

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive  
Bridgewater, New Jersey 08807

Regular Meeting  
November 22, 2010

The meeting was called to order at 5:00 p.m. with the following board members:

William Hyncik, Jr., President, absent  
William Dudeck, Vice President  
Dr. Alan P. Braun  
Trudy Doyle  
Theodore Smith

Also Present:

Michael A. Maddaluna, Superintendent of Schools  
Diane Strober, Assistant Superintendent for Business/Board Secretary  
Edmund H. Jones, High School Principal  
Lisa Fittipaldi, Board Attorney  
Jack Ciattarelli, Somerset County Freeholder Liaison, absent

Others: Bernice Wicks, Director of Community Information and Student Recruitment; Diane Ziegler, Director of Curriculum and Instruction; Teresa Morelli, Supervisor of Academics; Maria Johnson, Supervisor of Academics; Dr. Joseph Petrosino, Director of Pupil Services; Duane Wallace, Supervisor of Learning and Technology; Bob Campanella, Supervisor of Information Technology; Michael Herrera, Assistant High School Principal/Director of Career & Technical Education; Michael Kuschyk, Director of Buildings and Grounds; Carene Jegou, Administrative Assistant to the Superintendent; Philip Brown, President and CEO of Somerset County United Way; Wayne Miller and Robert Swisher, Suplee, Clooney & Company; Jillian Mahon, Student of the Month and parents.

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

Pledge of Allegiance

Approval of Minutes

On motion by Dr. Braun, seconded by Mr. Smith, the minutes of the Regular Meeting and Executive Session held on October 25, 2010 and the Reorganization meeting held on November 1, 2010 were approved.

Correspondence

- None

Student of the Month

- Jillian Mahon, a senior student in the Health Occupations was selected as the Student of the Month for November. Jillian was acknowledged for her outstanding academic record and shop performance. Jillian recently assisted her fellow Health Occupations classmates, who are in the newly formed HOSA Club, with a fundraiser that benefitted the American Cancer Society's Extending Birthdays campaign. Among her accomplishments is a Gold Award she earned as a member of the Girl Scouts of America. She recently participated in the "Co-Motion" fundraiser and danced with other volunteers in an effort to raise money for Breast Cancer Awareness. Jillian also has experience working as a volunteer for MAS Productions, which is comprised of actors young and old who work with mentally challenged adults. Jillian has a great deal of athletic ability. She earned letters in soccer, softball, cheerleading, and basketball. After she graduates she intends to continue her education at Montclair State University to pursue a career as an Athletic Trainer.

Old or Unfinished Business

- Audit Report – Mr. Swisher of Suplee, Clooney & Company reported on the financial and compliance audit for 2009-10 school year. At this meeting, there was available for distribution to interested parties a synopsis or summary of the audit together with recommendations. Mr. Swisher reviewed the Comprehensive Annual Financial Report and the Management Report highlighting the reduced fund balance. His concern is the amount appropriated by the district each year to support the budget will not be maintained at the same level of support in ensuing budgets. Robert Swisher, auditor with Suplee, Clooney & Company reported to the board that the annual school district audit has been completed and final copies of the Comprehensive Annual Financial Report will be provided by the end of the week. Again, Mr. Swisher was pleased to note the district’s compliance with A-5, the proper accounting for revenues and expenditures, the implementation of standard operating procedures and internal controls as required by law. Mr. Swisher then discussed the two findings and the Corrective Action Plan. The first finding and recommendation was that all eligible vendors must receive a 1099. Mrs. Strober reported that all vendors will receive a 1099 beginning in the 2010 calendar year. The second finding and recommendation was that all purchases made in excess of the bid threshold be awarded by resolution of the board of education. Mrs. Strober reported that all purchases including those authorized under board approved grants and board approved cooperative purchasing agreements made in excess of the bid threshold will be awarded by resolution of the board of education and that this is implemented in 2010-11 beginning with this board agenda including a resolution for such. He also expressed his concern that the district has been appropriating significant amounts of fund balance to support recent budgets. He warned that this practice cannot be maintained as fund balance is depleted and the district will then need to rely more heavily on the county’s support. Mr. Swisher responded to questions from the board. Mrs. Doyle questioned the amount of the firm’s professional fees as she stated they were high for the County. Mr. Swisher explained the type of audit required for vocational districts and communicated that he is willing to meet with Mrs. Doyle to further discuss the particulars. Mr. Maddaluna thanked Mr. Swisher for his time.

Report of the Attorney

- Ms. Fittipaldi reported that the Lax-Pro contract was completed and executed, as was the Safeway contract.

Resolution

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

- A. This Board will go into closed session with the Board Counsel for the purpose of discussing matters within the provisions of 7A(11)c231.
- B. The general nature of matters to be discussed relates to 2011-12 budget and superintendent's search. 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 Dr. Braun, seconded by Mr. Smith and on roll call vote, the Board of Education went into closed session at 5:15 p.m.

<u>Roll Call</u>	<u>Yes</u> <u>No</u>
Mr. Hyncik	absent
Mr. Dudeck	X
Mrs. Doyle	X
Mr. Smith	X
Dr. Braun	X

Open Session

On motion by Mrs. Doyle, seconded by Mr. Smith and on roll call vote, the Board of Education went into open session at 6:00 p.m.

<u>Roll Call</u>	<u>Yes</u> <u>No</u>
Mr. Hyncik	absent
Mr. Dudeck	X
Mrs. Doyle	X
Mr. Smith	X
Dr. Braun	X

Superintendent's Report

On recommendation of Mr. Maddaluna and motion by Mrs. Doyle, seconded by Dr. Braun and on roll call vote, agenda items A and D as follows:

A. Resignations

The Board of Education accepted the resignation of Dr. Michael Illuzzi, Student Services Coordinator, effective November 12, 2010.

The Board of Education also accepted the resignation of Mrs. Bernice Wicks, Director of Community Information and Student Recruitment, for the purpose of retirement, effective November 1, 2011.

B. Employment of Full-Time Personnel - 2010-11 School Year

The Board of Education appointed Mr. Jesse Wang to the position of Computer Technology Instructor (CISCO), (UPC# TCH-HS-CISC-FL-01), Step 5-6/D at a salary of \$55,405.00 (prorated), effective November 23, 2010.

C. Employment of Part-Time Personnel - 2010-11 School Year

The Board of Education approved employment of the following part-time personnel for the 2010-11 school year:

- High School Substitutes - \$100.00/day
- Raymond Glowacki
- Brian Roake
- Student Employment - \$7.25/hr (Maximum 15 hrs/week)
- Culinary Arts
- Jason Allen
- Elizabeth Ortiz
- Performing Arts
- Katherine Roe

D. Extra-Curricular Appointments - 2010-11 School Year

The Board of Education approved the following for extra-curricular activities for the 2010-11 school year as follows:

Ahmad Mackey	Head Basketball Coach	\$4,619.00
James Strickhart	Assistant Basketball Coach	\$2,971.00
Karen Long	Cheerleading Advisor	\$1,651.00

<u>Roll Call</u>	<u>Yes</u> <u>No</u>
Mr. Hyncik	absent
Mr. Dudeck	X
Mrs. Doyle	X
Mr. Smith	X
Dr. Braun	X

E. Field Trips

On recommendation of Mr. Maddaluna and motion by Mrs. Doyle, seconded by Dr. Braun and on roll call vote, the Board of Education approved field trips for high school students as they appear on Addendum #1.

<u>Roll Call</u>	<u>Yes</u> <u>No</u>
Mr. Hyncik	absent
Mr. Dudeck	X
Mrs. Doyle	X
Mr. Smith	X
Dr. Braun	X

F. Revised Job Description - Superintendent of Schools

On recommendation of Mr. Maddaluna and motion by Dr. Braun, seconded by Mrs. Doyle and on roll call vote, the Board of Education approved revised Job Description - Superintendent of Schools as it appears on Addendum #2.

<u>Roll Call</u>	<u>Yes</u> <u>No</u>
Mr. Hyncik	absent
Mr. Dudeck	X
Mrs. Doyle	X
Mr. Smith	X
Dr. Braun	X

On recommendation of Mr. Maddaluna and motion by Mrs. Doyle, seconded by Mr. Smith and on roll call vote, agenda items G and H as follows:

G. Revised Board Policies and Regulations - Second Reading

The Board of Education approved the following revised board policies and regulations at this second reading:

- 0146 Board Member Authority
- 0171 Duties of Board President and Vice President
- 0173 Duties of Public School Accountant
- 3144/R3144 Certification of Tenure Charges
- 5516 Use of Electronic Communication and Recording Devices
- 6830 Audit and Comprehensive Annual Financial Report
- 8310/R8310 Public Records

H. Board Policies and Regulations - Second Reading

The Board of Education approved the following board policies and regulations at this second reading:

- 2431.3 Practice and Pre-Season Heat-Acclimation for Interscholastic Athletics
- 4159 Support Staff Member/School District Reporting Responsibilities
- 6112/R6112 Reimbursement of Federal and Other Grant Expenditures

<u>Roll Call</u>	<u>Yes</u> <u>No</u>
Mr. Hyncik	absent
Mr. Dudeck	X
Mrs. Doyle	X
Mr. Smith	X
Dr. Braun	X

On recommendation of Mr. Maddaluna and motion by Mrs. Doyle, seconded by Dr. Braun and on roll call vote, agenda items I and J as follows:

I. Application for Funds

The Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its November 22, 2010 meeting authorized application for funds for the following:

United Way of Central Jersey	Twilight Program (7/1/11-6/30/12)	\$15,000.00
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J. Acceptance of Funds

The Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its November 22, 2010 meeting authorized acceptance of funds for the following:

Somerset County United Way through the SCVTS Foundation	Twilight Program (1/1/11-12/31/11)	\$18,000.00
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<u>Roll Call</u>	<u>Yes</u> <u>No</u>
Mr. Hyncik	absent
Mr. Dudeck	X
Mrs. Doyle	X
Mr. Smith	X
Dr. Braun	X

K. Professional Seminars/Workshops

On recommendation of Mr. Maddaluna and motion by Mrs. Doyle, seconded by Dr. Braun and on roll call vote, the Board of Education approved requests for district staff and board of education members to attend professional seminars, workshops, etc. as they appear on Addendum #3. Mrs. Doyle noted that listed on the requests was a professional development training seminar scheduled for today and that the district needs to get prior approval from the Executive County Superintendent for such.

