

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION  
14 Vogt Drive  
Bridgewater, New Jersey 08807

Regular Meeting  
February 26, 2018

Call to Order

- Mr. Hyncik called the meeting to order at 5:00 p.m. with the following Board of Education members:  
William Hyncik, Jr., President  
Sarah Costa, Vice President  
Gregory Burchette. arrived at 5:15 p.m.  
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

Adequate notice of this meeting was given in accordance with the requirement of the New Jersey Open Public Meeting Act, Ch. 231, P.L. 1975 and published in The Courier News on December 30, 2017.

Pledge of Allegiance

Approval of Minutes

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

Correspondence

- None

Presentations/Recognitions

- January Student of the Month – Veda Kota, Academy for Health & Medical Science, Grade 10
- February Student of the Month – Donald Decker, Electrical Construction, Grade 10
- CTE Stellar Students  
Academy for Health & Medical Sciences – Ruhyak Gupta, Grade 10  
Agricultural Science – Abigail Podejko, Grade 11  
Auto Body – Nicholas Donnadio, Grade 11  
Automotive Diesel Technology – Alexander Alboum, Grade 12  
Automotive Diesel Technology – Dominic LaRosa, Grade 10  
Cosmetology – Dustin Alfrey, Grade 12  
Cosmetology – Taliyah Moseley, Grade 11  
Carpentry – Erik Bielanski-Ziminski, Grade 9  
Culinary Arts – Philip Heisler, Grade 12  
Dance – Jaclyn Lenox, Grade 10  
Electrical Construction – Jehosafat Melendez-Saucedo, Grade 9  
Graphic Communications – Jaden Almodovar-Morrow, Grade 11  
Health Occupations – Brittany LaFace, Grade 11  
Integrated Technology Systems – Franklin Cintron, Grade 12  
Law & Public Safety – Kyle Hishmeh, Grade 12

Mechatronics – William J. Smith, Grade 10  
 Plumbing – Joseph Girvan, Grade 9  
 Theater Arts – Elizabeth LeClerc – Grade 9 and Jared Bendavid, Grade 9  
 Welding – Gavin Costello- Grade 11 and Zachary VanCleeef, Grade 11

- SCVTHS Educator of the Year – Ms. Julie Francis

#### Old or Unfinished Business

- Ethics Disclosure Statements are to be submitted no later than April 16, 2018

#### Construction Projects

- Mr. Kuschyk gave a brief update on ongoing projects.

#### Report of the Attorney

- Ms. Fittipaldi will give her report in executive session.

#### Committee Reports

- Board of School Estimate – Ms. Costa
- Curriculum/Grants –
- NJSBA (Delegate) – Mr. Burchette
- SCSBA (Delegate) –
- SCESC (Representative/alternate) – Ms. Costa/Dr. Harttraft Meeting on Feb.7- career center is enhancing the career portion of their curriculum by adding a culinary program.
- SCJIF – (Commissioner) – Ms. Catterson
- SCIC – (Commissioner) – Mr. Hyncik

#### School Communications Report

#### Superintendent's Report

On recommendation of Dr. Harttraft and motion by Ms. Costa, seconded by Mr. Burchette and on roll call vote, agenda items A through I as follows:

##### A. Resignation

The Board of Education accepted the resignation of Mr. Cosimo Barbiero, Utility Worker, effective January 31, 2018.

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

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

\*Prorated

##### C. Position/Title/Category Change

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

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

## D. Salary Adjustment

The Board of Education approved a salary adjustment for Ms. Victoria Fulmer retroactive to January 1, 2018 as follows:

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

\*Prorated

## E. Extension - Unpaid Leave of Absence – Karen Winfield

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

## F. Unpaid Leave of Absence

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

## G. Extension – Leave Replacement – Temporary Guidance Counselor

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

## H. Sabbatical Leave Request – Kim Vasaturo

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

## I. School Business/Professional Development Travel

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

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

## J. Field Trips

On recommendation of Dr. Harttraft and motion by Ms. Costa, seconded by Mr. Burchette and on roll call vote, the Board of Education approved field trips for high school students as they appear on Addendum #2.

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

On recommendation of Dr. Harttraft and motion by Ms. Costa, seconded by Mr. Burchette and on roll call vote, agenda items K and L as follows:

## K. Revised Job Descriptions

The Board of Education approved the following revised job descriptions as they appear on Addendum #3.

Entry Level Maintenance Worker

Utility Worker

Lead Utility Worker

## L. Calendar 2018-19 School Year

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

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

## M. Curriculum Update

On recommendation of Dr. Harttraft and motion by Ms. Costa, seconded by Mr. Burchette and on roll call vote, the Board of Education approved the updated curriculum in the following course:

Algebra I

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

On recommendation of Dr. Harttraft and motion by Ms. Costa, seconded by Mr. Burchette and on roll call vote, agenda items N and O as follows:

## N. Board Policies – Second Reading

The Board of Education approved and adopted the following policies at this second reading.

0169.02 – Board Member Use of Social Networks

5516.01 – Student Tracking Devices

7425 – Lead Testing of Water in Schools

9242 – Use of Electronic Signatures

## O. Revised Board Policies and Regulations – Second Reading

The Board of Education approved and adopted the following revised policies and regulations at this second reading.

3437 – Military Leave

4437 – Military Leave

R5460.1 High School Transcripts

7101 – Educational Adequacy of Capital Projects

7440/R7440 – School District Security

7441/R7441 – Electronic Surveillance in School Buildings and on School Grounds

8507 – Breakfast Offer Versus Serve (OVS)

8630 – Bus Driver/Bus Aide Responsibility

R8630 – Emergency School Bus Procedures

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

On recommendation of Dr. Harttraft and motion by Ms. Costa, seconded by Mr. Burchette and on roll call vote, agenda items P and Q as follows:

P. Acceptance of Funds

The Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its February 26, 2018 meeting authorized acceptance of funds for the following:

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

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

The Board of Education authorized an amendment to the Carl D. Perkins Grant Application – FY 2018 as follows:

From: 20-362-400-731-29-0000 – Equipment – (\$57,618.00)  
 To: 20-362-100-300-29-0000 – Purchase Professional - \$37,968.00  
 To: 20-362-100-600-29-0000 – Supplies - \$19,650.00

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

R. Harassment, Intimidation and Bullying Investigation Report

On recommendation of Dr. Harttraft and motion by Ms. Costa, seconded by Mr. Burchette and on roll call vote, the Board of Education acknowledged receipt of the attached HIB Investigation Report (Case #201718-001).

