

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

Regular Meeting  
October 24, 2016

Call to Order

Mr. Hyncik called the meeting to order at 5:00 p.m. in the Technology Center with the following Board of Education members:

Roll Call of Members

William Hyncik, Jr., President  
Sarah Costa, Vice President  
Theodore Smith  
Stephen Rodzinak, arrived at 5:04 p.m.  
Roger Jinks, arrived at 5:01 p.m.

Also Present

Dr. Chrys Harttraft, Superintendent of Schools  
Raelene Catterson, School Business Administrator/Board Secretary  
Diane Ziegler, High School Principal  
Lisa Fittipaldi, Board Attorney  
Peter S. Palmer, Somerset County Freeholder Liaison

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

Pledge of Allegiance

Approval of Minutes

On motion by Ms. Costa, seconded by Mr. Smith, the minutes of the Regular Meeting and Executive Session Held on September 26, 2016 were approved.

Correspondence

- None

Presentations/Recognitions

Student of the Month

- Jenna Molfetta, Academy for Health & Medical Sciences, Grade 11

Old or Unfinished Business

Construction Projects

- Mr. Kuschyk will forward his report.

Report of the Attorney

- Ms. Fittipaldi will give her report during closed session.

## Committee Reports

- Board of School Estimate (Ms. Costa) - None
- Curriculum/Grants (Mr. Smith) - None
- NJSBA Delegate (Mr. Hyncik) - None
- SCSBA Delegate - None
- SCESC Representative (Mr. Smith)
- SCJIF Commissioner (Ms. Catterson) - None

## School Communications Report

## Superintendent's Report

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

## A. Resignations

The Board of Education accepted the resignation of Mr. Garry Gewant, Supermarket Careers Instructor, for the purpose of retirement, effective December 31, 2016.

The Board of Education accepted the resignation of Ms. Lynn Ciotta, Administrative Secretary, effective October 7, 2016.

## B. Employment of Full-Time Personnel – 2016-17 School Year

The Board of Education appointed Ms. Paige Garruto as Temporary Cosmetology Instructor (Leave Replacement), at a salary of \$54,979.00 (prorated), Step 1-2/A, retroactive to October 4, 2016 through on or about December 4, 2016. (11-310-100-101-11-0000)

The Board of Education appointed Ms. Jennifer O'Neill to the position of Administrative Secretary (UPC# SEC-HS-SCHS-FL-03), at a salary of \$40,840.00 (prorated), Step C1, effective at a mutually agreed upon date. (11-000-219-105-05-0000)

## C. Employment of Part-Time Hourly Personnel – 2016-17 School Year

The Board of Education approved employment of the following part-time personnel for the 2016-17 school year:

School Based Program

Moysey Averbukh	Bus Driver	\$19.00/hour (20-432-200-110-21-0000)
Roberta Snead	Substitute Bus Driver	\$19.00/hour (20-432-200-110-21-0000)

## D. Employment of Substitutes

The Board of Education approved employment of the following substitute at a rate of \$100.00/day for the 2016-17 school year:

Deanna DeGraff

## E. FMLA Leave – Ushma Mehta

The Board of Education adjusted the request of Ms. Ushma Mehta's FMLA leave to reflect date change as follows:

January 10, 2017 through April 3, 2017

## F. 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>
Mr. Smith	X	
Ms. Costa	X	
Mr. Hyncik	X	
Mr. Rodzinak	X	
Mr. Jinks		abstain

## G. Chief School Administrator Contract – July 1, 2016 - June 30, 2021

On recommendation of Dr. Harttraft and motion by Mr. Rodzinak, seconded by Mr. Smith and on roll call vote, the Board of Education approved the Chief School Administrator Contract for Dr. Chrys Harttraft for July 1, 2016 through June 30, 2021 as prepared by the board attorney and approved by the Executive County Superintendent as it appears on Addendum #2.

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

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

## H. Field Trips

The Board of Education approved field trips for high school students as they appear on Addendum #3.

## I. Revised Job Description

The Board of Education approved the following revised job description as it appears on Addendum #4.

Career and Technical Education and Workforce Development Coordinator

## J. Resolution 2016-17/10-A – Participation in the Sustainable Jersey for Schools Certification Program

The Board of Education adopted Resolution 2016-17/10-A as it appears on Addendum #5.

## K. Green Team (Sustainability Leadership Team)

The Board of Education appointed the Green Team for the 2016-17 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

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

L. District Nursing Services Plan – 2016-17 School Year

On recommendation of Dr. Harttraft and motion by Ms. Costa, seconded by Mr. Rodzinak and on roll call vote, the Board of Education adopted the district's Nursing Services Plan for the 2016-17 school year pursuant to NJAC 6A:16-2.1(f)3 and NJAC 6:2.1(a)10.

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

M. New Jersey Quality Single Accountability Continuum (NJQSAC)

On recommendation of Dr. Harttraft and motion by Ms. Costa, seconded by Mr. Smith and on roll call vote, the Board of Education approved submission of the NJQSAC District's Statement of Assurances (SOA) for the School Year 2016-17.

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

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

N. New Courses/Program Curriculum

The Board of Education approved the following courses/program curriculum:

MEAM (12 credits/Year 1)  
 Current Social Issues (Elective/2.5 credits/1 semester)  
 Marine Biology (Elective/2.5 credits/1 semester)

O. Curriculum Updates

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

Cosmetology  
 Culinary Arts  
 English 9-12  
 Algebra I & II  
 Geometry  
 World History  
 US History I & II

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

#### Superintendent's Update

- HIB - 0 cases for October and 0 student conflict cases for the month
- 0 cases to date for both HIB and student conflicts
- Raelene Catterson, our business administrator and I attended another meeting with county representatives to discuss the county's initiative to establish an insurance Commission for Somerset County entities. The purpose is to contain escalating costs of health benefits and take advantage of a broader purchasing power. Later in the agenda, the board will be asked to sign a Resolution to join the Commission and to sign an Indemnity and Trust agreement for the insurance commission. Bill Hyncik has been asked to Chair the Commission and Raelene has been selected as an Alternate Commissioner.
- Two district action plans were presented tonight:
  - Teresa Morelli presented information regarding the Academy for Health and Medical Sciences. Teresa has been designated the point person for the program but shares the student level responsibilities with Randee Holz, supervisor of academics.
  - Chris Lemongelli presented the action plan for the Technical Occupational Preparation for Success (TOPS), alternative education program.
- SCESC Update - One of our teachers will be retiring in January. The SCESC and I are in conversations regarding a replacement teacher and our evolving role in the partnership.
- SkillsUSA – The SkillsUSA advisors are currently planning the 2<sup>nd</sup> annual golf tournament fundraiser for the first or second Monday in May, 2017. They are currently soliciting proposals from area golf courses. The goal is for it to be reasonable in price yet, raise enough money to send our students to the national SkillsUSA event. We have Lowes as a sponsor and we will be soliciting additional sponsors for the holes, carts, dinner, etc. We would like to keep it local so that a large number of staff members can participate, and/or attend the dinner.

#### Submission of Bills – October 2016

On motion by Ms. Costa, seconded by Mr. Smith and on roll call vote, the Board of Education approved the bills list for October 2016 which is included in the board packet and will be attached to the regular meeting minutes.

Fund 10	\$1,532,637.69
Fund 20	\$ 132,198.60
Fund 30	\$ 273,523.17
Fund 60	\$ 13,744.61
Fund 90	<u>\$ 495,576.36</u>
Total	\$2,447,680.43

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

## Report of the School Business Administrator/Board Secretary

## A. Reports A-148 and A-149 - September 2016

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 September 2016 and the Treasurer of School Monies for the month of September 2016, after review of the secretary's monthly financial report (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge no major fund has been overextended in violation to N.J.A.C. 6:20-2A.10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (Addendum #6)

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

## B. Budget Transfers – 2016-17 School Year

On motion by Ms. Costa, seconded by Mr. Rodzinak and on roll call vote, the Board of Education approved the following budget transfers for the 2016-17 school year and the budget transfers as they appear on Addendum #7.

From: 20-008-200-105-14-0000	(\$376.09)	To: 20-008-100-101-14-0000	\$376.09
From: 20-008-200-100-14-0000	(\$ 95.00)	To: 20-800-100-101-14-0000	\$ 95.00
From: 20-008-100-610-14-0000	(\$128.91)	To: 20-800-100-101-14-0000	\$128.91

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

On motion by Ms. Costa, seconded by Mr. Rodzinak and on roll call vote, agenda items C through I as follows:

C. Resolution 2016-17/10-B – Membership in the Somerset County Insurance Commission  
The Board of Education adopted Resolution 2016-17/10-B as it appears on Addendum #8.

D. Resolution – 2016-17/10-C – Indemnity and Trust Agreement Somerset County Insurance Commission  
The Board of Education adopted Resolution 2016-17/10-C as it appears on Addendum #9.

E. Appointment Commissioner and Alternate Commissioner to the Somerset County Insurance Commission  
The Board of Education appointed William Hyncik, Jr. as Commissioner and Raelene Catterson as Alternate Commissioner to the Somerset County Insurance Commission.

## F. Obsolete Equipment

The Board of Education approved the following equipment as obsolete and no longer needed for educational purposes:

<u>Item</u>	<u>Asset #</u>	<u>Location</u>	<u>Date Acquired</u>
Hoshizaki Icemaking Machine	01629	Cafeteria	February 1998
Hobart Food Mixer	03429	Cafeteria	January 1995

- G. Rescind Professional Development School Network Agreement – William Paterson University  
The Board of Education rescinded the Professional Development School Network Agreement with William Paterson University.

H. Professional Development School Network Services

The Board of Education appointed William Paterson University to provide professional development school network services as per their proposal and fee of \$20,000.00 for the 2016-17 school year.

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

I. Three-Year Comprehensive Maintenance Plan

On motion by Ms. Costa, seconded by Mr. Rodzinak and on roll call vote, the Board of Education approved submission of the Three-Year Comprehensive Maintenance Plan as required by the NJDOE as it appears on Addendum #10.