<u>Roll Call</u>	<u>Yes</u> <u>No</u>
Mr. Hyncik	absent
Mr. Dudeck	X
Mrs. Doyle	X
Mr. Smith	X
Dr. Braun	X

L. Superintendent's Update

Mr. Maddaluna reported to the board on the status of the Career Center and that the presentation to the Freeholders went well. At this point, the Somerset County Educational Services Center is awaiting approval for the loan from the Somerset County Improvement Authority in order to move forward with the facility renovations.

Submission of Bills

On motion by Dr. Braun, seconded by Mr. Smith and on roll call vote, the Board of Education approved the bills for November 2010 which was included in the board packet and is attached to the regular meeting minutes.

Fund 10	\$1,083,044.53
Fund 20	\$ 86,203.36
Fund 30	\$ -0-
Fund 60	\$ 32,441.93
Fund 95	\$ 13,050.18
Total	\$1,214,740.00

<u>Roll Call</u>	<u>Yes</u> <u>No</u>
Mr. Hyncik	absent
Mr. Dudeck	X
Mrs. Doyle	X
Mr. Smith	X
Dr. Braun	X

New Business

- None

## Report of the School Business Administrator/Board Secretary

## A. Reports A-148 and A-149

On motion by Dr. Braun, seconded by Mr. Smith 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 October 2010 and the Treasurer of School Monies for the month of October 2010, 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. (See Addendum #4)

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik		absent
Mr. Dudeck	X	
Mrs. Doyle	X	
Mr. Smith	X	
Dr. Braun	X	

## B. Annual School Audit - 2009-10 School Year

On motion by Dr. Braun, seconded by Mr. Smith and on roll call vote, the Board of Education approved the 2009-10 school year audit and the Comprehensive Annual Financial Report (CAFR), as prepared by the firm of Suplee, Clooney & Company and the Corrective Action Plan based on their recommendation as it appears on Addendum #5 as read and discussed.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik		absent
Mr. Dudeck	X	
Mrs. Doyle		abstain
Mr. Smith	X	
Dr. Braun	X	

## C. Proposed Budget - 2011-2012 School Year

On motion by Dr. Braun, seconded by Mr. Smith and on roll call vote, the Board of Education approved and authorized the submission of the proposed 2011-2012 Somerset County Vocational & Technical School District operating budget in the amount of \$14,471,859.00 to the Board of Chosen Freeholders as requested by the County Finance Officer which includes County tax levy of \$11,551,740.00. (This budget is contingent upon the amount of state aid funding communicated to school districts by the State by late February 2011, and therefore may change.)

Dr. Braun expressed his concern about next year and ensuing school years as less funding is available from less sources which will make budgeting for and maintaining programs increasingly more difficult.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik		absent
Mr. Dudeck	X	
Mrs. Doyle		abstain
Mr. Smith	X	
Dr. Braun	X	

## D. Capital Request - 2011

On motion by Dr. Braun, seconded by Mr. Smith and on roll call vote, the Board of Education approved and authorized the submission of the 2011 Somerset County Vocational & Technical School District capital allocation in the amount of \$3,289,500.00 to the Board of Chosen Freeholders as requested by the County Finance Officer as it appears on Addendum #6.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik		absent
Mr. Dudeck	X	
Mrs. Doyle	X	
Mr. Smith	X	
Dr. Braun	X	

E. Board Transfers (2010-11 SY)

On motion by Dr. Braun, seconded by Mr. Smith and on roll call vote, the Board of Education approved the following budget transfers for the 2010-11 school year as follows:

School Based Grant

From: (Employee Benefits)	20-432-200-200-21-0000	(\$3,503.60)
To: (Supplies)	20-432-200-600-21-0000	\$2,368.00
(Outside Transportation)	20-432-200-516-21-0000	\$1,135.60

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik		absent
Mr. Dudeck	X	
Mrs. Doyle	X	
Mr. Smith	X	
Dr. Braun	X	

F. Award Purchases in Excess of Bid Threshold in Compliance with NJSA 18A:18A

On motion by Dr. Braun, seconded by Mr. Smith and on roll call vote, the Board of Education awarded the following:

Professional Services	Family & Community Services of Somerset County	\$52,576.00
Professional Services	Richard Hall Community Mental Health Center of Somerset County	\$46,646.00

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik		absent
Mr. Dudeck	X	
Mrs. Doyle	X	
Mr. Smith	X	
Dr. Braun	X	

Special Meeting

A special meeting of the Somerset County Vocational Board of Education will be held:

December 13, 2010

3:30 p.m.

Somerset County Vocational & Technical Schools

Superintendent's Conference Room

14 Vogt Drive

Bridgewater, New Jersey 08807

December Meeting

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

December 20, 2010

5:00 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

Remarks from the Public

- Mrs. Wicks reported that the "Santa Breakfast" is scheduled for December 11<sup>th</sup>; a flyer with more information is included in the packet. She also noted that the quarterly *TechTalk* newsletter is now being e-mailed to parents.

Adjournment

On motion by Mrs. Doyle, seconded by Mr. Smith and passed, the meeting adjourned at 6:20 p.m.



Diane Strober  
Assistant Superintendent for Business/Board Secretary



# Somerset County Vocational Board of Ed.

## Check Register By Vendor Name

Posted Checks : Selected Cycle : November

va\_chkr6.072104

12/10/2010

Vendor Name/ Number	Batch Account #	PO #	Invoice #	Check Amount	Check # Date	Check Description	Check Type
<b>POSTED CHECKS</b>							
				\$190.00			
				\$921.07			
				\$1,653.69			
				\$2,944.80			
				\$975.00			
				\$70.50			
				\$380.00			
				\$220.00			
				\$491.49			
				\$1,684.30			
				\$230.00			
				\$112.37			
				\$374.39			
				\$1,993.13			
				\$130.00			
				\$229.00			
				\$757.98			
				\$62.35			
				\$35.97			
				\$70.50			

# Somerset County Vocational Board of Ed.

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Posted Checks : Selected Cycle : November

va\_chkr6.072104

12/10/2010

Vendor Name/ Number	Batch Account #	PO #	Invoice #	Check Amount	Check # Date	Check Description	Check Type
<b>POSTED CHECKS</b>							
				\$944.58			
				\$469.20			
				\$50.60			
				\$263.72			
				\$245.00			
				\$1,159.68			
				\$1,819.96			
				\$84.43			
				\$398.02			
				\$1,250.00			
				\$6,750.00			
				\$211.50			
				\$5,215.00			
				\$42.77			
				\$199.71			
				\$7,915.45			
				\$1,419.26			
				\$275.00			
				\$3,576.00			
				\$601.18			

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12/10/2010

Vendor Name/ Number	Batch Account #	PO #	Invoice #	Check Amount	Check # Date	Check Description	Check Type
<b>POSTED CHECKS</b>							
				\$104.00			
				\$470.32			
				\$70.50			
				\$599.78			
				\$224.96			
				\$150.00			
				\$480.00			
				\$11,533.44			
				\$1,834.00			
				\$6,151.60			
				\$371.06			
				\$258.75			
				\$35.25			
				\$349.45			
				\$70.50			
				\$1,132.00			
				\$264.14			
				\$435.85			
				\$1,195.00			
				\$1,161.54			

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12/10/2010

Vendor Name/ Number	Batch Account #	PO #	Invoice #	Check Amount	Check # Date	Check Description	Check Type
<b>POSTED CHECKS</b>							
				\$1,339.80		Total For EDUCATIONAL ELECTRONICS/ 8580	
				\$199.96		Total For EFINGERS SPORTING GOODS CO./ 1654	
				\$50.00		Total For Eclipse Fitness Sports & Wellnes Center/ 9478	
				\$4,381.00		Total For FAMILY & COMMUNITY SERVICES OF/ 1850	
				\$1,275.00		Total For FEDERAL FIRE PROTECTION/ 6405	
				\$20.20		Total For FEDEX/ 1876	
				\$1,900.00		Total For FIRST STUDENT BUS COMPANY/ 5642	
				\$2,975.45		Total For FLINN SCIENTIFIC, INC/ 6886	
				\$4,396.80		Total For FOUNDATION FOR EDUCAT'L ADMIN./ 2434	
				\$468.34		Total For GASTON AVENUE LAUNDRY/ 1815	
				\$468.50		Total For GEORGE L.BARTLETT HUNTER PARTS/ 6140	
				\$211.50		Total For GERARD COLONIEL/ 9347	
				\$718.04		Total For GOPHER SPORT/ 7090	
				\$299.03		Total For GRAINGER/ 5875	
				\$438.76		Total For GRAINGER/ 8956	
				\$321.32		Total For Grand Brass Lamp Parts/ 9626	
				\$87.50		Total For HIONIS GREENHOUSES, INC/ 1931	
				\$868.00		Total For HOCKENBURY ELEC. CO., INC/ 1936	

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Vendor Name/ Number	Batch Account #	PO #	Invoice #	Check Amount	Check # Date	Check Description	Check Type
<b>POSTED CHECKS</b>							
				\$2,634.76			
				\$2,288.00			
				\$39.86			
				\$208.00			
				\$2,965.97			
				\$31,270.00			
				\$129,648.26			
				\$1,950.00			
				\$70.50			
				\$175.00			
				\$1,461.00			
				\$171.98			
				\$70.50			
				\$1,142.12			
				\$163.25			
				\$285.00			
				\$600.00			
				\$70.50			
				\$36.00			
				\$211.50			

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Vendor Name/ Number	Batch Account #	PO #	Invoice #	Check Amount	Check # Date	Check Description	Check Type
<b>POSTED CHECKS</b>							
				\$70.50			
				\$141.00			
				\$420.00			
				\$792.00			
				\$1,431.90			
				\$32,447.53			
				\$387.12			
				\$296.92			
				\$34.64			
				\$2,850.00			
				\$70.50			
				\$1,917.93			
				\$632.97			
				\$394.90			
				\$480.00			
				\$176.25			
				\$750.00			
				\$1,976.00			
				\$192.64			
				\$100.00			