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

S. Superintendent's Update

- HIB – 1 Case Submitted for February board review
- Student Suspension Report

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

- PTO Update – Principal Ziegler

- Update – Presentation to Somerset County Board of Chosen Freeholders occurred on February 13<sup>th</sup>, outlining educational Programs at SCVTS. Teacher leader/TOPS instructor Johanna Scholl presented with the Superintendent.
- CTE Meeting with new administration at NJDOE took place on February 22<sup>nd</sup> outlining CTE certification problems, need for flexibility in awarding graduation credits and program approval barriers.
- Pilot Program –SCVTS will participate in the DOE's federal grant directed at CTE Recruitment, Training and Certification
- Security Efforts & Communications update was given.

#### Submission of Bills

On motion by Ms. Costa, seconded by Mr. Burchette and on roll call vote, the Board of Education approved the bills list for February 2018 which was included in the board packet and is attached to the regular meeting minutes.

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

#### Report of the School Business Administrator/Board Secretary

##### A. Reports A-148 and A-149 – January 2018

On motion by Ms. Costa, seconded by Mr. Burchette and on roll call vote, the Board of Education adopted the monthly financial statement reports for the School Business Administrator/Board Secretary for the month of January 2018 and the Treasurer of School Monies for the month of January 2018, after review of the secretary's monthly financial report (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge no major fund has been overextended in violation to N.J.A.C. 6:20-2A.10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (Addendum #5)

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

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

On motion by Mr. Burchette, seconded by Ms. Costa, the Board of Education failed to approve the December 2017 and January 2018 budget transfers for the 2017-18 school year as they appear on Addendum #6.

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

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

On motion by Ms. Costa, seconded by Mr. Burchette and on roll call vote, Whereas, the Somerset County Vocational & Technical Schools Board of Education recognizes school staff and board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or further the efficient operation of the school district, and

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

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

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

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

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

On motion by Ms. Costa, seconded by Mr. Burchette and on roll call vote, agenda items D through F as follows:

- D. Resolution – 2017-18/2-A Authorizing the Purchase of General Electricity Supply Services for Public Use on an Online Auction Website  
The Board of Education adopted Resolution 2017-18/2-A as it appears on Addendum #7.
- E. Resolution 2017-18/2-B Authorizing the Purchase of Natural Gas Supply Services for Public Use on an Online Auction Website  
The Board of Education adopted Resolution 2017-18/2-B as it appears on Addendum #8.
- F. Resolution 2017-18/2-C Authorizing the Purchase of Outside Lighting Electric Supply Services for Public Use on an Online Auction Website  
The Board of Education adopted Resolution 2017-18/2-C as it appears on Addendum #9.

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

- Mr. Hyncik announced that it had come to his attention that one of the agenda items for closed session is being moved to the public portion of the meeting. The item is the recommendation of the Superintendents to terminate a non-tenure teacher. The reason this is on the agenda tonight is that the employee would become tenured in her position on May 28 of this current school year. Dr. Harttraft stated that the main reason Ms. Fulmer was being terminated was that the district was having increasingly more difficulty placing her in the in-class support model, for which she was hired, due to a pattern of ineffective and contentious communications and resistance to supervisor recommendations for improvement.

Mr. Hyncik then asked Ms. Fulmer if she wanted to address the board and she replied “she was advised not to”. Mr. Hyncik asked if anyone else wanted to address the board. Fellow teacher Matt Dolegiewitz said that terminating Ms. Fulmer is a great loss to the district. Science teacher, Ushma Mehta said she can’t imagine working without her. Math teacher, Andrew Coslit read a letter on behalf of Thomas Driscoll, Science teacher, who feels Ms. Fulmer is a valuable resource to students and staff.

#### Termination of Employment

On recommendation of Dr. Harttraft and motion by Mr. Burchette, seconded by Ms. Costa and on roll call vote, the Board of Education terminated the employment of Ms. Victoria Fulmer, effective April 30, 2018.

It was further recommended that the Board of Education place Ms. Victoria Fulmer on administrative leave, effective immediately through April 30, 2018

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

#### New Business

- None

#### Next Meeting

The next regular meeting of the Somerset County Vocational Board of Education will be held:

March 26, 2018

5:00 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

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

- Mr. Dumont from Dumont Mechanical addressed the board regarding a change order he submitted on the Underground Condenser Water Pipe Replacement project that the architect has not approved. He stated “if the architect did his job there would be no change order”. But there was a need for a change order and he wants to know why the architect will not approve it. Mr. Hyncik responded that the board will look into it further.

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

- A. This Board will go into closed session with the Board Counsel for the purpose of discussing matters within the provisions of 7A(11)c231.
- B. The general nature of matters to be discussed relates to Personnel - V. Fulmer, SCVTEA negotiations. Action will be taken.
- C. Under the provisions of the above stated laws, the public shall be excluded from attendance at the portion of the meeting relating to the above matters.
- D. It is anticipated that the items discussed will be made public when the matters discussed are resolved.



## Closed Session

On motion by Ms. Costa, seconded by Mr. Burchette and on roll call vote, the Board of Education went into closed session at 5:43 p.m.

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

## Open Session

On motion by Mr. Burchette, seconded by Ms. Costa and on roll call vote, the Board of Education went into open session at 5:52 p.m.

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

## Adjournment

On motion by Mr. Burchette, seconded by Ms. Costa and passed, the meeting adjourned at 5:52 p.m.

