drivers and bus aides shall be considered under the Federal Family Educational Rights and Privacy Act (FERPA) to be school officials who have a legitimate educational interest to parts of a student’s record relating to transportation, without parental consent, as outlined in N.J.A.C. 6A:27-12.1(j)1.

A Commissioner of Education-developed training program on proper procedures for interacting with students with special needs shall be administered **by the employer** to all school bus drivers and bus aides in accordance with the requirements of N.J.S.A. 18A:39-19.2. This training program must be administered in accordance with the provisions of N.J.S.A. 18A:39-19.3.a. and all school bus drivers and bus aides must file a certification with ~~the their employer Board of Education~~ that the individual has completed the training program within



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Bus Driver/Bus Aide Responsibility

five business days of its completion. The **employer Board** shall retain a copy of the certificate for the duration of the individual's employment and shall file a copy of the certification to the Department of Education in accordance with the provisions of N.J.S.A. 18A:39-19.3.b.

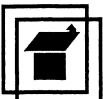
School bus drivers and bus aides shall receive training in the use of a student's educational records and in their responsibility to ensure the privacy of the student and his or her records. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-11.1 et seq. 6A:27-11.2(b) and (e).

In accordance with the provisions of N.J.S.A. 18A:39-28, school bus drivers must visually inspect the school bus they are assigned at the end of the transportation route to determine that no student has been left on the bus.

The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. The school bus driver will never exclude a student from the school bus, but if unable to manage a student, the school bus driver will report the unmanageable student to the Principal or designee of the school in which the student attends.

The Principal or designee, upon such report from the school bus driver, may assign appropriate discipline. The discipline may include excluding the student from the bus. The student's parent shall provide for the student's transportation to and from school during the time of exclusion.

In the event of an emergency, school bus drivers shall follow procedures established by this Board. School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school. All other students shall receive school bus evacuation instruction at least once per year. School bus drivers and bus aides shall participate in the emergency exit drills, which shall be conducted on school property and shall be supervised by the Principal or person assigned to act in a supervisory capacity. Drills shall be documented in the minutes of the Board of Education at the first meeting following completion of the emergency exit drill in accordance with the provisions of N.J.A.C. 6A:27-11.2(d).



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Bus Driver/Bus Aide Responsibility

In accordance with the provisions of N.J.S.A. 18A:39-19.4, a Commissioner-developed student information card shall be completed by a parent of a student with an Individualized Education Plan (IEP), who receives transportation services, when the IEP is developed or amended. Upon receiving consent from the parent, the student information card shall be provided to a school bus driver and bus aide for each student on the bus route to which the school bus driver or bus aide is assigned for whom a student information card has been completed by the parent.

The school bus driver will immediately inform the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation following an accident that involves injury, death, or property damage. The school bus driver must also complete and file within ten days of the accident the Preliminary School Bus Accident Report prescribed by the Commissioner of Education. In addition to the Preliminary School Bus Accident Report, the driver of a school bus involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500, shall complete and file within ten days after such accident a motor vehicle accident report in accordance with N.J.S.A. 39:4-130.

School bus drivers are prohibited from using a cellular telephone or other electronic communication device while operating a school bus unless the school bus is parked in a safe area off a highway or in an emergency situation pursuant to N.J.S.A. 39:3B-25. A school bus driver who violates this policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.

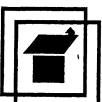
School bus drivers are responsible for the safety of their students and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of their school bus.

N.J.S.A. 18A:6-7.1 et seq.; 18A:25-2; 18A:39-17; 18A:39-18;
18A:39-19.1; 18A:39-19.2; 18A:39-19.3; 18A:39-19.4;
18A:39-28

N.J.S.A. 39:3B-25

N.J.A.C. 6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted:



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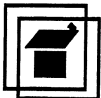
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[See POLICY ALERT Nos. 164, 205, 209 and 214]

R 8630 EMERGENCY SCHOOL BUS PROCEDURES

A. Staff Training

1. The Board of Education will administer a safety education program for all permanent and substitute school bus drivers and bus aides. At a minimum, the training shall include:
 - a. Student management and discipline;
 - b. School bus accident and emergency procedures;
 - c. Conducting school bus emergency exit drills;
 - d. Loading and unloading procedures;
 - e. School bus stop loading zone safety;
 - f. Inspecting the school vehicle for students left on board the bus at the end of a route; and
 - g. The use of student's educational records, including the district's responsibility to ensure the privacy of the student and his or her records, if applicable.
2. The Board of Education will administer a safety education program to school bus drivers that includes defensive driving techniques and railroad crossing procedures.
3. The Board of Education ~~employer shall be responsible to~~ will administer a Commissioner of Education-developed training program on proper procedures for interacting with students with special needs in accordance with the provisions of N.J.S.A. 18A:39-19.2 and 18A:39-19.3 for all school bus drivers and school bus aides:



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Emergency School Bus Procedures

- a. In the case of a school bus driver or aide who is employed prior to the development and availability of the training program, the ~~Board~~ **employer** shall administer the training program to the individual no later than one hundred and eighty days after the training program is made available by the Commissioner;
- b. In the case of a school bus driver or aide who is employed after the development and availability of the training program, the ~~Board~~ **employer** shall administer the training program to the individual prior to that individual operating a school bus or serving as an aide on a school bus;
- c. In accordance with the provisions of N.J.S.A. 18A:39-19.3b., the **employer** ~~Board of Education~~ shall require a school bus driver or school bus aide ~~employed by the Board~~ to file a certification with the **employer Board** that the individual has completed the training program required as per N.J.S.A. 18A:39-19.2 within five business days of its completion. The **employer Board** shall retain a copy of the certification for the duration of the individual's employment, and shall forward a copy of the certification to the Department of Education; and/or
- d. Contractors that provide student transportation services under a contract with the Board of Education shall comply with the requirements of N.J.S.A. 18A:39-19.2 and 19.3 **and N.J.A.C. 6A:27-11.1 et seq.**

B. Emergency Bus Evacuation Drills

1. The Principal **or designee** of each school shall organize and conduct emergency bus exit drills at least twice each school year for students who are transported to and from school and all other students shall receive school bus evacuation instruction at least once within the school year.
2. School bus drivers and bus aides shall participate in the emergency exit drills.