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12/10/2010

Vendor Name/ Number	Batch Account #	PO #	Invoice #	Check Amount	Check # Date	Check Description	Check Type
<b>POSTED CHECKS</b>							
						Total For NEW JERSEY SCIENCE LEAGUE/ 8145	
				\$289.00			
						Total For NEWSPAPERMAN/ 9368	
				\$618.80			
						Total For NJ American Water/ 1666	
				\$2,198.07			
						Total For NJEDGE.NET/ 8690	
				\$7,176.00			
						Total For NJSBA-Central Chapter/ 2459	
				\$300.00			
						Total For NJSIAA/ 4168	
				\$210.00			
						Total For NJTAC - TREASURER/ 8537	
				\$470.00			
						Total For NORTHERN NURSERIES/ 8479	
				\$3,731.30			
						Total For NORTHWESTERN MUTUAL LIFE/ 2855	
				\$674.31			
						Total For NUBS Academic Software/ 9593	
				\$65.88			
						Total For New York Marriott Marquis/ 9666	
				\$756.50			
						Total For PATTY MORALES/ 8317	
				\$223.56			
						Total For PEARSON EDUCATION/ 4876	
				\$7,265.61			
						Total For PERFORMANCE SCREEN SUPPLY/ 7479	
				\$701.00			
						Total For PHIL DIBETTA/ 8201	
				\$70.50			
						Total For PHIL THOMAS/ 8078	
				\$141.00			
						Total For PITNEY BOWES INC./ 3118	
				\$1,326.26			
						Total For POSTMASTER/ 3130	
				\$1,239.70			
						Total For PRG-LIGHTING/ 8889	
				\$247.45			
						Total For PRO LOOK SPORTS/ 5460	
				\$4,176.00			

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12/10/2010

Vendor Name/ Number	Batch Account #	PO #	Invoice #	Check Amount	Check # Date	Check Description	Check Type
<b>POSTED CHECKS</b>							
				\$886.00			
				\$47.63			
				\$1,466.11			
				\$636.90			
				\$214.85			
				\$2,180.10			
				\$316.98			
				\$3,887.00			
				\$4.80			
				\$1,322.51			
				\$226.88			
				\$2.00			
				\$400.00			
				\$76.00			
				\$155.00			
				\$67.90			
				\$154.95			
				\$839.16			
				\$219.00			
				\$1,000.00			



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va\_chkr6.072104

12/10/2010

Vendor Name/ Number	Batch Account #	PO #	Invoice #	Check Amount	Check # Date	Check Description	Check Type
<b>POSTED CHECKS</b>							
				\$347.00			
				\$2,295.00			
				\$3,553.87			
				\$880.91			
				\$500.00			
				\$487.57			
				\$480.00			
				\$346.18			
				\$2,398.15			
				\$245.25			
				\$385.00			
				\$1,864.41			
				\$126.40			
				\$112.00			
				\$600.00			
				\$200.00			
				\$3,997.00			
				\$480.00			
				\$3,299.00			

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va\_chkr6.072104  
12/10/2010

Vendor Name/ Number	Batch Account #	PO #	Invoice #	Check Amount	Check # Date	Check Description	Check Type
<b>POSTED CHECKS</b>							
				\$282.00			
				\$87.99			
				\$555.89			
				\$809,467.51			
				\$850.00			
				\$395.52			
				\$70.50			
				\$900.00			
				\$69.97			
				\$480.00			
				\$95.00			
				\$5,056.50			
				\$95.00			
				\$627.60			
				\$295.69			
				\$3,302.75			
				\$139.39			
				\$2,207.45			
				\$569.45			
				\$30.10			

va\_chkr6.072104  
12/10/2010

# Somerset County Vocational Board of Ed.

## Check Register By Vendor Name

Posted Checks : Selected Cycle : November

Vendor Name/ Number	Batch Account #	PO #	Invoice #	Check Amount	Check # Date	Check Description	Check Type
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### POSTED CHECKS

Total For W.B. LAW & SON/ 3808				\$465.83			
Total For WEGMANS/ 1465				\$282.47			
Total For WOMEN'S HEALTH & COUNSELING CTR/ 3282				\$2,652.00			
Total For Wendy Picard/ 9657				\$3,500.00			

va\_chkr6.072104  
12/10/2010

# Somerset County Vocational Board of Ed.

## Check Register By Vendor Name

Posted Checks : Selected Cycle : November

Vendor Name/ Number	Batch Account #	PO #	Invoice #	Check Amount	Check # Date	Check Description	Check Type
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### POSTED VOIDED PRIOR CYCLE CHECKS

Total Voided Prior Cycle Checks	<u>\$5,356.50</u>
Total Posted Checks	<u>\$1,220,171.50</u>

va\_chkr6.072104  
12/10/2010

# Somerset County Vocational Board of Ed.

## Check Register By Vendor Name

Posted Checks : Selected Cycle : November

Fund Summary	Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	10	10		\$5,913.25		\$43,535.67	\$49,448.92
	10	11	\$159,336.49		\$874,259.12		\$1,033,595.61
	Fund 10	TOTAL	\$159,336.49	\$5,913.25	\$874,259.12	\$43,535.67	\$1,083,044.53
	20	20	\$60,787.93		\$25,415.43		\$86,203.36
	60	60			\$32,441.93		\$32,441.93
	95	95				\$13,050.18	\$13,050.18
	GRAND	TOTAL	\$220,124.42	\$5,913.25	\$932,116.48	\$56,585.85	\$1,214,740.00

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

\$5,356.50

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

\$75.00

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

## Field Trips

Wednesday December 1	Horticulture Technical Training	Wolgast Tree Farm & Rutgers Gardens New Brunswick, NJ	\$0.00/student Trans/Bd. of Ed
Monday December 13	Small Engines/Auto Body Welding Technical Training	Universal Tech Institute Ekton, PA	\$0.00/student Trans/Bd. of Ed
Tuesday December 14	CIAP Electrical/Building & Trades Welding/Diesel Shops	Heavy Equip Operators Union Dean, NJ	\$0.00/student Trans/Bd. Of Ed
Friday – Sunday December 17-19	Ski Trip Ski Club	Mount Snow Mt. Snow, VT	\$300.00/student Bianchi-Rossi Tours (Student Pd. Trans)
Friday January 7	Academy Freshmen Writing class	RVCC Library Branchburg, NJ	\$0.00/student Trans/Bd. Of Ed
Monday January 10	Health Occupations Community Service	Elijah's Promise New Brunswick, NJ	\$0.00/student Trans/Bd. Of Ed
Tuesday January 11	Health Occupations Community Service	Elijah's Promise New Brunswick, NJ	\$0.00/student Trans/Bd. Of Ed
Wednesday January 12	Health Occupations Community Service	Elijah's Promise New Brunswick, NJ	\$0.00/student Trans/Bd. Of Ed
Thursday January 13	Science League Technical Training	Hillsborough High School Hillsborough, NJ	\$0.00/student Trans/Bd. Of Ed
Friday January 14	Auto Body/Small Engines A & C Shops Technical Training	Automotive Training Ctr. Warminster, PA	\$0.00/student Trans/Bd. Of Ed
Tuesday January 25	Health Occupations Community Service	Elijah's Promise New Brunswick, NJ	\$0.00/student Trans/Bd. Of Ed
Friday January 28	Academy Freshmen Writing Class	RVCC Library Branchburg, NJ	\$0.00/student Trans/Bd. Of Ed
Monday January 31	Health Occupations Community Service	Elijah's Promise New Brunswick, NJ	\$0.00/student Trans/Bd. Of Ed

CATEGORY: ADMINISTRATION

ADOPTED: February 29, 1988

TITLE: SUPERINTENDENT OF SCHOOLS

CERTIFIED

## QUALIFICATIONS:

1. Valid New Jersey School Administrator Certificate or Certificate of Eligibility.
2. Central office, school administration and teacher experience as determined by the Board.
3. Demonstrated success with curriculum, personnel management, school finance and strategic planning.
4. Strong leadership and communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Board of Education

SUPERVISES: All administrative and supervisory personnel of the district; indirectly all instructional and support staff.

JOB GOAL: To inspire, lead, guide, and direct every member of the administrative, instructional, and supportive services team in setting and achieving the highest standards of excellence, so that each individual student enrolled in our district may be provided with a complete, valuable, meaningful, and personally rewarding education. Further, to oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency, a minimum of waste, and an ever-present, overriding awareness of and concern for their impact upon each individual student's education.

## PERFORMANCE RESPONSIBILITIES:

1. Administers as chief school administrator, the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the board.
2. Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the Board for review and approval.
3. Recommends to the Board for consideration and adoption, policies, plans, programs, and proposals for improvement of the district and its operation.
4. Prepares an agenda for each Board meeting.
5. Is responsible for the supervision of instruction and for advising the principals and teachers in procedures, methods and materials of instruction.
6. Selects and recommends to the Board all textbooks, equipment, supplies, and other educational materials.
7. Recommends for appointment, election, or employment all employees of the Board except professional officers of the Board, and assigns, transfers, and recommends for dismissal all employees of the Board except professional officers of the Board.
8. Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees; and receives from employees all communications to be made to the Board.
9. Maintains adequate records for the schools, including a system of financial accounts; business and property records; and records of personnel, school population, contracts, securities, documents, title papers books of records and other papers belonging to the Board.
10. Delegates at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Superintendent of final responsibility for the action taken under such delegation.
11. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Board informed of trends in education.
12. Makes recommendations with references to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school building; all appropriations for sites and buildings; and improvements, alterations, and changes in the building and equipment of the district.
13. Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the schools and the community.
14. Provides to the Commissioner and County Superintendent a report of matters relating to the schools under his/her supervision in a form directed by the Commissioner.

15. Exercises power to make such rules and gives such instruction to school employees and students as may be necessary to implement Board policy.
16. Responsible for management of joint agreements between the district and all applicable organizations and institutions including but not limited to RVCC, UMDNJ, etc.
17. Responsible to participate in county and state planning as it affects program and budget in post-secondary and higher education programs in the County and region.
18. Responsible to develop a comprehensive articulation program for career development among the secondary, post-secondary, and higher education programs in the county and region.