Raelene Catterson

Business Administrator/Board Secretary

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

February 2018  
Field Trips

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

# SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION JOB DESCRIPTION

**CATEGORY: MAINTENANCE**

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

**NON**

**TITLE: ENTRY LEVEL MAINTENANCE WORKER**

**CERTIFIED**

**QUALIFICATIONS:**

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

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

**REPORTS TO:** Director of Buildings and Grounds or designee

**SUPERVISES:** No direct supervisory responsibilities.

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

**PERFORMANCE RESPONSIBILITIES:**

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

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

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

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

**CATEGORY: MAINTENANCE**

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

**TITLE: UTILITY WORKER**

**NON**

**CERTIFIED**

**QUALIFICATIONS:**

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

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

**REPORTS TO:** Director of Buildings and Grounds or designee

**SUPERVISES:** No direct supervisory responsibilities.

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

**PERFORMANCE RESPONSIBILITIES:**

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

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

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

# **SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION**

## **JOB DESCRIPTION**

**CATEGORY: MAINTENANCE**

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

**TITLE: LEAD UTILITY WORKER**

**NON CERTIFIED**

### **QUALIFICATIONS:**

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

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

**REPORTS TO:** Director of Buildings and Grounds or designee

**SUPERVISES:** No direct supervisory responsibilities

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

### **PERFORMANCE RESPONSIBILITIES:**

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

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

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



# SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

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

## 2018-2019 CALENDAR

### September 2018

15

M T W T F						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### October 2018

23

M T W T F						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### November 2018

18

M T W T F						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### December 2018

15

M T W T F						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### January 2019

21

M T W T F						
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### September 2018

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

### November 2018

- 8-9 CLOSED.....NJEA Convention  
 21 12 NOON DISMISSAL.....Thanksgiving  
 22-23 CLOSED.....Thanksgiving

### December 2018

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

### January 2019

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

### February 2019

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

### April 2019

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

### May 2019

- 27 CLOSED.....Memorial Day

### June 2019

- 21 LAST DAY OF SCHOOL/GRADUATION

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

Approved:

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

### February 2019

17

M T W T F						
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

### March 2019

21

M T W T F						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### April 2019

16

M T W T F						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### May 2019

22

M T W T F						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### June 2019

15

M T W T F						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



Parent Back to School Night



Closed



10 am Delayed Opening



12 Noon Dismissal for Students & Teachers



Teachers and HS Office Staff Present



Staff In-Service

2/1 12:37pm

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

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ASSETS AND RESOURCES

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

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

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

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

	Total assets and resources		\$10,191,777.83
			=====



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

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LIABILITIES AND FUND EQUITY

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FUND BALANCE

--- A p p r o p r i a t e d ---

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

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

Total Appropriated		\$10,310,187.32
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--- U n a p p r o p r i a t e d ---

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

TOTAL FUND BALANCE	\$10,191,777.83
TOTAL LIABILITIES AND FUND EQUITY	\$10,191,777.83

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Somerset County Vocational Board of Ed.  
General Fund - Fund 10  
Interim Balance Sheet  
For 7 Month Period Ending 01/31/2018

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$15,882,154.15	\$13,270,211.11	\$2,611,943.04
Revenues	(\$14,771,898.00)	(\$14,080,134.59)	(\$691,763.41)
	\$1,110,256.15	(\$809,923.48)	\$1,920,179.63
Less: Adjust for prior year encumb.	(\$111,667.15)	(\$111,667.15)	
Budgeted Fund Balance	\$998,589.00	(\$921,590.63)	\$1,920,179.63
	=====	=====	=====
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$998,589.00	(\$921,590.63)	\$1,920,179.63
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00
Fund 19 (Restricted FEMA Block Grants)	\$0.00	\$0.00	\$0.00
TOTAL Budgeted Fund Balance	\$998,589.00	(\$921,590.63)	\$1,920,179.63
	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 7 Month Period Ending 01/31/2018

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

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

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
SCHEDULE OF REVENUES  
ACTUAL COMPARED WITH ESTIMATED  
For 7 Month Period Ending 01/31/2018

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

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

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-140-100-101 Grades 9-12 - Salaries of Teachers	\$1,685,208.55	\$839,733.83	\$811,890.50	\$33,584.22
11-140-100-500 Other Purch. Serv. (400-500 series)	\$38,862.44	\$16,155.80	.00	\$22,706.64
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$5,000.00	\$0.00	\$0.00	\$5,000.00
11-150-100-320 Purchased Prof.-Ed. Services	\$8,000.00	\$2,050.00	\$328.00	\$5,622.00
11-150-100-500 Other Purch. Serv. (400-500 series)	\$150.00	.00	.00	\$150.00
--- Regular Programs - Undistr. Instruction ---				
TOTAL	\$1,737,220.99	\$857,939.63	\$812,218.50	\$67,062.86
--- SPECIAL EDUCATION - INSTRUCTION ---				
--- Vocational Programs-Local-Instruction ---				
11-3XX-100-101 Salaries of Teachers	\$2,867,753.51	\$1,424,656.28	\$1,332,229.04	\$110,868.19
11-3XX-100-106 Other Sal. For Instruction	\$67,469.11	\$23,778.94	\$35,152.51	\$8,537.66
11-3XX-100-320 Purchased Prof.-Ed. Services	\$424,425.00	\$215,342.27	\$0.00	\$209,082.73
11-3XX-100-500 Other Purchased Serv.(400-500 series)	\$40,725.00	\$6,348.31	\$2,141.90	\$32,234.79
11-3XX-100-610 General Supplies	\$368,901.27	\$175,516.49	\$35,113.22	\$158,271.56
11-3XX-100-640 Textbooks	\$18,350.00	\$3,831.25	\$0.00	\$14,518.75
11-3XX-100-800 Other Objects	\$9,110.00	\$2,898.22	\$4,153.65	\$2,058.13
TOTAL	\$3,796,733.89	\$1,852,371.76	\$1,408,790.32	\$535,571.81
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$46,525.00	\$15,409.66	\$30,819.34	\$296.00
11-401-100-500 Purchased Services (300-500 series)	\$2,725.00	\$750.00	.00	\$1,975.00
11-401-100-600 Supplies and Materials	\$17,574.24	\$5,652.86	\$1,589.01	\$10,332.37
11-401-100-800 Other Objects	\$4,171.00	\$4,060.00	\$102.00	\$9.00
TOTAL	\$70,995.24	\$25,872.52	\$32,510.35	\$12,612.37
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$72,424.89	\$30,890.36	\$41,534.53	.00
11-402-100-500 Purchased Services (300-500 series)	\$39,451.00	\$7,763.50	\$31,622.50	\$65.00
11-402-100-600 Supplies and Materials	\$16,244.26	\$13,577.26	\$2,606.06	\$60.94
11-402-100-800 Other Objects	\$21,950.00	\$8,661.00	\$12,381.00	\$908.00
TOTAL	\$150,070.15	\$60,892.12	\$88,144.09	\$1,033.94
--- UNDISTRIBUTED EXPENDITURES ---				
--- Attendance and social work services ---				
11-000-211-171 Sal. of Drop-Out Prev. Officer/Coordinators	\$26,060.00	\$15,201.76	\$10,858.24	.00
11-000-211-300 Purchased Prof. & Tech. Svc.	\$7,547.00	\$7,546.75	.00	\$0.25
11-000-211-500 Other Purchd. Serv.(400-500 series)	\$500.00	.00	.00	\$500.00
11-000-211-600 Supplies and Materials	\$500.00	.00	.00	\$500.00
TOTAL	\$34,607.00	\$22,748.51	\$10,858.24	\$1,000.25
--- Health services ---				
11-000-213-100 Salaries	\$170,289.63	\$94,365.64	\$75,896.50	\$27.49
11-000-213-300 Purchased Prof. & Tech. Svc.	\$27,975.37	\$3,921.76	\$5,176.02	\$18,877.59