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Emergency School Bus Procedures

3. Bus exit drills will be conducted on school property and shall be supervised by the Principal or by a person assigned to act in a supervisory capacity. The drills will be conducted when weather is conducive to safety and preferably when the bus arrives at school with a full complement of students.
4. The portion of the drill involving the use of the rear emergency door, which requires students to jump from the bus to the ground does need not to be performed by every student and may be demonstrated by others.
5. The school bus driver or supervisor of the drill shall:
 - a. Describe and demonstrate the use of kick-out windows and split-sash windows;
 - b. Describe the location and use of flares, flags, fire ax, and other emergency equipment;
 - c. Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake;
 - d. Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked;
 - e. Demonstrate the use of the emergency exit door;
 - f. Instruct students that lunches and books should be left on the bus in the evacuation procedure;
 - g. Encourage older, bigger students to assist younger, smaller students in their exit from the bus;
 - h. Have students leave the bus one row at a time, left and right sides alternating, in a prompt and orderly fashion;



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Emergency School Bus Procedures

- i. Instruct students to group a safe distance away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority;
 - j. Tolerate no student misbehavior in the conduct of the drill; the failure of any student to follow directions must be reported to the Principal; and
 - k. Provide any other training that will protect the safety of the students in the event the bus needs to be exited due to an emergency.
6. In accordance with the provisions of N.J.A.C. 6A:27-11.2(d), emergency bus evacuation drills shall be documented in the minutes of the Board at the first meeting following completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:
- a. The date of the drill;
 - b. The time the drill was conducted;
 - c. The school name;
 - d. The location of the drill;
 - e. The route number(s) included in the drill; and
 - f. The name of the Principal or assigned person(s) who supervised the drill.

C. Additional Precautions

1. School bus drivers may, depending on the age of the students on a bus route, discuss with the students additional safety precautions that may be taken in the event of a bus emergency. The safety precautions to be discussed shall be approved by the *Principal or designee* (Transportation Supervisor or Principal or designee).



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Emergency School Bus Procedures

2. In accordance with the provisions of N.J.S.A. 18A:39-19.4, the Commissioner of Education shall develop a student information card that includes information that should be readily available to a school bus driver and school bus aide for the purpose of promoting proper interaction with a student with special needs. The parent of a student with an Individualized Education Plan (IEP) shall complete the student information card when the IEP is developed or amended for a student who receives transportation services.
 - a. Upon receiving consent from a student's parent, the school district shall provide a copy of the completed student information card to a school bus driver and school bus aide for each student on the bus route to which the school bus driver or school bus aide is assigned.
3. School bus drivers shall attend training workshops offered by the New Jersey Department of Education and this school district and shall be trained in first aid.
4. Each school bus shall be equipped with:
 - a. A list of the students assigned to that bus;
 - b. A **basic** first aid kit ~~approved by the school nurse and inspected regularly by the school bus driver;~~
 - c. Several emergency notice cards on which are printed the telephone numbers of the appropriate police department, the receiving school, and an emergency medical service and on which is provided a space for writing the location of a disabled school bus and the name of the bus driver;
 - d. Flags or flares or other warning devices; and
 - e. Any other equipment or supplies determined to be included on the school bus by the administration.



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5. Each school bus driver shall:
- a. Inspect his/her bus for possible hazards or safety concerns before driving the bus each day;
 - b. Keep aisles and passageways clear at all times;
 - c. Maintain student discipline on the bus;
 - d. Prohibit the presence of any non-service animal, firearm, ammunition, weapon, explosive, or any other dangerous or illegal material or object on the school bus;
 - e. Report promptly to the Principal **(Principal, Transportation Supervisor, Other)** any potential driving hazard on his/her route, such as construction, road work, etc.;
 - f. Report promptly to the Principal **(Principal, Transportation Supervisor, Other)** any deviation in the bus route or schedule;
 - g. Drive within speed limits at all times and exercise extraordinary care in inclement weather;
 - h. Know and obey all motor vehicle laws and regulations and State Board of Education regulations;
 - i. Not smoke, eat, or drink while in or operating the bus at any time or perform any act or behave in any manner that may impair the safe operation of the school bus;
 - j. Visually inspect the school bus at the end of each transportation route to determine that no student has been left on the bus; and
 - k. Not allow a student on board a school bus unless the bus driver or other employee of the Board or school bus contractor is also on board the bus. This shall not apply when a school bus driver leaves the bus to assist in the boarding or exiting of a disabled student or in the case of an emergency.



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Emergency School Bus Procedures

D. General Emergency Rules

1. School bus drivers are responsible for the safety of the students on their bus. In the event of an emergency, school bus drivers must exercise responsible leadership. The safety and well-being of students must be the drivers' paramount consideration. School bus drivers shall stay with their students until another school staff member, law enforcement officer, or a first responder can assume responsibility for the safety of the students.
2. School bus drivers may not leave the school bus when children are aboard except in an emergency and, then, only after they have turned off the engine, removed the ignition key, and safely secured the school bus.
3. A school bus must be evacuated when:
 - a. There is a fire in the engine or any other portion of the bus;
 - b. There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material and is unable to move away;
 - c. The bus is disabled for any reason and:
 - (1) Its stopping point is in the path of a train or is adjacent to a railroad track;
 - (2) A potential exists for the position of the bus to shift thus endangering students; or
 - (3) The stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 300 feet visibility of the bus, thus creating the danger of a collision.
 - d. The risk of remaining in the bus poses a greater safety risk than evacuating the bus.



