

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

Regular Meeting
September 25, 2017

Call to Order

- Mr. William Hyncik, Jr. called the meeting to order at 5:00 p.m. in the Technology Center with the following Board of Education members:
William Hyncik, Jr., President
Sarah Costa, Vice President
Stephen Rodzinak
Gregory Burchette
Roger Jinks

Also Present

Dr. Chrys Harttraft, Superintendent of Schools
Raelene Catterson, School Business Administrator/Board Secretary
Diane Ziegler, High School Principal
Lisa Fittipaldi, Board Attorney, absent; Robert Manetta, Board Attorney
Patricia L. Walsh, Somerset County Freeholder Liaison, absent

Adequate notice of this meeting has been provided specifying time and place.

Pledge of Allegiance

Approval of Minutes

On motion by Mr. Rodzinak, seconded by Ms. Costa, the minutes of the Regular Meeting and Executive Session held on August 28, 2017 and the Special Meeting and Executive Session held on September 11, 2017 were approved.

Correspondence

- Letter from Deb Gichan, Visual and Performing Arts instructor, thanking the Board of Education for her wonderful new Photography classroom in B-Building.

Presentations/Recognitions

Student of the Month

- Anthony DeFelice, Auto Body (June)

SkillsUSA

- SkillsUSA Advisors, Michelle Fresco and Michael McClain gave an update on the students' participation at the National Conference in June. 17 students competed and six students received national medals: gold medal, Krishna Pola, Job Interview; silver medal, Julia Garaffa, Mathew Natividad, Parth Patel and Palak Shah, Health Knowledge Bowl and silver medal, Janum Shah, Medical Math. Julia Garaffa and Mathew Natividad were present and recognized for their accomplishments. Ann Marie Masiello, Janum Shah and Brianna Broderick were the recipients of the President's Volunteer Service Award. The local chapter will have two assemblies for students on September 29th to inform students about SkillsUSA. In addition, the 3rd Annual SkillsUSA Golf Classic has been scheduled for May 2018. The Board was thanked for their continued support.

Old or Unfinished Business

Construction Projects

- Mr. Kuschyk, Director of Buildings and Grounds, updated the board on the following: close out of the ESIP project, MPA project needs a punch list; the chiller has two parts that fried up on Friday and the old chiller has two major leaks.

Report of the Attorney

- Mr. Manetta discussed the Memorandum of Understanding (MOU) between the Somerset County Vocational & Technical Schools and the Somerset County Library System and noted a resolution to approve the MOU is on the agenda.

Committee Reports

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

School Communications Report

- None

Superintendent's Report

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

A. Employment of Part-Time Hourly Personnel – 2017-18 School Year

The Board of Education approved employment of the following part-time personnel for the 2017-18 school year:

High School

Evangeline Byrd	Temporary CTE Aide (15 hours/week)	\$28.62/hour (11-310-100-106-05-0000)
Peggy Prezioso	Lunch Duty Monitor	\$32.00/day (11-140-100-101-03-0002)
Roberta Snead	Substitute Bus Driver	\$25.18/hour (11-000-270-162-02-0001)

Buildings & Grounds

Brian Turck	Maintenance (15 hours/week)	\$10.00/hour (11-000-261-100-02-0000)
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B. Salary Adjustments – 2017-18 School Year

The Board of Education approved salary adjustments for the 2017-18 school year as follows:

Name	2017-18 Base Salary	Masters Stipend	Add'l Assignments per Week	% rate	Amount	2017-18 Total Salary
Christopher Miller	\$ 66,885.00	\$ 725.00	15	42.84%	\$ 28,653.53	\$ 96,263.53
Maura Gillooly	\$ 59,430.00	NA	6	17.136%	\$ 10,183.92	\$ 69,613.92
Rachel Kinlan (Qtr 2 & 3)	\$ 59,765.00	NA	6	17.136%	\$ 10,241.33	\$ 70,006.33
Rachel Kinlan (Qtr 1& 4)	\$ 59,765.00	NA	1	2.856%	\$ 1,706.89	\$ 61,471.89
Matthew Poznanski	\$ 60,390.00	NA	6	17.136%	\$ 10,348.43	\$ 70,738.43
John O'Neill	\$ 84,114.63	NA	1	2.856%	\$ 2,402.31	\$ 86,516.94
Deb Gichan	\$ 58,010.00	NA	2	5.712%	\$ 3,313.53	\$ 61,323.53
Jonathon Ostroff	\$ 79,105.00	NA	5	14.280%	\$ 11,296.19	\$ 90,401.19
Quarter 1 - 9/7/17 - 11/12/17						
Quarter 2 - 11/13/17 - 1/26/18						
Quarter 3 - 1/29/18 - 4/17/18						
Quarter 4 - 4/18/18 - 6/20/18						

C. Extra-Curricular Appointment – 2017-18 School Year

The Board of Education approved the following for extra-curricular activities for the 2017-18 school year as follows:

Matthew Poznanski (replacing Isaiah Davenport)	JV Boys' Basketball Coach	\$2,971.00
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D. Employment of Substitute

The Board of Education approved employment of the following substitute at a rate of \$100.00/day for the 2017-18 school year:

Joanne May

E. Volunteers

The Board of Education approved the following volunteers:

Mr. Shamil Graham	Boys' Basketball Team Athletic Program
Mr. Isaiah Davenport	Boys' Basketball Team Athletic Program
Mrs. Jacqueline Owen	Carpentry Program

F. Provisional Teacher Program – 2017-18 School Year

The Board of Education approved the following mentor (pursuant to NJAC 6A:9B-8.4) for a district's provisional teacher for the 2017-18 school year (payment amount is determined by the NJ Department of Education and satisfied by the mentee) as follows:

Provisional Teacher			
<u>Candidate (Mentee)</u>	<u>Route</u>	<u>Mentoring Fees</u>	<u>Mentor</u>
Paige Garruto	Alternate	\$183.00 (10 week carry-over 2016-17)	Julie Francis

G. 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. Rodzinak	X	
Mr. Burchette	X	
Mr. Jinks	abstain	

H. Field Trips

On recommendation of Dr. Harttraft and motion by Ms. Costa, seconded by Mr. Rodzinak 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. Rodzinak	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 I through O as follows:

I. Affirmative Action Committee

The Board of Education appointed an Affirmative Action Committee for the 2017-18 school year as follows (as required pursuant to N.J.A.C. 6A:7-1.5):

Teresa Morelli, Chair
Mark Mastrobattista
M. Cristina Perrone
Duane Wallace
Donna Lenox

J. Green Team (Sustainability Leadership Team)

The Board of Education appointed the Green Team for the 2017-18 school year as follows:

Dr. Chrys Harttraft, Superintendent
Raelene Catterson, Business Administrator
Michael Kuschyk, Director Buildings & Grounds
Patrick Pelliccia, Supervisor Curriculum & Instruction
Duane Wallace, Supervisor Technology-Based Learning & Communications
James Strickhart, CTE & Workforce Development Coordinator
George Lee, Construction Technology Instructor
Erick Fargo, Agricultural Science Instructor

K. School Improvement Panel (ScIP)

The Board of Education appointed the School Improvement Panel (ScIP) for the 2017-18 school year as follows:

Diane Ziegler, Principal
Patrick Pelliccia, Supervisor Curriculum & Instruction
Christopher Miller, Academic Instructor/Staff Development Leader
Johanna Scholl, Academic Instructor/Staff Development Leader

L. School Safety Team

The Board of Education appointed a School Safety Team for the 2017-18 school year as follows (as required pursuant to Section 18 of P.L. 2010, c. 122 (C.18A:37-21):

Diane Ziegler, Principal
Maria Johnson, Director Pupil Services/HIB Coordinator
Jaime Morales, Chairperson, HIB Specialist
Teresa Morelli, Supervisor/Affirmative Action Officer
Susan Kiser, Guidance Counselor
Karissa Hahn/David Syring, School Resource Officers
Christine Sconda, Parent Representative

M. School Safety & Security Planning Team (Crisis/Emergency Management)

The Board of Education appointed the School Safety and Security Planning Team (Crisis/Emergency Management) for the 2017-18 school year as follows (as required pursuant to NJAC 6A:16-5.1):

Elaine Howe, Chair
Dr. Chrys Harttraft, Superintendent
Raelene Catterson, Business Administrator
Diane Ziegler, Principal
Maria Johnson, Director Pupil Services
Teresa Morelli, Supervisor
Mario Peluso, Supervisor
Duane Wallace, Supervisor Technology-Based Learning & Communications
Andrew Eberhardt, Networks & Systems Administrator
Michael Kuschyk, Director Buildings & Grounds
Jaime Morales, Non-Supervisory Coordinator Student Discipline/Activities
Virginia Fanelli, Lead Security/Attendance Officer
Kristen McNerney, Teacher Representative
Louis Violante, Teacher Representative
Susan Kiser, Guidance
Susan Santiago, Front Office Staff Representative
Linda Caterinicchia, Front Office Staff Representative
Peggy Prezioso, School Nurse
Karissa Hahn, School Resource Officer

N. District Evaluation Advisory Committee (DEAC)

The Board of Education appointed the District Evaluation Advisory Committee (DEAC) for the 2017-18 school year as follows:

Patrick Pelliccia, Chair
William Hyncik, Jr., School Board Representative
Christopher Miller, Academic Teacher/Staff Development Leader
Johanna Scholl, Academic Teacher/Staff Development Leader
Kim Vasaturo, CTE Teacher
Diane Ziegler, Principal
Dr. Chrys Harttraft, Superintendent
Maria Johnson, Special Education Administrator
Teresa Morelli, Administrator Conducting Evaluations
Mario Peluso, Administrator Conducting Evaluations
Rande Holz, Administrator Conducting Evaluations
Christopher Lemongelli, Administrator Conducting Evaluations
Duane Wallace, Supervisor Technology-Based Learning & Communications
Gary Parks, Data Analyst
Janeen Sortor, Special Education Teacher

Sheila Buttermore, CTE Teacher
Melissa Norrbom, Educational Services
Andrew Coslit, Parent

O. Intervention and Referral Services (IR&S) Committee

The Board of Education appointed an Intervention and Referral Services (I&RS) Committee for the 2017-18 school year as follows:

Maria Johnson, Director Pupil Services
Elaine Howe, Director School Based Program
Christopher Lemongelli, Supervisor
Maureen Lawler, Guidance Counselor
Randee Holz, Supervisor
Patrick Pelliccia, Supervisor/504 Officer
Jaime Morales, Non-Supervisory Coordinator of Student Discipline & Activities
JaLisa Williamson, Instructional Aide/Student Advocate
Maria Santiago, LDT/C

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ms. Costa	X	
Mr. Hyncik	X	
Mr. Rodzinak	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 P and Q as follows:

P. Respect Week

The Board of Education declared October 2-6, 2017 as "Respect Week."

Q. School Violence Awareness Week

The Board of Education declared October 16-20, 2017 as "School Violence Awareness Week."

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ms. Costa	X	
Mr. Hyncik	X	
Mr. Rodzinak	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 R and S as follows:

R. School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights Act

The Board of Education approved submission of the Statement of Assurances for School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights Act to the NJDOE.

S. Curriculum Updates

The Board of Education approved the updated curriculum in the following courses/programs:

Cosmetology	Physical Education 9, 10, 11, 12
Law & Public Safety	Theater Arts
Algebra II	Financial Literacy
Combined Algebra	Photography

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

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

T. Abolish Board Regulation

The Board of Education abolished Regulation 7300.1 – Disposal of Instructional Property.

U. Board Regulation – First Reading

The Board of Education approved the following regulation at this first reading as it appears on Addendum #3.
R7102 – Site Selection and Acquisition

V. Revised Board Policies and Regulations – First Reading

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

7100/R7100 – Long-Range Facilities Planning
7101/R7101 – Educational Adequacy of Capital Projects
7102 – Site Selection and Acquisition
7130 – School Closing
7300 – Disposition of Property
R7300.2 – Disposal of Land
R7300.3 – Disposition of Personal Property
R7300.4 – Disposition of Federal Property

W. Board Policies – Second Reading

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

1511 – Board of Education Website Accessibility
7461 – District Sustainability Policy

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

X. Acceptance of Funds

On recommendation of Dr. Harttraft and motion by Ms. Costa, seconded by Mr. Burchette and on roll call vote, the Board of Education adopted the following resolution: The governing body of the Somerset County

Vocational & Technical Schools at its September 25, 2017 meeting authorized acceptance of funds for the following:

NJ Department of Education	Career and Technical Education Organization	\$146,500.00
	CTSO Grant Program Year 1 of 4 (NJ SkillsUSA)	
	(September 1, 2017-August 31, 2018)	

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

Superintendent's Update

- Statistical Enrollment Data Presentation – M. Johnson/G. Parks
- HIB – 0 YTD -0
- Student Suspension Report - 0
- School Self-Assessment Grade Report – D. Ziegler
- Annual EVVRS Report – D. Ziegler
- PARRC Results Overview – C. Harttraft
- The Board of Education Self-Assessment and Superintendent evaluation were discussed.

Submission of Bills

On motion by Ms. Costa, seconded by Mr. Rodzinak and on roll call vote, the Board of Education approved the bills list for September 2017 which was included in the board packet and is attached to the regular meeting minutes.

Fund 10	\$1,335,391.36
Fund 20	\$ 71,812.95
Fund 30	\$ 66,404.20
Fund 60	\$ 41.25
Fund 90	<u>\$ 392,497.94</u>
Total	\$1,863,169.28

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

Report of the School Business Administrator/Board Secretary

A. Reports A-148 and A-149 – August 2017

On motion by Ms. Costa, seconded by Mr. Rodzinak 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 August 2017 and the Treasurer of School Monies for the month of August 2017, after review of the secretary's monthly financial report (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge no major fund has been overextended in violation to N.J.A.C. 6:20-2A.10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (Addendum #5)

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

B. Budget Transfers – 2017-18 School Year

On motion by Ms. Costa, seconded by Mr. Rodzinak and on roll call vote, the Board of Education approved the August 2017 transfers as they appear on Addendum #6.

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

C. SCVTS/Somerset County Library System of New Jersey Memorandum of Understanding

On motion by Ms. Costa, seconded by Mr. Burchette and on roll call vote, the Board of Education approved the Memorandum of Understanding between Somerset County Vocational & Technical Schools and the Somerset County Library System of New Jersey beginning September 1, 2017 and continuing to August 31, 2018.

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

New Business

- None

Next Meeting

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

October 23, 2017

5:00 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

- Mr. Jinks and Ms. Costa stated they will be unable to attend the next board of education meeting.

Remarks from the Public

- A MEAM parent questioned if college credits will be given to students who entered the program as a sophomore.
- Sheila Buttermore suggested the board purchase fans to be used when there is no air conditioning.
- Andrew Coslit stated he is looking forward to a speedy contract negotiation process and hopes there is a settlement by the end of the school year.

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 litigation – K. McManus, litigation – J. Vingara and negotiations. Action may or may not be taken.
- C. Under the provisions of the above stated laws, the public shall be excluded from attendance at the portion of the meeting relating to the above matters.
- D. It is anticipated that the items discussed will be made public when the matters discussed are resolved.

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 5:45 p.m.

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

- Mr. Jinks left the meeting at 5:45 p.m.

Open Session

On motion by Ms. Costa, seconded by Mr. Rodzinak and on roll call vote, the Board of Education went into open session at 6:03 p.m.

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

Adjournment

On motion by Ms. Costa, seconded by Mr. Rodzinak and passed, the meeting adjourned at 6:04 p.m.

Raelene Catterson
Business Administrator/Board Secretary

School Business/Professional Development Travel
September 25, 2017

[illegible]

September 2017
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>
10/7/2017	FFA	The Hotel ML Mount Laurel, NJ	\$136.85/Student	District
10/13/2017	SkillsUSA	East Brunswick Tech East Brunswick, NJ	\$0.00	District
10/27/2017	SkillsUSA	FEA Conference Center Monroe Township, NJ	\$0.00	District
11/3/2017	SkillsUSA	MCVS Sypek Center Pennington, NJ	\$0.00	District
11/29/2017	US History I	Washington Crossing State Park Titusville, NJ	\$0.00	District
12/1/2017	SkillsUSA	Passaic County Tech Wayne, NJ	\$0.00	District
12/1 & 12/8, 2017	AHMS Freshmen	RVCC Library Branchburg, NJ	\$0.00	District
1/19/2018	SkillsUSA	Gloucester Tech Sewell, NJ	\$0.00	District
3/2/2018	SkillsUSA	MCVS Sypek Center Pennington, NJ	\$0.00	District
3/3/2018	SkillsUSA	Hudson County Schools of Technology North Bergen, NJ	\$0.00	District
3/6/2018	Cosmetology	Jacob Javits Center NY, NY	\$38.00/Student	District
3/10/2018	SkillsUSA	Gloucester Tech Sewell, NJ	\$0.00	District
3/16/2018	SkillsUSA	Cumberland Tech Vineland, NJ	\$0.00	District
3/17/2018	SkillsUSA	Burlington Tech Medford, NJ	\$0.00	District
3/24/2018	SkillsUSA	Sussex Tech Sparta Township, NJ	\$0.00	District
4/6/2018	Spanish/HOSA/ Rotary	United Nations NY, NY	\$25.00/Student	District
4/16/2018	SkillsUSA	NJ Convention & Expo Center Edison, NJ	\$0.00	District
5/10/2018	Health Occupations	RWJH New Brunswick, NJ	\$0.00	District
5/24/2018	SkillsUSA	Forest Lodge Warren, NJ	\$25.00/District	District

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Site Selection and Acquisition
Jul 17

[See **POLICY ALERT No. 213**]

R 7102 SITE SELECTION AND ACQUISITION

The school district may need to select and acquire new sites for school district facilities. Site acquisition for school purposes and every acquisition of land will be made pursuant to N.J.A.C. 6A:26-3.12 and N.J.A.C. 6A:26-7.1 through 7.3.

The district must obtain freeholder approval for funding of the acquisition of land prior to the Division of Administration and Finance approval of the purchase of land, but shall not take any action to acquire land prior to obtaining Division approval.

A. Acquisition of Land by School Districts - N.J.A.C. 6A:26-3.12

Every acquisition of land, whether by purchase, condemnation, or by gift or grant, to be used as a school site shall comply with N.J.A.C. 6A:26-7 and receive approval.