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

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

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

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



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

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Required Maint.for School Facilities ---				
11-000-261-100 Salaries	\$645,489.16	\$356,151.00	\$240,605.80	\$48,732.36
11-000-261-420				
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$488,526.86	\$179,808.17	\$118,256.42	\$190,462.27
11-000-261-610 General Supplies	\$83,981.44	\$23,470.90	\$11,832.84	\$48,677.70
11-000-261-800 Other Objects	\$15,000.00	\$8,446.40	\$22.00	\$6,531.60
TOTAL	\$1,232,997.46	\$567,876.47	\$370,717.06	\$294,403.93
11-000-262-107 Salaries of Non-Instructional Aids	\$7,000.00	\$610.16	\$3,594.95	\$2,794.89
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$416,780.00	\$234,924.67	\$181,437.33	\$418.00
11-000-262-490 Other Purchased Property Svc.	\$60,000.00	\$20,906.98	\$37,311.79	\$1,781.23
11-000-262-520 Insurance	\$128,608.00	\$101,425.00	.00	\$27,183.00
11-000-262-621 Energy (Natural Gas)	\$85,000.00	\$31,502.01	\$24,225.99	\$29,272.00
11-000-262-622 Energy (Electricity)	\$430,000.00	\$143,678.58	\$128,008.26	\$158,313.16
TOTAL	\$1,127,388.00	\$533,047.40	\$374,578.32	\$219,762.28
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$21,150.00	.00	\$8,181.13	\$12,968.87
11-000-263-610 General Supplies	\$5,000.00	.00	.00	\$5,000.00
TOTAL	\$26,150.00	\$0.00	\$8,181.13	\$17,968.87
--- Security ---				
11-000-266-100 Salaries	\$78,660.00	\$37,779.28	\$1,200.90	\$39,679.82
TOTAL	\$78,660.00	\$37,779.28	\$1,200.90	\$39,679.82
TOTAL Oper & Maint of Plant Services	\$2,465,195.46	\$1,138,703.15	\$754,677.41	\$571,814.90
--- Student transportation services ---				
11-000-270-162 Sal Pupil Trans.Other than Bet Home & Sch	\$47,280.11	\$23,536.70	\$20,140.50	\$3,602.91
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$2,500.00	.00	.00	\$2,500.00
11-000-270-512 Contract Svc (other btw home & sch)-vndrs	\$30,600.00	\$6,855.75	\$11,213.50	\$12,530.75
11-000-270-517 Contract Svc (reg std) - ESCs	\$24,000.00	\$6,286.50	\$13,094.50	\$4,619.00
11-000-270-593 Misc. Purchased Svc.- Transp.	\$3,000.00	\$10.48	.00	\$2,989.52
11-000-270-610 General Supplies	\$2,000.00	.00	.00	\$2,000.00
11-000-270-800 Misc. Expenditures	\$1,000.00	.00	.00	\$1,000.00
TOTAL	\$110,380.11	\$36,689.43	\$44,448.50	\$29,242.18
--- Personal Services-Employee Benefits---				
11-XXX-XXX-210 Group Insurance	\$13,566.48	\$7,564.98	\$5,968.08	\$33.42
11-XXX-XXX-220 Social Security Contributions	\$282,200.00	\$138,935.16	\$131,159.78	\$12,105.06
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$313,930.00	\$3,762.45	\$6,310.23	\$303,857.32
11-XXX-XXX-250 Unemployment Compensation	\$40,175.00	\$14,281.82	\$20,718.18	\$5,175.00
11-XXX-XXX-260 Workman's Compensation	\$188,909.00	\$188,909.00	.00	.00
11-XXX-XXX-270 Health Benefits	\$1,513,910.52	\$946,685.09	\$397,181.81	\$170,043.62
11-XXX-XXX-280 Tuition Reimbursement	\$105,996.00	\$46,666.26	\$44,329.74	\$15,000.00
11-XXX-XXX-290 Other Employee Benefits	\$73,900.00	\$25,384.07	\$27,104.17	\$21,411.76
11-XXX-XXX-299 Unused Sick Payment to Term/Ret Staff	\$5,000.00	\$2,000.00	.00	\$3,000.00

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

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

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

	Appropriations	Expenditures	Encumbrances	Available Balance
	<hr/>	<hr/>	<hr/>	<hr/>
*** 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
<hr/>				
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
<hr/>				
TOTAL	\$520,388.00	\$0.00	\$0.00	\$520,388.00
<hr/>				
TOTAL CAPITAL OUTLAY EXPENDITURES	\$588,838.56	\$29,456.84	\$0.00	\$559,381.72