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

New Business

- None

Next Meeting

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

November 21, 2016

5:00 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

- The annual Reorganization Meeting will be held on November 1, 2016 at 4:30 p.m. in the Technology Center.

Remarks from the Public

- None

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

- This Board will go into closed session with the Board Counsel for the purpose of discussing matters within the provisions of 7A(11)c231.
- The general nature of matters to be discussed relates to litigation. Action may or may not be taken.
- 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.
- 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. Rodzinak and on roll call vote, the Board of Education went into closed session at 5:43 p.m.

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

## 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 6:12 p.m.

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

## Adjournment

On motion by Ms. Costa, seconded by Mr. Rodzinak and passed, the meeting adjourned at 6:13 p.m.

Raelene Catterson  
Business Administrator/Board Secretary



School Business/Professional Development Travel  
 October 24, 2016

DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
October 27, 2016	Maureen Lawler	\$219.99	NA	Special Education Law in NJ	Parsippany, NJ
November 3 & 4, 2016	Victoria Fulmer	\$299.99	\$22.32/mileage	How to Communicate with Tact and Professionalism	Parsippany, NJ
November 17, 2016	Cathy Blatt	\$35.00	NA	Annual Safe Communities Coalition Conference	Branchburg, NJ
November 21, 2016	Meghan O'Reilly	\$110.00	NA	First Aid/CPR/AED Training	Somerville, NJ
November 29 & 30, 2016	Kristen McNerney Christopher Miller	\$399.00 each	\$59.52/mileage \$84.57/mileage	Co-Teaching Conference	Cherry Hill, NJ
November 30, 2016 (originally approved at 09/26/2016 BOE Meeting)	Diane Ziegler Mario Peluso	\$199.00/each (originally approved at NA)	\$10.23/mileage \$10.00/tolls \$10.00/tolls	Communication Seminar	Edison, NJ
December 2, 2016	Joe Alfieri Linda Weber-Smith	\$16.00 each	\$20.00/parking \$72.76/mileage \$20.00/parking	Sign World International	Atlantic City, NJ
December 7, 2016	Maria Santiago	\$199.99	NA	Yoga and Mindfulness in the Classroom	Parsippany, NJ
December 8, 2016	Kristen McNerney Christopher Miller	\$150.00 each	\$6.94/mileage \$5.64/mileage	How Mentor Texts Lift Student Writing	Piscataway, NJ
December 8 & 9, 2016	Andrew Coslit	\$295.00	\$30.26/mileage \$7.00/tolls \$20.00/parking	Association of Mathematics Teachers of NJ Annual Conference	East Windsor, NJ
February 14, 2017	Kristen McNerney Christopher Miller	\$245.00 each	NA \$3.84/mileage	Strategies to Increase Learning	Somerset, NJ
March 7-10, 2017	Christopher Lemongelli	\$350.00	\$224/meals \$540/lodging \$590/transportation	Annual Alternative Education Conference	Dallas, TX
April 24, 2017	Kristen McNerney	\$150.00	\$6.94/mileage	Reading and Writing Excellence	Piscataway, NJ

**SUPERINTENDENT EMPLOYMENT AGREEMENT**

**WHEREAS**, The Board of Education and the Superintendent want to enter into a new contract with the Superintendent to replace the original 2011 Contract; and,

**WHEREAS**, the Board of Education desires to rescind the 2011 Contract; and,

**WHEREAS**, the parties have agreed to enter into a five year contract with the Superintendent.

**IT IS** on this \_\_\_\_\_ day of October 2016, hereby agreed by and between the BOARD OF EDUCATION OF THE SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS, located at 14 Vogt Drive, in the Township of Bridgewater, in Somerset County, in the State of New Jersey (hereinafter the Board), and Chrys Harttraft, Ed. D., residing at 322 Worthington Mill Road, Richboro, Pennsylvania (hereinafter the Superintendent) that the said Board has and does hereby employ Chrys Harttraft, Ed. D., as Superintendent of the Somerset County Vocational & Technical Schools for the period commencing July 1, 2016 and ending June 30, 2021. Both parties agree that the said employee shall perform the duties of the Superintendent in and for the schools in said District as prescribed by the laws, codes, rules and regulations of the State of New Jersey and by the rules, regulations and procedures established by the Board and through the direction of the Board.

- 1) The parties agree that in consideration for performing the duties described herein the Superintendent shall be paid One Hundred Sixty Eight Thousand Nine Hundred and Seventy Seven Dollars (\$168,977) to be paid for the period of July 1, 2016 through June 30, 2017. The Superintendent will receive a 2.5% increase on July 1, 2017 to One Hundred Seventy Three Thousand Two Hundred and Two Dollars (\$173,202) and 2.5% on July 1, 2018 to One Hundred Seventy Seven Thousand Five Hundred Thirty Two Dollars (\$177,532), and 2.5% on July 1, 2019 to One Hundred Eighty One Thousand Nine Hundred Seventy Dollars (\$181,970), and 2.5 % on July 1, 2020 to One Hundred Eighty Six Thousand Five Hundred Twenty dollars (\$186,520). The Superintendent agrees to perform faithfully the duties of Superintendent of Schools for the District as prescribed by the laws of the State of New Jersey, and by rules and regulations of said Board and the directions of the said Board as aforesaid, and in accordance with any amendments to said statutes, or said rules and regulations that may become effective during the period of this Employment Agreement. The annual salary shall be paid in equal installments in accordance with the policy of the Board presently prevailing, or prevailing in the future, governing the payment of professional staff members in the District. Any adjustment in salary made during the life of this employment contract shall be in the form of an amendment and shall become part of this employment contract, and it shall not be deemed that the Board and Superintendent have

entered into a new employment contract. The parties agree and acknowledge that any amendment must be reviewed and approved by the Executive County Superintendent.

- 2) The Superintendent shall furnish effective throughout the life of this Employment Agreement, a valid and appropriate professional certificate as defined in the New Jersey Statutes and/or the New Jersey State Administrative Code, to act as a School Superintendent in the State of New Jersey. In the event the Superintendent's Certificate is revoked, this contract shall be null and void effective as of the date of revocation of the Certificate. The Superintendent hereby agrees to devote her full time, skill, labor and attention to said employment during the term of this Employment Agreement, provided, however, that the Superintendent, by specific agreement with the Board, may undertake paid consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations so long as such activities do not interfere with her ability to manage the District.
- 3) The Board shall evaluate the performance of the Superintendent at least once each year of this Employment Agreement in accordance with the requirements of N.J.S.A. 18A:17-20.3. The evaluations shall be in writing, a copy shall be provided to the Superintendent and the Board shall meet to discuss the findings. However, if the Board deems necessary, other evaluations of the performance of the Superintendent may occur. The subsequent evaluations

may be in writing or not, at the Board's option. The evaluations shall be based upon the goals and objectives of the District, the responsibilities of the Superintendent and such other criteria as the State Board of Education shall, by regulation, prescribe and any other criteria which the Board may develop.

On or before June 30<sup>th</sup> of each year of this Employment Agreement, the Board and Superintendent shall meet for the purpose of evaluation of the performance of the Superintendent. The Board shall supply the Superintendent with a copy of its written evaluation of her.

- 4) The Superintendent shall organize, reorganize and arrange her supervisory staff in such a manner to best serve the highest interests of the schools in the District (subject to any agreements entered into by the Board and the Teachers Association and/or the Principal and Supervisors Association and further subject to the Board's approval). The administration of instruction and business affairs, subject to law, shall be lodged with the Superintendent and administered by her with the assistance of her staff and the approval of the Board. The responsibility for the placement and transfer of personnel shall be vested in the Superintendent, subject to the Board's approval. The Board, individually and collectively, will promptly refer all criticisms, complaints and suggestions called to its attention to the Superintendent for study and recommendation.

- 5) The Superintendent shall be entitled to receive all benefits and participate in any benefit program of whatever nature presently exists for the benefit of the school's other employees and whatever benefits or benefit programs the Board may adopt during the term of this Employment Agreement.
- 6) The Board will reimburse the Superintendent for work related use of her personal cell phone.
- 7) The Board will provide, at its cost, a laptop computer and internet service for the Superintendent's use at home for school business.
- 8) The Board will provide, at its cost, membership in up to three (3) professional educational associations to the Superintendent (*i.e.* SCASA, NJASA, NJPSA). The memberships will be approved by the Board.
- 9) The Board shall reimburse the superintendent for expenses in accordance with the State rate established by the State Office of Management and Budget. The superintendent shall be paid a reasonable allowance of \$200 per month as reimbursement of use of her personal vehicle in performance of her duties.
- 10) The Superintendent shall be entitled to all holidays granted to other administrators in the District.
- 11) The Superintendent will receive twenty-two (22) vacation days, fifteen (15) sick days, and three (3) personal days each year. The superintendent will be permitted to carry over no more than 22 vacation days from year to year.

- 12) The Superintendent shall be entitled to five (5) days of leave, without loss of pay due to the death of her father, mother, husband, partners in a civil union, brother, sister, father-in-law, mother-in-law, son, daughter, grandchild, or any person permanently living with the Superintendent. The Superintendent shall be entitled to two (2) days of leave, per incident, without loss of pay due to the death of a sister-in-law, brother-in-law, aunt, uncle or other near relative.
- 13) Upon the retirement from TPAF the Superintendent shall receive payment for accumulated unused sick time on the basis of one per diem day for every two sick days accumulated up to a maximum of ninety (90) days of compensation. Payment for accumulated sick days will be at the calculated per diem rate (salary X 1/260<sup>th</sup>). This payment shall not exceed \$15,000.
- 14) The Superintendent shall be paid for any unused vacation time accumulated and not used upon separation or retirement from this Employment Agreement up to a maximum of twenty-two (44) days at per diem rate.
- 15) The Board shall reimburse the Superintendent for expenses incurred to attend up to two (2) education related conventions per year. The locations of the same being subject to the Board's approval.
- 16) The Board agrees that it shall defend, hold harmless, and indemnify the Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent in her individual capacity or in her official capacity as agent and/or employee of the Board, provided the

incident, which is the subject of any such demand, claim, suit, action or legal proceeding, arose while the Superintendent was acting within the scope of her employment. If in good faith opinion of the Superintendent, a conflict exists in regard to the defense of any claim, demand or action brought against her and the position of the Board relation thereto, the Superintendent may engage her own legal counsel, in which the board shall indemnify the Superintendent for the costs of her legal defense. The Board further agrees to cover the Superintendent under the Board's liability insurance policies, including employment practices liability coverage, in the minimum of \$1 million.