B. Approval of the Acquisition of Land - N.J.A.C. 6A:26-7.1

1. ~~Voter Approval - N.J.A.C. 6A:26-7.1(a)~~

~~The school district may obtain voter approval for funding of land acquisition prior to the Division of Administration and Finance (Division) approval of the land acquisition. The school district shall not take any action to acquire the land prior to obtaining Division approval.~~

2. Submission to the Division of Administration and Finance - N.J.A.C. 6A:26-7.1(b)

The school district, or the New Jersey Schools Development Authority (Development Authority) on behalf of the district, shall submit to the Division the following information to obtain approval under B.1. above for land in connection with a school facilities project. The following requirements do not address requirements of other State agencies having approval or permitting jurisdiction over land acquisition:



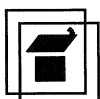
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Site Selection and Acquisition

- a. The following information shall be provided by the school district:
- (1) A written request that shall include a statement, signed by the Board President and the Superintendent, indicating the immediate and ultimate proposed uses of the site, in terms of building use, grade organization, and potential maximum enrollment, and whether the land is, or will be, part of a school facilities project indicated in the district's LRFP;
 - (2) A map of the school district showing the location of the land, the location of existing schools in the school district, the attendance area to be served by the school, and the number of students who reside within the attendance area;
 - (3) Data regarding the impact of the acquisition upon racial balance within the school district's public schools;
 - (4) A full, detailed appraisal of the market value of the property prepared by a licensed professional;
 - (5) A title report on the property produced by any reputable title insurer licensed in the State of New Jersey evidencing that title is good and marketable;
 - (6) A feasibility study evidencing that school district-owned land within the attendance area to be served by the school is not available, suitable, or sufficient to be used for school purposes, but only if the school district is required to use the Development Authority and seeking approval for a new acquisition of land and not merely a new use for already school district-owned land; and



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Site Selection and Acquisition

- (7) For a school district required to use the Development Authority and seeking approval for the acquisition of land, evidence that the school district has not indemnified the seller of the land for the costs arising from the environmental remediation required for the property to be used for school purposes; acquired the land in its "as is" condition; or acquired the land under terms and conditions that would invalidate the statutory immunity of the school district from liability for the remediation costs associated with pre-existing contamination, whether discovered pre-closing or post-acquisition, under the Spill Compensation and Control Act, N.J.S.A. 58:10-23.11 et seq.
- b. The following information shall generally be provided by a licensed architect, professional engineer, or professional planner in accordance with N.J.A.C. 6A:26-7.1(b)(2):
 - (1) A statement from the licensed architect, professional engineer, or professional planner indicating whether the land is subject to regulation under the Coastal Wetlands Act - N.J.S.A. 13:9A-1 et seq.; the Freshwater Wetlands Act - N.J.S.A. 13:9B-1 et seq.; the Pinelands Protection Act - N.J.S.A. 13:18A-1 et seq.; the Waterfront Development Act - N.J.S.A. 12:5-3; the Green Acres Acts - N.J.S.A. 13:8A-1 et seq., N.J.S.A. 13:8A-19 et seq., N.J.S.A. 13:8A-35 et seq., and N.J.S.A. 13:8C-1 et seq.; or other statutes, regulations or executive orders administered by agencies of State or Federal government;
 - (a) If so subject, the statement shall address the steps necessary to obtain approval from the agencies, and include adequate documentation to demonstrate to the Division the approvals will be obtained and not affect the educational adequacy of the site, as set forth in B.4. and B.5. below.



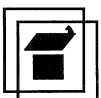
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Site Selection and Acquisition

- (2) A statement from a New Jersey licensed architect, professional engineer, or professional planner indicating whether the proposed use of the land to be acquired is consistent with the goals and strategies of the New Jersey State Development and Redevelopment Plan (State Plan). If inconsistent with such goals and strategies, the statement shall include adequate documentation to demonstrate to the Division there are no alternative suitable sites available in the school district that are consistent with the State Plan's goals and strategies;
- (3) A statement from a New Jersey licensed architect, professional engineer, or professional planner indicating the land to be acquired is suitable for the proposed use;
- (4) A completed, signed, and sealed plot plan of the land to be acquired showing topographical and contour lines; adjacent properties indicating current land uses; access roads; deed restrictions; easements; protective covenants; right of ways; and environmentally sensitive areas such as waterways and wetlands. The acreage and dimensions of the tract proposed for acquisition shall be included as per the application of the standards for minimum acceptable school site sizes in B.4. below;
- (5) If existing buildings or structures are located on the land to be acquired, the intended use, and/or disposition of these buildings. Any building to be acquired and used shall comply with the requirements of the Uniform Construction Code (UCC) for educational occupancy and N.J.A.C. 6A:26-5 that apply to the construction of a new building;
- (6) Adequate documentation to demonstrate to the Division that soil conditions for structural integrity and drainage have been examined by the New Jersey licensed architect or professional engineer; and



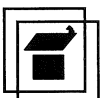
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- (7) Adequate documentation to demonstrate to the Division that soil and groundwater conditions have been examined by a New Jersey licensed architect or professional engineer for suitability for septic systems, if applicable.
- c. The following shall be submitted by the school district in accordance with N.J.A.C. 6A:26-7.1(b)3:
 - (1) A statement from a local or regional water purveyor or alternatively, a statement from a geologist or professional engineer if the source of water is groundwater, certifying that:
 - (a) The land can be adequately provided with the necessary water for the proposed maximum enrollment, and if the source of water is groundwater, that there will be sufficient groundwater available for the proposed maximum enrollment; and
 - (b) Potable water infrastructure is, or is not, in place to service the site.
 - (2) A statement from a local or county sewerage agency certifying that:
 - (a) The land can be adequately provided with the necessary and acceptable sewage disposal system for the proposed maximum enrollment, as evidenced, for example, by consistency with the locally approved wastewater management plan; and
 - (b) Sewer infrastructure is, or is not, in place to service the site. If such infrastructure is not in place, adequate documentation from a professional engineer or licensed geologist to demonstrate that soil and groundwater conditions are suitable for a septic system or discharge to groundwater.



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- (3) Recommendations from the New Jersey Department of Environmental Protection (NJDEP) that there are no substantial reasons why the land acquisition should not proceed within forty-five days of its receipt of an environmental site report submitted by the school district or the Development Authority on behalf of the school district addressing the items below, or evidence that forty-five days have passed since the NJDEP's receipt of the environmental site report, whichever is earlier:
 - (a) A sewer service consistency determination;
 - (b) Potable water supply;
 - (c) Coastal and freshwater wetlands;
 - (d) Green Acres land;
 - (e) Stream encroachment;
 - (f) Historical or archeological resources;
 - (g) Endangered plant species;
 - (h) Threatened or endangered animal species; and
 - (i) An environmental site assessment to determine whether there is potential contamination on the land, submitted on a form provided by the New Jersey Department of Education (NJDOE).
- d. The following shall be submitted by the school district in accordance with N.J.A.C. 6A:26-7.1(b)4:
 - (1) Recommendations of the planning board or the municipality in which the land is situated, and that has an approved master plan as required by N.J.S.A. 40:55D-31 and N.J.S.A. 18A:18A-16, or evidence that the applicable forty-five days or fifty-five days



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have passed, whichever is earlier, from the planning board's receipt of the land acquisition application. The recommendations shall be sent to the Division of Administration and Finance, Office of School Facilities, PO Box 500, Trenton, NJ 08625-0500, and forwarded promptly to the Division at the above address if received by the school district or its architect;

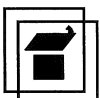
- (2) The recommendation of the Executive County Superintendent based on the requirements specified in N.J.A.C. 6A:26-7; and
- (3) Prior approvals of other agencies, such as the New Jersey Department of Agriculture, NJDEP, and the Pinelands Commission, where such approval is reasonably obtainable prior to acquisition.

23. Land Acquisition for Non-School Facility Project - N.J.A.C. 6A:26-7.1(c)

- a. A school district that intends to acquire land not in connection with a school facilities project shall submit all of the information required under N.J.A.C. 6A:26-7.1(b) except N.J.A.C. 6A:26-7.1(b)1.ii and N.J.A.C. 6A:26-7.1(b)1.iii, and shall further be excepted from the requirements of N.J.A.C. 6A:26-7.1(d) and N.J.A.C. 6A:26-7.1(e). If the school district later intends to change the use of the land and use as a school site, the school district shall be required to submit all of the information required under N.J.A.C. 6A:26-7.1 and the aforementioned exceptions shall no longer apply.

3 4. School Site Size - N.J.A.C. 6A:26-7.1(d)

School site sizes shall be directly related to the acreage required for the structures and activities to be situated thereon. Except where specifically noted for multiple or shared use, the acreage shall be considered for single use.



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4 5. School Site Size Requirements - N.J.A.C. 6A:26-7.1(e)

All school sites require sufficient acreage for the following:

- a. The placement of the school facility;
- b. Expansion of the building to its maximum potential enrollment;
- c. The placement of all other structures such as greenhouses, storage buildings, school bus maintenance buildings or garages, and any other above or below ground structure, which is to be placed thereon;
- d. Multi-purpose physical education and, for preschool through grade five school facilities, a playground required to support the achievement of the New Jersey Student Learning Standards as defined by the number of physical education teaching stations applicable to the school facility pursuant to the facilities efficiency standards and the approved programmatic model;
- e. Disabled-accessible pedestrian walkways, roadways, and parking areas on which people and vehicles access the building;
- f. Public and service access roads onto the site including, where warranted, a one-way school bus road of thirty foot width and a two-way road of thirty-six foot width; a school bus drop-off area; and eighteen foot wide posted fire lanes for fire apparatus; and
- g. A thirty-foot wide access around the entire building.

5 6. Land owned by the Board of Education that does not meet the standards of N.J.A.C. 6A:26-7.1 may be supplemented by adjacent municipally owned land if it is formally leased on a long-term basis to the Board for exclusive use during school hours and there are no deed restrictions that prohibit school district use.



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67. The Division's approval shall remain effective for three years, after which time Division approval shall again be required to be obtained prior to acquiring land.
- C. Approval of the Acquisition of Land in Certain School Districts Under the Development Authority's Auspices - N.J.A.C. 6A:26-7.2
1. The Development Authority may acquire land on behalf of a school district eligible for one hundred percent State support of final eligible costs for school facilities projects that are consistent with the school district's approved LRFP. For such school districts, the NJDOE shall require submission of all information set forth in N.J.A.C. 6A:26-7.1(b) to demonstrate compliance with N.J.A.C. 6A:26-7.1. The Development Authority may submit the required information on behalf of such school districts.
- D. Approval for the Acquisition of Existing Facilities - N.J.A.C. 6A:26-7.3
1. The Board planning to acquire an existing facility through purchase, gift, lease, or otherwise shall comply with all procedures and rules pertaining to the appropriation and use of capital funds as required by N.J.S.A. 18A:20-4 and 4.2. The school district shall also have the facility approved in accordance with N.J.A.C. 6A:26-3, which applies to the acquisition of a school site and for the construction of a new facility.
 2. Facilities to be procured for temporary use shall comply with N.J.A.C. 6A:26-8 if subject to educational-adequacy review pursuant to N.J.A.C. 6A:26-5.4(c) because the facilities will house students.

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[See POLICY ALERT Nos. 131, 133, 156, 159 and 213]

7100 LONG-RANGE FACILITIES PLANNING

The Board of Education recognizes that sound planning based on accurate information is essential to the provision of suitable educational facilities. In order to ensure that future district construction is planned on the basis of need, the Board, in accordance with N.J.S.A. 18A:7G-4 and N.J.A.C. 6A:26-2.1 et seq., will maintain and submit a Long-Range Facilities Plan (LRFP) to the New Jersey Department of Education. Except as provided in N.J.A.C. 6A:26-3.164, no school facilities project will be considered or approved unless the district's LRFP has been submitted to and approved by the Commissioner of Education.

Long-range facilities planning by the school district shall be in accordance with the provisions of N.J.A.C. 6A:26-2 et seq.

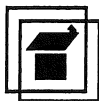
~~The district may submit an amendment to an approved LRFP for review and approval by the Commissioner of Education at any time whenever it seeks to undertake a capital project that is inconsistent with the approved LRFP then in effect.~~

~~Early Childhood Program Aid (ECPA) Districts Only~~

~~The district will amend their LRFP annually, immediately following approval of the district's ECPA plan, to ensure that it is consistent with the approved ECPA plan required pursuant to N.J.S.A. 18A:7F-16 and N.J.A.C. 6A:24-3 et seq. or N.J.A.C. 6:19-3.1.~~

~~The Board shall review all facilities annually to determine if any of them are substandard pursuant to 6A:26-8.1 et seq. All substandard facilities must be initially approved by the County Superintendent of Schools. Such approvals are given for a maximum of two consecutive years, unless inspected by the New Jersey Department of Education, Division of Finance. The Board shall not continue their use without the express written consent of the County Superintendent of Schools. No substandard educational facility will be approved unless inspected by the Division of Facilities and Transportation in the Department of Education to ensure:~~

- ~~1. The facilities meet health, safety and educational adequacy standards for temporary, substandard facilities, as specified in N.J.A.C. 6A:26;~~



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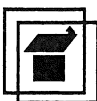
2. ~~A plan has been developed by the district and approved by the County Superintendent of Schools to upgrade the facilities to standard, fully approved conditions.~~

~~The County Superintendent will annually monitor the district's plans to upgrade facilities to fully approved status. The district will provide funds in the next immediate annual budget to correct the deficiencies about which the district is notified by the County Superintendent on or before October 1 annually. Failure to budget for the correction of deficiencies and to implement the corrections by the next September 1 following the October 1 notice will result in the Division of Facilities and Transportation ordering that the substandard facility be abandoned immediately.~~

~~The factors as outlined in N.J.A.C. 6A:26-8.1(e) will be taken into account in making a determination upon any application for the use of emergency substandard facilities.~~

N.J.S.A. 18A:7G-1 et seq.; 18A:11-1; 18A:33-1 et seq.; 18A:46-13
N.J.A.C. 6:23-1.1 et seq.; 6A:26-2.1 et seq.; 6A:26-8.1 et seq.

Adopted:



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[See POLICY ALERT Nos. 156, 159 and 213]

R 7100 LONG-RANGE FACILITIES PLANNING

~~In order to plan for facilities needs and meet the requirements set forth in N.J.A.C. 6A:26-2.1 et seq., the Superintendent shall cause the completion of the Long-Range Facilities Plan (LRFP). The LRFP will include the requirements as set forth in N.J.A.C. 6A:26-2.2 et seq. Except as provided in N.J.A.C. 6A:26-3.16, no school facilities project will be considered or approved unless the district's LRFP has been submitted to and approved by the Commissioner of Education.~~

~~The district may submit an amendment to an approved LRFP for review and approval by the Commissioner of Education at any time whenever it seeks to undertake a capital project that is inconsistent with the approved LRFP then in effect.~~

~~[Early Childhood Program Aid (ECPA) Districts Only]~~

~~The district will amend their LRFP annually, immediately following approval of the district's ECPA plan, to ensure that it is consistent with the approved ECPA plan required pursuant to N.J.S.A. 18A:7F-16 and N.J.A.C. 6A:24-3 et seq. or N.J.A.C. 6:19-3.1.]~~

A. Responsibilities of the School District - N.J.A.C. 6A:26-2.1

- 1. The school district shall amend its Long Range Facilities Plan (LRFP) at least once every five years following the approval of the 2005 LRFP on software made available by the New Jersey Department of Education (NJDOE) and in accordance with the instructions for completing the software.**
- 2. The LRFP shall detail the school district's school facilities, other facilities, temporary facilities, and the school district's plan for meeting school facilities needs during the ensuing five years.**

B. Completion of Long Range Facilities Plans - N.J.A.C. 6A:26-2.2

- 1. Each LRFP shall include:**
 - a. Enrollment projections for the school district for the five years covered by the plan in accordance with the requirements of N.J.A.C. 6A:26-2.2(a)1;**



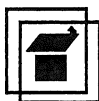
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- b. The functional capacity of every school facility in the school district in accordance with N.J.A.C. 6A:26-2.2(a)2;
- c. An inventory of every school facility, other facility, and temporary facility in the school district in accordance with N.J.A.C. 6A:26-2.2(a)3;
- d. An inventory of all school district-owned land in accordance with N.J.A.C. 6A:26-2.2(a)4;
- e. A listing of the approximate size and nature of any new sites that may be needed for school facilities projects set forth in the LRFP in accordance with N.J.A.C. 6A:26-2.2(a)5;
- f. An inventory of all building systems within each facility in accordance with N.J.A.C. 6A:26-2.2(a)6;
- g. A determination of the life expectancy of all building systems;
- h. A determination of any building system deficiencies in each school facility and the required remediation;
- i. The school district's proposed school facilities projects, other capital projects, and preliminary scopes of work in accordance with N.J.A.C. 6A:26-2.2(a)9 and N.J.S.A. 18A:7G-5(m);
- j. The school district's proposed programmatic models for school facility types and capacities the school district intends to operate in the ensuing five years;
- k. A comparison of the school district's proposed programmatic models with the facilities efficiency standards and identification of all types of spaces, sizes of spaces, and number of spaces inconsistent with those standards in accordance with N.J.A.C. 6A:26-2.2(a)11;
- 1. A comparison of the school district's programmatic models with the existing inventory and how the school district proposes to convert the existing inventory to programmatic models;



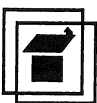
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- m. The school district's proposed plans for new construction and renovation of other facilities in the five years ensuing in accordance with N.J.A.C. 6A:26-2.2(a)13;
 - n. For each school facility set forth in the LRFP for which the school district is seeking approval of additional space or waiver of a facility efficiency standard to be approved as part of the LRFP, the school district shall submit documentation supporting the request in accordance with N.J.A.C. 6A:26-2.3(c);
 - o. For each school facility to be replaced, a preliminary comparison of the cost of replacement of the school facility verses the cost to rehabilitate the school facility;
 - p. Preliminary data to support each proposed new school facility or addition, renovation to an existing school facility, and the removal from the school district's inventory of school facilities for each school facility to be sold, converted to non-school facility use, or razed;
 - q. A preliminary estimate of the cost of every school facilities project set forth in the LRFP; and
 - r. The Board resolution approving submission of the LRFP.
- 2. Each LRFP shall include a determination by the school district of the number of unhoused students for the ensuing five-year period calculated in accordance with N.J.A.C. 6A:26-2.2(b)1.
 - 3. Approved area for unhoused students shall be determined according to the formula as outlined in N.J.A.C. 6A:26-2.2(c).
 - 4. Superintendents in Early Childhood Program Aid (ECPA) districts are strongly encouraged to meet and collaborate with community childhood education providers to meet the needs of unhoused students in the LRFP in accordance with N.J.A.C. 6A:26-2.2(d).