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

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

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

For 7 Month Period Ending 01/31/2018

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

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

1/31/18  
Date

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

ACCOUNT NUMBER	DESCRIPTION	APPROPRIATION	EXPENDITURE	ENCUMBERANCES	AVAILABLE BALANCE
11-140-100-320-03-0000-	PURCHASED PROF ED SE	\$ 11,100.00	\$ 2,500.00	\$ 379.00	\$ 8,221.00
11-140-100-320-16-0000-	PURCHASED SERVICES	\$ 6,000.00	\$ 0.00	\$ 0.00	\$ 6,000.00
11-140-100-610-03-0000-	SUPPLIES - HS	\$ 43,111.83	\$ 39,811.83	\$ 3,170.19	\$ 129.81
11-140-100-610-03-0001-	SUPPLIES - PHYSICAL	\$ 5,537.08	\$ 5,537.08	\$ 0.00	\$ 0.00
11-140-100-610-03-0002-	SUPPLIES - SOC. STUD	\$ 4,000.00	\$ 1,308.10	\$ 0.00	\$ 2,691.90
11-140-100-610-03-0003-	SUPPLIES - SCIENCE	\$ 10,720.00	\$ 9,182.78	\$ 760.16	\$ 777.06
11-140-100-610-03-0004-	SUPPLIES - MATH	\$ 1,750.00	\$ 1,116.03	\$ 0.00	\$ 633.97
11-140-100-610-03-0005-	SUPPLIES - WORLD LAN	\$ 2,500.00	\$ 200.02	\$ 0.00	\$ 2,299.98
11-140-100-610-03-0006-	SUPPLIES - ENGLISH	\$ 3,000.00	\$ 905.80	\$ 0.00	\$ 2,094.20
11-140-100-610-03-0007-	SUPPLIES - HEALTH /	\$ 500.00	\$ 0.00	\$ 0.00	\$ 500.00
11-140-100-610-03-0008-	SUPPLIES - PHOTOGRAP	\$ 9,568.00	\$ 2,723.75	\$ 0.00	\$ 6,844.25
11-140-100-610-07-0000-	SUPPLIES - ALT. SCHO	\$ 2,000.00	\$ 1,231.29	\$ 0.00	\$ 768.71
11-140-100-610-16-0000-	HIGH SCH TECH SUPPLI	\$ 22,918.39	\$ 21,566.92	\$ 0.00	\$ 1,351.47
11-140-100-640-03-0000-	TEXTBOOKS - REG INST	\$ 30,000.00	\$ 28,897.51	\$ 176.00	\$ 926.49
11-140-100-640-07-0000-	TEXTBOOKS - ALT. SCH	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 1,000.00
11-140-100-800-07-0000-	OTHER OBJECTS	\$ 7,450.00	\$ 522.54	\$ 2,063.10	\$ 4,864.36
11-140-100-890-03-0000-	OTHER OBJECTS	\$ 844.00	\$ 844.00	\$ 0.00	\$ 0.00
11-999-999-999- - -	PAYROLL NET PAY ADJ	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
-----					

2/1 12:37pm

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

=====

ASSETS AND RESOURCES

=====

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

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

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

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

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

=====

LIABILITIES AND FUND EQUITY

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

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

F U N D   B A L A N C E

--- A p p r o p r i a t e d ---

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



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 7 Month Period Ending 01/31/18

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

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
SPECIAL REVENUE - FUND 20  
SCHEDULE OF REVENUES  
ACTUAL COMPARED WITH ESTIMATED  
For 7 Month Period Ending 01/31/18

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

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 7 Month Period Ending 01/31/18

	Appropriations	Expenditures	Encumbrances	Available Balance
	_____	_____	_____	_____
State Projects:				
PRESCHOOL EDUCATION AID				
Other State Projects:				
PRESCHOOL EXPANSION GRANT				
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$1,391,643.07	\$704,053.38	\$392,631.45	\$294,958.24
 T O T A L     E X P E N D I T U R E	 \$1,391,643.07	 \$704,053.38	 \$392,631.45	 \$294,958.24

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

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

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

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

1/31/18

\_\_\_\_\_  
Date

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

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2/1 12:37pm

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

=====

ASSETS AND RESOURCES

=====

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

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

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

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

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

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

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

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--- A p p r o p r i a t e d ---

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

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

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

TOTAL FUND BALANCE \$4,195,001.48

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

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

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

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



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

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

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

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

1/31/18

Date

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

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

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

**CASH REPORT**

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

Prepared and submitted by:

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

2/7/2018

\_\_\_\_\_  
Date

# Somerset County Vocational Board of Ed.

## Expense Account Adjustment Analysis By Account#

ADDENDUM #6

va\_exaa1.082406

12/31/2017

Current Cycle : December

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
<b>Current Appropriation Adjustments</b>								
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 TRAINING	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
<b>Total Current Appr.</b>								<b>\$0.00</b>

# Somerset County Vocational Board of Ed.

## Expense Account Adjustment Analysis By Account#

va\_exaa1.082406

01/31/2018

Current Cycle : January

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

Resolution – 2017-18/2-A

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

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

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

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

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

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

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

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

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Raelene Catterson  
Board Secretary

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Date

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William Hyncik, Jr.  
Board President

Resolution – 2017-18/2-B

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

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

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

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

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

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

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

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

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Raelene Catterson  
Board Secretary

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Date

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William Hyncik, Jr.  
Board President

Resolution – 2017-18/2-C

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

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

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

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

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

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

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

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

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Raelene Catterson  
Board Secretary

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Date

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William Hyncik, Jr.  
Board President



Case #201718-001			
HIB Student ID	Outcome of Investigation	Consequence Under Pupil Code of Conduct	Intervention Services Provided
<b>Alleged Victim</b>  ID # 999004188 Grade 11  <b>Alleged Offender</b>  ID # 999004327 Grade 12	<input type="checkbox"/> <b>Confirmed HIB Event</b> Victim reported that alleged offender was harassing her, using hurtful name calling, saying insulting remarks, stalking her, embarrassing her and making threats. It was reported that there were consensual pictures of the alleged victim that were of an inappropriate sexual manner.  It was determined this was a bad break up between the students and does not meet the state aligned parameters for a confirmed HIB.  Note: Due to the fact that there were sexual pictures on an electronic device, the parent of the alleged victim contacted Bridgewater Police Department to investigate the matter further. No additional action by BPD was taken beyond the filed report.  <input checked="" type="checkbox"/> <b>Non-HIB Event</b>	<input type="checkbox"/> Admonishment  <input type="checkbox"/> Deprivation of Privileges:  <input type="checkbox"/> In-School Suspension  <input type="checkbox"/> Out-of-School Suspension:  <input type="checkbox"/> Return to District  <input checked="" type="checkbox"/> N/A	<b>Counseling Ordered:</b>  <input type="checkbox"/> <b>I&amp;RS Scheduled:</b>  <input type="checkbox"/> <b>Psychological Assessment Required:</b>  <input checked="" type="checkbox"/> <b>Other (describe):</b> Counseling services through Linkages program  <b>Training Established:</b>  <b>Other Action Taken:</b>