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

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



PROFESSIONAL DEVELOPMENT REQUESTS  
November 22, 2010 BOARD MEETING

	DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
1	12/03/2010	Andrew Coslit Meg Fischer Michele Krause	\$195.00 ea	\$5.58 mileage \$23.56 mileage \$14.26 mileage	Preparing Students for End of Course Algebra Assessment	Piscataway, NJ
2	11/23/2010	Irene Ives	N/A	\$22.32 mileage	Secondary School Counselor Training Institute	Lakewood, NJ
3	11/12/2011	Irene Ives	N/A	\$47.74 mileage	Career Development Awards -- Student Scholarships	Princeton, NJ
4	12/01/2010	Maria Johnson Peggy Prezioso	N/A	N/A	PACNJ/NJ PEOSH Indoor Air Quality Training	Washington, NJ
5	11/29/2010	Diane Ziegler	N/A	\$45.25 mileage	Creating a Collaborative Culture of Assessment	East Orange, NJ
6	01/24/2011	Christopher Miller	\$215.00	N/A	What's New in Young Adult Literature	West Orange, NJ
7	01/12/2011	Daysi Lakhilif	\$199.00	N/A	Strengthening Spanish Language Instruction	Newark, NJ
8	12/01/2010	Antoinette Finley	\$95.00	N/A	Preventing & Responding To Adolescence Suicide	Somerset, NJ
9	11/22/2010	Michele Sartori	N/A	\$22.01 mileage	Systems 3000 Employee Portal	Eatontown, NJ
10	12/14/2010	Valerie Hart Diane Strober	\$75.00 \$75.00	\$23.28 mileage N/A	Board Secretary Report Seminar	Rockaway, NJ
11	11/23/2010	Camille Bowman	N/A	N/A	Systems 3000 Payroll Processing	Eatontown, NJ
12	12/15/2010	Camille Bowman	N/A	N/A	Systems 3000 Personnel Review	Eatontown, NJ

11/12 11:53am

**REPORT OF THE SECRETARY**  
**TO THE BOARD OF EDUCATION**  
**Somerset County Vocational Board of Ed.**  
**General Fund - Fund 10 (including 16 & 17)**  
**Interim Balance Sheet**  
**For 4 Month Period Ending 10/29/2010**

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**ASSETS AND RESOURCES**


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

101	Cash in bank		\$411,647.10
121	Tax levy receivable		\$7,440,230.00
	Accounts receivable:		
132	Interfund	\$156,082.29	
141	Intergovernmental - State	\$713,797.99	
			\$869,880.28

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

301	Estimated Revenues	\$13,342,433.00	
302	Less Revenues	(\$12,508,419.49)	
			\$834,013.51
	<b>Total assets and resources</b>		<b>\$9,555,770.89</b>

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10 (including 16 & 17)  
Interim Balance Sheet  
For 4 Month Period Ending 10/29/2010

LIABILITIES AND FUND EQUITY

--- LIABILITIES ---

Other current liabilities

\$27,511.08

TOTAL LIABILITIES

\$27,511.08

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year		\$8,066,456.79
	Reserved fund balance:		
760	Reserved Fund Balance		\$257,029.96
601	Appropriations	\$13,645,070.00	
602	Less : Expenditures	\$4,121,804.64	
603	Encumbrances	\$8,066,456.79 (\$12,188,261.43)	
			<u>\$1,456,808.57</u>
	Total Appropriated		<u>\$9,780,295.32</u>

--- Unappropriated ---

770	Fund Balance		\$50,601.49
303	Budgeted Fund Balance		(\$302,637.00)

TOTAL FUND BALANCE

\$9,528,259.81

TOTAL LIABILITIES AND FUND EQUITY

\$9,555,770.89

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$13,645,070.00	\$12,188,261.43	\$1,456,808.57
Revenues	(\$13,342,433.00)	(\$12,508,419.49)	(\$834,013.51)
	<u>\$302,637.00</u>	<u>(\$320,158.06)</u>	<u>\$622,795.06</u>
Less: Adjust for prior year encumb.	\$0.00	\$0.00	
Budgeted Fund Balance	<u>\$302,637.00</u>	<u>(\$320,158.06)</u>	<u>\$622,795.06</u>

Recapitulation of Budgeted Fund Balance by Subfund

Fund 10 (includes 10, 11, 12, and 13)	\$302,637.00	(\$320,158.06)	\$622,795.06
Fund 16 (Restricted ARRA-ESF)	\$0.00	\$0.00	\$0.00
Fund 17 (Restricted ARRA-GSF)	\$0.00	\$0.00	\$0.00
TOTAL Budgeted Fund Balance	<u>\$302,637.00</u>	<u>(\$320,158.06)</u>	<u>\$622,795.06</u>

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16 & 17)  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 4 Month Period Ending 10/29/2010

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$12,282,014.00	\$11,448,000.49		\$834,013.51
3XXX	From State Sources	\$1,060,419.00	\$1,060,419.00		.00
TOTAL REVENUE/SOURCES OF FUNDS		\$13,342,433.00	\$12,508,419.49		\$834,013.51
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$1,252,387.00	\$285,643.66	\$934,018.30	\$32,725.04
11-230-X00-XXX	Basic Skills - Remedial Instruction	\$89,000.00	\$17,539.43	\$67,722.00	\$3,738.57
11-240-X00-XXX	Bilingual Education - Instruction	\$58,000.00	\$11,369.00	\$45,476.00	\$1,155.00
11-3XX-100-XXX	Voc. Programs - Local - Instruction	\$3,234,918.14	\$655,744.03	\$2,244,174.47	\$334,999.64
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$54,000.00	\$5,316.31	\$44,570.94	\$4,112.75
11-402-100-XXX	School-Spons. Athletics - Instruction	\$58,372.00	\$4,978.88	\$43,285.99	\$10,107.13
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-213-XXX	Health Services	\$151,900.00	\$48,421.32	\$98,509.31	\$4,969.37
11-000-218-XXX	Guidance	\$481,676.00	\$157,212.37	\$324,278.23	\$185.40
11-000-219-XXX	Child Study Teams	\$169,500.00	\$73,269.41	\$91,707.77	\$4,522.82
11-000-221-XXX	Improvement Of Inst./Other Support Improvement of Inst. Serv.	\$310,900.00	\$112,133.96	\$180,102.88	\$18,663.16
11-000-222-XXX	Educational Media Serv/School Library	\$209,000.00	\$58,518.45	\$138,138.43	\$12,343.12
11-000-223-XXX	Instructional Staff Training Services	\$13,000.00	\$6,363.05	\$5,588.26	\$1,048.69
11-000-230-XXX	Supp. Serv.-General Administration	\$549,993.00	\$169,724.59	\$296,140.16	\$84,128.25
11-000-240-XXX	Supp. Serv.-School Administration	\$795,979.00	\$239,072.70	\$525,393.49	\$31,512.81
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$635,000.00	\$225,121.86	\$374,824.23	\$35,053.91
11-000-261-XXX	Allowable Maint. for School Facilities	\$950,744.00	\$295,473.39	\$505,627.66	\$149,642.95
11-000-262-XXX	Custodial Services	\$1,253,000.00	\$524,935.60	\$685,643.83	\$42,420.57
11-000-263-XXX	Care and Upkeep of Grounds	\$14,500.00	\$7,610.00	\$5,925.00	\$965.00
11-000-266-XXX	Security	\$111,120.00	\$33,926.20	\$76,774.33	\$419.47
11-000-270-XXX	Student Transportation Services	\$118,600.00	\$19,752.33	\$32,942.92	\$65,904.75
11-000-291-XXX	Allocated and Unallocated Benefits	\$2,847,418.00	\$1,114,508.89	\$1,314,704.13	\$418,204.98
TOTAL GENERAL CURRENT EXPENSE EXPENDITURES/USES OF FUNDS		\$13,359,007.14	\$4,066,635.43	\$8,035,548.33	\$1,256,823.38

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16 & 17)  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 4 Month Period Ending 10/29/2010

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
<b>*** CAPITAL OUTLAY ***</b>				
12-XXX-XXX-73X Equipment	\$44,875.86	\$0.00	\$35,800.00	\$9,075.86
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$152,546.00	.00	.00	\$152,546.00
<b>TOTAL CAP OUTLAY EXPEND./USES OF FUNDS</b>	<b>\$197,421.86</b>	<b>\$0.00</b>	<b>\$35,800.00</b>	<b>\$161,621.86</b>
<b>*** SPECIAL SCHOOLS ***</b>				
13-422-100-XXX Summer school -instruction	\$77,985.00	\$52,505.19	\$25,479.81	.00
13-422-200-XXX Summer school-support serv	\$10,656.00	\$2,664.02	\$7,991.98	.00
<b>TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS</b>	<b>\$88,641.00</b>	<b>\$55,169.21</b>	<b>\$33,471.79</b>	<b>\$0.00</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$13,645,070.00</b>	<b>\$4,121,804.64</b>	<b>\$8,104,820.12</b>	<b>\$1,418,445.24</b>

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16 & 17)  
SCHEDULE OF REVENUES  
ACTUAL COMPARED WITH ESTIMATED  
For 4 Month Period Ending 10/29/2010

		ESTIMATED	ACTUAL	UNREALIZED
		<u>          </u>	<u>          </u>	<u>          </u>
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,325,234.00	\$11,325,234.00	.00
1310	Tuition- From LEA's	\$682,280.00	\$21,560.80	\$660,719.20
1XXX	Miscellaneous	\$274,500.00	\$101,205.69	\$173,294.31
TOTAL		<u>\$12,282,014.00</u>	<u>\$11,448,000.49</u>	<u>\$834,013.51</u>
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$266,810.00	\$266,810.00	.00
3176	Equalization	\$603,031.00	\$603,031.00	.00
3177	Categorical Security	\$63,317.00	\$63,317.00	.00
3178	Adjustment Aid	\$127,261.00	\$127,261.00	.00
TOTAL		<u>\$1,060,419.00</u>	<u>\$1,060,419.00</u>	<u>\$0.00</u>
TOTAL REVENUES/SOURCES OF FUNDS		<u>\$13,342,433.00</u>	<u>\$12,508,419.49</u>	<u>\$834,013.51</u>