REGULATION GUIDE

OPERATIONS

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Emergency School Bus Procedures

4. When a school bus is evacuated, students shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.
5. Students who have been evacuated from a school bus shall be moved to a safe place and distance from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority has determined that no danger remains or until other alternative safety provisions can be made.
6. No student shall be allowed to request a ride with a passerby or proceed to walk home or leave the scene without the specific approval of the bus driver, a police officer, or other person in authority.
7. In the event a school bus is disabled in the course of providing student transportation, the driver, or a responsible person designated by the driver, will notify the Principal **(Principal of the receiving school, Transportation Supervisor, School Business Administrator/Board Secretary, Other)** of the number and location of the bus and the circumstances of the disability. The Principal **(Principal of the receiving school, Transportation Supervisor, School Business Administrator/Board Secretary, Other)** will make arrangements for the safety of the students.

E. Specific Emergency Situations

1. In the event of an accident or vehicle failure the following procedures will be implemented:
 - a. The school bus driver shall, in person or through a responsible designee, summon the police and emergency medical services, if necessary, and notify the Principal of the receiving school and the School Business Administrator/**Board Secretary** or designee, of the district providing the transportation.



REGULATION GUIDE

OPERATIONS

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Emergency School Bus Procedures

- b. The school bus driver will attempt to make all students as safe and comfortable as possible. If possible and necessary, the driver will administer emergency first aid to injured students.
- c. In the event of an accident with no apparent or actual injuries and when law enforcement officials permit the bus to continue on its route after investigating the accident the school nurse will:
 - (1) If the accident occurred on the way to school or during school hours, examine any student who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school; or
 - (2) If the accident occurred on the way home from school, examine any student who is feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
- d. In the event of an accident where students are injured, a student(s) may be transported to a hospital if it is determined by law enforcement, medical, and/or first aid staff at the accident scene additional medical treatment is required.
 - (1) If the accident occurred on the way to school or during school hours, the school nurse will examine any student not transported to the hospital who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school.
 - (2) If the accident occurred on the way home from school, the nurse will examine any student feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.



REGULATION GUIDE

OPERATIONS

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Emergency School Bus Procedures

- e. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s) or from law enforcement officers at the accident scene: driver's name, driver's license number, vehicle owner's name and address, vehicle registration number, owner's insurance company and policy number, and a description of the vehicle (color, make, year, body type).

- f. The following notifications must be provided:
 - (1) The school bus driver must report immediately to the Principal of ~~the receiving school~~ and the School Business Administrator/**Board Secretary** or designee of the district providing the transportation, any accident that involves an injury, death, or property damage. In addition, the bus driver must complete and file the Preliminary School Bus Accident Report prescribed by the Commissioner of Education.
 - (2) The Principal of ~~the receiving school~~ shall retain a copy of the Report and forward other copies of the Report as prescribed by the New Jersey Department of Education.
 - (3) In addition, a school bus driver involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500 shall complete and file within ten days after such accident a Motor Vehicle Accident Report in accordance with N.J.S.A. 39:4-130.
 - (4) The parent of students involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported to a hospital by ambulance or by other emergency personnel.



REGULATION GUIDE

OPERATIONS
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Emergency School Bus Procedures

2. In the event the school bus driver is incapacitated, the following procedures will be implemented:
 - a. A school bus driver is incapacitated when he/she is unable to operate the school bus safely or when his/her driving ability is significantly impaired by the driver's physical or mental condition.
 - b. If there is a bus aide on the bus, the bus aide will take steps necessary to have the bus pulled off the road to a safe location and shall contact school officials or emergency services for assistance. If a bus aide is not on the bus, the bus driver shall pull the bus off the road to a safe location and contact school officials or emergency services for assistance.
 - c. The bus shall be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and safely secure the bus.
 - d. The Principal (Principal of the receiving school, Transportation Supervisor, School Business Administrator/Board Secretary, Other) shall immediately arrange for the transportation of the students by substitute driver, substitute bus, or other means.
3. In the event of an injury to a student on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented.
 - a. In the absence of another responsible adult in authority, the school bus driver will take charge of a student who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route traveled by the school bus.
 - b. If necessary, first aid will be administered.



REGULATION GUIDE

OPERATIONS

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Emergency School Bus Procedures

- c. If the student's injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the student until emergency medical help arrives.
- d. If the student's injury is not serious, and:
 - (1) Occurs on the way to the school, the school bus driver will deliver the injured student to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the student's parent;
 - (2) Occurs on the way to the student's home, the school bus driver or another school district staff member will deliver the injured student to his/her parent or to a responsible adult at the student's home or if no one is home the injured student will be transported back to a school district location until a parent or another responsible adult can be contacted. If it is determined the student may need medical treatment and a parent or responsible adult cannot be contacted, the child may be transported to the school physician's office or to the nearest hospital emergency room; or
 - (3) Occurs on the way to or from an extracurricular event, the school bus driver will notify a professional staff member assigned to the activity, who will take charge of the student and notify the student's parent.
- e. The school bus driver will immediately report the incident and any injuries to the Principal or designee of the school in which the student is enrolled.