17) This Employment Agreement may be terminated by:

- a) Mutual agreement of the parties.
- b) Disability of the Superintendent:

In the event of disability by illness or incapacity after the Superintendent's sick leave has been exhausted, compensation from the Board shall cease. Compensation shall be reinstated after the Superintendent has returned to employment and undertaken the full discharge of her duties. If a question exists concerning the capacity of the Superintendent to return to her duties, the Board may require the Superintendent to submit to a medical examination, to be performed by a physician licensed to practice medicine. The said physician shall be selected by the Board. The examination shall be done at the expense of the Board. The physician shall limit his or her report as to those factors that prohibit the Superintendent from performing her duties. Once it has been determined that

(A0799858)



the Superintendent is disabled to a point where she can no longer perform her job, all of the District's obligations hereunder will cease.

c) Unilateral Termination by the Superintendent:

The Superintendent may terminate this Employment Agreement upon one hundred twenty (120) days written notice to the Board.

d) Superintendent's Actions:

This Agreement may be terminated prior to the end of the term of this contract by the Board for inefficiency, incapacity or conduct unbecoming a superintendent or other just cause pursuant to N.J.S.A. 18A:17-20.2 or where the Board documents that separation is in the best interest of the students of the Districts upon one hundred twenty (120) day notice and in accordance with the provisions of N.J.A.C. 6A:23A-3.2.

18) This Employment Agreement embodies the entire agreement between the parties hereto and with prior approval of the Executive County Superintendent and cannot be varied except by written agreement of the parties.

19) In the event of any conflict between the terms, conditions and provisions of this Employment Agreement and the provisions of the Board's policies, or any permissive state or federal law, then, unless otherwise prohibited by law, the terms of this Employment Agreement shall take precedence over the contrary provisions of the Board's policies or any such permissive law during the term of the Employment Agreement.

- 20) If, during the term of this Employment Agreement, it is found that a specific clause of the Employment Agreement is illegal in federal or state law, the remainder of the Employment Agreement will not be affected by such a ruling and shall remain in force.
- 21) The Superintendent shall fulfill all aspects of this Employment Agreement, any exception thereto to be by mutual written consent of the Board and the Superintendent.
- 22) The Board has approved the terms and conditions of this Employment Agreement and has been advised that Superintendent has the right to have the same reviewed by an attorney of her choice before she executes the same.
- 23) The Superintendent has approved the terms and conditions of this Employment Agreement and has been advised that the Board has the right to have the same reviewed by an attorney of its choice before it executes the same.

**IN WITNESS WHEREOF**, they set their hands and seals to this Employment Agreement effective on the day and year first above written.

ATTEST:

BOARD OF EDUCATION OF THE SOMERSET  
COUNTY VOCATIONAL & TECHNICAL SCHOOLS

\_\_\_\_\_  
Raelene Catterson, Board Secretary

\_\_\_\_\_  
William G. Hyncik, Jr., Board President

WITNESS:

\_\_\_\_\_

\_\_\_\_\_  
Dr. Chrys Harttraft

APPROVED:

\_\_\_\_\_  
Roger Jinks  
Executive County Superintendent

October 2016  
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>
10/26/2016	TOPS	Philadelphia Zoo Philadelphia, PA	\$13.00/TOPS	District
10/28/2016	Plumbing, Electrical & Carpentry Students	Gateway@ Royce Brook, LLC Hillsborough, NJ	\$0.00	District
11/21/2016	Culinary Arts	Culinary Institute of America Hyde Park, NY	\$45.55/C.A. Student Activities	Outside Agency/District
11/22/2016	US History I Class	Washington Crossing State Park Titusville, NJ	\$0.00	Outside Agency/District
12/6/2016	Auto Body	Automotive Training Center Waminster, PA	\$0.00	Outside Agency/Automotive Training Center
12/7/2016	The Tap Co.	Crème de la Crème Bridgewater, NJ	\$0.00	District
12/9/2016	Graphic Communications	Zimmerelli Art Museum New Brunswick, NJ	\$15.00/Paw Prints	District
12/15/2016	Freshmen & Sophomores	Sky Zone Trampoline Park South Plainfield, NJ	\$23.00/Student	District
12/19/2016	The Tap Co.	Hunterdon County Senior Center Flemington, NJ	\$0.00	District
12/20/2016	Student Ambassadors	Branchburg Central Middle School Branchburg, NJ	\$0.00	District
01/05-01/06, 2017	Theater Arts	Double Tree Guest Suites NY, NY	\$435.00/Student & Fundraising	Outside Agency/Student & Fundraising
1/10/2017	Student Ambassadors	Hillsborough Middle School Hillsborough, NJ	\$0.00	District
1/23/2017	Repertory Company	Middletown Arts Center Middletown, NJ	\$0.00	Outside Agency/District
1/27/2017	AHMS Seniors (Spanish Class)	UN Headquarters NY, NY	\$30.00/Student	Outside Agency/District
2/23/2017	FFA	The College of NJ Ewing Township, NJ	\$27.00/Student	Outside Agency/District
3/15/2017	Linkages/Middle Earth	Yestercades Somerville, NJ	\$20.00/Student & Linkages	District/Linkages
3/17/2017	AHMS Freshmen	Nat'l Museum of American Indian NY, NY	\$0.00	Outside Agency/District
3/27, 3/28, 4/3, 4/4, 4/18, 4/19, 4/24, 4/25, 2017	Health Occupations	Bright Horizons Child Care Center Raritan, NJ	\$0.00	District & Outside Agency District
4/7/2017	Linkages/Middle Earth	Medieval Times Lyndhurst, NJ	\$35.95/Student & Linkages	District/Linkages
4/22/2017	Rotary & HOSA	Sandy Hook Sandy Hook, NJ	\$0.00	District

October 2016

4/24 & 5/10, 2017	English Classes	MPAC Morristown, NJ	\$0.00	Outside Agency/District
4/25/2017	Repertory Company	Centenary College Hackettstown, NJ	\$0.00	Outside Agency/District
4/27/2017	FFA	Rutgers, Cook Campus New Brunswick, NJ	\$9.00/District	Outside Agency/District
5/4/2017	Forensics Class	Somerset County Forensics Labs Hillsborough, NJ	\$0.00	Outside Agency/District
5/4/2017	Health Occupations	Matheny Medical Center Peapack, NJ	\$0.00	Outside Agency/District
5/10/2017	Dance	RVCC Branchburg, NJ	\$0.00	District
5/10/2017	Linkages/Middle Earth	Bowlmor Green Brook, NJ	\$17.99/Student & Linkages	District/Linkages
5/11/2017	Rotary & HOSA	BSA Camp Cope Cedar Knolls, NJ	\$0.00	Outside Agency/District
5/25/2017	FFA	Monmouth University W. Long Branch, NJ	\$72.00/District	District & Outside Agency/District
5/26/2017	AHMS Freshmen & Sophomores	American Museum of Natural History NY, NY	\$0.00	Outside Agency/District
6/5/2017	Theater Arts	John DeSotelle Studio NY, NY	\$100.00/Student & Fundraising	Outside Agency/District
6/20/2017	Whole School	Dorney Park Allentown, PA	\$28.00/Student	District & Outside Agency/District & Student
7/28 - 8/6, 2017	The Tap Co.	Los Angeles Tap Festival Los Angeles, CA	\$2,000.00/Students & Fundraising	Outside Agencies/Students & Fundraising

# SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

## JOB DESCRIPTION

Page 1 of 1

**CATEGORY: NON INSTRUCTIONAL  
SUPPORT**

**ADOPTED: November 23, 2009; Revised January 23, 2012**

**TITLE: CAREER AND TECHNICAL EDUCATION AND WORKFORCE  
DEVELOPMENT COORDINATOR**

**NON CERTIFIED**

**QUALIFICATIONS:**

1. Bachelor's Degree in Communications preferred.
2. Minimum 5 years of grant writing experience.
3. Strong communication skills.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Superintendent or designee

**SUPERVISES:** No direct supervisory responsibilities.

**JOB GOAL:** Assists the Supervisor of Career & Technical Education in providing leadership in the development and coordination of Career and Technical Programs and assists the Supervisor of Technology-Based Learning and Communications in the coordination of High School outreach activities and district-wide initiatives.

**PERFORMANCE RESPONSIBILITIES:**

1. Gathers, creates, and distributes releases, articles, photographs, etc. to local, county and state media.
2. Assists in obtaining necessary information for new programs, CTE opportunities and program approvals.
3. Prepares, submits and maintains grant applications such as the Perkins grant, and other grant endeavors.
4. Collects, analyzes and inputs data for federal, state and local CTE reports such as the 5-Year CTE Plan, discretionary and formula grants, and other such required reports.
5. Coordinates district outreach events such as the annual Open House and 4H Fair to promote recruitment.
6. Updates the District's social media and communication efforts.
7. Assists in the advertising and marketing of the District.
8. Creates and maintains district forms in the district folders, as requested.
9. Produces district information publications and recruitment materials.
10. Prepares written reports, information and materials for the Board of Education as required by the Superintendent.
11. Updates designated pages on website.
12. Assists with marketing program and meeting communication goals.
13. Films, edits, and updates program videos for the district's website.
14. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

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

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

## Resolution 2016-17/10-A

**Participation in the Sustainable Jersey for Schools Certification Program**

**Whereas**—The **Somerset County Vocational Board of Education** seeks to participate in Sustainable Jersey for Schools to focus attention and efforts on matters of sustainability and pursue initiatives that will lead to Sustainable Jersey for Schools Certification.

**Whereas**—The **Somerset County Vocational Board of Education** and District Superintendent seek to support and work with school staff and administrators, students, and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly, and cost-effective solutions.