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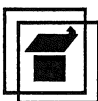
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5. The school district shall incorporate the facilities efficiency standards in the LRFP and seek any necessary waiver or special Commissioner approval in accordance with N.J.A.C. 6A:26-2.2(e)1 and 2.

C. LRFP Submission Procedure - N.J.A.C. 6A:26-2.1

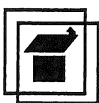
1. Except as provided in N.J.A.C. 6A:26-3.14, no school facilities project shall be considered or approved unless the school district's LRFP has been submitted to the NJDOE and approved by the Commissioner.
2. The school district shall submit its LRFP to the planning board(s) of the municipality(ies) in which the school district is situated, no later than the date the school district submits the LRFP to the Commissioner. No LRFP shall be considered complete until comments have been received from the planning board(s) or until forty-five days have passed from the planning boards' receipt of the LRFP in accordance with N.J.A.C. 6A:26-2.1(c).
3. In accordance with the provisions of N.J.A.C. 6A:26-2.1(d), a school district sending students to another school district pursuant to N.J.S.A. 18A:38-8 et seq. shall expeditiously provide all information necessary for the receiving school district to complete its LRFP, including but not limited to, demographic information necessary to prepare enrollment projections. Both sending and receiving school districts must submit a LRFP. If a send-receive relationship is terminated pursuant to N.J.S.A. 18A:38-21, both the sending and receiving school districts shall promptly submit an amended LRFP.
4. An amended LRFP must be submitted to the NJDOE, in accordance with the provisions of N.J.A.C. 6A:26-2.1(e), if one or more school districts withdraw from a regional school district or a regional school district dissolves.
5. At any time, a school district may submit an amendment to an approved LRFP for review and approval by the Commissioner.



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6. A school district's approved LRFP shall remain in effect until an amended LRFP is approved.
- D. Review and Approval of Long-Range Facilities Plan - N.J.A.C. 6A:26-2.3
1. Within ninety days of receipt of a LRFP from a school district that has not previously submitted a LRFP, the Division of Administration and Finance (Division) shall determine where the plan is fully and accurately complete and whether all information necessary to review the plan has been filed by the school district.
 - a. When a LRFP is determined to be complete, the Division shall notify the school district in writing that the plan is deemed complete.
 - b. When a LRFP is determined to be incomplete, the Division shall notify the school district in writing and require the submission of additional information as detailed in the notification. Only after the Division determines all requested information has been submitted and the information is accurate shall it determine a plan to be complete.
 2. Within sixty days of the date of notification that the plan is complete, the Commissioner shall notify the school district of the final determination of the LRFP. A final determination shall set forth information as outlined in N.J.A.C. 6A:26-2.3(b).
 3. A school district shall amend its approved LRFP whenever it seeks to undertake a capital project that is inconsistent with the approved LRFP in effect. The amendment request shall be accompanied by a Board of Education resolution approving the submission of the LRFP amendment and shall be in accordance with the requirements of N.J.A.C. 6A:26-2.3(c)1 through 4.

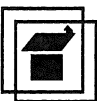


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4. **The Commissioner may extend the deadline for reviewing each LRFP if at any time the number of LRFPs pending before the Commissioner for review exceeds twenty percent of the total number of operating school districts in the State pursuant to N.J.A.C. 6A:26-2.3(d).**
5. **A school district that has an approved LRFP may begin undertaking feasibility studies for new construction identified in accordance with N.J.A.C. 6A:26-2.3(b)6. For school districts required to use the New Jersey Schools Development Authority (Development Authority), the activities also shall be undertaken under the auspices of the Development Authority and in accordance with N.J.S.A. 18A:7G-5 and N.J.A.C. 6A:26-2 et seq.**

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Educational Adequacy of Capital Projects

Jul 17

[See **POLICY ALERT** Nos. 131, 159 and 213]

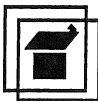
7101 EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS

Capital projects that affect any of the criteria for educational adequacy ~~must~~ **shall** be reviewed and approved by the Division of Facilities and Transportation ~~Administration and Finance (Division) in accordance with N.J.A.C. 6A:26-5 et seq.~~ The criteria are the number, configuration, size, location, or use of educational spaces within a school facility. The review for educational adequacy ~~will~~ **shall** take into consideration the suitability of the number, configuration, size, location, and use of educational spaces; built-in furniture and equipment; and provisions for the disabled.

Projects requiring approval for educational adequacy, as defined in N.J.A.C. 6A:26-5.1 are: new school facilities including pre-fabricated facilities; additions to existing school facilities; alterations to the total number, dimension in volume and/or area, configuration or location of educational spaces or the number of any one kind of educational space; ~~change of use that requires certain alterations, or that requires mechanical or electrical changes pursuant to N.J.A.C. 5:23 or these regulations; and~~ installation of temporary facilities; ~~and any site or school facility change or alteration for the purpose of making the site and school barrier free and accessible to disabled persons pursuant to N.J.A.C. 5:23 and Section 504 of the Federal Rehabilitation Act of 1973, 29 U.S.C. §794 and the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.~~

New Jersey Economic Schools Development Authority (**Development Authority**), and non-authority **Regular Operating District (ROD)** school facilities projects, along with other capital projects, are subject to educational adequacy reviews pursuant to N.J.A.C. 6A:26-5.1(b). ~~The district will submit any plan to change of use of instructional space that is not a capital project to the County Superintendent of Schools for approval. The Executive County Superintendent shall approve any change of use of instructional space that is not a capital project.~~

Educational specifications for educational adequacy reviews ~~will~~ **shall** be prepared and submitted in accordance with N.J.A.C. 6A:26-5.2. Educational specifications ~~will shall be prepared in writing describing in detail the educational program activities and requirements for each space proposed in the capital project, and will shall refer to the Core Curriculum Content Standards New Jersey Student Learning Standards wherever appropriate. The educational specifications will shall include an itemized list of furniture, equipment, and~~



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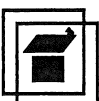
support spaces required to conduct the educational program specified for each space ~~will be included~~, together with their ~~estimated net~~ areas in square feet, as well as ~~the an estimate net~~ of the total room area required for each space. The educational specifications ~~will~~ **shall** also include specific technical and environmental criteria, adjacencies and other requirements for the educational program ~~will be noted~~ and a building-space program that indicates the number and **net** area in square feet of each instructional, specialized instructional, administrative, and support space in each existing or proposed building included in the capital project **and/or temporary facility**.

Schematic plans and other related project documents will be prepared and submitted in accordance with N.J.A.C. 6A:26-5.3.

A project cost estimate on a form provided by the Commissioner of Education, a project schedule, a copy of the dated transmittal letter ~~indicating project document submission to the County Superintendent to the Executive County Superintendent indicating project document submission to the Division~~, and a copy of the transmittal letter indicating the date of plan submission to the local planning board **shall be submitted in accordance with N.J.A.C. 6A:26-5.3(b)4** (~~whenever the building footprint, volume, pedestrian or vehicular access are altered by the project~~) must be submitted to the Division of Facilities and Transportation.

~~The Director of the Office of Bilingual Education and Equity Issues must receive a completed OEEQ questionnaire, in accordance with Title 6 of the Civil Rights Act of 1964 (42 U.S.C. § 2000a et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and Title 2 of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), from the district and must make a positive recommendation in writing to the Division before schematic plans can be approved for any project that affects the capacity of individual buildings or their sending areas in the district.~~

In the case of an **Development** Authority school facilities project, upon completion of detailed plans and specifications, the **Development** Authority on behalf of the district ~~will~~ **shall** apply, **upon completion of detailed plans and specifications**, for final approval of the **project's** educational adequacy of the project in accordance with N.J.A.C. 6A:26-5.4(a). In the case of an ~~an non-authority~~ **ROD** school facilities project or another capital project, **the school district shall apply** upon the completion of final plans and specifications, ~~the district will apply~~



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Educational Adequacy of Capital Projects

for final approval of the educational adequacy of the project in accordance with N.J.A.C. 6A:26-5.4(b). **In the case of a temporary facility, the school district or the Development Authority on behalf of the school district for Development Authority school facilities projects, shall apply upon the completion of detailed plans and educational specifications for approval of the temporary facility's adequacy in accordance with N.J.A.C. 6A:26-5.4(c).**

~~The Division of Facilities and Transportation will~~ **shall** collect fees for its reviews according to N.J.A.C. 6A:26-5.5.

For a Development Authority school facilities project not subject to educational adequacy review, the Division shall issue a preliminary project report and shall forward the report to the Department of Community Affairs in accordance with N.J.A.C. 6A:26-5.6(a). The review shall require the documentation required by the Uniform Construction Code (UCC) in accordance with N.J.A.C. 5:23-2.15.

For a ROD school facilities project or other capital project, not subject to educational-adequacy review, the Division shall make a determination of the project's final eligible costs and shall forward their determination to the Department of Community Affairs in accordance with N.J.A.C. 6A:26-5.6(b). The review shall include the documentation required by the UCC in accordance with N.J.A.C. 5:23-2.15.

N.J.A.C. 6A:26-5.1 et seq.; N.J.A.C. 5:23-2.15

Adopted:



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Educational Adequacy of Capital Projects

Jul 17

[See POLICY ALERT Nos. 159 and 213]

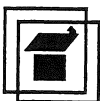
R 7101 EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS

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

A. Projects Requiring Approval for Educational Adequacy – N.J.A.C. 6A:26-5.1

1. Capital projects that involve the following types of building construction work **shall be approved** ~~require approval~~ for educational adequacy:

- a. New school facilities including pre-fabricated facilities;
- b. Additions to existing school facilities;
- c. Alterations to the total number, dimension in volume and/or area, configuration or location of educational spaces or the number of any one kind of educational space; **and**
- d. ~~Change of use that requires alterations per A.1.c. above, or that requires mechanical or electrical changes pursuant to N.J.A.C. 5:23 or these regulations;~~
- de. Installation of temporary facilities; **and**.
- f. ~~Any site or school facility change or alteration for the purpose of making the site and school barrier free and accessible to disabled persons pursuant to N.J.A.C. 5:23 and §504 of the Federal Rehabilitation Act of 1973, 29 U.S.C. §794 and the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.~~



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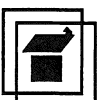
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Educational Adequacy of Capital Projects

B. ~~New Jersey Economic Schools~~ Development Authority (**Development Authority**), **Regular Operating District (ROD)**, and **Other Non-Authority Capital Projects – N.J.A.C. 6A:26-5.1(b)**

1. ~~New Jersey Economic Development Authority and non-authority school facilities projects, along with other capital projects, are subject to educational adequacy reviews as follows:~~ **Both Development Authority and ROD school facilities projects, along with other capital projects, shall be subject to educational adequacy reviews. The review process and types of documents subject to review will differ depending on whether the project is a school facilities project or other capital project, and if a school facilities project, on whether it is a Development Authority project or a ROD project.**

- a. ~~Authority School Facilities Projects—The district will apply for the review and approval for educational adequacy in conjunction with the application for approval of a school facilities project pursuant to N.J.A.C. 6A:26-3.1 et seq., and prior to the review and approval of capital projects for compliance with the Uniform Construction Code, N.J.A.C. 5:23, by the Division of Codes and Standards in the Department of Community Affairs, and prior to local share authorization. The educational adequacy review will cover three and in certain circumstances, see N.J.A.C. 6A:26-5.4, four types of project documents: educational specifications, schematic plans and related documents, detailed plans and specifications, and final plans and specifications. The educational specifications and schematic plans and related documents will be submitted by the district at the time of project application; the detailed plans and specifications, and final plans and specifications are forwarded by the authority to the Division after project approval, but prior to UCC approval.~~ **For a Development Authority school facilities project, the Development Authority on behalf of the school district shall apply for the review and approval for educational adequacy in conjunction with the application for approval of a school facilities project pursuant to N.J.A.C. 6A:26-3.**



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Educational Adequacy of Capital Projects

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

- b. ~~Non-authority School Facilities Projects—The district will apply for the review and approval for education adequacy as in subparagraph B.1.a. above. The educational adequacy review will cover three types of documents: educational specifications, schematic plans and related documents, and final plans and specifications. Educational specifications and schematic plans and related documents will be submitted to the Division by the district at the time of the project application. Final plans and specifications will be submitted to the Division by the district after project approval, but prior to UCC approval and local share or total costs of the school facilities project for a debt service aid authorization.~~ For a ROD school facilities project, school districts shall apply for the review and approval for education adequacy in conjunction with the application for approval of a school facilities project. The educational adequacy review shall cover the following types of documents: educational specifications, schematic plans and related documents, and final plans and specifications. The educational specifications,



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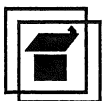
Educational Adequacy of Capital Projects

schematic plans, and related documents shall be submitted by the school district at the time of project application. Final plans and specifications shall be submitted by the school district after project approval, but prior to the UCC-compliance review.

- c. ~~Other Capital Projects—The district will apply for the review and approval for educational adequacy prior to the division review for consistency of the other capital project with the district's approved LRFP. The educational adequacy review will cover educational specifications, schematic plans and related documents, and final plans and specifications. The educational specifications and schematic plans and related documents will be submitted by the district at the time the project is reviewed for consistency with the district's approved LRFP. Final plans and specifications will be submitted to the Division by the district after the consistency review, but prior to UCC approval and local funding authorization.~~ **For any other capital project, school districts shall apply for the review and approval for educational adequacy in conjunction with the application for the Division review for consistency with the school district's approved LRFP. The educational adequacy review shall cover educational specifications, schematic plans and related documents, and final plans and specifications. The educational specifications, schematic plans, and related documents shall be submitted by the school district at the time the project is reviewed for consistency with the school district's approved LRFP. Final plans and specifications shall be submitted by the school district after the consistency review, but prior to the UCC-compliance review.**

C. **Change of Use of Instructional Space, Non-Capital Project – N.J.A.C. 6A:26-5.1(c)**

1. ~~The district will submit any plan for change of use of instructional space to the County Superintendent of Schools for approval. The Executive County Superintendent shall approve any change of use of instructional space that is not a capital project.~~



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D. Educational Specifications – (N.J.A.C. 6A:26-5.2)

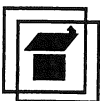
1. Submissions of educational specifications for educational adequacy reviews ~~will~~ **shall** include the following:

- a. ~~Educational specifications will be prepared in writing describing in detail the educational program activities and requirements for each space proposed in the capital project, and will refer to the Core Curriculum Content Standards wherever appropriate~~ **Details of the educational program activities and requirements for each space proposed in the capital project, and shall refer to the New Jersey Student Learning Standards wherever appropriate;**
- b. An itemized list of furniture, equipment, and support spaces required to conduct the educational program specified for each space ~~will be included, together with their estimated~~ **net** areas in square feet, as well as ~~the an estimate net~~ of the total room area required for each space;
- c. Specific technical and environmental criteria, adjacencies, and other requirements for the educational program ~~will be noted; and~~
- d. ~~Educational specifications must contain a~~ **A** building-space program that indicates the number and **net** area in square feet of each instructional, specialized instructional, administrative, and support space in each existing or proposed building included in the capital project **and/or the temporary facility.**

E. Schematic Plans and Other Related Project Documents – (N.J.A.C. 6A:26-5.3)

1. Submissions of schematic plans for educational adequacy reviews ~~will~~ **shall** include the following:

- a. ~~Three~~ **Four** sets of schematic plans showing the entire existing and proposed building drawn to a scale of not less than 1/16 inch per foot ~~will be submitted. The approved use of each space, and the proposed number of occupants, and the net square feet area will~~ **shall** be clearly labeled **on all existing and proposed spaces;**



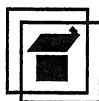
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- b. ~~Schematic plans will be reviewed for conformance with the educational specifications and will include~~ Layouts of the built-in and moveable furniture and equipment for examples of all occupied spaces drawn to a scale of not less than 1/8 inch per foot;
- c. Information required to demonstrate compliance with the Facility Planning Standards of N.J.A.C. 6A:26-6.1 ~~et seq.~~ will be indicated on the schematic plans, including dimensions, clearances, ceiling heights, and required equipment;
- d. Paths of travel for disabled persons ~~will be clearly indicated~~;
- e. ~~Whenever site work is required, a completed plot plan will be submitted and on it will be shown the intended location of the school and a layout of the locations of all other structures, play and recreation areas, athletic fields, walkways, roadways, access roads, buffer and set back zones, and parking areas~~ **A completed plot plan when work site is required, including the intended location of the school and a layout of the locations of all other structures, multi-purpose physical education fields, playgrounds, walkways, roadways, access roads, buffer and set back zones, parking areas, deed restrictions, easements, protective covenants, right of ways, and environmentally sensitive areas. If the land for the site is being acquired, an application also shall be submitted for approval under N.J.A.C. 6A:26-7.1; and**
- f. ~~Schematic plans will be signed and sealed by a New Jersey registered architect or licensed engineer and signed by the President of the Board and Superintendent. The signature and seal of a New Jersey licensed architect or professional engineer, if there is an architect or engineer engaged for the project, and signatures of the President of the Board of Education and the Superintendent. In the case of Development Authority school facilities projects, schematic plans shall also be signed by the Development Authority, pursuant to N.J.S.A. 59:4-6.~~