# Somerset County Vocational Board of Ed.

03/23/2018  
va\_chkr8.081205

## Summary Check Register By Check#

Posted Checks : Selected Cycle : February

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
<b>POSTED CHECKS</b>				
<b>General Account -Check Series #1</b>				
71785	02/12/2018	2665	PUBLIC SERVICE ELECTRIC &	\$45,440.15
71786	02/12/2018	10919	Somerset County Insurance Commission	\$168,127.00
71787	02/14/2018	9891	Atlantic A Program of DeLarge Serv	\$2,467.35
71788	02/14/2018	9891	Atlantic A Program of DeLarge Serv	\$147.15
71789	02/26/2018	10255	Active Disposal Services, Inc	\$1,175.04
71790	02/26/2018	10569	American Family Care-Doctors Express	\$350.00
71791	02/26/2018	9316	Aqua Chill Parsippany	\$31.00
71792	02/26/2018	5824	Automatic Data Processing	\$318.91
71793	02/26/2018	9946	Benefit Express	\$47.63
71794	02/26/2018	10351	Cablevision Lightpath, Inc	\$3,176.44
71795	02/26/2018	10355	CablevisionSystems Corporation	\$149.94
71796	02/26/2018	6215	CHARLES NECHTEM ASSOC. INC	\$849.63
71797	02/26/2018	11025	Chem-Aqua Inc	\$361.00
71798	02/26/2018	9912	Christine Harttraft	\$140.68
71799	02/26/2018	10845	ConvergeOne	\$2,892.96
71800	02/26/2018	1513	DELTA DENTAL PLAN OF	\$9,788.49
71801	02/26/2018	2092	DIFRANCESCO,BATEMAN P.C.	\$2,624.32
71802	02/26/2018	1850	Family & Community Services of	\$9,368.87
71803	02/26/2018	10726	LBB Services, LLC	\$220.63
71804	02/26/2018	2318	Middle Earth	\$3,022.65
71805	02/26/2018	1666	NJ American Water	\$2,234.09
71806	02/26/2018	2855	NORTHWESTERN MUTUAL LIFE	\$854.92
71807	02/26/2018	5936	Pritchard Industries	\$32,984.83
71808	02/26/2018	7156	Quench	\$600.00
71809	02/26/2018	11035	Robert Wood Johnson University Hospital	\$20,700.00
71810	02/26/2018	2877	Safety Kleen Corporation	\$859.08
71811	02/26/2018	10060	Alex Dobrowski	\$645.00
71812	02/26/2018	10060	Greg Chapkowski	\$867.00
71813	02/26/2018	10060	Mike Pariso	\$1,351.50
71814	02/26/2018	10043	NJSchoolJobs.com	\$150.00
71815	02/26/2018	7264	Somerset County Educational Services Com	\$7,785.75
71816	02/26/2018	10256	Stank Environmental Pest Control	\$400.00
71817	02/26/2018	10353	Sunlight General Somerset Solar, LLC	\$2,429.38
71818	02/26/2018	4054	SYSTEMS 3000, INC.	\$9,895.00
71819	02/26/2018	6242	USA Architects Planners + ID	\$12,927.99
71820	02/26/2018	1251	VERIZON	\$980.29
71821	02/26/2018	8515	VERIZON BUSINESS	\$122.40
71822	02/26/2018	7866	Verizon Wireless	\$897.27
71823	02/26/2018	3191	VISION SERVICE PLAN INC.	\$2,311.92
71824	02/26/2018	3863	XEROX CAPITAL SERVICES LLC	\$775.02
71825	02/26/2018	1091	Alaquest International, Inc.	\$11,375.00
71826	02/26/2018	8002	Alarm & Communications Technologies	\$4,040.85
71827	02/26/2018	10748	Allegheny Educational Systems, INC	\$9,980.00
71828	02/26/2018	8767	Anthony And Sons Bakery, Inc	\$106.67
71829	02/26/2018	1156	Anything But Costumes	\$41.17
71830	02/26/2018	1116	Arcaro Award Gallery, Inc.	\$188.00
71831	02/26/2018	4226	ASCD	\$89.00
71832	02/26/2018	7954	Barnes and Noble Booksellers	\$4,199.50
71833	02/26/2018	10258	BSN Sports	\$975.00
71834	02/26/2018	1286	Bureau of Education & Research	\$2,542.00
71835	02/26/2018	6376	CDW Government	\$49,243.27
71836	02/26/2018	7155	Cheapestees.com	\$424.80