**Whereas**—Extensive opportunities exist to teach students about ecological, economic and social sustainability, environmental health, and nutrition; to integrate sustainability education into classroom learning; and to support students in becoming leaders in making their schools healthier and more sustainable places.

**Whereas**—Many options and choices exist for schools to use resources more efficiently; to reduce, reuse, and recycle; to follow Green Building Standards for construction and major renovations; to form school partnerships; to eliminate toxic chemicals; to purchase (or produce) clean energy; and to purchase recycled paper, energy-efficient equipment and other green products to protect our global environment.

**Whereas**—Sustainability means using resources wisely, saving money, and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children.

**Whereas**—The **Somerset County Vocational Board of Education** commits to the formation of at least one Sustainability Leadership Team (also referred to as “Green Team”), based on the guidance of Sustainable Jersey for Schools. (See the “Create A Green Team” action. Your district “Green Team” can be designated from a pre-existing group within the district if desired.)

**Whereas**—Green Team members help schools adopt policies and practices addressing areas such as sustainability education and professional training, green purchasing, waste reduction, indoor air quality, energy-saving initiatives, and community partnerships.

**Whereas**—The **Somerset County Vocational Board of Education** will encourage Green Teams at all district schools by providing networking and educational opportunities.

**Therefore, it is resolved** that the **Somerset County Vocational Board of Education** agrees to participate in Sustainable Jersey for Schools, and it is the board’s intention to pursue certification for schools in the district.

**We hereby appoint Dr. Chrys Harttraft, Superintendent** to be the district’s liaison to Sustainable Jersey for Schools.

**We do hereby recognize Somerset County Vocational & Technical High School** as the agent(s) to carry out our commitment to building a sustainable school district through the implementation of Sustainable Jersey for Schools actions.

**We agree to** complete district actions and to support the district’s schools in completing their actions.

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 Signature of Board Secretary

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 Date

10/7 8:36am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10  
Interim Balance Sheet  
For 3 Month Period Ending 09/30/2016

=====

ASSETS AND RESOURCES

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

101	Cash in bank		\$3,091,225.11
121	Tax levy receivable		\$9,193,823.00
	Accounts receivable:		
132	Interfund	\$22,047.00	
141	Intergovernmental - State	\$1,308,230.68	
143	Intergovernmental - Other	\$7,824.00	
			\$1,338,101.68

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

301	Estimated Revenues	\$14,758,205.00	
302	Less Revenues	(\$13,432,927.15)	
			\$1,325,277.85

Total assets and resources

\$14,948,427.64

=====



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10  
Interim Balance Sheet  
For 3 Month Period Ending 09/30/2016

=====

LIABILITIES AND FUND EQUITY

=====

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

421	Accounts Payable	\$169,047.12
TOTAL LIABILITIES		\$169,047.12
=====		

F U N D B A L A N C E

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

753	Reserve for encumbrances - Current Year	\$8,976,255.54	
754	Reserve for encumbrance - Prior Year	\$82,370.50	
Reserved fund balance:			
760	Reserved Fund Balance	\$1,633,589.23	
601	Appropriations	\$15,522,496.79	
602	Less : Expenditures	\$2,821,207.60	
603	Encumbrances	\$9,058,626.04 (\$11,879,833.64)	
		\$3,642,663.15	
Total Appropriated		\$14,334,878.42	

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

770	Fund Balance	\$829,502.10	
303	Budgeted Fund Balance	(\$385,000.00)	
TOTAL FUND BALANCE		\$14,779,380.52	
TOTAL LIABILITIES AND FUND EQUITY		\$14,948,427.64	
			=====

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$15,522,496.79	\$11,879,833.64	\$3,642,663.15
Revenues	(\$14,758,205.00)	(\$13,432,927.15)	(\$1,325,277.85)
	\$764,291.79	(\$1,553,093.51)	\$2,317,385.30
Less: Adjust for prior year encumb.	(\$379,291.79)	(\$379,291.79)	
Budgeted Fund Balance	\$385,000.00	(\$1,932,385.30)	\$2,317,385.30
			=====

Recapitulation of Budgeted Fund Balance by Subfund

	Budgeted	Actual	Variance
Fund 10 (includes 10, 11, 12, and 13)	\$385,000.00	(\$1,932,385.30)	\$2,317,385.30
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00
TOTAL Budgeted Fund Balance	\$385,000.00	(\$1,932,385.30)	\$2,317,385.30
			=====

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 3 Month Period Ending 09/30/2016

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$13,329,643.00	\$12,004,365.15		\$1,325,277.85
3XXX	From State Sources	\$1,428,562.00	\$1,428,562.00		.00
TOTAL REVENUE/SOURCES OF FUNDS		\$14,758,205.00	\$13,432,927.15		\$1,325,277.85
		=====	=====	=====	=====
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$1,892,362.00	\$195,936.77	\$1,362,728.59	\$333,696.64
11-3XX-100-XXX	Voc. Programs - Local - Instruction	\$3,802,232.78	\$372,022.83	\$2,082,094.26	\$1,348,115.69
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$75,025.00	\$190.53	\$1,616.00	\$73,218.47
11-402-100-XXX	School-Spons. Athletics - Instruction	\$103,273.00	\$9,646.10	\$40,463.53	\$53,163.37
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-211-XXX	Attendance and Social Work Services	\$23,322.20	\$4,240.40	\$19,081.80	.00
11-000-213-XXX	Health Services	\$188,498.00	\$31,322.70	\$147,168.73	\$10,006.57
11-000-216-XXX	Speech, OT,PT & Related Svcs	\$10,944.00	.00	\$7,296.00	\$3,648.00
11-000-218-XXX	Guidance	\$825,088.50	\$153,182.20	\$581,107.69	\$90,798.61
11-000-219-XXX	Child Study Teams	\$242,693.53	\$43,827.42	\$182,719.97	\$16,146.14
11-000-221-XXX	Improvement Of Inst./Other Support Improvement of Inst. Serv.	\$170,262.00	\$49,344.74	\$113,490.93	\$7,426.33
11-000-222-XXX	Educational Media Serv/School Library	\$53,897.00	\$5,052.06	\$29,047.03	\$19,797.91
11-000-223-XXX	Instructional Staff Training Services	\$68,550.00	\$10,554.16	\$2,160.73	\$55,835.11
11-000-230-XXX	Supp. Serv.-General Administration	\$711,970.00	\$159,008.34	\$396,998.07	\$155,963.59
11-000-240-XXX	Supp. Serv.-School Administration	\$871,737.00	\$208,546.23	\$566,118.48	\$97,072.29
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$848,286.00	\$213,069.21	\$595,356.97	\$39,859.82
11-000-261-XXX	Allowable Maint. for School Facilities	\$1,259,579.23	\$429,679.72	\$529,141.12	\$300,758.39
11-000-262-XXX	Custodial Services	\$1,211,677.00	\$244,771.27	\$683,941.09	\$282,964.64
11-000-263-XXX	Care and Upkeep of Grounds	\$25,150.00	.00	.00	\$25,150.00
11-000-266-XXX	Security	\$54,652.80	\$8,107.30	.00	\$46,545.50
11-000-270-XXX	Student Transportation Services	\$100,984.00	\$3,925.92	\$41,794.28	\$55,263.80
11-000-291-XXX	Allocated and Unallocated Benefits	\$2,782,939.00	\$596,798.95	\$1,671,785.20	\$514,354.85
TOTAL GENERAL CURRENT EXPENSE EXPENDITURES/USES OF FUNDS		\$15,323,123.04	\$2,739,226.85	\$9,054,110.47	\$3,529,785.72
		=====	=====	=====	=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10 (including 16, 17 & 18)  
 INTERIM STATEMENTS COMPARING  
 BUDGET REVENUE WITH ACTUAL TO DATE AND  
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
 For 3 Month Period Ending 09/30/2016

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	-----	-----	-----	-----
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$178,985.75	\$81,980.75	\$4,515.57	\$92,489.43
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$20,388.00	.00	.00	\$20,388.00
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TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$199,373.75	\$81,980.75	\$4,515.57	\$112,877.43
	=====	=====	=====	=====
TOTAL GENERAL FUND EXPENDITURES	\$15,522,496.79	\$2,821,207.60	\$9,058,626.04	\$3,642,663.15
	=====	=====	=====	=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10 (including 16, 17 & 18)  
 SCHEDULE OF REVENUES  
 ACTUAL COMPARED WITH ESTIMATED  
 For 3 Month Period Ending 09/30/2016

		ESTIMATED	ACTUAL	UNREALIZED
		-----	-----	-----
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,922,443.00	\$11,922,443.00	.00
1310	Tuition- From LEA's	\$525,000.00	\$6,294.00	\$518,706.00
1XXX	Miscellaneous	\$882,200.00	\$75,628.15	\$806,571.85
TOTAL		\$13,329,643.00	\$12,004,365.15	\$1,325,277.85
		=====	=====	=====
--- 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
3XXX	Other State Aids	\$14,660.00	\$14,660.00	\$0.00
TOTAL		\$1,428,562.00	\$1,428,562.00	\$0.00
		=====	=====	=====
TOTAL REVENUES/SOURCES OF FUNDS		\$14,758,205.00	\$13,432,927.15	\$1,325,277.85
		=====	=====	=====