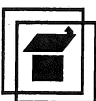
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2. Other project documents to be submitted with the schematic plans ~~will~~ **shall** include:
 - a. A project cost estimate on a form provided by the Commissioner ~~of Education~~;
 - b. A project schedule;
 - c. A copy of the dated transmittal letter **to the Executive County Superintendent** indicating project document submission to the ~~County Superintendent Division~~; **and**
 - d. ~~A copy of the transmittal letter indicating the date of plan submission to the local planning board, whenever the building footprint, volume, pedestrian or vehicular access are altered by the project;~~ **A copy of the transmittal letter indicating the date of plan submission to the local planning board, where required by N.J.S.A. 40:55D-31 and N.J.S.A. 18A:18A-16, including, but not limited to, whenever the project consists of a new building, the conversion of an existing building to school use, or the building footprint, volume, pedestrian, or vehicular access are altered by the project and.**
 - e. ~~The Director of the Office of Bilingual Education and Equity Issues must receive a completed OEEQ questionnaire, in accordance with Title 6 of the Civil Rights Act of 1964 (42 U.S.C. § 2000a et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and Title 2 of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), from the district and must make a positive recommendation in writing to the Division before schematic plans can be approved for any project that affects the capacity of individual buildings or their sending areas in the district.~~



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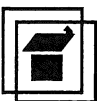
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F. Detailed Plans and Specifications and Final Plans and Specifications –
(N.J.A.C. 6A:26-5.4)

1. ~~In the case of an authority school facilities project, upon completion of detailed plans and specifications, the authority on behalf of the district will apply for final approval of the educational adequacy of the project. Detailed plans and specifications will be considered adequate for calculations of final eligible costs if the plans and specifications are sixty percent or more complete. Such application will include~~ **In the case of a Development Authority school facilities project, the Development Authority on behalf of the school district shall apply upon completion of detailed plans and specifications for final approval of the project's educational adequacy. Detailed plans and specifications shall be considered adequate for calculations of final eligible costs if the plans and specifications are at least sixty percent complete. Final approval of the educational adequacy of the project shall occur prior to the calculation of the final eligible costs of the school facilities project pursuant to N.J.A.C. 6A:26-3.5. The application for final approval shall include:**

- a. ~~Two sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey registered architect or licensed engineer and signed by the President of the Board and Superintendent, and specifications, to sufficiently demonstrate that the school facilities project conforms to schematic plans approved by the Division~~ **Four individually packaged sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey licensed architect or professional engineer and signed by the President of the Board of Education, Superintendent, and the Development Authority, and specifications to sufficiently demonstrate the school facilities project conforms to schematic plans approved by the Division. To demonstrate such conformance, the submission shall include architectural floor plans, an architectural site plan, as applicable, and architectural drawings that will allow verification of ceiling heights and other applicable**



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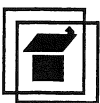
Educational Adequacy of Capital Projects

standards in N.J.A.C. 6A:26-6.3. If the Division determines the documents are not sufficient to demonstrate conformity with the schematic plans, it may request additional drawings and/or technical specifications;

- b. The fee calculated according to the fee schedule ~~unless exempted pursuant to N.J.A.C. 6A:26-5.5; and~~
- c. In the event there is a change affecting the number, configuration, size, location, or use of educational spaces as set forth in the detailed plans and specifications submitted to the **New Jersey Department of Education**, the **Development Authority** will **shall** submit such application to the Division **the application** with two sets of final plans and specifications, as set forth in subparagraph 2.a. below. ~~And No~~ additional fee will be imposed.

- 2. ~~In the case of a non-authority school facilities project or another capital project, upon the completion of final plans and specifications, the district will apply for final approval of the educational adequacy of the project. Such application will include~~ **In the case of a ROD school facilities project or another capital project, the school district shall apply upon the completion of final plans and specifications for final approval of the educational adequacy of the project. The application shall include:**

- a. ~~Two sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey registered architect or licensed engineer and signed by the President of the local Board and Superintendent, and specifications, to sufficiently demonstrate that the capital project conforms to schematic plans approved by the Division~~ **Four individually packaged sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey licensed architect or professional engineer and signed by the President of the Board of Education and Superintendent, and**



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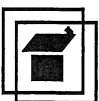
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specifications to sufficiently demonstrate the capital project conforms to schematic plans approved by the Division as described in F.1.a. above;

- b. A properly executed copy of a ~~"Release Form for School Construction Plans"~~ **"Request for Local Release of School Construction Plans"** for a district which ~~that~~ chooses to have a municipal code enforcing agency review of its plans for ~~conformance with the UCC~~ **conformance**. The ~~district's Superintendent and municipal code enforcing agency chief must sign this form. This form may be obtained from the Division;~~ **The review shall include the documentation required by the UCC in accordance with N.J.A.C. 5:23-2.15, for the requirements for application for a construction permit or for plan review, as appropriate. The Superintendent and municipal code enforcing agency chief shall sign the form, which may be obtained from the Division; and**
 - e. ~~Copies of letters of approval from all other State agencies having jurisdiction over the project; and~~
 - dc. A check, payable to the "Treasurer, State of New Jersey," for the fee calculated according to the fee schedule ~~unless exempted pursuant to N.J.A.C. 6A:26-5.5.~~
3. In the case of a temporary facility, the school district or the Development Authority on behalf of the school district for Development Authority school facilities projects, shall apply to the Division upon the completion of detailed plans and educational specifications for approval of the temporary facility's adequacy. Detailed plans and educational specifications shall be considered adequate for calculations of eligible costs if the plans and educational specifications are at least sixty percent complete unless otherwise provided in N.J.A.C. 6A:26-5.4. The application shall include items in accordance with N.J.A.C. 6A:26-5.4(c) as outlined below:



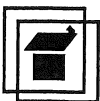
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- a. Four sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey registered architect or licensed engineer and signed by the President of the Board of Education and Superintendent, as well as the Development Authority in the case of a temporary facility that is part of a Development Authority school facilities project, and educational specifications to sufficiently demonstrate the educational adequacy of the temporary facility and compliance with the temporary facility standards at N.J.A.C. 6A:26-8;
- b. A completed plot plan whenever site work is required for the temporary facility. On it shall be shown the intended location of the temporary facility and a layout of all other structures, play and recreation areas, athletic fields, walkways, roadways, access roads, buffer and set-back zones, and parking areas. It also clearly shall indicate the impact that placement of the temporary facility will have on the site of the permanent school facility;
- c. A copy of the dated transmittal letter to the Executive County Superintendent indicating plan submission to the Division;
- d. A copy of the transmittal letter indicating the date of plan submission to the local planning board, whenever required by N.J.S.A. 40:55D-31 and N.J.S.A. 18A:18A-16;
- e. A temporary facility schedule addressing the relationship to the school facilities project schedule, in the event that the temporary facility is part of a school facilities project;
- f. The fee calculated according to the fee schedule pursuant to N.J.A.C. 6A:26-5.5. If the temporary facility is not part of a Development Authority school facilities project, payment shall be in the form of a check, payable to the "Treasurer, State of New Jersey";



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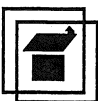
(1) If the fee for the temporary facility is submitted to the Division prior to the submission of the fee for the final educational adequacy review for the school facilities project, the amount paid for the temporary facility will be credited toward the fee for the school facilities project;

g. If the temporary facility is not part of a Development Authority school facilities project, a properly executed copy of a Request for Local Release of School Construction Plans for a school district that chooses to have a municipal code enforcing agency review its plans for conformance with the UCC. Such review shall require the documentation required by the UCC, N.J.A.C. 5:23-2.15, for the requirements for application for a construction permit or for plan review, as appropriate. The Superintendent and municipal code enforcing agency chief shall sign the form, which may be obtained from the Division; and

h. If the temporary facility was previously used for school purposes and a certificate of occupancy for District Factor Group E is in effect and no change of use is required, a floor plan with proposed occupancy in lieu of signed and sealed plans shall be submitted to the Division to meet the requirements of N.J.A.C. 6A:25-5.4.

G. Fee Schedule and exemption – N.J.A.C. 6A:26-5.5

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



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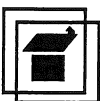
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Educational Adequacy of Capital Projects

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

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

Issued:



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Site Selection and Acquisition
Jul 17

[See **POLICY ALERT** Nos. 131, 159 and 213]

7102 SITE SELECTION AND ACQUISITION

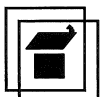
The Board of Education may need to select and acquire new sites for school district facilities. Site acquisition for school purposes and every acquisition of land will be made pursuant to N.J.A.C. 6A:26-3.12 and N.J.A.C. 6A:26-7.1 through 7.3.

The district must obtain freeholder approval for funding of the acquisition of land prior to the Division of Administration and Finance approval of the purchase of land, but shall not take any action to acquire land prior to obtaining Division approval.

Every acquisition of land, whether by purchase, condemnation, or by gift or grant, to be used as a school site shall comply with the requirements of N.J.A.C. 6A:26-7.1 et seq. The school district, or the New Jersey Schools Development Authority (Development Authority) on behalf of the district, shall submit information to the Division of Administration and Finance (Division) to obtain approval for land in connection with a school facilities project in accordance with the provisions of N.J.A.C. 6A:7.1(b).

In the event the school district intends to acquire land not in connection with a school facilities project, the district shall submit all of the information required under N.J.A.C. 6A:26-7.1(b) except N.J.A.C. 6A:26-7.1(b)1.ii and N.J.A.C. 6A:26-7.1(b)1.iii, and shall further be excepted from the requirements of N.J.A.C. 6A:26-7.1(d) and N.J.A.C. 6A:26-7.1(e). If the school district later intends to change the use of the land and use as a school site, the school district shall be required to submit all of the information required under N.J.A.C. 6A:26-7.1 and the exceptions outlined above shall no longer apply.

In accordance with the provisions of N.J.A.C. 6A:26-7.1(d), school site sizes shall be directly related to the acreage required for the structures and activities to be situated thereon. Except where specifically noted for multiple or shared use, the acreage shall be considered for single use.



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Site Selection and Acquisition

All school sites shall have sufficient acreage for the placement of the school facility; expansion of the building to its maximum potential enrollment; the placement of all other structures such as greenhouses, storage buildings, school bus maintenance buildings or garages, and any other above or below ground structure, which is to be placed thereon; multi-purpose physical education fields and, for preschool through grade five school facilities, a playground required to support the achievement of the New Jersey Student Learning Standards as defined by the number of physical education teaching stations applicable to the school

facility pursuant to the facilities efficiency standards and the approved programmatic model; disabled-accessible pedestrian walkways, roadways, and parking areas on which people and vehicles access the building; public and service access roads onto the site including, where warranted, a one-way school bus road of thirty foot width and a two-way road of thirty-six foot width; a school bus drop-off area; and eighteen foot wide posted fire lanes for fire apparatus; and a thirty-foot wide access around the entire building.

Land owned by the Board of Education that does not meet the standards of N.J.A.C. 6A:26-7.1 may be supplemented pursuant to the requirements of N.J.A.C. 6A:26-7.1(f).

Pursuant to N.J.A.C. 6A:26-7.1(g), the Division's approval shall remain effective for three years, after which time Division approval shall again be required to be obtained prior to acquiring land.

The Development Authority may acquire land on behalf of a school district eligible for one hundred percent State support of final eligible costs for school facilities projects that are consistent with the school district's approved Long Range Facilities Plan (LRFP). For such school districts, the New Jersey Department of Education shall require submission of all information set forth in N.J.A.C. 6A:26-7.1(b) to demonstrate compliance with N.J.A.C. 6A:26-7. The Development Authority may submit the required information on behalf of such school districts.

In accordance with N.J.A.C. 6A:7.3, the Board of Education may acquire an existing facility through purchase, gift, lease, or otherwise provided the Board complies with all procedures and rules pertaining to the appropriation and use of capital funds as required by N.J.S.A. 18A:20-4 and 4.2 and the Board has the facility approved in accordance with N.J.A.C. 6A:26-3, which applies to the acquisition of a school site and for the construction of a new facility. Facilities to be procured for temporary use shall comply with N.J.A.C. 6A:26-8 if subject to educational-adequacy review pursuant to N.J.A.C. 6A:26-5.4(c) because the facilities will house students.

N.J.A.C. 6A:26-3.12; 6A:26-7.1; 6A:26-7.2; 6A:26-7.3

Adopted:



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School Closing
Jul 17

[See POLICY ALERT Nos. 159 and 213]

7130 SCHOOL CLOSING

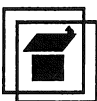
The Board of Education recognizes its responsibility to provide a thorough and efficient program of free public education and appropriate facilities to house that program. The Board further recognizes that declining enrollments, diminished resources, district reorganization, **and**/or other good cause may require the use of one or more district facilities for educational purposes be abandoned.

~~The Board will not commit itself to the closing of any school facility without first having collected and considered appropriate information regarding student enrollments, the educational adequacy of school facilities, relevant safety and traffic factors, district revenues, and alternative district organizational plans. The Board will invite citizen participation in the analysis of that information and the formulation of recommendations. Information on any proposed district reorganization will be disseminated to the public, and public response will be invited by all appropriate means.~~

~~The Board must receive a letter of approval from the Department of Education before making a final determination to close a school. To receive the letter of approval from the Department of Education, the Board must provide the Division of Facilities and Transportation and the County Superintendent of Schools assurances as required in N.J.A.C. 6A:26-7.5.~~

To receive approval for the closing of a school The proposed closing the Board shall provide the Division of Administration and Finance (Division) and the Executive County Superintendent with the following assurances:

1. **The proposed closing is must be consistent with the district's approved LRFP because:**
 - a. **The school district has demonstrated demonstrating that sufficient school building capacity exists to house district students for the five years following such the closing; or**
 - b. **The school district has demonstrated through a feasibility study for the succeeding five years that the benefits of undertaking new construction outweigh those of rehabilitating the school proposed for closure.**



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School Closing

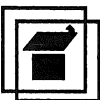
2. The use of **temporary facilities** ~~substandard spaces~~ in the remaining schools ~~within the district must~~ **does** not result or increase from an overall facilities shortage caused by the school closing; **and**
3. The re-assignment of students to other schools in the district does not produce, sustain nor contribute to unlawful segregation, separation, or isolation of student populations on the basis of race or national origin.

A request for approval from the Division for the school closing shall include the recommendation of the Executive County Superintendent. A letter of approval from the Division based on the information in N.J.A.C. 6A:26-7.5(a) and as listed above shall be required before the school's closing.

The Division shall notify the school district in writing of its determination with respect to the requested school closing, with a copy provided to the Executive County Superintendent.

N.J.S.A. ~~18A:11-1~~; 18A:20-36; 18A:33-1
N.J.A.C. 6A:26-7.5 ~~et seq.~~

Adopted:



POLICY GUIDE

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Disposition of Property
Jul 17

[See POLICY ALERT Nos. 154, 159 and 213]

7300 DISPOSITION OF PROPERTY

The Board of Education believes the efficient administration of the district requires the disposition of property and goods no longer necessary for school purposes. The Board directs the periodic review of all district property and authorizes the disposition by sale, donation, or discard of any property no longer required for the maintenance of the educational program or the efficient management of the school district. The disposition of any school property will be in accordance with this Policy and applicable laws.

Real estate property will be disposed of by sale or otherwise, in accordance with N.J.S.A. 18A:20-5 **through 18A:20-7** and N.J.A.C. 6A:26-7.4. If an approved site, **or interest therein**, is to be altered or disposed of through sale, transfer or exchange of all or part of the total acreage, including facilities, if applicable, a written request for approval of the disposal will be made to the ~~Department of Education~~ **Division of Administration and Finance (Division)** in accordance with the requirements of N.J.A.C. 6A:26-7.4 et seq. The **Division** ~~Department of Education~~ will notify the district of its approval or disapproval.

The Board may, by resolution and by sealed bid or public auction, authorize the sale of its personal property not needed for school purposes, **and disposal of any property declared scrap or waste**. If the estimated fair value of the property to be sold exceeds fifteen percent of the bid threshold in any one sale and it is neither livestock nor perishable goods, it shall be sold at public sale, together with a description of the items to be sold and the conditions of sale, shall be published once in an official newspaper. By resolution of the Board, the purchasing agent may include the sale of personal property no longer needed for school purposes as part of specifications to offset the price of a new purchase. **In the event no bids are received for personal property or the personal property is not sold at private sale pursuant to, N.J.S.A. 18A:18A-45, the Board may declare the personal property as scrap or waste and dispose of it locally.**

Personal property may be sold to the United States, the State of New Jersey, or to any body politic in the State of New Jersey, or any foreign nation which has diplomatic relations with these United States by private sale without advertising for bids.



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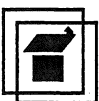
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Disposition of Property

Notwithstanding anything to the contrary in this Policy, property acquired with Federal funds for use in a Federally funded program will be disposed of in accordance with applicable law and guidelines.

The Superintendent shall develop regulations for the disposition of district property that provide for the review of the continued usefulness of all property in conjunction with the periodic inventory of property; the recommendation for Board designation of property for sale, donation, or discard; and the disposition of property in a fair and open manner consistent with the public interest and applicable laws.

N.J.S.A. 18A:18A-5; 18A:18A-45; 18A:20-56; **through 18A:20-7 et seq.**
N.J.A.C. 6A:26-7.4

Adopted:



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Disposition of **Land Real Property**

Jul 17

[See POLICY ALERT Nos. 159 and 213]

R 7300.2 DISPOSITION OF LAND REAL PROPERTY

A. Definition

~~“Real property” means land and the structures upon the land and all immovable equipment and fixtures attached to the land or its structures, excluding property purchased with Federal funds.~~

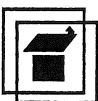
B. Review

The Board of Education by a recorded roll call majority vote of its full membership may dispose, by sale or otherwise, of any lands or any rights or interest therein, owned by it, which cease to be suitable or convenient for the use for which they were acquired or which are no longer needed for school purposes, whether acquired through purchase or through condemnation proceedings and the purchaser shall acquire title free from any use of purpose for which it may have been acquired by the Board. ~~The decision to dispose of the real property of the district that is no longer suitable or convenient for the use for which it was acquired or is no longer needed for school purpose will be made by the Board of Education in accordance with N.J.S.A. 18A:20-5 through 18A:20-7 et seq., N.J.A.C. 6A:26-7.4, and Policy No. 7100.~~

CA. ~~Department of Education Review and Approval~~ Written Request for Approval for Disposal – N.J.A.C. 6A:26-7.4(a)

The district shall make to the Division of Administration and Finance (Division) a written request for school district-owned land to be altered or disposed of through sale, transfer, or exchange of all or part of the total acreage, including rights or interest therein and/or improvements thereon, such as facilities, if applicable.