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16 & 17)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 4 Month Period Ending 10/29/2010

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>*** GENERAL CURRENT EXPENSE ***</b>				
<b>--- REGULAR PROGRAMS - INSTRUCTION ---</b>				
11-140-100-101 Salaries of Teachers	\$1,129,182.00	\$253,250.20	\$870,731.80	\$5,200.00
11-140-100-106 Other Salaries for Instruction	\$45,705.00	\$406.78	\$45,298.22	.00
11-140-100-500 Other Purchased Services	\$5,500.00	\$208.00	\$758.13	\$4,533.87
11-140-100-610 General Supplies	\$48,000.00	\$13,806.47	\$11,618.68	\$22,574.85
11-140-100-640 Textbooks	\$17,000.00	\$16,243.48	\$469.20	\$287.32
11-140-100-800 Other Objects	\$5,000.00	\$1,626.73	\$3,244.27	\$129.00
<b>--- Regular programs - Home Instruction ---</b>				
11-150-100-101 Salaries of Teachers	\$2,000.00	\$102.00	\$1,898.00	\$0.00
<b>TOTAL</b>	<b>\$1,252,387.00</b>	<b>\$285,643.66</b>	<b>\$934,018.30</b>	<b>\$32,725.04</b>
<b>--- Basic skills/remedial-Instruction ---</b>				
11-230-100-101 Salaries of Teachers	\$85,000.00	\$17,278.00	\$67,722.00	\$0.00
11-230-100-610 General Supplies	\$4,000.00	\$261.43	.00	\$3,738.57
<b>TOTAL</b>	<b>\$89,000.00</b>	<b>\$17,539.43</b>	<b>\$67,722.00</b>	<b>\$3,738.57</b>
<b>--- Bilingual education-Instruction ---</b>				
11-240-100-101 Salaries of Teachers	\$58,000.00	\$11,369.00	\$45,476.00	\$1,155.00
<b>TOTAL</b>	<b>\$58,000.00</b>	<b>\$11,369.00</b>	<b>\$45,476.00</b>	<b>\$1,155.00</b>
<b>--- Regular Vocational Programs - Instruction ---</b>				
11-310-100-101 Salaries of Teachers	\$2,517,324.00	\$523,216.99	\$1,994,107.01	\$0.00
11-310-100-320 Purchased Prof.-Ed. Services	\$143,000.00	.00	.00	\$143,000.00
11-310-100-500 Other Purchased Services	\$21,000.00	\$6,223.96	\$3,327.46	\$11,448.58
11-310-100-610 General Supplies	\$272,125.00	\$51,100.30	\$61,415.98	\$159,608.72
11-310-100-640 Textbooks	\$19,000.00	\$18,344.48	.00	\$655.52
11-310-100-800 Other Objects	\$7,000.00	\$175.00	\$5,945.00	\$880.00
<b>Total</b>	<b>\$2,979,449.00</b>	<b>\$599,060.73</b>	<b>\$2,064,795.45</b>	<b>\$315,592.82</b>
<b>--- Special Vocational Programs - Instruction ---</b>				
11-320-100-101 Salaries of Teachers	\$207,345.00	\$41,469.00	\$165,876.00	\$0.00
11-320-100-500 Other Purchased Services	\$2,000.00	\$1,235.85	.00	\$764.15
11-320-100-610 General Supplies	\$39,124.14	\$7,194.94	\$13,503.02	\$18,426.18
11-320-100-640 Textbooks	\$7,000.00	\$6,783.51	.00	\$216.49

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16 & 17)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 4 Month Period Ending 10/29/2010

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>Total</b>	<b>\$255,469.14</b>	<b>\$56,683.30</b>	<b>\$179,379.02</b>	<b>\$19,406.82</b>
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$41,000.00	\$1,491.06	\$39,508.94	.00
11-401-100-600 Supplies and Materials	\$13,000.00	\$3,825.25	\$5,062.00	\$4,112.75
<b>TOTAL</b>	<b>\$54,000.00</b>	<b>\$5,316.31</b>	<b>\$44,570.94</b>	<b>\$4,112.75</b>
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$43,012.00	\$3,258.82	\$39,753.18	.00
11-402-100-500 Purchased Services	\$10,000.00	.00	\$2,256.00	\$7,744.00
11-402-100-600 Supplies and Materials	\$5,360.00	\$1,720.06	\$1,276.81	\$2,363.13
<b>TOTAL</b>	<b>\$58,372.00</b>	<b>\$4,978.88</b>	<b>\$43,285.99</b>	<b>\$10,107.13</b>
--- UNDISTRIBUTED EXPENDITURES ---				
--- Health services ---				
11-000-213-100 Salaries	\$131,000.00	\$39,244.24	\$91,755.76	.00
11-000-213-300 Purchased Prof. & Tech. Svc.	\$14,500.00	\$8,659.63	\$1,096.00	\$4,744.37
11-000-213-600 Supplies and Materials	\$6,000.00	\$517.45	\$5,482.55	.00
11-000-213-800 Other Objects	\$400.00	.00	\$175.00	\$225.00
<b>TOTAL</b>	<b>\$151,900.00</b>	<b>\$48,421.32</b>	<b>\$98,509.31</b>	<b>\$4,969.37</b>
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$385,676.00	\$124,724.06	\$260,951.94	.00
11-000-218-105 Sal Sec. & Clerical Asst.	\$95,000.00	\$31,743.68	\$63,256.32	.00
11-000-218-600 Supplies and Materials	\$1,000.00	\$744.63	\$69.97	\$185.40
<b>TOTAL</b>	<b>\$481,676.00</b>	<b>\$157,212.37</b>	<b>\$324,278.23</b>	<b>\$185.40</b>
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$103,000.00	\$44,829.36	\$58,170.64	.00
11-000-219-105 Sal Sec. & Clerical Asst.	\$55,000.00	\$22,830.80	\$32,169.20	.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$5,000.00	\$1,580.00	.00	\$3,420.00
11-000-219-500 Other Purchased Services	\$1,000.00	\$740.97	.00	\$259.03
11-000-219-600 Supplies and Materials	\$2,000.00	\$1,271.79	\$728.21	.00
11-000-219-800 Other Objects	\$3,500.00	\$2,016.49	\$639.72	\$843.79



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16 & 17)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 4 Month Period Ending 10/29/2010

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>TOTAL</b>	<b>\$169,500.00</b>	<b>\$73,269.41</b>	<b>\$91,707.77</b>	<b>\$4,522.82</b>
 --- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$73,200.00	\$41,243.52	\$31,956.48	.00
11-000-221-104 Salaries Other Prof. Staff	\$158,000.00	\$47,388.64	\$94,777.36	\$15,834.00
11-000-221-105 Sal. Secr. & Clerical Asst.	\$69,200.00	\$18,261.96	\$50,703.04	\$235.00
11-000-221-500 Other Purchased Services	\$5,000.00	\$4,800.00	\$198.00	\$2.00
11-000-221-600 Supplies and Materials	\$2,500.00	\$439.84	.00	\$2,060.16
11-000-221-800 Other Objects	\$3,000.00	.00	\$2,468.00	\$532.00
<b>TOTAL</b>	<b>\$310,900.00</b>	<b>\$112,133.96</b>	<b>\$180,102.88</b>	<b>\$18,663.16</b>
 --- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$98,000.00	\$19,636.00	\$78,364.00	.00
11-000-222-177 Salaries of Technology Coordinators	\$82,000.00	\$27,166.64	\$54,333.36	\$500.00
11-000-222-500 Other Purchased Services	\$4,000.00	\$3,077.50	.00	\$922.50
11-000-222-600 Supplies and Materials	\$21,000.00	\$6,277.81	\$3,841.07	\$10,881.12
11-000-222-800 Other Objects	\$4,000.00	\$2,360.50	\$1,600.00	\$39.50
<b>TOTAL</b>	<b>\$209,000.00</b>	<b>\$58,518.45</b>	<b>\$138,138.43</b>	<b>\$12,343.12</b>
 --- Instructional Staff Training Services ---				
11-000-223-500 Other Purchased Services	\$11,000.00	\$5,979.79	\$4,983.00	\$37.21
11-000-223-600 Supplies and Materials	\$2,000.00	\$383.26	\$605.26	\$1,011.48
<b>TOTAL</b>	<b>\$13,000.00</b>	<b>\$6,363.05</b>	<b>\$5,588.26</b>	<b>\$1,048.69</b>
 --- Support services-general administration ---				
11-000-230-100 Salaries	\$300,000.00	\$96,645.20	\$203,354.80	\$0.00
11-000-230-331 Legal Services	\$73,873.00	\$9,665.00	\$50,335.00	\$13,873.00
11-000-230-332 Audit Fees	\$39,000.00	.00	.00	\$39,000.00
11-000-230-339 Other Purchased Prof. Svc.	\$3,000.00	\$3,000.00	.00	.00
11-000-230-530 Communications/Telephone	\$78,000.00	\$30,846.57	\$38,475.83	\$8,677.60
11-000-230-590 Other Purchased Services	\$3,000.00	\$2,589.39	\$62.53	\$348.08
11-000-230-610 General Supplies	\$11,000.00	\$8,535.50	\$1,976.00	\$488.50
11-000-230-630 BOE In-House Training/Meeting Supplies	\$3,500.00	\$508.45	.00	\$2,991.55
11-000-230-890 Misc. Expenditures	\$31,000.00	\$11,184.73	\$1,076.00	\$18,739.27
11-000-230-895 BOE Membership Dues and Fees	\$7,620.00	\$6,749.75	\$860.00	\$10.25
<b>TOTAL</b>	<b>\$549,993.00</b>	<b>\$169,724.59</b>	<b>\$296,140.16</b>	<b>\$84,128.25</b>

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16 & 17)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 4 Month Period Ending 10/29/2010