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 3 Month Period Ending 09/30/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,600,359.80	\$157,476.96	\$1,233,737.24	\$209,145.60
11-140-100-106 Other Salaries for Instruction	\$81,647.00	\$8,164.66	\$73,481.94	\$0.40
11-140-100-320 Purchased Prof.-Ed. Services	\$20,600.00	.00	.00	\$20,600.00
11-140-100-500 Other Purchased Services	\$89,403.00	\$16,187.00	\$9,172.88	\$64,043.12
11-140-100-610 General Supplies	\$52,185.00	\$12,083.02	\$16,860.46	\$23,241.52
11-140-100-640 Textbooks	\$32,267.20	\$1,791.13	\$29,476.07	\$1,000.00
11-140-100-800 Other Objects	\$8,300.00	\$234.00	.00	\$8,066.00
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$3,000.00	\$0.00	\$0.00	\$3,000.00
11-150-100-320 Purchased Prof.-Ed. Services	\$4,500.00	.00	.00	\$4,500.00
11-150-100-500 Other Purchased Services	\$100.00	.00	.00	\$100.00
TOTAL	\$1,892,362.00	\$195,936.77	\$1,362,728.59	\$333,696.64
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$2,969,047.00	\$314,005.59	\$2,004,813.78	\$650,227.63
11-310-100-106 Other Salaries for Instruction	\$188,125.00	\$3,904.60	.00	\$184,220.40
11-310-100-320 Purchased Prof.-Ed. Services	\$224,149.00	.00	\$1,100.00	\$223,049.00
11-310-100-500 Other Purchased Services	\$63,211.78	\$9,858.23	\$6,952.35	\$46,401.20
11-310-100-610 General Supplies	\$320,991.00	\$32,823.40	\$55,308.58	\$232,859.02
11-310-100-640 Textbooks	\$25,259.00	\$11,031.01	\$10,558.55	\$3,669.44
11-310-100-800 Other Objects	\$11,450.00	\$400.00	\$3,361.00	\$7,689.00
Total	\$3,802,232.78	\$372,022.83	\$2,082,094.26	\$1,348,115.69
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$46,525.00	.00	.00	\$46,525.00
11-401-100-500 Purchased Services	\$2,725.00	.00	\$600.00	\$2,125.00
11-401-100-600 Supplies and Materials	\$22,275.00	\$190.53	\$1,016.00	\$21,068.47
11-401-100-800 Other Objects	\$3,500.00	.00	.00	\$3,500.00
TOTAL	\$75,025.00	\$190.53	\$1,616.00	\$73,218.47
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$70,901.00	\$6,195.10	\$17,028.98	\$47,676.92
11-402-100-500 Purchased Services	\$4,200.00	.00	\$4,000.00	\$200.00
11-402-100-600 Supplies and Materials	\$7,012.00	.00	\$1,951.55	\$5,060.45
11-402-100-800 Other Objects	\$21,160.00	\$3,451.00	\$17,483.00	\$226.00

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 3 Month Period Ending 09/30/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$103,273.00	\$9,646.10	\$40,463.53	\$53,163.37
--- UNDISTRIBUTED EXPENDITURES ---				
--- Attendance and social work services ---				
11-000-211-171 Sal. of Drop-Out Prevention Officer/Coordinators				
	\$23,322.20	\$4,240.40	\$19,081.80	.00
TOTAL	\$23,322.20	\$4,240.40	\$19,081.80	\$0.00
--- Health services ---				
11-000-213-100 Salaries				
	\$163,498.00	\$31,201.90	\$129,063.10	\$3,233.00
11-000-213-300 Purchased Prof. & Tech. Svc.				
	\$16,000.00	.00	\$15,500.00	\$500.00
11-000-213-500 Other Purchased Services				
	\$1,100.00	.00	\$300.00	\$800.00
11-000-213-600 Supplies and Materials				
	\$7,000.00	\$120.80	\$2,305.63	\$4,573.57
11-000-213-800 Other Objects				
	\$900.00	.00	.00	\$900.00
TOTAL	\$188,498.00	\$31,322.70	\$147,168.73	\$10,006.57
--- Speech, OT,PT & Related Svcs ---				
11-000-216-320 Purchased Prof. Ed. Services				
	\$10,944.00	.00	\$7,296.00	\$3,648.00
TOTAL	\$10,944.00	\$0.00	\$7,296.00	\$3,648.00
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff				
	\$343,135.00	\$49,601.26	\$228,903.31	\$64,630.43
11-000-218-105 Sal Sec. & Clerical Asst.				
	\$106,003.00	\$26,352.48	\$79,057.44	\$593.08
11-000-218-110 Other Salaries				
	\$298,393.00	\$74,545.44	\$219,927.32	\$3,920.24
11-000-218-390 Other Purch. Prof. & Tech Svc.				
	\$61,077.50	\$46.00	\$46,607.50	\$14,424.00
11-000-218-500 Other Purchased Services				
	\$12,880.00	.00	\$5,858.00	\$7,022.00
11-000-218-600 Supplies and Materials				
	\$3,500.00	\$2,637.02	\$754.12	\$108.86
11-000-218-800 Other Objects				
	\$100.00	.00	.00	\$100.00
TOTAL	\$825,088.50	\$153,182.20	\$581,107.69	\$90,798.61
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff				
	\$137,584.64	\$24,037.10	\$110,729.88	\$2,817.66
11-000-219-105 Sal Sec. & Clerical Asst.				
	\$87,720.36	\$16,669.69	\$71,426.45	(\$375.78)
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.				
	\$7,200.00	.00	\$199.00	\$7,001.00
11-000-219-500 Other Purchased Services				
	\$1,015.00	.00	.00	\$1,015.00

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 3 Month Period Ending 09/30/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-219-600 Supplies and Materials	\$5,673.53	\$2,646.63	\$364.64	\$2,662.26
11-000-219-800 Other Objects	\$1,500.00	\$474.00	.00	\$1,026.00
TOTAL	\$242,693.53	\$43,827.42	\$182,719.97	\$16,146.14
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-104 Salaries Other Prof. Staff	\$105,002.00	\$34,982.39	\$69,614.63	\$404.98
11-000-221-105 Sal Secr. & Clerical Asst.	\$56,760.00	\$13,881.24	\$41,643.72	\$1,235.04
11-000-221-500 Other Purchased Services	\$2,500.00	\$481.11	\$1,443.33	\$575.56
11-000-221-600 Supplies and Materials	\$3,000.00	.00	\$533.25	\$2,466.75
11-000-221-800 Other Objects	\$3,000.00	.00	\$256.00	\$2,744.00
TOTAL	\$170,262.00	\$49,344.74	\$113,490.93	\$7,426.33
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$31,552.00	\$3,048.70	\$27,438.30	\$1,065.00
11-000-222-300 Purchased Prof. & Tech Svc.	\$3,310.00	.00	.00	\$3,310.00
11-000-222-500 Other Purchased Services	\$4,300.00	.00	\$245.00	\$4,055.00
11-000-222-600 Supplies and Materials	\$10,700.00	\$2,003.36	\$1,363.73	\$7,332.91
11-000-222-800 Other Objects	\$4,035.00	.00	.00	\$4,035.00
TOTAL	\$53,897.00	\$5,052.06	\$29,047.03	\$19,797.91
--- Instructional Staff Training Services ---				
11-000-223-102 Salaries Superv. of Instruction	\$45,000.00	\$9,512.92	.00	\$35,487.08
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$5,000.00	\$110.00	\$348.45	\$4,541.55
11-000-223-500 Other Purchased Services	\$16,550.00	\$931.24	\$1,812.28	\$13,806.48
11-000-223-600 Supplies and Materials	\$2,000.00	.00	.00	\$2,000.00
TOTAL	\$68,550.00	\$10,554.16	\$2,160.73	\$55,835.11
--- Support services-general administration ---				
11-000-230-100 Salaries	\$316,670.00	\$79,118.54	\$228,010.66	\$9,540.80
11-000-230-331 Legal Services	\$60,000.00	\$11,805.77	\$48,194.23	.00
11-000-230-332 Audit Fees	\$35,400.00	.00	.00	\$35,400.00
11-000-230-334 Architectural/Engineering Services	\$12,800.00	.00	\$12,800.00	.00
11-000-230-339 Other Purchased Prof. Svc.	\$17,500.00	.00	.00	\$17,500.00
11-000-230-530 Communications/Telephone	\$89,200.00	\$16,103.11	\$50,660.54	\$22,436.35
11-000-230-585 BOE Other Purchased Prof. Svc.	\$2,758.00	\$1,358.00	\$1,400.00	.00
11-000-230-590 Other Purchased Services	\$133,900.00	\$29,228.87	\$54,250.00	\$50,421.13
11-000-230-61X General Supplies	\$10,000.00	\$460.00	\$112.69	\$9,427.31

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 3 Month Period Ending 09/30/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-230-630 BOE In-House Training/Meeting Supplies	\$1,000.00	.00	.00	\$1,000.00
11-000-230-890 Misc. Expenditures	\$25,742.00	\$14,184.30	\$1,569.95	\$9,987.75
11-000-230-895 BOE Membership Dues and Fees	\$7,000.00	\$6,749.75	.00	\$250.25
TOTAL	\$711,970.00	\$159,008.34	\$396,998.07	\$155,963.59
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$631,013.00	\$158,307.06	\$455,861.10	\$16,844.84
11-000-240-105 Sal Sec. & Clerical Asst.	\$179,973.00	\$38,871.36	\$98,288.40	\$42,813.24
11-000-240-11X Other Salaries	\$10,000.00	.00	.00	\$10,000.00
11-000-240-500 Other Purchased Services	\$32,600.00	\$7,113.31	\$2,801.00	\$22,685.69
11-000-240-600 Supplies and Materials	\$12,411.00	\$4,254.50	\$3,427.98	\$4,728.52
11-000-240-800 Other Objects	\$5,740.00	.00	\$5,740.00	.00
TOTAL	\$871,737.00	\$208,546.23	\$566,118.48	\$97,072.29
--- Central Services ---				
11-000-251-100 Salaries	\$337,176.00	\$84,293.58	\$252,880.74	\$1.68
11-000-251-330 Purchased Prof. Svcs.	\$11,003.00	\$1,690.47	\$4,587.33	\$4,725.20
11-000-251-340 Purchased Technical Svcs.	\$28,301.00	\$9,514.00	\$11,014.00	\$7,773.00
11-000-251-592 Misc Pur Serv(400-500 series )	\$3,000.00	.00	\$1,533.00	\$1,467.00
11-000-251-600 Supplies and Materials	\$9,001.00	\$1,126.50	.00	\$7,874.50
11-000-251-89X Other Objects	\$5,000.00	\$2,535.64	\$1,116.32	\$1,348.04
TOTAL	\$393,481.00	\$99,160.19	\$271,131.39	\$23,189.42
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$390,494.00	\$97,605.42	\$292,816.26	\$72.32
11-000-252-500 Other Pur Serv. (400-500 series )	\$32,811.00	\$16,056.10	\$10,978.08	\$5,776.82
11-000-252-600 Supplies and Materials	\$31,500.00	\$247.50	\$20,431.24	\$10,821.26
TOTAL	\$454,805.00	\$113,909.02	\$324,225.58	\$16,670.40
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$631,549.00	\$151,343.09	\$417,277.29	\$62,928.62
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$533,253.32	\$240,681.86	\$106,198.61	\$186,372.85
11-000-261-610 General Supplies	\$84,624.91	\$34,097.27	\$3,265.22	\$47,262.42
11-000-261-800 Other Objects	\$10,152.00	\$3,557.50	\$2,400.00	\$4,194.50
TOTAL	\$1,259,579.23	\$429,679.72	\$529,141.12	\$300,758.39
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.	\$412,500.00	\$98,123.68	\$310,034.80	\$4,341.52