Issued:

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RESOLUTION 2017-18/1-A
School Board Recognition Month in New Jersey

- WHEREAS,** The New Jersey School Boards Association has declared January 2018 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and
- WHEREAS,** The Somerset County Vocational Board of Education is one of 21 county vocational school boards in New Jersey that sets policies and oversees operations for vocational and technical school districts; and
- WHEREAS,** The Somerset County Vocational Board of Education embraces the goal of high-quality education for all New Jersey public school students; and
- WHEREAS,** New Jersey’s vocational and technical school boards help determine community goals for the education of students in approximately 443 high schools; and
- WHEREAS,** Somerset County Vocational Board of Education members join New Jersey’s 4,800 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and
- WHEREAS,** School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and
- WHEREAS,** Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public’s expectations for the schools; and
- WHEREAS,** New Jersey can take pride in its schools, which rank among the nation’s best in key achievement indicators such as the National Assessment of Educational progress scores, and the preparation for college through advanced placement offerings and SAT assessments; Now, therefore, be it
- RESOLVED,** That the Somerset County Vocational Board of Education, does hereby recognize the services of school board members throughout New Jersey as we join communities statewide in observing January 2018 as SCHOOL BOARD RECOGNITION MONTH; and be it further
- RESOLVED,** That the Somerset County Vocational Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the advancement of our children’s education.

1/8 11:46am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10
Interim Balance Sheet
For 6 Month Period Ending 12/31/2017

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$3,329,390.60
121	Tax levy receivable		\$6,387,647.00
	Accounts receivable:		
132	Interfund	\$7,000.00	
141	Intergovernmental - State	\$874,957.97	
143	Intergovernmental - Other	\$133,333.32	
			\$1,015,291.29

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

301	Estimated Revenues	\$14,771,898.00	
302	Less Revenues	(\$13,957,607.49)	
			\$814,290.51

	Total assets and resources		\$11,546,619.40
			=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 General Fund - Fund 10
 Interim Balance Sheet
 For 6 Month Period Ending 12/31/2017

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

753	Reserve for Encumbrances - Current Year		\$6,608,788.82
754	Reserve for Encumbrance - Prior Year		\$6,638.84
	Reserved fund balance:		

760	Reserved Fund Balance		\$2,338,132.43
601	Appropriations	\$15,882,154.15	
602	Less : Expenditures	\$6,555,257.69	
603	Encumbrances	\$6,615,427.66 (\$13,170,685.35)	
			\$2,711,468.80

	Total Appropriated		\$11,665,028.89
--	--------------------	--	-----------------

--- Unappropriated ---

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

	TOTAL FUND BALANCE		\$11,546,619.40
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	TOTAL LIABILITIES AND FUND EQUITY		\$11,546,619.40
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Somerset County Vocational Board of Ed.
 General Fund - Fund 10
 Interim Balance Sheet
 For 6 Month Period Ending 12/31/2017

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$15,882,154.15	\$13,170,685.35	\$2,711,468.80
Revenues	(\$14,771,898.00)	(\$13,957,607.49)	(\$814,290.51)
	\$1,110,256.15	(\$786,922.14)	\$1,897,178.29
Less: Adjust for prior year encumb.	(\$111,667.15)	(\$111,667.15)	
Budgeted Fund Balance	\$998,589.00	(\$898,589.29)	\$1,897,178.29
	=====	=====	=====
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$998,589.00	(\$898,589.29)	\$1,897,178.29
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	(\$898,589.29)	\$1,897,178.29
	=====	=====	=====

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 6 Month Period Ending 12/31/2017

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$13,327,220.00	\$12,512,929.49		\$814,290.51
3XXX From State Sources	\$1,444,678.00	\$1,444,678.00		.00
TOTAL REVENUE/SOURCES OF FUNDS	\$14,771,898.00	\$13,957,607.49		\$814,290.51
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---				
11-1XX-100-XXX Regular Programs - Instruction	\$1,923,395.29	\$795,451.91	\$991,838.22	\$136,105.16
11-3XX-100-XXX Voc. Programs - Local - Instruction	\$3,795,133.89	\$1,546,850.98	\$1,694,666.88	\$553,616.03
11-401-100-XXX School-Spon. Cocurr. Acti-Instr	\$70,995.24	\$25,872.52	\$32,400.35	\$12,722.37
11-402-100-XXX School-Spons. Athletics - Instruction	\$149,470.15	\$48,118.12	\$100,519.34	\$832.69
--- UNDISTRIBUTED EXPENDITURES ---				
11-000-211-XXX Attendance and Social Work Services	\$34,607.00	\$20,576.83	\$13,029.92	\$1,000.25
11-000-213-XXX Health Services	\$212,665.00	\$84,360.92	\$93,171.03	\$35,133.05
11-000-216-XXX Speech, OT,PT & Related Svcs	\$12,250.00	\$810.00	\$12,104.00	(\$664.00)
11-000-218-XXX Guidance	\$821,092.00	\$377,460.04	\$357,540.68	\$86,091.28
11-000-219-XXX Child Study Teams	\$249,351.43	\$113,937.39	\$119,243.04	\$16,171.00
11-000-221-XXX Improv of Inst. - Instruc Staff	\$174,193.53	\$93,083.24	\$76,808.94	\$4,301.35
11-000-222-XXX Educational Media Serv/School Library	\$56,057.50	\$23,620.11	\$20,113.44	\$12,323.95
11-000-223-XXX Instructional Staff Training Services	\$72,440.00	\$35,750.14	\$27,916.92	\$8,772.94
11-000-230-XXX Supp. Serv.-General Administration	\$789,677.11	\$382,415.69	\$338,642.20	\$68,619.22
11-000-240-XXX Supp. Serv.-School Administration	\$904,978.49	\$461,198.59	\$426,400.76	\$17,379.14
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$893,046.39	\$477,703.00	\$429,741.95	(\$14,398.56)
11-000-261-XXX Require Maint. for School Facilities	\$1,231,497.46	\$482,990.48	\$412,364.87	\$336,142.11
11-000-262-XXX Custodial Services	\$1,127,388.00	\$374,604.91	\$478,375.81	\$274,407.28
11-000-263-XXX Care and Upkeep of Grounds	\$26,150.00	\$0.00	\$0.00	\$26,150.00
11-000-266-XXX Security	\$78,660.00	\$32,104.20	\$6,875.98	\$39,679.82
11-000-270-XXX Student Transportation Services	\$109,380.11	\$31,837.52	\$47,967.85	\$29,574.74
11-XXX-XXX-2XX Allocated and Unallocated Benefits	\$2,560,887.00	\$1,117,054.26	\$935,705.48	\$508,127.26
TOTAL GENERAL CURRENT EXPENSE				
EXPENDITURES/USES OF FUNDS	\$15,293,315.59	\$6,525,800.85	\$6,615,427.66	\$2,152,087.08
	=====	=====	=====	=====