1. ~~If the Board desires to have an approved site altered or disposed of through sale, transfer or exchange of all or part of the total acreage, including facilities, if applicable, a written request for approval of the disposal will be made to the Division of Facilities and Transportation, Department of Education.~~ 2. The district will send a copy of the request to the **Executive** County Superintendent of Schools who will **shall** make recommendations to the Division. The **Executive** County Superintendent will **shall** provide a copy of the recommendations to the Board of Education.



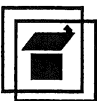
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Disposition of **Land** Real Property

32. The request ~~will~~ **shall** indicate whether the district intends to convey the site, **rights, or interest therein, and/or improvements thereon**, under an exception to the public sale requirements of N.J.S.A. 18A:20-96.
3. The request shall indicate whether the school district intends to convey the site, rights, or interest therein, and/or improvements thereon that had been conveyed to the school district from the New Jersey Schools Development Authority (Development Authority) or funded in whole or in part by the State share under Educational Facilities Construction and Financing Act (EFCFA).
4. ~~The Division will determine whether the disposal is consistent with the district's approved Long Range Facility Plan, or whether it has a negative impact on the educational adequacy of an individual site.~~ If the land, rights, or interest therein, and/or improvements thereon have been conveyed to the school district from the Development Authority, the request shall provide evidence acceptable to the New Jersey Department of Education that the property has not reverted to the Development Authority as authorized under N.J.A.C. 19:34-3.6.
5. ~~The Department of Education will notify the district of its approval or disapproval.~~ If a school district seeks to dispose of land, rights, or interest therein, and/or improvements thereon funded in part with debt service aid pursuant to N.J.S.A. 18A:7G-9 or 10, and the land and/or improvements are either not needed or not being used for the purposes for which the bonds were issued, any proceeds from the disposal shall be used by the school district first to reduce the outstanding principal amount at the earliest call date or to annually reduce the debt service principal payments. The Board may request approval from the Commissioner to apply the proceeds over the term of the outstanding debt or by some other distribution mechanism if, for example, it is beneficial to stabilizing the school district's debt service tax levy.



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Disposition of **Land Real Property**

DB. Disposal – N.J.A.C. 6A:26-7.4(b)

- ~~1. If the Department of Education approves the Board's request, the Board by the affirmative votes of a majority of its full number of members, may alter or dispose of through sale, transfer or exchange of all or part of the total acreage of an approved school site, including facilities if applicable. The Division shall determine whether the disposal is consistent with the district's approved Long-Range Facilities Plan (LRFP) or has a negative impact on the educational adequacy of an individual site.~~

C. Notification of Approval – N.J.A.C. 6A:26-7.4(c)

The Division shall notify the school district of its approval or disapproval and send a copy to the Executive County Superintendent. If the disposal includes a site, rights, or interest therein and/or improvements thereon conveyed to the school district from the Development Authority, is funded in whole or in part by State share under EFCFA, or is in a school district that is required to use the Development Authority, the Division shall also notify the Development Authority.

D. Sale at Public Sale; Exceptions – N.J.S.A. 18A:20-6

Any lands, rights, or interests therein sold by the Board, except lands conveyed as part of a lease purchase agreement pursuant to N.J.S.A. 18A:20-4.2(f), shall be sold at public sale, to the highest bidder, after advertisement of the sale in a newspaper published in the district, or if none is published therein, then in a newspaper circulating in the district, in which the same is situated, at least once a week for two weeks prior to the sale, unless:

1. The same are sold to the State, or a political division thereof, in which case they may be sold at private sale without advertisement; or
2. The sale or other disposition thereof in some other manner is provided for in N.J.S.A. 18A. ~~Any such real property will be sold at public sale, in accordance with N.J.S.A. 18A:20-5 et seq., unless it is sold at private sale without advertisement to the State of New Jersey or a political subdivision of the State or otherwise conveyed or transferred as provided by statute.~~



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Disposition of **Land Real Property**

3. ~~The public sale will be advertised at least once a week for two weeks prior to the sale in the newspapers in which official announcements of this district are made.~~

E. Sales at Fixed Minimum Prices – N.J.S.A. 18A:20-7

4. ~~After advertisement, the property will be sold to the highest bidder, except that:~~

- a1. **In the case of public sales** ~~The Board may by resolution fix a minimum price with or without the reservation of the right, upon the completion of the said public sale, to accept or reject the highest bid made which reservation, a statement whereof shall be included in the advertisement of sale of the lands and given as public notice at the time of the sale, or b. The Board may by resolution provide without fixing a minimum price, that upon the completion of the public sale, the Board may accept or reject the highest bid received. If the Board fails to accept or reject the highest bid by the second regular Board meeting following the sale, the bid will be deemed to have been rejected.~~

52. If no bid is received or if the bids that are received are rejected by the Board in the public interest, the Board may enter into negotiations with any interested party or parties for the sale or other disposal of the property, but shall offer a bidder a hearing upon the bidder's request before entering into such negotiations.

63. The acceptance or rejection of a negotiated price shall be by the affirmative votes of a majority of the full number of Board members at a regularly scheduled meeting.

F. Sewer Lines - N.J.A.C. 6A:26-7.4(d)

The district may convey and transfer, without consideration, its right, title, and interest in and to any trunk or other sewer lines to a municipality, without requiring approval from the Division.

Issued:



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Disposition of Personal Property

Jul 17

[See POLICY ALERT Nos. 154 and 213]

R 7300.3 DISPOSITION OF PERSONAL PROPERTY

A. Definitions

1. "Personal property" means all **Board of Education** property other than real property; as defined in Regulation No. 7300.2; ~~instructional property, as defined in Regulation No. 7300.1; and~~ Federal property; as defined in Regulation No. 7300.4.
2. "Excess property" means personal property that is ~~still usable but~~ is no longer needed in a school building or instructional program or administrative office and is not required as a trade-in on a replacement purchase.
3. ~~"Estimated fair value" means the market value of the property between a willing seller and a willing buyer less the cost to the Board to continue storage or maintenance of any excess property.~~

B. Review Master List of Excess Property

1. Upon request of the School Business Administrator/Board Secretary or designee, a The _____ Principal or other administrator will compile a list of excess property in his/her a school district building or program at the close of a school year.
2. The _____ School Business Administrator/Board Secretary will receive lists prepared in accordance with paragraph B.1. and will maintain a master, district-wide list of excess property.
3. ~~The master list of excess property will be periodically distributed to all school facilities.~~
43. A Principal or other administrator Any school or office may request transfer of excess property on the proper form, submitted by submitting a request to the School Business Administrator/Board Secretary _____. Requests will be granted in the order in which they are received.



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Disposition of Personal Property

54. An item transferred to another **location in the school district** ~~or office~~ will be removed from the district-wide list of excess property.

65. An item of personal property that has remained on the district-wide master list of excess property ~~for thirty working days or more will be considered to be unusable and will~~ **may** be disposed of in accordance with Policy No. 7300 and this **R**egulation.

C. Disposal at Public Sale – **N.J.S.A. 18A:18A-45**

The Board may, by resolution and by sealed bid or public auction, authorize the sale of its personal property not needed for school purposes.

1. If the estimated fair value of the property to be sold exceeds fifteen percent of the bid threshold in any one sale and it is neither livestock nor perishable goods, it shall be sold at public sale to the highest bidder.

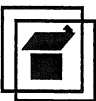
2. Notice of the date, time and place of the public sale, together with a description of the items to be sold and the conditions of sale, shall be published once in the official newspaper.

Such sale shall be held not less than seven nor more than fourteen days after the publication of the notice thereof.

3. Personal property may be sold to the United States, the State of New Jersey, another Board of Education, any body politic, any foreign nation which has diplomatic relations with the United States, or any governmental unit in these United States by private sale without advertising for bids.

4. If no bids are received the property may then be sold at private sale without further publication or notice thereof, but in no event at less than the estimated fair value; or the Board may if it so elects, ~~to~~ reoffer the property at public sale.

As used herein, “estimated fair value” means the market value of the property between a willing seller and a willing buyer less the cost to the Board to continue storage or maintenance of any personal property not needed for school purposes to be sold pursuant to **N.J.S.A. 18A:18A-45** ~~this section~~.



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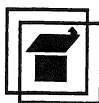
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Disposition of Personal Property

5. The Board may reject all bids if it determines such rejection to be in the public interest.
 - a. In any case in which the Board has rejected all bids, it may readvertise such personal property for a subsequent public sale.
 - b. If it elects to reject all bids at a second public sale, pursuant to **N.J.S.A. 18A:18A-45** ~~this section~~, it may then sell such personal property without further publication or notice thereof at private sale, provided that in no event shall the negotiated price at private sale be less than the highest price of any bid rejected at the preceding two public sales and provided further that in no event shall the terms or conditions of sale be changed or amended.
- ~~6.e.~~ If the estimated fair value of the property to be sold does not exceed the applicable bid threshold established pursuant to section C.1. above in any one sale or is either livestock or perishable goods, it may be sold at private sale without advertising for bids.
- ~~7.6.~~ Notwithstanding the provisions of **N.J.S.A. 18A:18A-45** and this Regulation, by resolution of the Board, the purchasing agent may include the sale of personal property no longer needed for school purposes as part of specifications to offset the price of a new purchase.

D. Discarding of Textbooks – N.J.S.A. 18A:34-3

1. Prior to discarding textbooks, the School Business Administrator/Board Secretary or designee shall notify the New Jersey Department of Education (NJDOE) of any textbooks the school district intends to discard.
2. In accordance with the provisions of N.J.S.A. 18A:34-3, the NJDOE shall within fourteen days of receiving notification from the school district of the intent to dispose of textbooks, list the textbooks in a textbook database.



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Disposition of Personal Property

3. The School Business Administrator/Board Secretary or designee shall retain the textbooks to be discarded for a period of one hundred and twenty days after the district has notified the NJDOE.

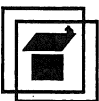
E. Scrap and Waste Property

1. In the event no bids are received for personal property or the personal property is not sold at public or private sales pursuant to N.J.S.A. 18A:18A-45, the Board may declare the personal property as scrap or waste and dispose of it locally.
2. Personal property declared scrap or waste with no recyclable or usable value may be discarded.
3. Personal property declared scrap or waste may not be given or sold to employees, private citizens, local governments, non-profit organizations, etc.

F. Board of Education Approval

1. The Board of Education will approve, by resolution of the Board, the negotiated price of personal property offered at private sale and any personal property declared scrap or waste.

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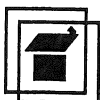
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Disposition of Federal Property
Jul 17

[See POLICY ALERT Nos. 154 and 213]

R 7300.4 DISPOSITION OF FEDERAL PROPERTY

A. Definitions

1. **“Awarding agency” means with respect to this Regulation and a Federal grant, the Federal agency awarding the grant.**
2. **“Uniform Grant Guidance” means a set of Federal grant regulations that combines several previous Federal cost principles, administrative requirements, and audit requirement circulars into a single, comprehensive document.**
3. **“Federal property” means all equipment, supplies, or real property, ~~real or personal or otherwise,~~ purchased with Federal grant funds, ~~including instructional materials.~~**
2. ~~“Excess property” means personal property that is still usable but is no longer needed in a school building or instructional program or administrative office and is not required as a trade-in on a replacement purchase.~~
3. ~~“Estimated fair value” means the market value of the property between a willing seller and a willing buyer less the cost to the Board to continue storage or maintenance of any excess property.~~
4. **“Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000, as defined in the Uniform Grant Guidance – 2 CFR Part 200.**
5. **“Real property” means land, including land improvements structures and appurtenances thereto, but excludes moveable machinery and equipment, as defined in the Uniform Grant Guidance – 2 CFR Part 200.**



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Disposition of Federal Property

6. **"Supplies" means all tangible personal property other than those described in "Equipment", as defined in the Uniform Grant Guidance – 2 CFR Part 200.**
7. **"Federal property no longer needed" for the purposes of this Regulation means property acquired under a Federal award that is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, except as otherwise provided in Federal statutes, regulations, or Federal awarding agency disposition instructions.**

B. Periodic Review

1. The **School Business Administrator/Board Secretary** _____ will compile a list of **physical inventory of excess Federal property in the district at the close of each school year. This physical inventory must be taken and the results reconciled with the property records at least once every two years.**
2. **A The list of excess Ffederal property no longer needed will be periodically distributed to all school facilities in the district.**
3. Any school may request the _____ to transfer **excess Ffederal property to a currently or previously funded Ffederal project or arrange a shared-time use with other such projects. Requests will be granted in the order in which they are received.**
4. ~~Property transferred to another school or office will be removed from the district wide list of excess property.~~
45. **Federal pProperty no longer needed in the school district will be considered for disposition that has remained on the list of excess federal property for thirty working days or more will be considered to be unusable and will either be traded in or reported to the State Department of Education with a request for disposal.**



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Disposition of Federal Property

~~C. Trade in~~

~~Federal property no longer usable may be traded in or sold and the proceeds are to be used to offset the cost of replacement equipment with the approval of the New Jersey Department of Education. The additional cost to acquire a replacement shall be charged directly to the federal program, if the program budget permits, and provided the Board of Education has approved the transaction by resolution.~~

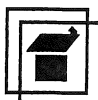
~~CD. Disposal~~ Disposition of Federal Property - Equipment

1. The School Business Administrator/Board Secretary will request disposition instructions from the awarding agency for Federal equipment no longer needed.

a1. If the awarding agency fails to provide requested disposition instructions within one hundred and twenty days, items of Federal eEquipment no longer needed with a current per-unit fair-market value in excess of \$5,000 may be retained or sold by the school district or more may be retained for other uses provided compensation is made to the United States Department of Education. If the equipment is sold by the school district, the awarding agency is entitled to proceeds in accordance with 2 CFR 200.313(e)(2). The amount of compensation shall be computed by applying the percentage of Federal participation in the cost of the original project or program to the current fair market value of the equipment. Payments shall be made to Treasurer, State of New Jersey- New Jersey Department of Education.

2. The _____ will request disposition instructions from the Secretary of the United States Department of Education for equipment no longer wanted by the school district.

If so instructed or if the disposition instructions are not issued in one hundred twenty calendar days after the request is received by the Secretary, the equipment will be sold in accordance with No. 3 below.



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Disposition of Federal Property

- b3. **Federal e**Equipment no longer needed and/or wanted with a **current per-unit** fair-market value of less than \$5,000 or less may be retained, sold, or otherwise disposed of with no further obligation to the awarding agency. and more than fifteen percent of the bid threshold, as per N.J.S.A. 18A:18A-45a, shall be disposed of with no further obligation of the school district and as follows:
- a. ~~Notice of the date, time, and place of public sale, together with a description of the items to be sold and the conditions of sale, shall be published once in a legal newspaper. (N.J.S.A. 18A:18A-45b)~~
 - b. ~~A sale shall be held not less than seven nor more than fourteen days after publication of the newspaper notice. (N.J.S.A. 18A:18A-45b)~~
 - c. ~~If no bids are received, the Board may readvertise the public sale or sell the property at private sale without public notice. Any such property sold at private sale cannot be sold for less than the estimated fair value of the property. (N.J.S.A. 18A:18A-45d)~~
 - d. ~~The Board may reject all bids if it determines that such rejection is in the public interest. If all bids are rejected, the Board may readvertise the property for a second public sale. (N.J.S.A. 18A:18A-45e)~~
 - e. ~~If the Board rejects all bids at the second public sale, the Board may sell the property at private sale without public notice, provided the selling price at private sale is at least as high as the highest bid received at the two preceding public sales, and the terms and conditions announced at the public sales are unchanged. (N.J.S.A. 18A:18A-45e)~~
4. ~~Federal property with a unit value of less than fifteen percent of the bid threshold, as per N.J.S.A. 18A:18A-45a, may be disposed of at private sale with no further obligation of the school district and as follows:~~



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Disposition of Federal Property

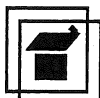
- a. ~~The _____ shall establish the sale price and make reasonable efforts to find private buyers. The price charged shall be fair in value, but in no case can it be less than the costs incurred by the Board in arranging the sale and maintaining and delivering the property.~~
- b. ~~Property that remains unsold after thirty working days shall be given without cost to another school district or a charitable organization or institute within the school district.~~
- c. ~~Property that has not been claimed after thirty working days shall be offered for scrap or, if that is not feasible, discarded.~~
- 5. ~~If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of the Federal project or program, the school district shall retain the supplies for use on non-Federal activities or sell them, but shall, in either case, compensate the Federal government for its share. The amount of compensation shall be computed in the same manner as for equipment.~~

~~The supplies acquired with Federal funds may not be used to provide services to non-Federal outside organizations for a fee that is less than private companies charge for equivalent services unless specifically authorized by Federal statute.~~

- 2. **If the awarding agency fails to provide disposition instructions, the sale of Federal equipment no longer needed will be sold and/or disposed of in accordance with the provisions of N.J.S.A. 18A:18A-45 and Regulation 7300.3.**

D. Disposal of Federal Property – Supplies

- 1. **Title to supplies will vest in the school district upon acquisition.**



REGULATION GUIDE

PROPERTY

R 7300.4/page 6 of 6

Disposition of Federal Property

2. If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of the project or program, and the supplies are not needed for any other Federal award, the school district shall retain the supplies for use on other activities or sell them, but must in either case, compensate the awarding agency for its share. The amount of compensation shall be computed in the same manner as for Federal equipment in accordance with 2 CFR 200.313(e)(2).

E. Disposal of Federal Property – Real Property

1. The School Business Administrator/Board Secretary or designee shall request disposition instructions from the United States Department of Education for real property equipment no longer needed for the original purpose.
2. The instructions must provide for one of the following alternatives: retain title after compensating the awarding agency; sell the property and compensate the awarding agency; transfer title to the awarding agency; or third party designated/approved by the awarding agency.