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 3 Month Period Ending 09/30/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-262-490 Other Purchased Property Svc.	\$65,000.00	\$8,125.07	\$47,375.93	\$9,499.00
11-000-262-520 Insurance	\$128,608.00	\$63,188.00	\$65,420.00	.00
11-000-262-621 Energy (Natural Gas)	\$130,013.00	\$3,105.47	\$42,778.53	\$84,129.00
11-000-262-622 Energy (Electricity)	\$468,556.00	\$72,229.05	\$218,331.83	\$177,995.12
TOTAL	\$1,211,677.00	\$244,771.27	\$683,941.09	\$282,964.64
--- 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	\$3,000.00	.00	.00	\$3,000.00
TOTAL	\$25,150.00	\$0.00	\$0.00	\$25,150.00
--- Security ---				
11-000-266-100 Salaries	\$54,652.80	\$8,107.30	.00	\$46,545.50
TOTAL	\$54,652.80	\$8,107.30	\$0.00	\$46,545.50
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$42,259.00	\$3,925.92	\$35,333.28	\$2,999.80
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$3,045.00	.00	.00	\$3,045.00
11-000-270-512 Contr Svc(other btw home & sch)-vendors	\$31,350.00	.00	\$4,620.00	\$26,730.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$15,300.00	.00	\$1,841.00	\$13,459.00
11-000-270-593 Misc. Purchased Svc.- Transp.	\$5,000.00	.00	.00	\$5,000.00
11-000-270-610 General Supplies	\$2,030.00	.00	.00	\$2,030.00
11-000-270-800 Misc. Expenditures	\$2,000.00	.00	.00	\$2,000.00
TOTAL	\$100,984.00	\$3,925.92	\$41,794.28	\$55,263.80
--- Benefits ---				
11-XXX-XXX-220 Social Security Contributions	\$277,043.00	\$52,147.55	\$199,648.83	\$25,246.62
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$307,360.00	\$732.74	\$6,338.49	\$300,288.77
11-XXX-XXX-250 Unemployment Compensation	\$50,005.00	\$13,076.30	\$28,085.78	\$8,842.92
11-XXX-XXX-260 Workman's Compensation	\$188,909.00	\$94,454.50	\$94,454.50	.00
11-XXX-XXX-270 Health Benefits	\$1,867,622.00	\$426,253.20	\$1,323,122.26	\$118,246.54
11-XXX-XXX-280 Tuition Reimbursement	\$30,000.00	\$9,864.66	\$20,135.34	.00
11-XXX-XXX-290 Other Employee Benefits	\$62,000.00	\$270.00	.00	\$61,730.00
TOTAL	\$2,782,939.00	\$596,798.95	\$1,671,785.20	\$514,354.85
Total Undistributed expenditures	\$9,450,230.26	\$2,161,430.62	\$5,567,208.09	\$1,721,591.55
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$15,323,123.04	\$2,739,226.85	\$9,054,110.47	\$3,529,785.72

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 3 Month Period Ending 09/30/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
	-----	-----	-----	-----
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$15,323,123.04	\$2,739,226.85	\$9,054,110.47	\$3,529,785.72
	=====	=====	=====	=====

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 3 Month Period Ending 09/30/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>*** CAPITAL OUTLAY ***</b>				
Special education - instruction				
12-310-100-730 Regular Voc.programs	\$3,000.00	.00	.00	\$3,000.00
Undistributed expenses				
12-000-100-730 Instruction	\$44,000.00	.00	.00	\$44,000.00
12-000-21X-730 Support services-Related & Extraord.	\$8,000.00	\$7,995.00	.00	\$5.00
Undistributed exp. - student transportation				
12-XXX-X00-730 Special schools (all programs)	\$123,985.75	\$73,985.75	\$4,515.57	\$45,484.43
TOTAL	\$178,985.75	\$81,980.75	\$4,515.57	\$92,489.43
--- Facilities acquisition and construction services ---				
12-000-400-800 Other objects	\$20,388.00	.00	.00	\$20,388.00
Facilitis. Acqstn. Const. Sevr. -- TOTAL --	\$20,388.00	\$0.00	\$0.00	\$20,388.00
TOTAL	\$20,388.00	\$0.00	\$0.00	\$20,388.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$199,373.75	\$81,980.75	\$4,515.57	\$112,877.43
*** EDUCATION STABILIZATION FUND **				
*** GOVERNMENT SERVICES FUND **				
*** EDUCATION JOBS FUND **				
TOTAL GENERAL FUND EXPENDITURES	\$15,522,496.79	\$2,821,207.60	\$9,058,626.04	\$3,642,663.15

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

For 3 Month Period Ending 09/30/2016

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

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

9/30/16

\_\_\_\_\_  
Date

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

ACCOUNT NUMBER	DESCRIPTION	APPROPRIATION	EXPENDITURE	ENCUMBERANCES	AVAILABLE BALANCE
11-999-999-999- -	NET PAY ADJ	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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10/7 8:36am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 3 Month Period Ending 09/30/16

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$6,118.33
	Accounts receivable:		
141	Intergovernmental - State	\$13,399.43	
			\$13,399.43

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

301	Estimated Revenues	\$1,427,696.61	
302	Less Revenues	(\$216,268.26)	
			\$1,211,428.35
	Total assets and resources		\$1,230,946.11
			=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 3 Month Period Ending 09/30/16

=====

LIABILITIES AND FUND EQUITY

=====

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

411	Intergovernmental accounts payable - State	\$2,980.04
421	Accounts Payable	(\$2,021.48)
		\$958.56
	TOTAL LIABILITIES	\$958.56

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	\$488,198.16
601	Appropriations	\$1,427,696.61
602	Less: Expenditures	\$197,709.06
603	Encumbrances	\$488,198.16    (\$685,907.22)
		\$741,789.39
	TOTAL FUND BALANCE	\$1,229,987.55
	TOTAL LIABILITIES AND FUND EQUITY	\$1,230,946.11

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 3 Month Period Ending 09/30/16

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$100,776.26	\$100,776.26		.00
3XXX	From State Sources	\$880,672.35	\$115,492.00		\$765,180.35
4XXX	From Federal Sources	\$446,248.00	.00		\$446,248.00
TOTAL REVENUE/SOURCES OF FUNDS		\$1,427,696.61	\$216,268.26		\$1,211,428.35
=====					
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
LOCAL PROJECTS:					
		\$100,776.26	\$78,474.68	.00	\$22,301.58
STATE PROJECTS:					
	Vocational education	\$534,195.35	\$45,127.38	\$143,787.01	\$345,280.96
	Other special projects	\$346,477.00	\$62,532.54	\$256,471.03	\$27,473.43
TOTAL STATE PROJECTS		\$880,672.35	\$107,659.92	\$400,258.04	\$372,754.39
FEDERAL PROJECTS:					
	NCLB Title I	\$60,701.00	\$4,492.86	\$20,072.72	\$36,135.42
	NCLB Title II - Part A/D	\$10,286.00	\$4,450.00	\$1,340.00	\$4,496.00
	I.D.E.A. Part B (Handicapped)	\$111,999.00	\$2,631.60	\$66,527.40	\$42,840.00
	Vocational Education	\$263,262.00	.00	.00	\$263,262.00
TOTAL FEDERAL PROJECTS		\$446,248.00	\$11,574.46	\$87,940.12	\$346,733.42
=====					
*** TOTAL EXPENDITURES ***		\$1,427,696.61	\$197,709.06	\$488,198.16	\$741,789.39
=====					



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 3 Month Period Ending 09/30/16

	ESTIMATED	ACTUAL	UNREALIZED
	-----	-----	-----
--- LOCAL SOURCES ---			
1XXX Other Revenue from Local Sources	\$100,776.26	\$100,776.26	\$0.00
	-----	-----	-----
Total Revenues from Local Sources	\$100,776.26	\$100,776.26	\$0.00
	=====	=====	=====
--- STATE SOURCES ---			
3XXX Other State Aids	\$880,672.35	\$115,492.00	\$765,180.35
	-----	-----	-----
Total Revenue from State Sources	\$880,672.35	\$115,492.00	\$765,180.35
	=====	=====	=====
--- 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)	\$111,999.00	.00	\$111,999.00
4430-39 Vocational Education	\$263,262.00	.00	\$263,262.00
	-----	-----	-----
Total Revenues from Federal Sources	\$446,248.00	\$0.00	\$446,248.00
	=====	=====	=====
TOTAL REVENUES/SOURCES OF FUNDS	\$1,427,696.61	\$216,268.26	\$1,211,428.35
	=====	=====	=====

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

For 3 Month Period Ending 09/30/16

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

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

9/30/16

Date

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

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10/7 8:36am

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Capital Projects Fund - Fund 30  
 Interim Balance Sheet  
 For 3 Month Period Ending 09/30/16

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

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

101	Cash in bank		(\$70,794.25)
	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	\$3,040,477.45	
		\$3,040,477.45	
	Total assets and resources		\$5,260,160.68
			=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Capital Projects Fund - Fund 30  
 Interim Balance Sheet  
 For 3 Month Period Ending 09/30/16