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 6 Month Period Ending 12/31/2017

*** 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	\$6,555,257.69	\$6,615,427.66	\$2,711,468.80
	=====	=====	=====	=====

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 6 Month Period Ending 12/31/2017

		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	\$563,252.75	\$840,524.25
1XXX	Miscellaneous	\$1,000.00	\$27,233.74	(\$26,233.74)
		-----	-----	-----
	TOTAL	\$13,327,220.00	\$12,512,929.49	\$814,290.51
		=====	=====	=====
--- 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	\$13,957,607.49	\$814,290.51
		=====	=====	=====

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 6 Month Period Ending 12/31/2017

	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	\$671,729.01	\$974,695.32	\$38,784.22
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$5,000.00	\$0.00	\$0.00	\$5,000.00
11-150-100-320 Purchased Prof.-Ed. Services	\$8,000.00	.00	\$2,378.00	\$5,622.00
11-150-100-500 Other Purch. Serv. (400-500 series)	\$150.00	.00	.00	\$150.00
--- Regular Programs - Undistr. Instruction ---				
TOTAL	\$1,698,358.55	\$671,729.01	\$977,073.32	\$49,556.22
--- SPECIAL EDUCATION - INSTRUCTION ---				
--- Vocational Programs-Local-Instruction ---				
11-3XX-100-101 Salaries of Teachers	\$2,871,032.51	\$1,145,889.06	\$1,605,020.30	\$120,123.15
11-3XX-100-106 Other Sal. For Instruction	\$67,469.11	\$26,316.10	\$39,853.35	\$1,299.66
11-3XX-100-320 Purchased Prof.-Ed. Services	\$421,146.00	\$200,072.00	\$15,132.12	\$205,941.88
11-3XX-100-500 Other Purchased Serv.(400-500 series)	\$40,725.00	\$5,994.16	\$2,496.05	\$32,234.79
11-3XX-100-610 General Supplies	\$367,701.27	\$162,189.26	\$28,486.59	\$177,025.42
11-3XX-100-640 Textbooks	\$18,350.00	\$3,897.00	\$0.00	\$14,453.00
11-3XX-100-800 Other Objects	\$8,710.00	\$2,493.40	\$3,678.47	\$2,538.13
TOTAL	\$3,795,133.89	\$1,546,850.98	\$1,694,666.88	\$553,616.03
--- 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	\$1,479.01	\$10,442.37
11-401-100-800 Other Objects	\$4,171.00	\$4,060.00	\$102.00	\$9.00
TOTAL	\$70,995.24	\$25,872.52	\$32,400.35	\$12,722.37
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$72,424.89	\$28,787.50	\$43,637.39	.00
11-402-100-500 Purchased Services (300-500 series)	\$39,451.00	\$6,483.50	\$32,902.50	\$65.00
11-402-100-600 Supplies and Materials	\$15,644.26	\$7,257.12	\$8,327.45	\$59.69
11-402-100-800 Other Objects	\$21,950.00	\$5,590.00	\$15,652.00	\$708.00
TOTAL	\$149,470.15	\$48,118.12	\$100,519.34	\$832.69
--- UNDISTRIBUTED EXPENDITURES ---				
--- Attendance and social work services ---				
11-000-211-171 Sal. of Drop-Out Prev. Officer/Coordinators	\$26,060.00	\$13,030.08	\$13,029.92	.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	\$20,576.83	\$13,029.92	\$1,000.25
--- Health services ---				
11-000-213-100 Salaries	\$170,089.63	\$79,041.47	\$91,075.80	(\$27.64)
11-000-213-300 Purchased Prof. & Tech. Svc.	\$27,975.37	\$3,846.76	\$1,852.50	\$22,276.11
11-000-213-500 Other Purchd. Serv.(400-500 series)	\$1,225.00	.00	.00	\$1,225.00