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : February

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
<b>POSTED CHECKS</b>				
<b>General Account -Check Series #1</b>				
71837	02/26/2018	10704	Conde Systems, Inc.	\$147.49
71838	02/26/2018	7013	Cream O Land Dairies	\$161.10
71839	02/26/2018	11049	Dempsey Uniform & Linen Supply	\$195.30
71840	02/26/2018	11064	DeSesa Engineering Company, Inc.	\$2,120.00
71841	02/26/2018	10832	East Coast Elevator, LLC	\$9,890.00
71842	02/26/2018	6382	Ecolab	\$67.86
71843	02/26/2018	10896	F.W.Webb Company	\$3,645.60
71844	02/26/2018	7610	FABRICLAND	\$127.12
71845	02/26/2018	5377	FEA	\$150.00
71846	02/26/2018	6405	Federal Fire Protection	\$2,025.00
71847	02/26/2018	10790	Franklin Griffith, LLC	\$330.00
71848	02/26/2018	9863	Fred Pryor Seminars	\$398.00
71849	02/26/2018	6140	George L. Bartlett Hunter Parts &Service	\$803.20
71850	02/26/2018	5875	Grainger	\$1,045.51
71851	02/26/2018	3469	Henry Schein, Inc.	\$23.18
71852	02/26/2018	10354	Home Depot	\$5,583.85
71853	02/26/2018	7785	Hunterdon Hills Playhouse	\$1,413.10
71854	02/26/2018	8196	Hutchins HVAC Inc.	\$320.00
71855	02/26/2018	10839	Industrial Safety Gear	\$81.20
71856	02/26/2018	11091	IXL Learning, Inc.	\$49.00
71857	02/26/2018	11090	Joseph Souto	\$28.50
71858	02/26/2018	10884	Kids' Rule Parties, Inc.	\$500.00
71859	02/26/2018	7629	Lowes Home Centers, Inc.	\$1,350.77
71860	02/26/2018	5183	MGL Printing Solutions	\$342.30
71861	02/26/2018	8816	Mitchell1	\$1,099.00
71862	02/26/2018	9961	Mohring's Auto Maintenance, Inc	\$52.45
71863	02/26/2018	10500	My Asset Tag	\$1,349.70
71864	02/26/2018	10179	NAPA Auto and Truck Parts	\$201.70
71865	02/26/2018	10679	Nasco Education, LLC	\$4,716.40
71866	02/26/2018	11069	National Constitution Center	\$105.00
71867	02/26/2018	11058	National Drop Out Prevention Network	\$370.00
71868	02/26/2018	9587	National Restaurant Association	\$4,507.85
71869	02/26/2018	7976	NJ SkillsUSA	\$265.00
71870	02/26/2018	8538	NJASPERD	\$130.00
71871	02/26/2018	4168	NJSIAA	\$225.00
71872	02/26/2018	10806	Open System	\$12,078.37
71873	02/26/2018	8539	PITNEY BOWES( mailing system lease)	\$762.93
71874	02/26/2018	10893	Pocono Pro Foods	\$3,634.86
71875	02/26/2018	2622	Post Hardware	\$260.00
71876	02/26/2018	10906	Postmaster	\$10.37
71877	02/26/2018	10732	Praxair	\$176.70
71878	02/26/2018	11088	Princeton Food Services	\$500.00
71879	02/26/2018	5936	Pritchard Industries	\$408.00
71880	02/26/2018	10996	R & R Trophy and Sporting Goods	\$41.87
71881	02/26/2018	3214	Raritan Valley Community College	\$10,676.31
71882	02/26/2018	10096	Robert Griggs Plumbing & Heating	\$8,148.09
71883	02/26/2018	2873	Sargent Welch	\$10.92
71884	02/26/2018	5976	Schofield Stone	\$110.00
71885	02/26/2018	8005	SCVTHS - Petty Cash	\$568.80
71886	02/26/2018	10043	Success Communication Group	\$1,091.79
71887	02/26/2018	10079	Troy Shandor	\$23.62
71888	02/26/2018	10079	Diane Ziegler	\$7.56

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : February

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
<b>POSTED CHECKS</b>				
<b>General Account -Check Series #1</b>				
71889	02/26/2018	10079	Mario Peluso	\$17.20
71890	02/26/2018	10079	Tom Heinbach	\$154.07
71891	02/26/2018	10079	Peter Carey	\$66.96
71892	02/26/2018	10275	Meghan O'Reilly	\$4,050.00
71893	02/26/2018	10275	Kristen McNerney	\$1,881.00
71894	02/26/2018	10275	Bryant Jefopoulos	\$2,023.44
71895	02/26/2018	10275	Erick Bowers	\$4,212.00
71896	02/26/2018	10275	James Strickhart	\$2,427.82
71897	02/26/2018	10275	Alison Mingle	\$1,593.00
71898	02/26/2018	10275	DUANE WALLACE	\$1,695.00
71899	02/26/2018	10275	Johanna Scholl	\$5,913.00
71900	02/26/2018	10275	Victoria Fulmer	\$1,900.50
71901	02/26/2018	10275	JaLisa Williamson	\$4,212.00
71902	02/26/2018	10275	Farrah Fatmi	\$4,212.00
71903	02/26/2018	10090	GEORGE BYRD	\$198.92
71904	02/26/2018	10090	MAUREEN GLENNON	\$179.93
71905	02/26/2018	10090	Peggy Prezioso	\$170.14
71906	02/26/2018	10090	PATTY MORALES	\$200.00
71907	02/26/2018	10090	Troy Shandor	\$200.00
71908	02/26/2018	11055	Singer Equipment Co. -Bellmawr	\$26,653.81
71909	02/26/2018	6918	Snap-On Industrial	\$2,147.02
71910	02/26/2018	7264	Somerset County Educational Services Com	\$508.75
71911	02/26/2018	9617	Somerset County Print Shop	\$152.00
71912	02/26/2018	10386	Somerset County Rads & Bridge Division	\$5,596.94
71913	02/26/2018	6719	Somerset County Treasurer	\$4,373.42
71914	02/26/2018	8717	Somerset County Culinary Arts	\$180.00
71915	02/26/2018	2942	SOMERSET CTY. TREASURER	\$45,333.71
71916	02/26/2018	10256	Stank Environmental Pest Control	\$100.00
71917	02/26/2018	10988	Staples Contract & Commercial, Inc.	\$2,978.83
71918	02/26/2018	7375	Storr Tractor Company	\$275.00
71919	02/26/2018	10319	Stronge & Assoc Educational Consulting	\$3,400.00
71920	02/26/2018	9560	Synchrony/Amazon.com	\$1,832.02
71921	02/26/2018	5828	Sysco Metro New York	\$2,453.49
71922	02/26/2018	4054	SYSTEMS 3000, INC.	\$1,011.15
71923	02/26/2018	9601	Taunton Press	\$19.95
71924	02/26/2018	3491	Teacher's Discovery	\$379.00
71925	02/26/2018	10878	Travers Tool Company	\$637.46
71926	02/26/2018	3594	United States Postal Service	\$2,000.00
71927	02/26/2018	11103	Urban Expositions, LLC	\$50.00
71928	02/26/2018	8063	W.B. Mason	\$262.14
71929	02/26/2018	10990	W.B. Mason Co., Inc.	\$116.08
71930	02/26/2018	1465	Wegmans	\$170.95
<b>Total for General Account Check Series #1</b>				<b>\$651,945.61</b>

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : February

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
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### POSTED CHECKS