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year		\$178,808.75
754	Reserve for encumbrances - Prior Year		\$2,152,939.28
601	Appropriations	\$3,201,634.10	
602	Less : Expenditures	\$231,950.87	
603	Encumbrances	\$2,331,748.03 (\$2,563,698.90)	
			\$637,935.20
	Total Appropriated		\$2,969,683.23

--- Unappropriated ---

770	Fund balance		\$94,955.51
303	Budgeted Fund Balance		\$2,195,521.94
			\$2,290,477.45

TOTAL FUND BALANCE \$5,260,160.68

TOTAL LIABILITIES AND FUND EQUITY \$5,260,160.68

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REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Capital Projects Fund - Fund 30  
 INTERIM STATEMENTS COMPARING  
 BUDGET REVENUE WITH ACTUAL TO DATE AND  
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
 For 3 Month Period Ending 09/30/16

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$3,040,477.45	\$0.00		\$3,040,477.45
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$3,040,477.45	\$0.00		\$3,040,477.45
	=====	=====	=====	=====
*** EXPENDITURES ***				
	_____	_____	_____	_____
Total fac.acq.and constr. serv.	\$3,201,634.10	\$231,950.87	\$2,331,748.03	\$637,935.20
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$3,201,634.10	\$231,950.87	\$2,331,748.03	\$637,935.20
*** TOTAL EXPENDITURES AND TRANSFERS	\$3,201,634.10	\$231,950.87	\$2,331,748.03	\$637,935.20
	=====	=====	=====	=====

--- Facilities acquisition and constr. serv. ---

30-000-4XX-334 Agriculture/Engineering	\$262,630.50	\$60,480.19	\$120,760.18	\$81,390.13
30-000-4XX-390 Other purchased prof. & tech. serv.	\$50,000.00	.00	.00	\$50,000.00
30-000-4XX-450 Construction services	\$2,889,003.60	\$171,470.68	\$2,210,987.85	\$506,545.07

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

For 3 Month Period Ending 09/30/16

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

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

9/30/16  
Date

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

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Report of the Treasurer  
to the Board of Education

Somerset County Vocational  
All Funds  
For Month Ended: September 30, 2016

CASH REPORT

<b>FUNDS</b>					
<b>Governmental Funds</b>	<b>Beginning Balance</b>	<b>Deposits</b>	<b>Disbursements</b>	<b>Audit Adjustment</b>	<b>Ending Balance</b>
General Fund (10)	\$3,504,931.77	\$1,142,944.37	-\$1,570,112.24	\$13,461.21	\$3,091,225.11
Special Revenue Fund (20)	\$41,263.60	\$49,937.00	-\$71,621.06	-\$13,461.21	\$6,118.33
Capital Project Fund (30)	\$109,302.35	\$0.00	-\$180,096.60		-\$70,794.25
Total Governmental Funds	<u>\$3,655,497.72</u>	<u>\$1,192,881.37</u>	<u>-\$1,821,829.90</u>		<u>\$3,026,549.19</u>
Summer Savings	\$0.00	\$14,714.76	\$0.00		\$14,714.76
Enterprise Fund (60) Cafeteria	\$8,277.64	\$8,528.98	\$0.00		\$16,806.62
Payroll Fund (70)	\$0.00	\$500,092.88	-\$500,092.88		\$0.00
Agency Fund (90)	\$0.00	\$380,303.14	-\$380,303.14		\$0.00
Total Trust & Agency	<u>\$8,277.64</u>	<u>\$903,639.76</u>	<u>-\$880,396.02</u>		<u>\$31,521.38</u>
Grand Total for all Funds	<u>\$3,663,775.36</u>	<u>\$2,096,521.13</u>	<u>-\$2,702,225.92</u>		<u>\$3,058,070.57</u>
					\$3,058,070.57

Prepared and submitted by:

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

\_\_\_\_\_  
10/13/2016

# Somerset County Vocational Board of Ed.

## Expense Account Adjustment Analysis By Account#

ADDENDUM #7

va\_exaa1.082406

09/30/2016

Current Cycle : September

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
<b><i>Current Appropriation Adjustments</i></b>								
11-000-219-104-05-0001	SUMMER WORK/EXTRA WORK	September Transfers	0022	09/30/2016	RCATTERSON	\$2,922.64	(\$400.00)	\$2,522.64
11-000-219-105-05-0001	SECRETARIES/O.T.-SUMMER	September Transfers	0022	09/30/2016	RCATTERSON	\$435.36	\$400.00	\$835.36
11-000-230-890-08-0000	MISC EXP	September Transfers	0024	09/30/2016	RCATTERSON	\$12,742.00	(\$430.00)	\$12,312.00
11-000-230-890-08-0001	MEMBERSHIPS - SUPT.	September Transfers	0024	09/30/2016	RCATTERSON	\$13,000.00	\$430.00	\$13,430.00
11-000-251-340-08-0000	PURCHASED TECHNICAL SERV	September Transfers	0022	09/30/2016	RCATTERSON	\$10,301.00	(\$1,500.00)	\$8,801.00
11-000-251-340-08-0001	SYSTEMS 3000	September Transfers	0022	09/30/2016	RCATTERSON	\$18,000.00	\$1,500.00	\$19,500.00
11-000-261-420-02-0000	COPIER - LEASE	September Transfers	0023	09/30/2016	RCATTERSON	\$11,000.00	\$1,300.00	\$12,300.00
11-000-261-420-02-0005	RESUR. GYM FLOORS	September Transfers	0023	09/30/2016	RCATTERSON	\$12,106.00	(\$1,300.00)	\$10,806.00
11-000-270-517-03-0000	CONTRACT. SERV.(REG. STU	September Transfers	0023	09/30/2016	RCATTERSON	\$15,000.00	(\$300.00)	\$14,700.00
11-000-270-517-07-0000	CONTRACT. SERV.(REG. STU	September Transfers	0023	09/30/2016	RCATTERSON	\$300.00	\$300.00	\$600.00
11-140-100-610-03-0000	SUPPLIES - HS	September Transfers	0023	09/30/2016	RCATTERSON	\$2,400.00	(\$2,050.00)	\$350.00
11-140-100-610-07-0000	SUPPLIES - ALT. SCHOOL	September Transfers	0023	09/30/2016	RCATTERSON	\$0.00	\$2,050.00	\$2,050.00
11-310-100-800-10-0000	OTHER OBJECTS DANCE	September Transfers	0023	09/30/2016	RCATTERSON	\$1,010.00	\$200.00	\$1,210.00
11-310-100-800-11-0000	OTHER OBJECTS - VOC	September Transfers	0023	09/30/2016	RCATTERSON	\$9,190.00	(\$200.00)	\$8,990.00
<b><i>Total Current Appr.</i></b>								<b><i>\$0.00</i></b>

Resolution 2016-17/10-B

**RESOLUTION AUTHORIZING THE SOMERSET COUNTY VOCATIONAL BOARD OF  
EDUCATION TO ESTABLISH MEMBERSHIP IN THE SOMERSET COUNTY  
INSURANCE COMMISSION**

WHEREAS, on September 27, 2016 the Board of Chosen Freeholders of the County of Somerset (the "County") established a County Insurance Fund Commission for the purposes provided by law; and

WHEREAS, the existence of the Somerset County Insurance Commission is intended to provide Somerset County's various boards, agencies, authorities and commissions with the opportunity to combine resources to manage their liability and casualty risks and employee health insurance, as may be authorized; and

WHEREAS, pursuant to N.J.S.A. 40A:10:8 et seq. the County of Somerset appointed three County officials to serve as Commissioners of the County Insurance Commission; and

WHEREAS, pursuant to the rules and regulations adopted by the Somerset County Insurance Commission, the commissioners shall be officials of the County of Somerset and are authorized to perform all the duties as set forth in N.J.S.A 40A:10-10 and all applicable rules and regulations; and

WHEREAS, the various County boards, agencies, authorities and commissions shall have representation on the safety committee and the advisory committee established by the Somerset County Insurance Commission; and

WHEREAS, the Somerset County Vocational Board of Education (hereinafter "Governing Body") has determined it is in the best interest of the residents of Somerset County for the Governing Body to establish its membership in the Somerset County Insurance Commission for the coverage of health benefits; and

WHEREAS, membership in the Somerset County Insurance Fund Commission shall be for a period not to exceed three (3) years beginning on January 1, 2017 and ending on December 31, 2019; now, therefore,

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

Section 1. The Governing Body hereby accepts the finding that participation in the Somerset County Insurance Commission will continue to result in cost savings and administrative efficiencies in the management of its employee health insurance to the benefit of the residents of Somerset County.

Section 2. The Clerk/Secretary is hereby authorized and directed to publish and/or file any notices that may be required by applicable law.

Section3. The Executive Director or his designee is hereby authorized to execute any agreement, including an indemnity and trust agreement, or other documents required by the Somerset County Insurance Commission to effect the purposes of this resolution.

Section 5. This resolution shall take effect immediately upon the adoption and publication as required by law.