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$558,000.00	\$182,998.04	\$351,036.96	\$23,965.00
11-000-240-104 Salaries Other Prof. Staff	\$115,479.00	\$13,747.84	\$101,731.16	.00
11-000-240-105 Sal Secr. & Clerical Asst.	\$77,000.00	\$29,533.55	\$47,466.45	.00
11-000-240-11X Other Salaries	\$20,000.00	.00	\$20,000.00	.00
11-000-240-500 Other Purchased Services	\$14,500.00	\$11,208.86	\$2,758.92	\$532.22
11-000-240-600 Supplies and Materials	\$8,000.00	\$1,156.41	.00	\$6,843.59
11-000-240-800 Other Objects	\$3,000.00	\$428.00	\$2,400.00	\$172.00
<b>TOTAL</b>	<b>\$795,979.00</b>	<b>\$239,072.70</b>	<b>\$525,393.49</b>	<b>\$31,512.81</b>
--- Central Services ---				
11-000-251-100 Salaries	\$400,000.00	\$125,677.96	\$259,754.15	\$14,567.89
11-000-251-330 Purchased Prof. Svcs.	\$28,000.00	\$7,866.40	\$18,615.52	\$1,518.08
11-000-251-340 Purchased Technical Svcs.	\$16,000.00	\$7,001.00	.00	\$8,999.00
11-000-251-600 Supplies and Materials	\$7,000.00	\$3,305.11	\$813.57	\$2,881.32
11-000-251-890 Other Objects	\$6,000.00	\$1,340.00	.00	\$4,660.00
<b>TOTAL</b>	<b>\$457,000.00</b>	<b>\$145,190.47</b>	<b>\$279,183.24</b>	<b>\$32,626.29</b>
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$131,000.00	\$45,487.96	\$85,512.04	.00
11-000-252-500 Other Pur Serv. (400-500 series )	\$31,000.00	\$28,159.16	\$850.00	\$1,990.84
11-000-252-600 Supplies and Materials	\$16,000.00	\$6,284.27	\$9,278.95	\$436.78
<b>TOTAL</b>	<b>\$178,000.00</b>	<b>\$79,931.39</b>	<b>\$95,640.99</b>	<b>\$2,427.62</b>
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$599,344.00	\$186,511.35	\$412,832.65	.00
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$315,400.00	\$101,117.63	\$85,105.48	\$129,176.89
11-000-261-610 General Supplies	\$26,000.00	\$5,025.26	\$6,055.53	\$14,919.21
11-000-261-800 Other Objects	\$10,000.00	\$2,819.15	\$1,634.00	\$5,546.85
<b>TOTAL</b>	<b>\$950,744.00</b>	<b>\$295,473.39</b>	<b>\$505,627.66</b>	<b>\$149,642.95</b>
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$280,000.00	\$90,466.48	\$179,362.95	\$10,170.57
11-000-262-490 Other Purchased Property Svc.	\$49,000.00	\$20,653.54	\$28,346.46	.00
11-000-262-520 Insurance	\$204,000.00	\$170,632.00	\$33,118.00	\$250.00
11-000-262-621 Energy (Natural Gas)	\$380,000.00	\$224,921.10	\$123,078.90	\$32,000.00
11-000-262-622 Energy (Electricity)	\$340,000.00	\$18,262.48	\$321,737.52	.00
<b>TOTAL</b>	<b>\$1,253,000.00</b>	<b>\$524,935.60</b>	<b>\$685,643.83</b>	<b>\$42,420.57</b>

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16 & 17)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 4 Month Period Ending 10/29/2010

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$14,500.00	\$7,610.00	\$5,925.00	\$965.00
TOTAL	\$14,500.00	\$7,610.00	\$5,925.00	\$965.00
--- Security ---				
11-000-266-100 Salaries	\$111,120.00	\$33,926.20	\$76,774.33	\$419.47
TOTAL	\$111,120.00	\$33,926.20	\$76,774.33	\$419.47
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$34,000.00	\$7,167.08	\$26,832.92	.00
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$3,000.00	.00	.00	\$3,000.00
11-000-270-512 Contr Svc (other btw home & sch)-vendors	\$39,000.00	.00	\$480.00	\$38,520.00
11-000-270-514 Contract Svc (spec.ed.)-vendors	\$13,000.00	.00	.00	\$13,000.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$9,600.00	\$315.00	\$2,856.00	\$6,429.00
11-000-270-593 Misc. Purchased Svc.- Transp.	\$15,000.00	\$12,226.00	\$2,774.00	.00
11-000-270-610 General Supplies	\$2,000.00	\$44.25	.00	\$1,955.75
11-000-270-800 Misc. Expenditures	\$3,000.00	.00	.00	\$3,000.00
TOTAL	\$118,600.00	\$19,752.33	\$32,942.92	\$65,904.75
--- Benefits ---				
11-XXX-XXX-220 Social Security Contributions	\$154,120.00	\$74,812.84	\$75,458.57	\$3,848.59
11-XXX-XXX-241 Other Retirement Contrb. - Regular	\$333,000.00	.00	.00	\$333,000.00
11-XXX-XXX-250 Unemployment Compensation	\$31,000.00	\$5,094.11	\$25,905.89	.00
11-XXX-XXX-260 Workman's Compensation	\$104,000.00	.00	\$104,000.00	.00
11-XXX-XXX-270 Health Benefits	\$1,857,298.00	\$668,947.22	\$1,109,339.67	\$79,011.11
11-XXX-XXX-280 Tuition Reimbursement	\$18,000.00	\$15,654.72	.00	\$2,345.28
11-XXX-XXX-290 Other Employee Benefits	\$350,000.00	\$350,000.00	.00	.00
TOTAL	\$2,847,418.00	\$1,114,508.89	\$1,314,704.13	\$418,204.98
Total Undistributed expenditures	\$8,612,330.00	\$3,086,044.12	\$4,656,300.63	\$869,985.25
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$13,359,007.14	\$4,066,635.43	\$8,035,548.33	\$1,256,823.38
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$13,359,007.14	\$4,066,635.43	\$8,035,548.33	\$1,256,823.38

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16 & 17)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 4 Month Period Ending 10/29/2010

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>*** CAPITAL OUTLAY ***</b>				
Special education - instruction				
12-310-100-730 Regular Voc. programs	\$44,875.86	.00	\$35,800.00	\$9,075.86
Undistributed exp. - student transportation				
12-XXX-X00-730 Special schools (all programs)	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$44,875.86</b>	<b>\$0.00</b>	<b>\$35,800.00</b>	<b>\$9,075.86</b>
--- Facilities acquisition and construction services ---				
12-000-400-334 Architectural/Engineering Services	\$10,000.00	.00	.00	\$10,000.00
12-000-400-450 Construction services	\$117,000.00	.00	.00	\$117,000.00
12-000-400-800 Other objects	\$25,546.00	.00	.00	\$25,546.00
Facilitis. Acqstn. Const. Sevr. -- TOTAL --	\$152,546.00	\$0.00	\$0.00	\$152,546.00
<b>TOTAL</b>	<b>\$152,546.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$152,546.00</b>
<b>TOTAL CAPITAL OUTLAY EXPENDITURES</b>	<b>\$197,421.86</b>	<b>\$0.00</b>	<b>\$35,800.00</b>	<b>\$161,621.86</b>
<b>*** SPECIAL SCHOOLS ***</b>				
--- Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	\$61,686.00	\$46,495.72	\$15,190.28	\$0.00
13-422-100-106 Other salaries for instruction	\$16,299.00	\$6,009.47	\$10,289.53	.00
<b>TOTAL</b>	<b>\$16,299.00</b>	<b>\$6,009.47</b>	<b>\$10,289.53</b>	<b>\$0.00</b>
--- Summer school - support services ---				
13-422-200-100 Salaries	\$10,656.00	\$2,664.02	\$7,991.98	.00
<b>TOTAL</b>	<b>\$10,656.00</b>	<b>\$2,664.02</b>	<b>\$7,991.98</b>	<b>\$0.00</b>
<b>TOTAL SUMMER SCHOOL</b>	<b>\$88,641.00</b>	<b>\$55,169.21</b>	<b>\$33,471.79</b>	<b>\$0.00</b>
<b>TOTAL SPECIAL SCHOOLS EXPENDITURES</b>	<b>\$88,641.00</b>	<b>\$55,169.21</b>	<b>\$33,471.79</b>	<b>\$0.00</b>

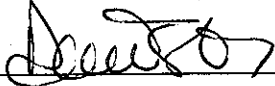
**REPORT OF THE SECRETARY**  
**TO THE BOARD OF EDUCATION**  
 Somerset County Vocational Board of Ed.  
**GENERAL FUND - FUND 10 (including 16 & 17)**  
**STATEMENT OF APPROPRIATIONS**  
**COMPARED WITH EXPENDITURES AND ENCUMBRANCES**  
**For 4 Month Period Ending 10/29/2010**

	Appropriations	Expenditures	Encumbrances	Available Balance
*** EDUCATION STABILIZATION FUND **				
*** GOVERNMENT SERVICES FUND **				
<b>TOTAL GENERAL FUND EXPENDITURES</b>	\$13,645,070.00	\$4,121,804.64	\$8,104,820.12	\$1,418,445.24

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

For 4 Month Period Ending 10/29/2010

I, Diane Strober, Board Secretary/Business Administrator  
certify that no line item account has encumbrances and expenditures,  
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a).