~~34 CFR Subtitle A Section 74.34, 74.35 and 80.32~~

Issued:



9/6 12:45pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10
Interim Balance Sheet
For 2 Month Period Ending 08/31/2017

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$3,520,426.24
121	Tax levy receivable		\$10,077,511.00
	Accounts receivable:		
132	Interfund	\$7,047.00	
141	Intergovernmental - State	\$1,449,629.56	
143	Intergovernmental - Other	\$139,952.98	
			\$1,596,629.54

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

301	Estimated Revenues	\$14,771,898.00	
302	Less Revenues	(\$13,469,584.25)	
			\$1,302,313.75

	Total assets and resources		\$16,496,880.53
			=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10
Interim Balance Sheet
For 2 Month Period Ending 08/31/2017

=====

LIABILITIES AND FUND EQUITY

=====

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

421	Accounts Payable	\$46,891.61
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TOTAL LIABILITIES

\$46,891.61

=====

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	\$10,200,757.90
-----	---	-----------------

754	Reserve for Encumbrance - Prior Year	\$76,538.62
-----	--------------------------------------	-------------

Reserved fund balance:

760	Reserved Fund Balance	\$1,633,589.23
-----	-----------------------	----------------

601	Appropriations	\$15,882,154.15
-----	----------------	-----------------

602	Less : Expenditures	\$1,656,025.58
-----	---------------------	----------------

603	Encumbrances	\$10,277,296.52 (\$11,933,322.10)
-----	--------------	-----------------------------------

\$3,948,832.05

Total Appropriated

\$15,859,717.80

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

770	Unreserved Fund Balance -	\$1,588,860.12
-----	---------------------------	----------------

303	Budgeted Fund Balance	(\$998,589.00)
-----	-----------------------	----------------

TOTAL FUND BALANCE

\$16,449,988.92

TOTAL LIABILITIES AND FUND EQUITY

\$16,496,880.53

=====

Somerset County Vocational Board of Ed.
General Fund - Fund 10
Interim Balance Sheet
For 2 Month Period Ending 08/31/2017

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$15,882,154.15	\$11,933,322.10	\$3,948,832.05
Revenues	(\$14,771,898.00)	(\$13,469,584.25)	(\$1,302,313.75)
	\$1,110,256.15	(\$1,536,262.15)	\$2,646,518.30
Less: Adjust for prior year encumb.	(\$111,667.15)	(\$111,667.15)	
Budgeted Fund Balance	\$998,589.00	(\$1,647,929.30)	\$2,646,518.30
	=====	=====	=====
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$998,589.00	(\$1,647,929.30)	\$2,646,518.30
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	(\$1,647,929.30)	\$2,646,518.30
	=====	=====	=====

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 2 Month Period Ending 08/31/2017

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$13,327,220.00	\$12,024,906.25		\$1,302,313.75
3XXX From State Sources	\$1,444,678.00	\$1,444,678.00		.00
TOTAL REVENUE/SOURCES OF FUNDS	\$14,771,898.00	\$13,469,584.25		\$1,302,313.75
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---				
11-1XX-100-XXX Regular Programs - Instruction	\$1,839,117.38	\$43,199.51	\$1,602,347.66	\$193,570.21
11-3XX-100-XXX Voc. Programs - Local - Instruction	\$3,848,120.33	\$110,969.51	\$2,578,525.20	\$1,158,625.62
11-401-100-XXX School-Spon. Cocurr. Acti-Instr	\$75,625.00	\$0.00	\$360.00	\$75,265.00
11-402-100-XXX School-Spons. Athletics - Instruction	\$103,005.39	\$9,805.72	\$77,524.93	\$15,674.74
--- UNDISTRIBUTED EXPENDITURES ---				
11-000-211-XXX Attendance and Social Work Services	\$34,607.00	\$11,890.11	\$21,716.64	\$1,000.25
11-000-213-XXX Health Services	\$212,665.00	\$18,561.23	\$159,505.95	\$34,597.82
11-000-216-XXX Speech, OT,PT & Related Svcs	\$11,250.00	\$0.00	\$11,104.00	\$146.00
11-000-218-XXX Guidance	\$817,363.40	\$95,690.55	\$621,229.32	\$100,443.53
11-000-219-XXX Child Study Teams	\$248,596.28	\$19,434.32	\$174,679.58	\$54,482.38
11-000-221-XXX Improv of Inst. - Instruc Staff	\$174,193.53	\$29,277.98	\$128,399.13	\$16,516.42
11-000-222-XXX Educational Media Serv/School Library	\$55,247.50	\$0.00	\$34,323.72	\$20,923.78
11-000-223-XXX Instructional Staff Training Services	\$70,440.00	\$16,497.93	\$1,125.00	\$52,817.07
11-000-230-XXX Supp. Serv.-General Administration	\$788,452.11	\$188,532.92	\$415,852.69	\$184,066.50
11-000-240-XXX Supp. Serv.-School Administration	\$895,184.47	\$152,227.29	\$706,124.56	\$36,832.62
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$900,118.49	\$156,603.57	\$668,410.47	\$75,104.45
11-000-261-XXX Require Maint. for School Facilities	\$1,231,804.16	\$155,060.12	\$612,568.14	\$464,175.90
11-000-262-XXX Custodial Services	\$1,127,388.00	\$187,190.71	\$664,276.90	\$275,920.39
11-000-263-XXX Care and Upkeep of Grounds	\$26,150.00	\$0.00	\$0.00	\$26,150.00
11-000-266-XXX Security	\$78,660.00	\$5,980.22	\$21,308.76	\$51,371.02
11-000-270-XXX Student Transportation Services	\$109,380.11	\$10.48	\$40,281.00	\$69,088.63
11-XXX-XXX-2XX Allocated and Unallocated Benefits	\$2,650,466.00	\$463,580.58	\$1,708,457.42	\$478,428.00
TOTAL GENERAL CURRENT EXPENSE				
EXPENDITURES/USES OF FUNDS	\$15,297,834.15	\$1,664,512.75	\$10,248,121.07	\$3,385,200.33
	=====	=====	=====	=====

**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 2 Month Period Ending 08/31/2017**

				AVAILABLE
*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	BALANCE
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$63,932.00	(\$8,487.17)	\$29,175.45	\$43,243.72
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$520,388.00	.00	.00	\$520,388.00
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$584,320.00	(\$8,487.17)	\$29,175.45	\$563,631.72
	=====	=====	=====	=====
TOTAL GENERAL FUND EXPENDITURES	\$15,882,154.15	\$1,656,025.58	\$10,277,296.52	\$3,948,832.05
	=====	=====	=====	=====

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 2 Month Period Ending 08/31/2017

		ESTIMATED	ACTUAL	UNREALIZED
		-----	-----	-----
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,922,443.00	\$11,922,443.00	.00
1310	Tuition from Individuals	\$1,403,777.00	\$89,964.00	\$1,313,813.00
1XXX	Miscellaneous	\$1,000.00	\$12,499.25	(\$11,499.25)
		-----	-----	-----
	TOTAL	\$13,327,220.00	\$12,024,906.25	\$1,302,313.75
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$293,914.00	\$293,914.00	.00
3176	Equalization	\$580,221.00	\$580,221.00	.00
3177	Categorical Security	\$64,725.00	\$64,725.00	.00
3178	Adjustment Aid	\$475,042.00	\$475,042.00	.00
3181	PARCC Readiness Aid	\$5,020.00	\$5,020.00	.00
3182	Per Pupil Growth	\$5,020.00	\$5,020.00	.00
3183	Professional Learning Community Aid	\$4,620.00	\$4,620.00	.00
3191	Aid for Adult & Post-Grad Programs	\$16,116.00	\$16,116.00	.00
		-----	-----	-----
	TOTAL	\$1,444,678.00	\$1,444,678.00	\$0.00
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$14,771,898.00	\$13,469,584.25	\$1,302,313.75
		=====	=====	=====

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 2 Month Period Ending 08/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-140-100-101 Grades 9-12 - Salaries of Teachers	\$1,599,396.47	\$9,813.36	\$1,535,251.84	\$54,331.27
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$5,000.00	\$0.00	\$0.00	\$5,000.00
11-150-100-320 Purchased Prof.-Ed. Services	\$8,000.00	.00	.00	\$8,000.00
11-150-100-500 Other Purch. Serv. (400-500 series)	\$150.00	.00	.00	\$150.00
--- Regular Programs - Undistr. Instruction ---				
TOTAL	\$1,612,546.47	\$9,813.36	\$1,535,251.84	\$67,481.27
--- SPECIAL EDUCATION - INSTRUCTION ---				
--- Vocational Programs-Local-Instruction ---				
11-3XX-100-101 Salaries of Teachers	\$2,931,256.83	\$39,463.26	\$2,517,526.16	\$374,267.41
11-3XX-100-106 Other Sal. For Instruction	\$63,000.00	\$0.00	\$0.00	\$63,000.00
11-3XX-100-320 Purchased Prof.-Ed. Services	\$416,146.00	\$0.00	\$220.00	\$415,926.00
11-3XX-100-500 Other Purchased Serv.(400-500 series)	\$38,925.00	\$779.30	\$3,915.50	\$34,230.20
11-3XX-100-610 General Supplies	\$363,832.50	\$69,806.95	\$49,605.54	\$244,420.01
11-3XX-100-640 Textbooks	\$26,250.00	(\$30.00)	\$1,683.00	\$24,597.00
11-3XX-100-800 Other Objects	\$8,710.00	\$950.00	\$5,575.00	\$2,185.00
TOTAL	\$3,848,120.33	\$110,969.51	\$2,578,525.20	\$1,158,625.62
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$46,525.00	.00	.00	\$46,525.00
11-401-100-500 Purchased Services (300-500 series)	\$2,725.00	.00	.00	\$2,725.00
11-401-100-600 Supplies and Materials	\$22,875.00	.00	.00	\$22,875.00
11-401-100-800 Other Objects	\$3,500.00	.00	\$360.00	\$3,140.00
TOTAL	\$75,625.00	\$0.00	\$360.00	\$75,265.00
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$67,805.39	\$4,205.72	\$21,028.67	\$42,571.00
11-402-100-500 Purchased Services (300-500 series)	\$5,750.00	\$3,450.00	\$31,275.00	(\$28,975.00)
11-402-100-600 Supplies and Materials	\$7,600.00	.00	\$5,889.26	\$1,710.74
11-402-100-800 Other Objects	\$21,850.00	\$2,150.00	\$19,332.00	\$368.00
TOTAL	\$103,005.39	\$9,805.72	\$77,524.93	\$15,674.74
--- UNDISTRIBUTED EXPENDITURES ---				
--- Attendance and social work services ---				
11-000-211-171 Sal. of Drop-Out Prev. Officer/Coordinators	\$26,060.00	\$4,343.36	\$21,716.64	.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	\$11,890.11	\$21,716.64	\$1,000.25
--- Health services ---				
11-000-213-100 Salaries	\$170,089.63	\$17,711.60	\$151,793.00	\$585.03
11-000-213-300 Purchased Prof. & Tech. Svc.	\$27,975.37	\$849.63	\$6,125.74	\$21,000.00
11-000-213-500 Other Purchd. Serv.(400-500 series)	\$1,225.00	.00	.00	\$1,225.00

Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-213-600 Supplies and Materials	\$12,400.00	.00	\$1,187.21	\$11,212.79
11-000-213-800 Other Objects	\$975.00	.00	\$400.00	\$575.00
TOTAL	\$212,665.00	\$18,561.23	\$159,505.95	\$34,597.82
--- Speech, OT,PT & Related Svcs ---				
11-000-216-320 Purchased Prof. Ed. Services	\$11,250.00	.00	\$11,104.00	\$146.00
TOTAL	\$11,250.00	\$0.00	\$11,104.00	\$146.00
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$349,786.46	\$11,736.17	\$272,414.60	\$65,635.69
11-000-218-105 Sal Secr. & Clerical Asst.	\$108,380.00	\$19,206.64	\$90,108.20	(\$934.84)
11-000-218-11X Other Salaries	\$306,355.76	\$51,059.24	\$255,296.20	\$0.32
11-000-218-390 Other Purch. Prof. & Tech Svc.	\$35,216.18	\$13,633.55	\$1,376.00	\$20,206.63
11-000-218-500 Other Purchased Services (400-500 series)	\$12,500.00	.00	\$199.00	\$12,301.00
11-000-218-600 Supplies and Materials	\$5,000.00	\$54.95	\$1,835.32	\$3,109.73
11-000-218-800 Other Objects	\$125.00	.00	.00	\$125.00
TOTAL	\$817,363.40	\$95,690.55	\$621,229.32	\$100,443.53
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$145,946.28	\$11,061.83	\$132,129.40	\$2,755.05
11-000-219-105 Sal Secr. & Clerical Asst.	\$86,550.00	\$7,304.16	\$35,645.80	\$43,600.04
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	.00	\$6,121.33	\$1,278.67
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	\$1,068.33	\$333.05	\$1,298.62
11-000-219-800 Other Objects	\$1,500.00	.00	\$450.00	\$1,050.00
TOTAL	\$248,596.28	\$19,434.32	\$174,679.58	\$54,482.38
--- Improv. of instr. Serv. ---				
11-000-221-104 Salaries Other Prof. Staff	\$112,418.53	\$19,578.08	\$79,515.40	\$13,325.05
11-000-221-105 Sal Secr. & Clerical Asst.	\$56,275.00	\$9,379.16	\$46,895.80	\$0.04
11-000-221-500 Other Purchased Services (400-500 series)	\$3,000.00	\$320.74	\$1,603.70	\$1,075.56
11-000-221-600 Supplies and Materials	\$1,500.00	.00	\$384.23	\$1,115.77
11-000-221-800 Other Objects	\$1,000.00	.00	.00	\$1,000.00
TOTAL	\$174,193.53	\$29,277.98	\$128,399.13	\$16,516.42
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$32,147.50	.00	\$31,147.40	\$1,000.10
11-000-222-300 Purchased Prof. & Tech Svc.	\$3,500.00	.00	.00	\$3,500.00
11-000-222-500 Other Purchased Services (400-500 series)	\$4,550.00	.00	.00	\$4,550.00
11-000-222-600 Supplies and Materials	\$15,000.00	.00	\$3,176.32	\$11,823.68
11-000-222-800 Other Objects	\$50.00	.00	.00	\$50.00
TOTAL	\$55,247.50	\$0.00	\$34,323.72	\$20,923.78
--- Instructional Staff Training Services ---				
11-000-223-102 Salaries Superv. of Instruction	\$46,170.00	\$4,200.00	.00	\$41,970.00
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$7,900.00	\$6,500.00	.00	\$1,400.00
11-000-223-500 Other Purchased Services (400-500 series)	\$15,370.00	\$5,797.93	\$1,125.00	\$8,447.07

Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-223-600 Supplies and Materials	\$1,000.00	.00	.00	\$1,000.00
TOTAL	\$70,440.00	\$16,497.93	\$1,125.00	\$52,817.07
--- Support services-general administration ---				
11-000-230-100 Salaries	\$324,753.85	\$53,851.95	\$264,472.53	\$6,429.37
11-000-230-331 Legal Services	\$105,000.00	\$13,423.90	\$31,576.10	\$60,000.00
11-000-230-332 Audit Fees	\$36,000.00	.00	.00	\$36,000.00
11-000-230-334 Architectural/Engineering Services	\$18,080.00	\$5,719.59	\$4,320.00	\$8,040.41
11-000-230-339 Other Purchased Prof. Svc.	\$18,380.00	.00	\$880.00	\$17,500.00
11-000-230-340 Purchased Tech. Services	\$8,700.00	.00	.00	\$8,700.00
11-000-230-530 Communications/Telephone	\$93,638.26	\$16,986.06	\$55,545.40	\$21,106.80
11-000-230-585 BOE Other Purchased Prof. Svc.	\$3,000.00	.00	\$1,500.00	\$1,500.00
11-000-230-590 Other Purchased Services	\$135,575.00	\$77,117.50	\$55,542.50	\$2,915.00
11-000-230-610 General Supplies	\$9,325.00	\$743.33	.00	\$8,581.67
11-000-230-630 BOE In-House Training/Meeting Supplies	\$1,000.00	.00	.00	\$1,000.00
11-000-230-890 Misc. Expenditures	\$28,000.00	\$13,940.84	\$2,016.16	\$12,043.00
11-000-230-895 BOE Membership Dues and Fees	\$7,000.00	\$6,749.75	.00	\$250.25
TOTAL	\$788,452.11	\$188,532.92	\$415,852.69	\$184,066.50
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$649,290.95	\$108,215.08	\$541,075.40	\$0.47
11-000-240-105 Sal Sec. & Clerical Asst.	\$184,480.00	\$30,646.64	\$153,233.20	\$600.16
11-000-240-1XX Other Salaries	\$5,000.00	\$0.00	\$0.00	\$5,000.00
11-000-240-500 Other Purchased Services	\$29,800.00	\$5,754.47	\$8,040.53	\$16,005.00
11-000-240-600 Supplies and Materials	\$20,613.52	\$1,871.10	\$3,775.43	\$14,966.99
11-000-240-800 Other Objects	\$6,000.00	\$5,740.00	.00	\$260.00
TOTAL	\$895,184.47	\$152,227.29	\$706,124.56	\$36,832.62
--- Central Services ---				
11-000-251-100 Salaries	\$347,227.20	\$57,871.20	\$289,356.00	.00
11-000-251-330 Purchased Prof. Services	\$11,003.00	\$1,442.72	\$5,256.40	\$4,303.88
11-000-251-340 Purchased Technical Services	\$29,000.00	\$11,020.00	\$13,270.00	\$4,710.00
11-000-251-592 Misc Pur Serv (400-500 series)	\$3,000.00	.00	\$1,175.00	\$1,825.00
11-000-251-600 Supplies and Materials	\$9,146.80	\$1,217.95	\$2,013.02	\$5,915.83
11-000-251-897 Shared Service Agreement - County Board of Freeholders	\$16,116.00	.00	.00	\$16,116.00
11-000-251-89X Other Objects	\$5,000.00	\$1,599.00	\$600.00	\$2,801.00
TOTAL	\$420,493.00	\$73,150.87	\$311,670.42	\$35,671.71
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$399,964.49	\$66,660.64	\$333,303.20	\$0.65
11-000-252-500 Other Pur Serv. (400-500 series)	\$33,161.00	\$16,792.06	.00	\$16,368.94
11-000-252-600 Supplies and Materials	\$46,500.00	.00	\$23,436.85	\$23,063.15
TOTAL	\$479,625.49	\$83,452.70	\$356,740.05	\$39,432.74
TOTAL Cent. Svcs. & Admin IT	\$900,118.49	\$156,603.57	\$668,410.47	\$75,104.45
--- Required Maint.for School Facilities ---				
11-000-261-100 Salaries	\$645,489.16	\$100,312.84	\$481,641.60	\$63,534.72

Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-261-420				
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$482,815.00	\$48,744.20	\$115,391.80	\$318,679.00
11-000-261-610 General Supplies	\$88,500.00	\$3,988.08	\$11,995.74	\$72,516.18
11-000-261-800 Other Objects	\$15,000.00	\$2,015.00	\$3,539.00	\$9,446.00
TOTAL	\$1,231,804.16	\$155,060.12	\$612,568.14	\$464,175.90
11-000-262-107 Salaries of Non-Instructional Aids	\$7,000.00	.00	.00	\$7,000.00
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$416,780.00	\$66,520.14	\$349,433.86	\$826.00
11-000-262-490 Other Purchased Property Svc.	\$60,000.00	\$5,268.66	\$24,222.11	\$30,509.23
11-000-262-520 Insurance	\$128,608.00	\$67,000.50	\$61,607.50	.00
11-000-262-621 Energy (Natural Gas)	\$85,000.00	.00	.00	\$85,000.00
11-000-262-622 Energy (Electricity)	\$430,000.00	\$48,401.41	\$229,013.43	\$152,585.16
TOTAL	\$1,127,388.00	\$187,190.71	\$664,276.90	\$275,920.39
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$22,150.00	.00	.00	\$22,150.00
11-000-263-610 General Supplies	\$4,000.00	.00	.00	\$4,000.00
TOTAL	\$26,150.00	\$0.00	\$0.00	\$26,150.00
--- Security ---				
11-000-266-100 Salaries	\$78,660.00	\$5,980.22	\$21,308.76	\$51,371.02
TOTAL	\$78,660.00	\$5,980.22	\$21,308.76	\$51,371.02
TOTAL Oper & Maint of Plant Services	\$2,464,002.16	\$348,231.05	\$1,298,153.80	\$817,617.31
--- Student transportation services ---				
11-000-270-162 Sal Pupil Trans.Other than Bet Home & Sch	\$47,280.11	.00	\$40,281.00	\$6,999.11
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	.00	.00	\$30,600.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$21,000.00	.00	.00	\$21,000.00
11-000-270-593 Misc. Purchased Svc.- Transp.	\$5,000.00	\$10.48	.00	\$4,989.52
11-000-270-610 General Supplies	\$2,000.00	.00	.00	\$2,000.00
11-000-270-800 Misc. Expenditures	\$1,000.00	.00	.00	\$1,000.00
TOTAL	\$109,380.11	\$10.48	\$40,281.00	\$69,088.63
11-XXX-XXX-210 Group Insurance	\$13,366.48	\$2,163.09	\$11,203.39	.00
11-XXX-XXX-220 Social Security Contributions	\$282,200.00	\$32,638.61	\$237,361.39	\$12,200.00
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$313,930.00	\$114.08	\$10,235.98	\$303,579.94
11-XXX-XXX-250 Unemployment Compensation	\$40,175.00	\$10,971.05	\$24,028.95	\$5,175.00
11-XXX-XXX-260 Workman's Compensation	\$188,909.00	\$94,454.50	\$94,454.50	.00
11-XXX-XXX-270 Health Benefits	\$1,621,989.52	\$319,951.21	\$1,240,177.21	\$61,861.10
11-XXX-XXX-280 Tuition Reimbursement	\$105,996.00	.00	\$90,996.00	\$15,000.00
11-XXX-XXX-290 Other Employee Benefits	\$78,900.00	\$3,288.04	.00	\$75,611.96
11-XXX-XXX-299 Unused Sick Payment to Term/Ret Staff	\$5,000.00	.00	.00	\$5,000.00
TOTAL	\$2,650,466.00	\$463,580.58	\$1,708,457.42	\$478,428.00
Total Undistributed Expenditures	\$9,431,966.05	\$1,500,538.01	\$5,989,363.28	\$1,942,064.76
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$15,071,263.24	\$1,631,126.60	\$10,181,025.25	\$3,259,111.39

Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$15,071,263.24	\$1,631,126.60	\$10,181,025.25	\$3,259,111.39

Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
*** C A P I T A L O U T L A Y ***				
--- E Q U I P M E N T ---				
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	.00	\$4,432.00	.00
12-000-252-730 Admin. Info. Tech.	\$49,500.00	(\$8,487.17)	\$24,743.45	\$33,243.72
Undist. Exp. - Non-instructional Services				
TOTAL	\$63,932.00	(\$8,487.17)	\$29,175.45	\$43,243.72
--- Facilities acquisition and construction services ---				
12-000-400-334 Architectural/Engineering Services	\$50,000.00	.00	.00	\$50,000.00
12-000-400-450 Construction Services	\$450,000.00	.00	.00	\$450,000.00
12-000-400-800 Other objects	\$20,388.00	.00	.00	\$20,388.00
Sub Total	\$520,388.00	\$0.00	\$0.00	\$520,388.00
TOTAL	\$520,388.00	\$0.00	\$0.00	\$520,388.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$584,320.00	(\$8,487.17)	\$29,175.45	\$563,631.72

Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
*** EDUCATION JOBS FUND **				
*** FEMA COMMUNITY DEVELOPMENT BLOCK GRANT ***				
TOTAL GENERAL FUND EXPENDITURES	\$15,655,583.24	\$1,622,639.43	\$10,210,200.70	\$3,822,743.11

For 2 Month Period Ending 08/31/2017

8/31/17

Date _____

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

ACCOUNT NUMBER	DESCRIPTION	APPROPRIATION	EXPENDITURE	ENCUMBERANCES	AVAILABLE BALANCE
11-140-100-320-03-0000	PURCHASED PROF ED SE	\$ 11,100.00	\$ 0.00	\$ 2,500.00	\$ 8,600.00
11-140-100-320-16-0000	PURCHASED SERVICES	\$ 12,000.00	\$ 0.00	\$ 0.00	\$ 12,000.00
11-140-100-500-03-0000	OTH PURC SVCS-TRAVEL	\$ 6,900.00	\$ 1,450.00	\$ 1,575.00	\$ 3,875.00
11-140-100-500-07-0000	OTH PURCH SERVICES	\$ 3,264.00	\$ -100.00	\$ 0.00	\$ 3,364.00
11-140-100-500-16-0000	SITE LICENSING	\$ 55,400.00	\$ 0.00	\$ 4,739.00	\$ 50,661.00
11-140-100-610-03-0000	SUPPLIES - HS	\$ 39,801.41	\$ 19,271.17	\$ 3,554.91	\$ 16,975.33
11-140-100-610-03-0001	SUPPLIES - PHYSICAL	\$ 5,500.00	\$ 0.00	\$ 5,447.55	\$ 52.45
11-140-100-610-03-0002	SUPPLIES - SOC. STUD	\$ 4,000.00	\$ 0.00	\$ 757.75	\$ 3,242.25
11-140-100-610-03-0003	SUPPLIES - SCIENCE	\$ 10,975.00	\$ 0.00	\$ 8,601.34	\$ 2,373.66
11-140-100-610-03-0004	SUPPLIES - MATH	\$ 1,750.00	\$ 0.00	\$ 895.03	\$ 854.97
11-140-100-610-03-0005	SUPPLIES - WORLD LAN	\$ 2,500.00	\$ 0.00	\$ 200.02	\$ 2,299.98
11-140-100-610-03-0006	SUPPLIES - ENGLISH	\$ 3,000.00	\$ 114.14	\$ 772.33	\$ 2,113.53
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	\$ 0.00	\$ 2,242.49	\$ 7,325.51
11-140-100-610-07-0000	SUPPLIES - ALT. SCHO	\$ 2,000.00	\$ 0.00	\$ 1,355.22	\$ 644.78
11-140-100-610-16-0000	HIGH SCH TECH SUPPLI	\$ 19,168.50	\$ 0.00	\$ 21,039.49	\$ -1,870.99
11-140-100-610-16-0001	SUPPLIES-PARCC	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
11-140-100-640-03-0000	TEXTBOOKS - REG INST	\$ 30,000.00	\$ 12,650.84	\$ 12,425.89	\$ 4,923.27
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	\$ 0.00	\$ 389.80	\$ 7,060.20
11-140-100-890-03-0000	OTHER OBJECTS	\$ 694.00	\$ 0.00	\$ 600.00	\$ 94.00
11-999-999-999- -	PAYROLL NET PAY ADJ	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 2 Month Period Ending 08/31/17

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		(\$70,057.30)
	Accounts receivable:		
141	Intergovernmental - State	\$51,791.34	
			\$51,791.34

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

301	Estimated Revenues	\$1,383,487.07	
302	Less Revenues	(\$104,531.03)	
			\$1,278,956.04

	Total assets and resources		\$1,260,690.08
			=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 2 Month Period Ending 08/31/17

=====

LIABILITIES AND FUND EQUITY

=====

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

411	Intergovernmental accounts payable - State	\$3,193.56
421	Accounts Payable	(\$105.93)
481	Deferred revenues	\$0.19
		\$3,087.82
TOTAL LIABILITIES		\$3,087.82

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	\$552,477.67
754	Reserve for encumbrances - Prior Year	\$266.91
601	Appropriations	\$1,383,487.07
602	Less: Expenditures	\$126,151.72
603	Encumbrances	\$552,477.67 (\$678,629.39)
		\$704,857.68
TOTAL FUND BALANCE		\$1,257,602.26
TOTAL LIABILITIES AND FUND EQUITY		\$1,260,690.08

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 2 Month Period Ending 08/31/17

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
		_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$102,805.03	\$102,805.03		.00
3XXX	From State Sources	\$844,681.04	\$1,726.00		\$842,955.04
4XXX	From Federal Sources	\$436,001.00	.00		\$436,001.00
		_____	_____	_____	_____
	TOTAL REVENUE/SOURCES OF FUNDS	\$1,383,487.07	\$104,531.03		\$1,278,956.04
		=====	=====	=====	=====
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
		_____	_____	_____	_____
LOCAL PROJECTS:		\$102,805.03	\$83,263.68	\$166.72	\$19,374.63
STATE PROJECTS:					
Vocational education		\$498,204.04	\$4,303.58	\$201,891.57	\$292,008.89
Other State Projects		\$346,477.00	\$38,045.46	\$283,464.38	\$24,967.16
		_____	_____	_____	_____
	TOTAL STATE PROJECTS	\$844,681.04	\$42,349.04	\$485,355.95	\$316,976.05
FEDERAL PROJECTS:					
NCLB Title I - Part A/D		\$60,701.00	.00	.00	\$60,701.00
I.D.E.A. Part B (Handicapped)		\$85,456.00	.00	\$66,675.00	\$18,781.00
NCLB Title II - Part A/D		\$10,286.00	\$539.00	\$280.00	\$9,467.00
Vocational Education		\$279,558.00	.00	.00	\$279,558.00
		_____	_____	_____	_____
	TOTAL FEDERAL PROJECTS	\$436,001.00	\$539.00	\$66,955.00	\$368,507.00
		_____	_____	_____	_____
	*** TOTAL EXPENDITURES ***	\$1,383,487.07	\$126,151.72	\$552,477.67	\$704,857.68
		=====	=====	=====	=====

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 2 Month Period Ending 08/31/17

	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	\$1,726.00	\$842,955.04
	-----	-----	-----
Total Revenue from State Sources	\$844,681.04	\$1,726.00	\$842,955.04
	=====	=====	=====
--- FEDERAL SOURCES ---			
4411-16 Title I	\$60,701.00	.00	\$60,701.00
4451-55 Title II	\$10,286.00	.00	\$10,286.00
4420-29 I.D.E.A. Part B (Handicapped)	\$85,456.00	.00	\$85,456.00
4430-39 Vocational Education	\$279,558.00	.00	\$279,558.00
	-----	-----	-----
Total Revenues from Federal Sources	\$436,001.00	\$0.00	\$436,001.00
	=====	=====	=====
TOTAL REVENUES/SOURCES OF FUNDS	\$1,383,487.07	\$104,531.03	\$1,278,956.04
	=====	=====	=====

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 2 Month Period Ending 08/31/17

	Appropriations	Expenditures	Encumbrances	Available Balance
State Projects:				
PRESCHOOL EDUCATION AID				
Other State Projects:				
PRESCHOOL EXPANSION GRANT				
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$1,383,487.07	\$126,151.72	\$552,477.67	\$704,857.68
 T O T A L E X P E N D I T U R E	 \$1,383,487.07	 \$126,151.72	 \$552,477.67	 \$704,857.68

Special Revenue Fund - Fund 20
For 2 Month Period Ending 08/31/17

8/31/17

Date _____

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

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 2 Month Period Ending 08/31/17

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$26,729.04
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$2,290,477.48	
			\$2,290,477.48

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

301	Estimated Revenues	\$1,087,133.31	
302	Less Revenues	(\$84,065.20)	
			\$1,003,068.11
	Total assets and resources		\$3,320,274.63
			=====

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

Capital Projects Fund - Fund 30
Interim Balance Sheet
For 2 Month Period Ending 08/31/17

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

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

753	Reserve for encumbrances - Current Year		\$83,276.73
754	Reserve for encumbrances - Prior Year		\$204,763.07
601	Appropriations	\$756,601.88	
602	Less : Expenditures	\$164,354.20	
603	Encumbrances	\$288,039.80	(\$452,394.00)
			\$304,207.88
	Total Appropriated		\$592,247.68

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

770	Fund balance	\$2,003,294.95
303	Budgeted Fund Balance	\$724,732.00

TOTAL FUND BALANCE \$3,320,274.63

TOTAL LIABILITIES AND FUND EQUITY \$3,320,274.63

=====

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 2 Month Period Ending 08/31/17

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$1,087,133.31	\$84,065.20		\$1,003,068.11
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$1,087,133.31	\$84,065.20		\$1,003,068.11
	=====	=====	=====	=====
	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.	\$8,560.00	.00	\$8,560.00	.00
30-000-4XX-450 Construction services	\$747,337.88	\$163,650.20	\$279,479.80	\$304,207.88
	_____	_____	_____	_____
Total fac.acq.and constr. serv.	\$756,601.88	\$164,354.20	\$288,039.80	\$304,207.88
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$756,601.88	\$164,354.20	\$288,039.80	\$304,207.88
*** TOTAL EXPENDITURES AND TRANSFERS	\$756,601.88	\$164,354.20	\$288,039.80	\$304,207.88
	=====	=====	=====	=====

Capital Projects Fund - Fund 30
For 2 Month Period Ending 08/31/17

Board Secretary/Business Administrator

Date _____

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

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

**Somerset County Vocational
All Funds
For Month Ended: August 31, 2017**

CASH REPORT

FUNDS				
Governmental Funds	Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$3,297,832.42	\$1,135,099.93	-\$912,506.11	\$3,520,426.24
Special Revenue Fund (20)	-\$34,052.41	\$52,231.69	-\$88,236.58	-\$70,057.30
Capital Project Fund (30)	\$96,966.24	\$84,065.20	-\$154,302.40	\$26,729.04
Total Governmental Funds	<u>\$3,360,746.25</u>	<u>\$1,271,396.82</u>	<u>-\$1,155,045.09</u>	<u>\$3,477,097.98</u>
Summer Savings	\$77,506.74	\$36.59	-\$77,543.33	\$0.00
Enterprise Fund (60) Cafeteria	\$8,184.70	\$440.00	\$0.00	\$8,624.70
Payroll Fund (70)	\$0.00	\$310,753.42	-\$310,753.42	\$0.00
Agency Fund (90)	\$0.00	\$161,033.78	-\$161,033.78	\$0.00
Total Trust & Agency	<u>\$85,691.44</u>	<u>\$472,263.79</u>	<u>-\$549,330.53</u>	<u>\$8,624.70</u>
Grand Total for all Funds	<u>\$3,446,437.69</u>	<u>\$1,743,660.61</u>	<u>-\$1,704,375.62</u>	<u>\$3,485,722.68</u>
				\$3,485,722.68

Prepared and submitted by:

Michelle Fresco, Treasurer of School Monies

9/11/2017

Date

Somerset County Vocational Board of Ed.