Somerset County Vocational Board of Ed.
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 6 Month Period Ending 12/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-213-600 Supplies and Materials	\$12,400.00	\$1,397.69	\$242.73	\$10,759.58
11-000-213-800 Other Objects	\$975.00	\$75.00	.00	\$900.00
TOTAL	\$212,665.00	\$84,360.92	\$93,171.03	\$35,133.05
--- Speech, OT,PT & Related Svcs ---				
11-000-216-320 Purchased Prof. Ed. Services	\$12,250.00	\$810.00	\$12,104.00	(\$664.00)
TOTAL	\$12,250.00	\$810.00	\$12,104.00	(\$664.00)
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$348,965.06	\$143,642.14	\$131,647.06	\$73,675.86
11-000-218-105 Sal Secr. & Clerical Asst.	\$112,380.00	\$57,073.42	\$54,064.92	\$1,241.66
11-000-218-11X Other Salaries	\$306,355.76	\$153,177.72	\$153,177.72	\$0.32
11-000-218-390 Other Purch. Prof. & Tech Svc.	\$35,216.18	\$21,554.55	\$6,427.00	\$7,234.63
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	\$1,643.21	\$696.98	\$2,659.81
11-000-218-800 Other Objects	\$175.00	\$170.00	.00	\$5.00
TOTAL	\$821,092.00	\$377,460.04	\$357,540.68	\$86,091.28
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$146,701.43	\$70,118.69	\$76,580.64	\$2.10
11-000-219-105 Sal Secr. & Clerical Asst.	\$86,550.00	\$35,661.00	\$42,497.40	\$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	\$113,937.39	\$119,243.04	\$16,171.00
--- Improv. of instr. Serv. ---				
11-000-221-104 Salaries Other Prof. Staff	\$112,418.53	\$63,704.24	\$47,709.24	\$1,005.05
11-000-221-105 Sal Secr. & Clerical Asst.	\$56,275.00	\$28,137.48	\$28,137.48	\$0.04
11-000-221-500 Other Purchased Services (400-500 series)	\$3,000.00	\$962.22	\$962.22	\$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	.00	\$1,000.00
TOTAL	\$174,193.53	\$93,083.24	\$76,808.94	\$4,301.35
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$32,147.50	\$13,008.96	\$18,688.44	\$450.10
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	\$4,673.88	\$1,100.00	\$9,226.12
11-000-222-800 Other Objects	\$50.00	.00	\$325.00	(\$275.00)
TOTAL	\$56,057.50	\$23,620.11	\$20,113.44	\$12,323.95
--- Instructional Staff Training Services ---				
11-000-223-102 Salaries Superv. of Instruction	\$46,170.00	\$21,695.28	\$24,142.92	\$331.80
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$9,900.00	\$6,500.00	\$3,589.00	(\$189.00)
11-000-223-500 Other Purchased Services (400-500 series)	\$15,370.00	\$7,554.86	\$185.00	\$7,630.14

Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 6 Month Period Ending 12/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-223-600 Supplies and Materials	\$1,000.00	.00	.00	\$1,000.00
TOTAL	\$72,440.00	\$35,750.14	\$27,916.92	\$8,772.94
--- Support services-general administration ---				
11-000-230-100 Salaries	\$324,753.85	\$161,555.87	\$161,555.96	\$1,642.02
11-000-230-331 Legal Services	\$105,100.00	\$29,235.33	\$75,864.67	.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	\$4,000.00	\$8,040.41
11-000-230-339 Other Purchased Prof. Svc.	\$18,380.00	.00	\$880.00	\$17,500.00
11-000-230-340 Purchased Tech. Services	\$8,700.00	.00	.00	\$8,700.00
11-000-230-530 Communications/Telephone	\$94,288.26	\$40,523.08	\$39,080.66	\$14,684.52
11-000-230-585 BOE Other Purchased Prof. Svc.	\$3,125.00	\$3,299.25	.00	(\$174.25)
11-000-230-590 Other Purchased Services	\$136,275.00	\$77,790.50	\$55,542.50	\$2,942.00
11-000-230-610 General Supplies	\$8,675.00	\$5,999.13	\$256.03	\$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	\$15,223.19	\$1,462.38	\$11,614.43
11-000-230-895 BOE Membership Dues and Fees	\$7,000.00	\$6,749.75	.00	\$250.25
TOTAL	\$789,677.11	\$382,415.69	\$338,642.20	\$68,619.22
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$649,290.95	\$324,645.24	\$324,645.24	\$0.47
11-000-240-105 Sal. Secr. & Clerical Asst.	\$184,480.00	\$92,329.26	\$91,939.92	\$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	\$29,800.00	\$11,263.98	\$8,848.62	\$9,687.40
11-000-240-600 Supplies and Materials	\$30,407.54	\$27,220.11	\$866.98	\$2,320.45
11-000-240-800 Other Objects	\$6,000.00	\$5,740.00	\$100.00	\$160.00
TOTAL	\$904,978.49	\$461,198.59	\$426,400.76	\$17,379.14
--- Central Services ---				
11-000-251-100 Salaries	\$347,227.20	\$173,613.60	\$173,613.60	.00
11-000-251-330 Purchased Prof. Services	\$11,003.00	\$4,832.16	\$1,866.96	\$4,303.88
11-000-251-340 Purchased Technical Services	\$29,000.00	\$23,165.00	\$1,125.00	\$4,710.00
11-000-251-592 Misc Pur Serv (400-500 series)	\$3,000.00	\$281.18	\$1,175.00	\$1,543.82
11-000-251-600 Supplies and Materials	\$9,146.80	\$3,730.26	\$398.00	\$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	\$224,287.83	\$178,178.56	\$18,026.61
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$399,964.49	\$199,981.92	\$199,981.92	\$0.65
11-000-252-500 Other Pur Serv. (400-500 series)	\$33,588.90	\$23,777.98	\$7,035.92	\$2,775.00
11-000-252-600 Supplies and Materials	\$39,000.00	\$29,655.27	\$44,545.55	(\$35,200.82)
TOTAL	\$472,553.39	\$253,415.17	\$251,563.39	(\$32,425.17)
TOTAL Cent. Svcs. & Admin IT	\$893,046.39	\$477,703.00	\$429,741.95	(\$14,398.56)
--- Required Maint.for School Facilities ---				
11-000-261-100 Salaries	\$645,489.16	\$305,422.58	\$289,569.96	\$50,496.62

Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 6 Month Period Ending 12/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-261-420				
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$487,026.86	\$152,654.54	\$105,360.97	\$229,011.35
11-000-261-610 General Supplies	\$83,981.44	\$16,760.96	\$17,117.94	\$50,102.54
11-000-261-800 Other Objects	\$15,000.00	\$8,152.40	\$316.00	\$6,531.60
TOTAL	\$1,231,497.46	\$482,990.48	\$412,364.87	\$336,142.11
11-000-262-107 Salaries of Non-Instructional Aids	\$7,000.00	\$468.14	\$3,736.97	\$2,794.89
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$416,780.00	\$201,502.94	\$214,451.06	\$826.00
11-000-262-490 Other Purchased Property Svc.	\$60,000.00	\$18,602.06	\$39,616.71	\$1,781.23
11-000-262-520 Insurance	\$128,608.00	\$35,580.50	\$61,607.50	\$31,420.00
11-000-262-621 Energy (Natural Gas)	\$85,000.00	.00	.00	\$85,000.00
11-000-262-622 Energy (Electricity)	\$430,000.00	\$118,451.27	\$158,963.57	\$152,585.16
TOTAL	\$1,127,388.00	\$374,604.91	\$478,375.81	\$274,407.28
--- 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	\$78,660.00	\$32,104.20	\$6,875.98	\$39,679.82
TOTAL	\$78,660.00	\$32,104.20	\$6,875.98	\$39,679.82
TOTAL Oper & Maint of Plant Services	\$2,463,695.46	\$889,699.59	\$897,616.66	\$676,379.21
--- Student transportation services ---				
11-000-270-162 Sal Pupil Trans.Other than Bet Home & Sch	\$47,280.11	\$18,684.79	\$24,168.60	\$4,426.72
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	\$21,000.00	\$6,286.50	\$12,585.75	\$2,127.75
11-000-270-593 Misc. Purchased Svc.- Transp.	\$5,000.00	\$10.48	.00	\$4,989.52
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	\$109,380.11	\$31,837.52	\$47,967.85	\$29,574.74
--- Personal Services-Employee Benefits---				
11-XXX-XXX-210 Group Insurance	\$13,366.48	\$6,251.67	\$7,281.39	(\$166.58)
11-XXX-XXX-220 Social Security Contributions	\$282,200.00	\$118,790.12	\$151,304.82	\$12,105.06
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$313,930.00	\$3,306.17	\$6,956.05	\$303,667.78
11-XXX-XXX-250 Unemployment Compensation	\$40,175.00	\$12,777.94	\$22,222.06	\$5,175.00
11-XXX-XXX-260 Workman's Compensation	\$188,909.00	\$94,454.50	\$94,454.50	.00
11-XXX-XXX-270 Health Benefits	\$1,532,410.52	\$812,123.55	\$577,352.73	\$142,934.24
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	\$78,900.00	\$20,684.05	\$31,804.19	\$26,411.76
11-XXX-XXX-299 Unused Sick Payment to Term/Ret Staff	\$5,000.00	\$2,000.00	.00	\$3,000.00
TOTAL	\$2,560,887.00	\$1,117,054.26	\$935,705.48	\$508,127.26
Total Undistributed Expenditures	\$9,354,321.02	\$4,109,507.32	\$3,796,002.87	\$1,448,810.83

Somerset County Vocational Board of Ed.
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 6 Month Period Ending 12/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$15,068,278.85	\$6,402,077.95	\$6,600,662.76	\$2,065,538.14
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$15,068,278.85	\$6,402,077.95	\$6,600,662.76	\$2,065,538.14

Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 6 Month Period Ending 12/31/2017

	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 6 Month Period Ending 12/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
	_____	_____	_____	_____
*** EDUCATION JOBS FUND **				
*** FEMA COMMUNITY DEVELOPMENT BLOCK GRANT ***				
TOTAL GENERAL FUND EXPENDITURES	\$15,657,117.41	\$6,431,534.79	\$6,600,662.76	\$2,624,919.86

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

For 6 Month Period Ending 12/31/2017

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

12/31/17

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	\$ 12,000.00	\$ 0.00	\$ 0.00	\$ 12,000.00
11-140-100-500-03-0000-	OTH PURC SVCS-TRAVEL	\$ 6,900.00	\$ 3,530.00	\$ 0.00	\$ 3,370.00
11-140-100-500-07-0000-	OTH PURCH SERVICES	\$ 3,264.00	\$ 2,320.00	\$ 0.00	\$ 944.00
11-140-100-500-16-0000-	SITE LICENSING	\$ 50,173.44	\$ 5,517.80	\$ 4,788.00	\$ 39,867.64
11-140-100-610-03-0000-	SUPPLIES - HS	\$ 39,811.83	\$ 39,811.83	\$ 3,170.19	\$ -3,170.19
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	\$ 8,582.87	\$ 1,360.07	\$ 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	\$ 868.92	\$ 36.88	\$ 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	\$ 2,292.49	\$ 1,280.26	\$ 5,995.25
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	\$ 25,973.01	\$ 3,100.50	\$ 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	\$ 650.00	\$ 6,277.46
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 6 Month Period Ending 12/31/17

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

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

101	Cash in bank		(\$94,228.42)
	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	(\$523,752.13)	
			\$867,890.94
	Total assets and resources		\$800,700.77
			=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 6 Month Period Ending 12/31/17

=====

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	\$503,126.94
601	Appropriations	\$1,391,643.07
602	Less: Expenditures	\$591,318.42
603	Encumbrances	\$503,126.94 (\$1,094,445.36)
		\$297,197.71
	TOTAL FUND BALANCE	\$800,324.65
	TOTAL LIABILITIES AND FUND EQUITY	\$800,700.77
		=====

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 6 Month Period Ending 12/31/17