Board Secretary/Business Administrator

10/29/10

Date

11/12 11:53am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 4 Month Period Ending 10/29/10

ASSETS AND RESOURCES

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

101	Cash in bank		(\$3,713.55)
	Accounts receivable:		
132	Interfund	\$12,064.15	
141	Intergovernmental - State	\$9,788.52	
142	Intergovernmental - Federal	(\$16,000.00)	
			\$5,852.67
	Other Current Assets		\$0.00

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

301	Estimated Revenues	\$1,207,893.05	
102	Less Revenues	(\$298,343.18)	
			\$909,549.87
	Total assets and resources		\$911,688.99

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 4 Month Period Ending 10/29/10

LIABILITIES AND FUND EQUITY

--- LIABILITIES ---

411	Intergovernmental accounts payable - State	(\$3,271.67)
481	Deferred revenues	(\$3,230.42)
	Other current liabilities	(\$418.74)
	<b>TOTAL LIABILITIES</b>	<b>(\$6,920.83)</b>

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year	\$546,280.49
754	Reserve for encumbrances - Prior Year	\$4,075.00
601	Appropriations	\$1,207,893.05
602	Less: Expenditures	\$293,358.23
603	Encumbrances	(\$546,280.49) (\$839,638.72)
		\$368,254.33
	<b>TOTAL FUND BALANCE</b>	<b>\$918,609.82</b>
	<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>\$911,688.99</b>




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 4 Month Period Ending 10/29/10

		BUDGETED	ACTUAL TO DATE	ENCUMBRANCES TO DATE	UNREALIZED
		ESTIMATED	DATE	OR (UNDER)	BALANCE
<b>*** REVENUES/SOURCES OF FUNDS ***</b>					
1XXX	From Local Sources	\$171,300.00	\$119,700.00		\$51,600.00
3XXX	From State Sources	\$611,522.05	\$178,643.18		\$432,878.87
4XXX	From Federal Sources	\$425,071.00	.00		\$425,071.00
<b>TOTAL REVENUE/SOURCES OF FUNDS</b>		<b>\$1,207,893.05</b>	<b>\$298,343.18</b>		<b>\$909,549.87</b>
<b>*** EXPENDITURES ***</b>					
		<b>APPROPRIATIONS</b>	<b>EXPENDITURES</b>	<b>ENCUMBRANCES</b>	<b>AVAILABLE BALANCE</b>
<b>LOCAL PROJECTS:</b>		\$171,300.00	\$77,166.72	\$35,490.20	\$58,643.08
<b>STATE PROJECTS:</b>					
	Vocational education	\$146,194.80	\$34,609.81	\$72,549.56	\$39,035.43
	Other special projects	\$465,327.25	\$156,159.04	\$142,413.74	\$166,754.47
<b>TOTAL STATE PROJECTS</b>		<b>\$611,522.05</b>	<b>\$190,768.85</b>	<b>\$214,963.30</b>	<b>\$205,789.90</b>
<b>FEDERAL PROJECTS:</b>					
	NCLB Title I	\$43,844.00	\$1,645.30	\$12,556.78	\$29,641.92
	NCLB Title II - Part A/D	\$11,232.00	\$620.00	\$1,801.10	\$8,810.90
	I.D.E.A. Part B (Handicapped)	\$100,746.00	\$23,157.36	\$47,578.41	\$30,010.23
	Vocational Education	\$269,249.00	.00	\$239,153.20	\$30,095.80
<b>TOTAL FEDERAL PROJECTS</b>		<b>\$425,071.00</b>	<b>\$25,422.66</b>	<b>\$301,089.49</b>	<b>\$98,558.85</b>
<b>*** TOTAL EXPENDITURES ***</b>		<b>\$1,207,893.05</b>	<b>\$293,358.23</b>	<b>\$551,542.99</b>	<b>\$362,991.83</b>

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

For 4 Month Period Ending 10/29/10

I, Diane Strober, Board Secretary/Business Administrator  
certify that no line item account has encumbrances and expenditures,  
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a).



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

10/29/10

\_\_\_\_\_  
Date

11/12 11:53am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 4 Month Period Ending 10/29/10

ASSETS AND RESOURCES

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

101	Cash in bank		\$274,244.17
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$941,015.65	
			<u>\$941,015.65</u>
	Other Current Assets		\$1,939,428.47

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

301	Estimated Revenues	\$2,095,495.05	
302	Less Revenues	(\$70,380.00)	
			<u>\$2,025,115.05</u>
	Total assets and resources		<u>\$5,179,803.34</u>

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Capital Projects Fund - Fund 30  
 Interim Balance Sheet  
 For 4 Month Period Ending 10/29/10

UNAPPORTIONED BALANCE AND FUNDS  
AS OF 10/29/10

--- LIABILITIES ---

402	Interfund accounts payable	\$151,002.87
	<b>TOTAL LIABILITIES</b>	<b>\$151,002.87</b>

FUND BALANCE

--- Appropriated ---

601	Appropriations		\$2,107,723.80	
602	Less : Expenditures	\$87,461.05	(\$87,461.05)	
				\$2,020,262.75
	<b>Total Appropriated</b>			<b>\$2,020,262.75</b>

--- Unappropriated ---

770	Fund balance	\$3,008,537.72
	<b>TOTAL FUND BALANCE</b>	<b>\$5,028,800.47</b>
	<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>\$5,179,803.34</b>

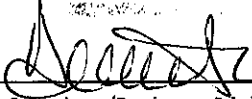
REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Capital Projects Fund - Fund 30  
 INTERIM STATEMENTS COMPARING  
 BUDGET REVENUE WITH ACTUAL TO DATE AND  
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
 For 4 Month Period Ending 10/29/10

	BUDGET ESTIMATED	ACTUAL TO DATE	EXCESS OR (UNDER)	UNRECORDED BALANCE
<b>*** REVENUES/SOURCES OF FUNDS ***</b>				
Other	\$2,095,495.05	\$70,380.00		\$2,025,115.05
<b>TOTAL REVENUE/SOURCES OF FUNDS</b>	<b>\$2,095,495.05</b>	<b>\$70,380.00</b>		<b>\$2,025,115.05</b>
	<b>APPROPRIATIONS</b>	<b>EXPENDITURES</b>	<b>ENCUMBRANCES</b>	<b>AVAILABLE BALANCE</b>
<b>*** EXPENDITURES ***</b>				
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-450 Construction services	\$2,107,723.80	\$87,461.05	.00	\$2,020,262.75
Total fac.acq.and constr. serv.	\$2,107,723.80	\$87,461.05	\$0.00	\$2,020,262.75
<b>TOTAL EXPENDITURES</b>	<b>\$2,107,723.80</b>	<b>\$87,461.05</b>	<b>\$0.00</b>	<b>\$2,020,262.75</b>
<b>*** TOTAL EXPENDITURES AND TRANSFERS</b>	<b>\$2,107,723.80</b>	<b>\$87,461.05</b>	<b>\$0.00</b>	<b>\$2,020,262.75</b>

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

For 4 Month Period Ending 10/29/10

I, Diane Strober, Board Secretary/Business Administrator  
certify that no line item account has encumbrances and expenditures,  
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a).



Board Secretary/Business Administrator

10/29/10

Date

Report of the Treasurer  
To The Board of Education

District of Somerset County Vocational  
All Funds  
For Month Ended: October 31, 2010

CASH REPORT

FUNDS	(1)	(2)	(3)	(4)
Governmental Funds	Adjusted Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$468,327.20	\$1,201,949.25	-\$1,258,629.35	\$411,647.10
ARRA-ESF Fund (16)	\$0.00	\$0.00	\$0.00	\$0.00
ARRA-GSF Fund (17)	\$0.00	\$0.00	\$0.00	\$0.00
Special Revenue Fund (20)	\$36,961.96	\$45,274.50	-\$85,950.01	-\$3,713.55
Capital Project Fund (30)	\$275,039.17	\$70,380.00	-\$71,175.00	\$274,244.17
Debt Services Fund (40)	\$0.00	\$0.00	\$0.00	\$0.00
Enterprise Fund (61)	\$78,813.49	\$0.00	\$0.00	\$78,813.49
<b>Total Governmental Funds</b>	<b>\$859,141.82</b>	<b>\$1,317,603.75</b>	<b>-\$1,415,754.36</b>	<b>\$760,991.21</b>
Enterprise Fund (60) Cafeteria	\$87,278.88	\$16,488.63	-\$1,821.03	\$101,946.48
Payroll Fund (70)	\$0.00	\$474,369.74	-\$474,369.74	\$0.00
Agency Fund (71)	\$0.00	\$342,173.44	-\$323,341.61	\$18,831.83
<b>Total Trust &amp; Agency</b>	<b>\$87,278.88</b>	<b>\$833,031.81</b>	<b>-\$799,532.38</b>	<b>\$120,778.31</b>
<b>Grand Total for all Funds</b>	<b>\$946,420.70</b>	<b>\$2,150,635.56</b>	<b>-\$2,215,286.74</b>	<b>\$881,769.52</b>
				<b>\$881,769.52</b>

Prepared and submitted by:

Michelle Fresco

Treasurer of School Monies

11/12/2010

Date

Bank Reconciliation  
for all General Funds  
Account #01-1199  
October 31, 2010

General Funds Books:

Beginning Balance	\$ 859,141.82
Deposits	\$ 1,317,603.75
Less: Disbursements	\$ (1,415,754.36)
Ending Balance per Books	<u>\$ 760,991.21</u>

Bank:

Ending Balance	\$ 892,933.75
Less: Outstanding Checks	\$ (131,967.64)
Bank Adjustment (Check #59814)	\$ 0.10
Bank Adjustment (Stop Payment)	\$ 25.00
Ending Balance per Bank	<u>\$ 760,991.21</u>



**Outstanding Checks  
for all General Funds  
Account #01-1199  
October 31, 2010**

Month	Check#	Check Amount	Total
	57447	\$ 20.00	
July-09	57448	\$ 20.00	\$ 40.00
	57740	\$ 270.00	
	57743	\$ 10.00	
	57774	\$ 5.00	
September-09	57845	\$ 361.43	\$ 646.43
	57870	\$ 7.25	
	57879	\$ 15.00	
October-09	58004	\$ 29.00	\$ 51.25
	58116	\$ 164.00	
	58222	\$ 266.83	
	58258	\$ 650.00	
November-09	58270	\$ 128.85	\$ 1,209.68
January-10	58505	\$ 450.00	\$ 450.00
	58977	\$ 25.00	
	58978	\$ 25.00	
	58979	\$ 25.00	
	59007	\$ 25.00	
	59012	\$ 25.00	
	59017	\$ 25.00	
	59028	\$ 25.00	
	59035	\$ 25.00	
	59037	\$ 25.00	
February-10	59049	\$ 25.00	\$ 250.00
April-10	59259	\$ 201.39	\$ 201.39
May-10	59399	\$ 204.00	\$ 204.00
	59610	\$ 488.83	
	59628	\$ 51.98	
June-10	59656	\$ 340.00	\$ 880.81
	4690	\$ 16,286.05	
	59770	\$ 220.00	
July-10	59793	\$ 80.00	\$ 16,586.05