#### Agency Check -Check Series #2

20394	02/28/2018	9772	NEW JERSEY EDUCATION ASSOCIATION	\$11,284.35
20395	02/28/2018	9780	PRUDENTIAL INSURANCE	\$1,218.39

**Total for Agency Check Check Series #2**

**\$12,502.74**

# Somerset County Vocational Board of Ed.

03/23/2018  
va\_chkr8.081205

## Summary Check Register By Check#

Posted Checks : Selected Cycle : February

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount	
POSTED CHECKS					
Hand Checks					
	703	02/26/2018	6974	Maschio's Food Services	\$13,246.34
*	4587	01/22/2018	10081	Integrated Business Forms	\$1,683.50
*	4601	02/05/2018	7687	Mike McClain	\$26.97
	4602	02/05/2018	5539	GLOUCESTER COUNTY INST.OF TECH	\$130.00
	4603	02/05/2018	11085	Jordan Jackson	\$100.00
	4604	02/05/2018	11095	Julie Gray	\$250.00
	4605	02/05/2018	11061	Guillermo Renia	\$75.00
	4606	02/06/2018	11061	Guillermo Renia	\$660.00
	4607	02/08/2018	9344	E Group, Inc	\$38.11
	4608	02/08/2018	11099	Zeecraft Tech, LLC	\$178.50
	4609	02/08/2018	11101	Passaic County Technical Institue	\$240.00
*	4611	02/08/2018	9782	Bridgewater Marriott Hotel	\$2,966.25
	4612	02/08/2018	9344	E Group, Inc	\$848.68
	4613	02/12/2018	11105	Inside Out Booth	\$200.00
	4614	02/12/2018	11106	Adams Party Rental	\$512.15
	4615	02/13/2018	10397	Frattellos Ristorante & Pizzeria	\$37.00
	4616	02/14/2018	10756	VEX Robotics, Inc	\$578.49
*	4618	02/23/2018	7629	Lowes Home Centers, Inc.	\$3,346.98
	4619	02/21/2018	11061	Guillermo Renia	\$10.00
	4620	02/21/2018	9782	Bridgewater Marriott Hotel	\$363.75
	4621	02/21/2018	11107	Zeo Brothers	\$4,779.65
	4622	02/27/2018	11108	Peter A. Capodice	\$20.00
	4623	02/27/2018	7388	Treasurer, State Of NJ	\$336.00
*	4625	02/27/2018	10397	Frattellos Ristorante & Pizzeria	\$29.00
	4626	02/28/2018	11109	Topgolf	\$95.00
*	4640	02/14/2018	8063	W.B. Mason	\$352.50
*	10192	02/15/0208	9717	Prudential Insurance	\$469.38
	10193	02/15/0208	9773	INTERNAL REVENUE SERVICE	\$33,645.97
	10194	02/28/2018	9717	Prudential Insurance	\$351.61
	10195	02/28/2018	9773	INTERNAL REVENUE SERVICE	\$29,827.10
*	21518	02/14/2018	3099	Treasurer Somerset County	\$459,836.66
*	22818	02/28/2018	3099	Treasurer Somerset County	\$410,086.82
*	902151801	02/14/2018	9778	PRUDENTIAL RETIREMENT SERVICES	\$1,329.88
	902151802	02/14/2018	9769	PLAN CONNECT-EQUITABLE	\$8,662.47
	902151802	02/14/2018	9771	PLAN CONNECT-MET LIFE	\$413.29
	902151803	02/14/2018	9773	INTERNAL REVENUE SERVICE	\$108,816.27
	902151804	02/14/2018	9774	NJ DIVISION OF REVENUE	\$2,368.21
	902151805	02/14/2018	9774	NJ DIVISION OF REVENUE	\$13,362.03
	902151806	02/14/2018	9775	PENNSYLVANIA DEPARTMENT OF REVENUE	\$891.19
*	902281801	02/28/2018	9776	NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$48,689.93
	902281802	02/28/2018	9777	NJ DIV OF PENSIONS AND BENEFITS - PERS	\$18,120.28
	902281803	02/28/2018	9778	PRUDENTIAL RETIREMENT SERVICES	\$996.21
	902281804	02/28/2018	9769	PLAN CONNECT-EQUITABLE	\$8,912.47
	902281804	02/28/2018	9771	PLAN CONNECT-MET LIFE	\$406.94
	902281805	02/28/2018	9768	SOMERSET COUNTY BOARD OF EDUCATION	\$44,829.78
	902281806	02/28/2018	9768	SOMERSET COUNTY BOARD OF EDUCATION	\$931.88
	902281807	02/28/2018	9761	AFLAC	\$624.73
	902281808	02/28/2018	9761	AFLAC	\$160.82
	902281809	02/28/2018	9773	INTERNAL REVENUE SERVICE	\$98,274.20
	902281810	02/28/2018	9774	NJ DIVISION OF REVENUE	\$2,111.94
	902281811	02/28/2018	9774	NJ DIVISION OF REVENUE	\$12,592.45
	902281812	02/28/2018	9775	PENNSYLVANIA DEPARTMENT OF REVENUE	\$856.91

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : February

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
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POSTED VOIDED PRIOR CYCLE CHECKS

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : February

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
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### POSTED VOIDED PRIOR CYCLE CHECKS

#### Hand Checks

4587	01/22/2018	10081	Integrated Business Forms	\$1,683.50
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Total Prior Cycle Voided Checks				\$1,683.50
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Total for Hand Checks				\$1,338,673.29
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Total Posted Checks				\$2,004,805.14
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# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : February

### Fund Summary

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	10				\$41,212.69	\$41,212.69
10	11	\$482,688.25		\$847,669.41		\$1,330,357.66
Fund 10	TOTAL	\$482,688.25		\$847,669.41	\$41,212.69	\$1,371,570.35
20	20	\$91,967.28		\$45,335.44		\$137,302.72
30	30	\$77,290.08				\$77,290.08
60	60			\$13,246.34		\$13,246.34
90	90		\$12,502.74		\$373,351.88	\$385,854.62
95	95				\$17,857.53	\$17,857.53
GRAND	TOTAL	\$651,945.61	\$12,502.74	\$906,251.19	\$432,422.10	\$2,003,121.64

\* Total Prior Cycle Checks Voided in selected cycle(s):

\$1,683.50

Total Checks from selected cycle(s) voided in the selected cycle(s):

\$0.00

\* Prior Cycle Voids are not included in the above totals.