Expense Account Adjustment Analysis By Account#

ADDENDUM #6

va_exaa1.082406

08/31/2017

Current Cycle : August

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
11-000-218-104-05-0001	SUMMER WORK	August Transfers	0019	08/31/2017	RCATTERSON	\$7,300.00	(\$4,000.00)	\$3,300.00
11-000-218-105-05-0001	SUBSTITUTES/O.T.	August Transfers	0019	08/31/2017	RCATTERSON	\$250.00	\$4,000.00	\$4,250.00
11-000-240-500-03-0000	PRINTING EXPENSE - HS	August Transfers	0019	08/31/2017	RCATTERSON	\$10,000.00	(\$2,000.00)	\$8,000.00
11-000-240-500-03-0001	DISPLAY ADS - HS	August Transfers	0019	08/31/2017	RCATTERSON	\$12,800.00	\$2,000.00	\$14,800.00
11-000-252-610-16-0000	SUPPLIES AND MATERIALS	August Transfers	0019	08/31/2017	RCATTERSON	\$46,500.00	(\$7,500.00)	\$39,000.00
11-140-100-610-16-0000	HIGH SCH TECH SUPPLIES	August Transfers	0019	08/31/2017	RCATTERSON	\$19,168.50	\$2,000.00	\$21,168.50
11-310-100-101-11-0000	VOC SAL. - TEACHERS	August Transfers	0019	08/31/2017	RCATTERSON	\$1,915,098.88	(\$28,975.00)	\$1,886,123.88
11-310-100-610-16-0000	SUPPLIES-TECHNOLOGY	August Transfers	0019	08/31/2017	RCATTERSON	\$10,831.50	\$5,500.00	\$16,331.50
11-402-100-500-03-0000	ATH. TRAINER SVS	August Transfers	0019	08/31/2017	RCATTERSON	\$5,750.00	\$28,975.00	\$34,725.00
20-008-100-101-14-0000	HUMAN SVC-SAL INSTR	Twilight Transfers	0020	08/31/2017	RCATTERSON	\$23,625.00	(\$35.00)	\$23,590.00
20-008-100-610-14-0000	HUMAN SVC-SUPPLIES	Twilight Transfers	0020	08/31/2017	RCATTERSON	\$14,883.80	\$5,773.17	\$20,656.97
20-008-100-800-14-0000	HUMAN SVC STUDENT STIPEN	Twilight Transfers	0020	08/31/2017	RCATTERSON	\$36,000.00	(\$6,429.19)	\$29,570.81
20-008-200-100-14-0000	HUMAN SVC NON-INSTR SAL	Twilight Transfers	0020	08/31/2017	RCATTERSON	\$2,975.00	(\$350.00)	\$2,625.00
20-008-200-105-14-0000	HUMAN SVC-SAL	Twilight Transfers	0020	08/31/2017	RCATTERSON	\$6,511.00	(\$417.52)	\$6,093.48
20-008-200-110-14-0000	HUMAN SVC BUS DRIVER SAL	Twilight Transfers	0020	08/31/2017	RCATTERSON	\$4,980.00	\$60.50	\$5,040.50
20-008-200-610-14-0000	SUPPLIES AND MATERIALS	Twilight Transfers	0020	08/31/2017	RCATTERSON	\$0.00	\$1,398.04	\$1,398.04
20-331-100-500-00-0000	VPG OTHER PURCHASED SERV	VPG Transfers	0021	08/31/2017	RCATTERSON	\$0.00	\$25,091.48	\$25,091.48
20-331-400-731-00-0000	VPG INSTRUCTIONAL EQUIPM	VPG Transfers	0021	08/31/2017	RCATTERSON	\$63,743.00	(\$25,091.48)	\$38,651.52
20-335-200-580-24-7530	VSO-TRAVEL	Cancel PO 17-1093 16-17SY	0017	08/08/2017	MSARTORI	\$0.00	\$1,726.00	\$1,726.00
		Skills Adjustment	0018	08/29/2017	RCATTERSON	\$1,726.00	(\$294.83)	\$1,431.17
Total For Account # 20-335-200-580-24-7530							\$1,431.17	
20-335-200-580-99-0000	VSO C/O TRAVEL	Skills Adjustment	0018	08/29/2017	RCATTERSON	\$2,900.03	(\$27.62)	\$2,872.41
20-335-200-600-99-0000	VSO C/O SUPPLIES/ MATERI	Skills Adjustment	0018	08/29/2017	RCATTERSON	\$731.26	\$322.45	\$1,053.71
Total Current Appr.								\$1,726.00

Somerset County Vocational Board of Ed.

Summary Check Register By Check#

Posted Checks : Selected Cycle : September

10/05/2017
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Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
POSTED CHECKS				
General Account -Check Series #1				
71152	09/11/2017	2665	PUBLIC SERVICE ELECTRIC &	\$20,500.42
71153	09/11/2017	10919	Somerset County Insurance Commission	\$166,883.00
71154	09/11/2017	3174	UNITED PARCEL SERVICE	\$200.00
71155	09/25/2017	10272	Air Group LLC	\$395.00
71156	09/25/2017	10993	Boss Beauty Supply, Inc.	\$103.85
71157	09/25/2017	1283	Burmax Company, Inc.	\$2,662.67
71158	09/25/2017	1395	Carolina Biological Supply Company	\$5,665.31
71159	09/25/2017	7339	Cascade School Supplies, Inc.	\$70.58
71160	09/25/2017	6376	CDW Government	\$86,990.55
71161	09/25/2017	5557	Cengage Learning	\$4,969.80
71162	09/25/2017	6862	COOPER ELECTRIC SUPPLY CO	\$81.06
71163	09/25/2017	10523	Directional Ad-Vantage Holdings, LLC	\$650.00
71164	09/25/2017	10851	Duff & Phelps	\$1,210.00
71165	09/25/2017	10994	E.A. Morse & Co, Inc	\$4.05
71166	09/25/2017	7975	EBSCO	\$116.57
71167	09/25/2017	10937	Educational Data Services, Inc.	\$1,125.00
71168	09/25/2017	8580	Educational Electronics	\$361.55
71169	09/25/2017	10957	Edward Don & Company	\$518.76
71170	09/25/2017	10512	Follett School Solutions	\$2,678.65
71171	09/25/2017	10790	Franklin Griffith, LLC	\$198.10
71172	09/25/2017	5875	Grainger	\$388.14
71173	09/25/2017	2041	Harrah's Resort	\$1,455.00
71174	09/25/2017	10965	Hertrich Fleet Services	\$22,889.00
71175	09/25/2017	6880	Lew Corporation	\$4,574.00
71176	09/25/2017	10522	Logojet USA	\$327.59
71177	09/25/2017	2713	Mouser Electronics	\$1,190.01
71178	09/25/2017	11030	N. Glantz & Son	\$147.74
71179	09/25/2017	10679	Nasco	\$1,066.32
71180	09/25/2017	9589	NASP	\$210.00
71181	09/25/2017	10989	National Art & School Supplies, Inc.	\$18.80
71182	09/25/2017	8875	NJASP	\$75.00
71183	09/25/2017	2459	NJSBGA-Central Chapter	\$400.00
71184	09/25/2017	10273	Painters Plus Corp	\$28,644.00
71185	09/25/2017	10991	Parco Scientific Company	\$41.49
71186	09/25/2017	10987	Passon's Sports & US Games	\$1,932.60
71187	09/25/2017	4812	Personalized Paraphernalia	\$662.50
71188	09/25/2017	11038	Phonak	\$2,626.99
71189	09/25/2017	10893	Pocono Pro Foods	\$595.50
71190	09/25/2017	7996	Pro Beauty Supply	\$405.43
71191	09/25/2017	3214	Raritan Valley Community College	\$16,116.00
71192	09/25/2017	4373	Ray Del Vecchio	\$220.00
71193	09/25/2017	5887	S & S Worldwide, Inc.	\$906.48
71194	09/25/2017	10281	Salon Centric	\$1,710.58
71195	09/25/2017	2873	Sargent Welch	\$23.64
71196	09/25/2017	9228	SCASBO	\$600.00
71197	09/25/2017	2888	SCHOLASTIC SCOPE	\$692.29
71198	09/25/2017	3337	School Health Corporation	\$2,014.98
71199	09/25/2017	7829	School Specialty Marketplace	\$282.14
71200	09/25/2017	10489	School Specialty, Inc.	\$132.72
71201	09/25/2017	10060	Sunit Dixit	\$80.00
71202	09/25/2017	10060	John Tria	\$160.00
71203	09/25/2017	10060	John Kayser	\$80.00

Somerset County Vocational Board of Ed.

Summary Check Register By Check#

Posted Checks : Selected Cycle : September

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Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
POSTED CHECKS				
General Account -Check Series #1				
71204	09/25/2017	10060	Phil DiBetta	\$240.00
71205	09/25/2017	10060	Robert Turnbull	\$240.00
71206	09/25/2017	10060	Craig Pallatta	\$320.00
71207	09/25/2017	10060	Mike Pariso	\$600.00
71208	09/25/2017	10060	Carlo Spilletti	\$80.00
71209	09/25/2017	10060	Thomas Gandolfo	\$80.00
71210	09/25/2017	10060	Alex Dobrowoski	\$240.00
71211	09/25/2017	2915	Sherwin-Williams Company	\$381.90
71212	09/25/2017	10854	Somerset County Treasurer	\$383.51
71213	09/25/2017	10997	Sportsman's	\$1,021.46
71214	09/25/2017	10947	Stahls' Inc.	\$704.42
71215	09/25/2017	10353	Sunlight General Somerset Solar, LLC	\$3,911.57
71216	09/25/2017	7377	Team Life, Inc.	\$400.00
71217	09/25/2017	10341	The Library Store	\$204.97
71218	09/25/2017	3112	TREASURER, STATE OF NJ	\$17,546.27
71219	09/25/2017	7388	Treasurer, State Of NJ	\$575.00
71220	09/25/2017	3096	Triarco Arts & Crafts	\$7.60
71221	09/25/2017	8910	United States Post Office	\$714.00
71222	09/25/2017	3181	Valley Litho Supply Co	\$99.50
71223	09/25/2017	8063	W.B. Mason	\$2,286.96
71224	09/25/2017	3814	Ward's Science	\$593.54
71225	09/25/2017	10998	Winning Teams by Nissel LLC	\$105.56
71226	09/25/2017	9559	Y-Pers, Inc	\$1,008.50
71227	09/25/2017	10255	Active Disposal Services, Inc	\$327.08
71228	09/25/2017	8002	Alarm & Communications Technologies	\$1,560.00
71229	09/25/2017	9316	Aqua Chill Parsippany	\$31.00
71230	09/25/2017	8439	Atlantic Tomorrow's Office	\$1,281.20
71231	09/25/2017	5824	Automatic Data Processing	\$318.91
71232	09/25/2017	9946	Benefit Express	\$39.03
71233	09/25/2017	10351	Cablevision Lightpath, Inc	\$3,127.00
71234	09/25/2017	10355	CablevisionSystems Corporation	\$149.94
71235	09/25/2017	9912	Christine Harttraft	\$147.43
71236	09/25/2017	9886	Defined Contribution Retirement	\$20.38
71237	09/25/2017	9891	DeLage Landen Leasing	\$1,214.77
71238	09/25/2017	1513	DELTA DENTAL PLAN OF	\$9,406.41
71239	09/25/2017	1850	Family & Community Services of	\$8,924.73
71240	09/25/2017	6405	Federal Fire Protection	\$465.00
71241	09/25/2017	10804	Honeywell Building Solutions	\$25,891.00
71242	09/25/2017	10726	LBB Services, LLC	\$258.00
71243	09/25/2017	2318	Middle Earth	\$2,800.58
71244	09/25/2017	1666	NJ American Water	\$2,480.15
71245	09/25/2017	2855	NORTHWESTERN MUTUAL LIFE	\$801.67
71246	09/25/2017	5936	Pritchard Industries	\$32,984.83
71247	09/25/2017	3298	Russell Reid	\$67.18
71248	09/25/2017	2877	Safety Kleen Corporation	\$1,443.04
71249	09/25/2017	10060	John Cullen	\$80.00
71250	09/25/2017	10060	Antonio Sciortino	\$80.00
71251	09/25/2017	10060	Ralph Corniffe	\$160.00
71252	09/25/2017	10060	Burt Horner	\$80.00
71253	09/25/2017	10043	NJSchoolJobs.com	\$50.00
71254	09/25/2017	10043	Courier News	\$38.87
71255	09/25/2017	10275	JaLisa Williamson	\$4,134.00

Somerset County Vocational Board of Ed.

Summary Check Register By Check#

Posted Checks : Selected Cycle : September

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
POSTED CHECKS				
General Account -Check Series #1				
71256	09/25/2017	10275	Victoria Fulmer	\$3,801.00
71257	09/25/2017	10275	James Strickhart	\$2,406.82
71258	09/25/2017	10275	Mike McClain	\$3,448.00
71259	09/25/2017	10275	Alison Mingle	\$2,694.50
71260	09/25/2017	10275	Bryant Jefopoulos	\$2,023.44
71261	09/25/2017	10275	Meghan O'Reilly	\$3,990.00
71262	09/25/2017	10275	Johanna Scholl	\$1,495.24
71263	09/25/2017	10275	Matthew Poznanski	\$2,373.00
71264	09/25/2017	10275	Robert Carrig	\$4,630.00
71265	09/25/2017	10275	Johanna Scholl	\$2,446.76
71266	09/25/2017	10275	Mike McClain	\$3,448.00
71267	09/25/2017	10275	DUANE WALLACE	\$1,695.00
71268	09/25/2017	10256	Stank Environmental	\$400.00
71269	09/25/2017	6242	USA Architects Planners + ID	\$320.00
71270	09/25/2017	1251	VERIZON	\$914.27
71271	09/25/2017	8515	VERIZON BUSINESS	\$98.91
71272	09/25/2017	7866	Verizon Wireless	\$585.60
71273	09/25/2017	3191	VISION SERVICE PLAN INC.	\$2,289.69
71274	09/25/2017	3337	School Health Corporation	\$377.29
71275	09/25/2017	10253	Staples Advantages	\$1,136.21
71276	09/25/2017	10988	Staples Contract & Commercial, Inc.	\$13,516.68
71277	09/25/2017	10988	Staples Contract & Commercial, Inc.	\$507.89
Total for General Account Check Series #1				\$570,759.12

Somerset County Vocational Board of Ed.

Summary Check Register By Check#

Posted Checks : Selected Cycle : September

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

Agency Check -Check Series #2

20376	09/15/2017	10498	New Jersey Family Support Payment Center	\$136.50
20377	09/29/2017	10498	New Jersey Family Support Payment Center	\$136.50
20378	09/29/2017	9772	NEW JERSEY EDUCATION ASSOCIATION	\$10,724.78
20379	09/29/2017	9780	PRUDENTIAL INSURANCE	\$1,112.53

Total for Agency Check Check Series #2

\$12,110.31

Somerset County Vocational Board of Ed.

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Summary Check Register By Check#

Posted Checks : Selected Cycle : September

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount	
POSTED CHECKS					
Hand Checks					
	698	09/25/2017	10677	Cheri Perez	\$41.25
*	4455	09/05/2017	10977	BricksRUS	\$209.00
	4456	09/05/2017	9831	Sussex County Technical School	\$800.00
*	4458	09/07/2017	10277	State of New Jersey (Cosmetology)	\$110.00
	4459	09/14/2017	10277	State of New Jersey (Cosmetology)	\$110.00
	4460	09/14/2017	10277	State of New Jersey (Cosmetology)	\$110.00
	4461	09/14/2017	5729	Randazzo's	\$95.29
	4462	09/19/2017	1931	Hionis Greenhouses, Inc.	\$61.00
	4463	09/19/2017	10074	Elaine Howe	\$29.89
*	4465	09/20/2017	1931	Hionis Greenhouses, Inc.	\$96.00
*	4467	09/22/2017	10277	State of New Jersey (Cosmetology)	\$110.00
	4468	09/22/2017	10277	State of New Jersey (Cosmetology)	\$50.00
	4469	09/22/2017	10277	State of New Jersey (Cosmetology)	\$110.00
	4470	09/28/2017	1931	Hionis Greenhouses, Inc.	\$167.50
*	10161	09/15/2017	9773	INTERNAL REVENUE SERVICE	\$31,167.75
	10162	09/15/2017	9717	Prudential Insurance	\$280.89
	10163	09/30/2017	9717	Prudential Insurance	\$396.88
	10164	09/30/2017	9773	INTERNAL REVENUE SERVICE	\$30,139.32
	10165	09/19/2017	9849	Fulton Bank Of New Jersey	\$2.40
*	91517	09/15/2017	3099	Treasurer Somerset County	\$427,130.82
*	93017	09/30/2017	3099	Treasurer Somerset County	\$413,731.33
*	909151701	09/15/2017	9778	PRUDENTIAL RETIREMENT SERVICES	\$795.86
	909151702	09/15/2017	9769	PLAN CONNECT-EQUITABLE	\$9,772.47
	909151702	09/15/2017	9771	PLAN CONNECT-MET LIFE	\$406.94
	909151703	09/15/2017	9773	INTERNAL REVENUE SERVICE	\$110,808.14
	909151704	09/15/2017	9774	NJ DIVISION OF REVENUE	\$188.59
	909151705	09/15/2017	9774	NJ DIVISION OF REVENUE	\$12,801.80
	909151706	09/15/2017	9775	PENNSYLVANIA DEPARTMENT OF REVENUE	\$856.91
*	909301701	09/30/2017	9776	NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$49,410.26
	909301702	09/30/2017	9768	SOMERSET COUNTY BOARD OF EDUCATION	\$192.92
	909301703	09/30/2017	9777	NJ DIV OF PENSIONS AND BENEFITS - PERS	\$16,536.64
	909301704	09/30/2017	9778	PRUDENTIAL RETIREMENT SERVICES	\$1,124.50
	909301705	09/30/2017	9769	PLAN CONNECT-EQUITABLE	\$9,772.47
	909301705	09/30/2017	9771	PLAN CONNECT-MET LIFE	\$406.94
	909301706	09/30/2017	9768	SOMERSET COUNTY BOARD OF EDUCATION	\$43,833.73
	909301707	09/30/2017	9768	SOMERSET COUNTY BOARD OF EDUCATION	\$732.70
	909301708	09/30/2017	9761	AFLAC	\$624.73
	909301709	09/30/2017	9761	AFLAC	\$160.82
	909301710	09/30/2017	9773	INTERNAL REVENUE SERVICE	\$108,173.07
	909301711	09/30/2017	9774	NJ DIVISION OF REVENUE	\$220.62
	909301712	09/30/2017	9774	NJ DIVISION OF REVENUE	\$12,710.61
	909301713	09/30/2017	9775	PENNSYLVANIA DEPARTMENT OF REVENUE	\$856.91
Total for Hand Checks				\$1,285,336.95	
Total Posted Checks				\$1,868,206.38	

Somerset County Vocational Board of Ed.

Summary Check Register By Check#

Posted Checks : Selected Cycle : September

Fund Summary

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	10				\$41,049.22	\$41,049.22
10	11	\$403,630.96		\$824,603.40		\$1,228,234.36
10	12	\$21,744.45				\$21,744.45
10	P1	\$44,363.33				\$44,363.33
Fund 10	TOTAL	\$469,738.74		\$824,603.40	\$41,049.22	\$1,335,391.36
20	20	\$31,637.76		\$37,196.77		\$68,834.53
20	P2	\$2,978.42				\$2,978.42
Fund 20	TOTAL	\$34,616.18		\$37,196.77		\$71,812.95
30	30	\$66,404.20				\$66,404.20
60	60				\$41.25	\$41.25
90	90		\$12,110.31		\$380,387.63	\$392,497.94
95	95				\$2,058.68	\$2,058.68
GRAND	TOTAL	\$570,759.12	\$12,110.31	\$861,800.17	\$423,536.78	\$1,868,206.38

* Total Prior Cycle Checks Voided in selected cycle(s):	\$0.00
Total Checks from selected cycle(s) voided in the selected cycle(s):	\$0.00