**Outstanding Checks  
for all General Funds  
Account #01-1199  
October 31, 2010**

	59898	\$	20.00	
August-10	59934	\$	<u>200.00</u>	<u>220.00</u>
	60083	\$	1,950.00	
	60094	\$	139.58	
	60141	\$	327.00	
	60147	\$	217.50	
	60148	\$	4,560.00	
September-10	60183	\$	136.00	<u>\$ 7,330.08</u>
	60240	\$	2,838.00	
	60243	\$	684.00	
	60248	\$	1,674.63	
	60249	\$	398.02	
	60250	\$	849.63	
	60251	\$	100.00	
	60252	\$	12,238.69	
	60254	\$	4,381.00	
	60255	\$	81.64	
	60257	\$	140.20	
	60258	\$	1,910.00	
	60259	\$	800.00	
	60260	\$	561.80	
	60262	\$	5,364.00	
	60267	\$	3,887.00	
	60268	\$	635.14	
	60270	\$	2,295.00	
	60271	\$	1,641.18	
	60272	\$	312.00	
	60273	\$	1,701.85	
	60274	\$	1,800.00	
	60275	\$	300.00	
	60277	\$	123.51	
	60279	\$	2,244.55	
	60282	\$	214.45	
	60284	\$	175.00	
	60285	\$	444.00	
	60287	\$	236.98	
	60288	\$	2,392.63	
	60289	\$	1,356.45	
	60292	\$	185.48	
	60293	\$	225.00	
	60294	\$	37.77	
	60295	\$	1,116.00	

Outstanding Checks  
for all General Funds  
Account #01-1199  
October 31, 2010

60299	\$	1,939.64
60300	\$	500.00
60301	\$	65.00
60304	\$	4,750.00
60305	\$	350.00
60306	\$	315.00
60309	\$	946.76
60310	\$	1,331.95
60311	\$	385.00
60312	\$	2,689.00
60314	\$	2,046.28
60315	\$	920.50
60318	\$	252.00
60319	\$	62.35
60320	\$	261.00
60326	\$	4,741.31
60327	\$	100.00
60328	\$	26.00
60331	\$	9,234.56
60332	\$	55.00
60335	\$	122.00
60336	\$	754.82
60337	\$	150.00
60338	\$	140.11
60339	\$	208.35
60341	\$	628.07
60342	\$	351.93
60344	\$	1,323.00
60345	\$	475.42
60347	\$	690.93
60349	\$	2,115.00
60350	\$	918.88
60353	\$	78.23
60354	\$	2,426.32
60355	\$	810.00
60357	\$	64.85
60358	\$	2,089.94
60359	\$	16.69
60360	\$	382.20
60363	\$	195.70
60364	\$	99.32
60365	\$	625.00
60366	\$	30.33
60368	\$	1,501.14

Outstanding Checks  
for all General Funds  
Account #01-1199  
October 31, 2010

	60369	\$	2,730.62	
October-10	60370	\$	<u>612.15</u>	\$ <u>103,897.95</u>
Total Outstanding Checks				\$ <u>131,967.64</u>

**Bank Reconciliation  
for Payroll  
Account #19306  
October 31, 2010**

**Payroll Books:**

Beginning Balance	\$0.00
Deposits	\$ 474,369.74
Less: Disbursements	\$ (474,369.74)
Ending Balance per Books	<u>\$0.00</u>

**Bank:**

Ending Balance	\$ 38,624.92
Less: Outstanding Checks	\$ (38,624.92)
Ending Balance per Bank	<u>\$0.00</u>

**Bank Reconciliation  
for Payroll  
Account #19306  
October 31, 2010**

Month	Check#	Check Amt	Total
April 2010	13239	\$ 45.84	\$45.84
	1319	\$ 39.28	
	13879	\$ 1,099.30	
September 2010	13912	\$ 1,211.63	\$ 2,350.21
	13951	\$ 1,099.30	
	13980	\$ 4,072.14	
	13981	\$ 1,964.89	
	13984	\$ 3,356.39	
	13988	\$ 1,214.57	
	13991	\$ 1,112.93	
	13992	\$ 1,253.61	
	13993	\$ 1,099.92	
	13994	\$ 1,122.36	
	13995	\$ 1,161.57	
	13996	\$ 2,243.79	
	13997	\$ 2,506.50	
	13998	\$ 2,288.17	
	13999	\$ 2,254.71	
	14000	\$ 2,115.66	
	14001	\$ 300.00	
	14002	\$ 1,891.83	
	14003	\$ 1,902.15	
	14004	\$ 1,198.71	
October 2010	14005	\$ 2,069.67	\$ 36,228.87
Total Outstanding Checks			<u>\$38,624.92</u>

**Bank Reconciliation  
for Agency  
Account #19311  
October 31, 2010**

<u>Agency Books:</u>	
Beginning Balance	\$0.00
Deposits	\$ 342,173.44
Less: Disbursements	\$ (323,341.61)
Ending Balance per Books	<u>\$ 18,831.83</u>

<u>Bank:</u>	
Bank Ending Balance	\$ 21,503.64
Outstanding Checks	\$ (83.52)
Aflac	\$ (1,604.96)
Valic	\$ (983.33)
Ending Balance per Bank	<u>\$ 18,831.83</u>

Bank Reconciliation  
for Agency  
Account #19311  
October 31, 2010

Month	Check#	Check Amt	Total
	4585	\$ 25.95	
	4604	\$ 0.44	
	4611	\$ 1.58	
	AFLAC	\$ 1,604.96	
	4617	\$ 55.55	
	Valic	\$ 983.33	
Total Outstanding		\$ 2,671.81	



**Bank Reconciliation  
for Enterprise Fund(60)  
Account #01-1253  
October 31, 2010**


<u>Enterprise Fund Books:</u>	
Beginning Balance	\$ 87,278.88
Deposits	\$ 16,488.63
Less: Disbursements	\$ (1,821.03)
Ending Balance per Books	<u>\$ 101,946.48</u>


<u>Bank:</u>	
Ending Balance	<u>\$ 101,946.48</u>
Ending Balance per Bank	<u>\$ 101,946.48</u>

# CORRECTIVE ACTION PLAN

Name of School – Somerset County Vocational & Technical Schools County - Somerset  
 Type of Audit – Annual Independent Audit Report for the Year Ended, June 30, 2010  
 Date of Board Meeting – November 22, 2010  
 Contact Person – Diane Strober, Assistant Superintendent for Business/Board Secretary  
 Telephone Number – (908) 526-8900

Recommendation Number	Corrective Action by Board	Method of Implementation	Person responsible for Implementation	Completion Date of Implementation
1. That all eligible vendors receive a form 1099.	All vendors will receive a form 1099.	Activate the "generate 1099" option in the vendors' data base in the financial accounting software which automatically generates a 1099 as of December 31 <sup>st</sup> for those vendors exceeding the 1099 threshold for that calendar year.	Erick Bowers, Purchasing Valerie Hart, Accountant Diane Strober, Asst Superintendent for Business/Board Secretary	December 1, 2010
2. That all purchases made in excess of the bid threshold be awarded by resolution of the Board of Education.	All purchases made in excess of the bid threshold will be awarded by resolution of the Board of Education.	Include on monthly board agendas resolutions to award purchases made in excess of the bid threshold.	Erick Bowers, Purchasing Valerie Hart, Accountant Diane Strober, Asst Superintendent for Business/Board Secretary	November 22, 2010

  
 Michael Maddaluna,  
 Chief School Administrator 11/22/10  
Date

  
 Diane Strober,  
 Assistant Superintendent for Business/Board Secretary 11/22/10  
Date

C: Trudy Doyle, Executive County Superintendent

2011 CAPITAL BUDGET PLANFORM SIX YEAR PROJECTION 2011 - 2016 DEPARTMENT / DIVISION											
IF YOU NEED ASSISTANCE CLICK HERE FOR PRELIMINARY CAPITAL BUDGET REQUEST INSTRUCTIONS To return to the Budget Worksheet click the Back Arrow icon in the menu bar											
DEPARTMENT NAME	VO-TECH				Vo-Tech				DVSN NMBR	720	TOTAL
DESCRIPTION	JUSTIFICATION	BASIS OF COST	RANK	2011 \$	2012 \$	2013 \$	2014 \$	2015 \$	2016 \$		
Vo-tech curbs, walks, paving, concrete includes emergency access from building A to building H	replace, resurface and/or repair for safety and insurance purposes	Somerset County Engineering Department	5	250,000	100,000	100,000	100,000	100,000	100,000	750,000	
Vo-tech district-wide technology includes replacement of current "zoned" heat detectors with addressable heads	upgrade instructional, safety, security and energy related technologies	Cost estimates submitted as required by law to NJ State Department of Education in the Long Range Facility Plan as prepared by the district's architect/engineers	4	230,000	150,000	150,000	150,000	150,000	150,000	980,000	
Vo-tech underground heating distribution lines	replace 40 year old underground piping system that distributes hot water to heat facilities which directly impacts operations and the safety and health of building occupants	Cost estimates submitted as required by law to NJ State Department of Education in the Long Range Facility Plan as prepared by the district's architect/engineers	2	1,080,000	0	0	0	0	0	1,080,000	
Vo-tech new building (shared service SCVTS and RVCC)	new construction to accommodate increased program enrollment which exceeds existing functional capacity to be occupied by both secondary (SCVTS) and post secondary students (RVCC)	Cost estimates submitted as required by law to NJ State Department of Education in the Long Range Facility Plan as prepared by the district's architect/engineers	6	594,000	3,890,000	2,516,000	0	0	0	7,000,000	
Vo-tech bldg F classroom 1970 HVAC unit replacements	replace 40 year old classroom HVAC units with energy efficient models	Cost estimates submitted as required by law to NJ State Department of Education in the Long Range Facility Plan as prepared by the district's architect/engineers	3	740,000	0	0	0	0	0	740,000	
Vo-tech bldg A and partial gymnasium lower roof replacements (partial bldg A completed in 2010)	replace 25 year old failing roofing system	Cost estimates submitted as required by law to NJ State Department of Education in the Long Range Facility Plan as prepared by the district's architect/engineers	1	395,500	0	0	0	0	0	395,500	
<b>TOTAL:</b>				<b>3,289,500</b>	<b>4,140,000</b>	<b>2,766,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>10,945,500</b>	