		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	\$307,027.10		\$537,653.94
4XXX	From Federal Sources	\$444,157.00	\$113,920.00		\$330,237.00
		-----	-----	-----	-----
	TOTAL REVENUE/SOURCES OF FUNDS	\$1,391,643.07	\$523,752.13		\$867,890.94
		=====	=====	=====	=====
*** 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	\$133,364.13	\$129,769.21	\$235,070.70
	Other State Projects	\$346,477.00	\$167,238.41	\$179,017.36	\$221.23
		-----	-----	-----	-----
	TOTAL STATE PROJECTS	\$844,681.04	\$300,602.54	\$308,786.57	\$235,291.93
FEDERAL PROJECTS:					
	NCLB Title I - Part A/D	\$60,137.00	\$32,581.83	\$17,280.68	\$10,274.49
	I.D.E.A. Part B (Handicapped)	\$85,456.00	\$33,307.50	\$52,036.50	\$112.00
	NCLB Title II - Part A/D	\$9,006.00	\$2,390.00	\$4,041.00	\$2,575.00
	NCLB Title IV	\$10,000.00	\$1,781.68	\$934.88	\$7,283.44
	Vocational Education	\$279,558.00	\$133,825.27	\$118,738.35	\$26,994.38
		-----	-----	-----	-----
	TOTAL FEDERAL PROJECTS	\$444,157.00	\$203,886.28	\$193,031.41	\$47,239.31
		=====	=====	=====	=====
	*** TOTAL EXPENDITURES ***	\$1,391,643.07	\$591,318.42	\$503,126.94	\$297,197.71
		=====	=====	=====	=====

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 6 Month Period Ending 12/31/17

	<u>ESTIMATED</u>	<u>ACTUAL</u>	<u>UNREALIZED</u>
--- 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	\$307,027.10	\$537,653.94
Total Revenue from State Sources	\$844,681.04	\$307,027.10	\$537,653.94
	=====	=====	=====
--- 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	\$523,752.13	\$867,890.94
	=====	=====	=====

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 6 Month Period Ending 12/31/17

	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	\$591,318.42	\$503,126.94	\$297,197.71
T O T A L E X P E N D I T U R E	\$1,391,643.07	\$591,318.42	\$503,126.94	\$297,197.71

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

Special Revenue Fund - Fund 20
For 6 Month Period Ending 12/31/17

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

12/31/17

Date

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

1/8 11:46am

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Capital Projects Fund - Fund 30
 Interim Balance Sheet
 For 6 Month Period Ending 12/31/17

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$5,637.60
	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	(\$209,646.13)	
		\$3,677,487.18	
	Total assets and resources		\$4,201,382.62
			=====

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

Capital Projects Fund - Fund 30
 Interim Balance Sheet
 For 6 Month Period Ending 12/31/17

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

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year		\$230,393.00
754	Reserve for encumbrances - Prior Year		\$155,524.07
601	Appropriations	\$3,556,601.88	
602	Less : Expenditures	\$311,026.57	
603	Encumbrances	\$385,917.07	(\$696,943.64)
			<u>\$2,859,658.24</u>
	Total Appropriated		\$3,245,575.31

--- Unappropriated ---

770	Fund balance	\$231,075.31
303	Budgeted Fund Balance	\$724,732.00
		<u>\$955,807.31</u>

TOTAL FUND BALANCE \$4,201,382.62

TOTAL LIABILITIES AND FUND EQUITY \$4,201,382.62

=====

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 6 Month Period Ending 12/31/17

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	-----	-----	-----	-----
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$3,887,133.31	\$209,646.13		\$3,677,487.18
	-----	-----	-----	-----
TOTAL REVENUE/SOURCES OF FUNDS	\$3,887,133.31	\$209,646.13		\$3,677,487.18
	=====	=====	=====	=====
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	-----	-----	-----	-----
*** 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	.00	\$161,160.00	\$47,400.00
30-000-4XX-450 Construction services	\$3,347,337.88	\$310,322.57	\$224,757.07	\$2,812,258.24
	-----	-----	-----	-----
Total fac.acq.and constr. serv.	\$3,556,601.88	\$311,026.57	\$385,917.07	\$2,859,658.24
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$3,556,601.88	\$311,026.57	\$385,917.07	\$2,859,658.24
*** TOTAL EXPENDITURES AND TRANSFERS	\$3,556,601.88	\$311,026.57	\$385,917.07	\$2,859,658.24
	=====	=====	=====	=====

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

Capital Projects Fund - Fund 30
For 6 Month Period Ending 12/31/17

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

12/31/17

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: December 31, 2017**

CASH REPORT

Governmental Funds	Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$3,319,286.89	\$1,336,490.69	-\$1,326,386.98	\$3,329,390.60
Special Revenue Fund (20)	-\$143,160.61	\$153,916.00	-\$104,983.81	-\$94,228.42
Capital Project Fund (30)	\$26,729.04	\$1,648.56	-\$22,740.00	\$5,637.60
Total Governmental Funds	<u>\$3,202,855.32</u>	<u>\$1,492,055.25</u>	<u>-\$1,454,110.79</u>	<u>\$3,240,799.78</u>
Summer Savings	\$45,518.88	\$14,419.40	\$0.00	\$59,938.28
Enterprise Fund (60) Cafeteria	\$15,000.53	\$12,539.09	-\$11,066.26	\$16,473.36
Payroll Fund (70)	\$0.00	\$508,735.14	-\$508,735.14	\$0.00
Agency Fund (90)	\$0.00	\$396,058.18	-\$396,058.18	\$0.00
Total Trust & Agency	<u>\$60,519.41</u>	<u>\$931,751.81</u>	<u>-\$915,859.58</u>	<u>\$76,411.64</u>
Grand Total for all Funds	<u>\$3,263,374.73</u>	<u>\$2,423,807.06</u>	<u>-\$2,369,970.37</u>	<u>\$3,317,211.42</u> <u>\$3,317,211.42</u>

Prepared and submitted by:

Michelle Fresco, Treasurer of School Monies

1/11/2018

Date

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Somerset County Vocational Board of Ed.

Expense Account Adjustment Analysis By Account#

ADDENDUM #7

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 TRAING	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

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