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

\_\_\_\_\_

Name: Raelene Catterson

Title: School Business Administrator

Attest: \_\_\_\_\_

Dated: October 25, 2016

Resolution 2016-17/10-C

**INDEMNITY AND TRUST AGREEMENT  
SOMERSET COUNTY INSURANCE COMMISSION**

THIS AGREEMENT, made this 24<sup>th</sup> day of October, 2016, in the County of Somerset, State of New Jersey, By and Between the Somerset County Insurance Commission, hereinafter referred to as "COMMISSION", and Somerset County Vocational Board of Education, a duly constituted local unit of government hereinafter referred to as "GOVERNING BODY";

WITNESSETH:

WHEREAS, several local governmental units have collectively formed a Joint Insurance Commission as such an entity is authorized and described in NJSA 40A:10-6 et seq. and the administrative regulations promulgated pursuant thereto: and

WHEREAS, the GOVERNING BODY has agreed to continue its membership in the COMMISSION in accordance with and to the extent provided for in the Rules and Regulations of the COMMISSION and in consideration of such obligations and benefits to be shared by the membership of the COMMISSION;

NOW THEREFORE, it is agreed as follows:

1. The GOVERNING BODY accepts the COMMISSION'S Rules and Regulation as approved and adopted and agrees to be bound by and to comply with each and every provision of said bylaws and the pertinent statutes and Administrative Regulations pertaining to same and as set forth in the Risk Management Plan.
2. The GOVERNING BODY agrees to participate in the COMMISSION with respect to the types of insurance listed in the Resolution to continue its membership.
3. The GOVERNING BODY agrees to renew its membership in the COMMISSION for a term of three years commencing on January 1, 2017, or the effective date of membership, whichever occurs later.
4. The GOVERNING BODY certifies that it has never defaulted any claims if self-insured and has not been canceled for non-payment of insurance premiums for a period of at least two years prior to the date hereof.
5. In consideration of its membership in the COMMISSION the GOVERNING BODY agrees that it shall jointly and severally assume and discharge the liability of each and every member of the COMMISSION, all of whom as a condition of membership in the COMMISSION shall execute a verbatim counterpart of this Agreement and by execution hereof the full faith and credit of the GOVERNING BODY is pledged to the punctual payment of any sums which shall become due to the COMMISSION in accordance with the bylaws thereof, this Agreement the COMMISSION'S Risk Management Plan or any applicable Statute.

6. If the COMMISSION in the enforcement of any part of this Agreement shall incur necessary expense or become obligated to pay attorney's fees and/or Court costs the GOVERNING BODY agrees to reimburse the COMMISSION for all such reasonable expenses, fees and costs on demand.
7. The GOVERNING BODY and the COMMISSION agree that the COMMISSION shall hold all monies paid by the GOVERNING BODY to the COMMISSION as fiduciaries for the benefit of COMMISSION claimants all in accordance with NJAC 11:15 2.1 et seq.
8. The COMMISSION shall establish separate Trust Accounts for each of the following categories of risk and liability:
  - a) Medical
  - b) Prescription
9. Each GOVERNING BODY continuing its membership in the COMMISSION shall be obligated to execute this agreement.

WITNESS:

SOMERSET COUNTY VOCATIONAL  
BOARD OF EDUCATION

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Name: Carene Jegou  
Title: Admin. Assistant to the Superintendent

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Name: Raelene Catterson  
Title: School Business Administrator

## Somerset County Vocational & Technical Schools

Somerset/4810

Comprehensive Maintenance Plan

Report

Actual FY 16-- Budgeted FY 17-- Projected FY 18

<u>School Name</u>	<u>15-16 Actual</u>	<u>16-17 Budgeted</u>	<u>17-18 Projected</u>
<b>Somerset County Vo-Tech</b>			
	Localized repairs, pointing, water proofing.	Localized repairs, pointing, water proofing.	Localized repairs, pointing, water proofing.
	Repair, replace frames, sash, caulk, etc.	Repair, replace frames, sash, caulk, etc.	Repair, replace frames, sash, caulk, etc.
	Prepare and paint walls, patch plaster.	Prepare and paint walls, patch plaster.	Prepare and paint walls, patch plaster.
	Replace carpet and tile.	Replace carpet and tile.	Replace carpet and tile.
	Inspect, repair, service valves, seals, etc.	Inspect, repair, service valves, seals, etc.	Inspect, repair, service valves, seals, etc.
	Repair piping or insulation,	Repair piping or insulation,	Repair piping or insulation,
	Chemical water treatment,	Chemical water treatment,	Chemical water treatment,
	Annual service and inspection of all sys.	Annual service and Inspection of all sys.	Annual service and Inspection of all sys.
<b>Total</b>	<b>\$843,252</b>	<b>\$1,013,877</b>	<b>\$1,013,877</b>

Detailed Actual Expenditures by Year by Building Worksheet

District Name		Somerset County Vocation	Actual Expenditure by Building										District Number	4840
A	B	C	G	H	I	J	K	L	M	N	O	P	Q	
			Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Budgeted Amount		
A. School Facility Name	School Number	Gross Building Area (GSF)	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	Total	
Somerset County Vocational & Technica	070	217,405	\$ 855,594	\$ 905,290	\$ 940,464	\$ 936,727	\$ 900,359	\$ 967,931	\$ 1,057,024	\$ 1,047,756	\$ 843,252	\$ 1,013,877	\$ 9,468,274	
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<b>District Total</b>		<b>217,405</b>	<b>\$ 855,594</b>	<b>\$ 905,290</b>	<b>\$ 940,464</b>	<b>\$ 936,727</b>	<b>\$ 900,359</b>	<b>\$ 967,931</b>	<b>\$ 1,057,024</b>	<b>\$ 1,047,756</b>	<b>\$ 843,252</b>	<b>\$ 1,013,877</b>	<b>\$ 9,468,274</b>	



# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : October

10/31/2016  
va\_chkr8.081205

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
<b>POSTED CHECKS</b>				
<b>General Account -Check Series #1</b>				
69699	10/07/2016	8247	Horizon Blue Cross & Blue Shield	\$185,550.70
69700	10/17/2016	2665	PUBLIC SERVICE ELECTRIC &	\$20,687.82
69701	10/24/2016	10255	Active Disposal Services, Inc	\$374.96
69702	10/24/2016	5528	ATC Services, Inc.	\$1,120.00
69703	10/24/2016	9891	Atlantic A Program of DeLage	\$1,214.77
69704	10/24/2016	8439	Atlantic Tomorrow's Office	\$950.77
69705	10/24/2016	5824	Automatic Data Processing	\$309.26
69706	10/24/2016	9946	Benefit Express	\$44.85
69707	10/24/2016	10351	Cablevision Lightpath, Inc	\$3,164.41
69708	10/24/2016	10355	CablevisionSystems Corporation	\$149.94
69709	10/24/2016	9912	Christine Hartraft	\$133.96
69710	10/24/2016	9886	Defined Contribution Retirement	\$192.14
69711	10/24/2016	1513	DELTA DENTAL PLAN OF	\$9,788.49
69712	10/24/2016	2092	DIFRANCESCO,BATEMAN P.C.	\$6,431.56
69713	10/24/2016	10569	Doctors Express	\$4,115.00
69714	10/24/2016	1850	Family & Community Services of	\$8,924.73
69715	10/24/2016	7836	Fran D. Valcheck, Inc.	\$420.00
69716	10/24/2016	10804	Honeywell Building Solutions	\$203,839.00
69717	10/24/2016	10726	LBB Services, LLC	\$29.42
69718	10/24/2016	2318	Middle Earth	\$2,800.58
69719	10/24/2016	1666	NJ American Water	\$2,883.36
69720	10/24/2016	2855	NORTHWESTERN MUTUAL LIFE	\$718.59
69721	10/24/2016	10544	Panoramic Window & Door Systems, Inc	\$28,387.50
69722	10/24/2016	5936	Pritchard Industries	\$32,338.04
69723	10/24/2016	2877	Safety Kleen Corporation	\$807.94
69724	10/24/2016	10060	Robert Turnbull	\$273.00
69725	10/24/2016	10060	Craig Pallatta	\$78.00
69726	10/24/2016	10060	Greg Chapkowski	\$78.00
69727	10/24/2016	10060	John Kayser	\$78.00
69728	10/24/2016	10060	Larry Spencer	\$78.00
69729	10/24/2016	10060	Mike Pariso	\$273.00
69730	10/24/2016	10060	Phil DiBetta	\$78.00
69731	10/24/2016	10060	Carlo Spilletti	\$78.00
69732	10/24/2016	10043	Success Communication Group	\$2,968.68
69733	10/24/2016	10079	MICHELLE FRESCO	\$30.20
69734	10/24/2016	10079	Tom Heinbach	\$40.60
69735	10/24/2016	10275	Erick Bowers	\$729.83
69736	10/24/2016	10275	Erick Bowers	\$714.17
69737	10/24/2016	10854	Somerset County Treasurer	\$453.97
69738	10/24/2016	4286	SOUTH JERSEY ENERGY	\$2,628.80
69739	10/24/2016	10256	Stank Environmental	\$215.00
69740	10/24/2016	10353	Sunlight General Somerset Solar, LLC	\$4,291.42
69741	10/24/2016	6242	USA Architects Planners + ID	\$3,110.97
69742	10/24/2016	1251	VERIZON	\$909.09
69743	10/24/2016	8515	VERIZON BUSINESS	\$99.57
69744	10/24/2016	7866	Verizon Wireless	\$826.26
69745	10/24/2016	3191	VISION SERVICE PLAN INC.	\$2,247.75
69746	10/24/2016	5653	Accu Scan	\$36,187.25
69747	10/24/2016	8002	Alarm & Communications Technologies	\$2,214.80
69748	10/24/2016	7130	American Wear	\$88.00
69749	10/24/2016	10474	AreteLabs, Inc.	\$225.00
69750	10/24/2016	7954	Barnes and Noble Booksellers	\$71.88

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : October

10/31/2016  
va\_chkr8.081205

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
<b>POSTED CHECKS</b>				
<b>General Account -Check Series #1</b>				
69751	10/24/2016	5189	Beacon Graphics	\$2,298.75
69752	10/24/2016	10689	Breakdown Products	\$198.00
69753	10/24/2016	10855	Brookaire Co.	\$1,108.50
69754	10/24/2016	10779	C&M Door Controls, Inc.	\$19,500.00
69755	10/24/2016	6376	CDW Government	\$10,770.02
69756	10/24/2016	4749	Dell Marketing	\$27,584.25
69757	10/24/2016	9213	DeSapio Construction, Inc.	\$9,185.00
69758	10/24/2016	10523	Directional Ad-Vantage Holdings, LLC	\$650.00
69759	10/24/2016	10851	Duff & Phelps	\$1,185.00
69760	10/24/2016	10846	Eastern Datacomm	\$2,445.00
69761	10/24/2016	10840	Educational STEM Solutions, LLC	\$38,819.00
69762	10/24/2016	1654	EFINGERS SPORTING GOODS CO.	\$1,952.05
69763	10/24/2016	10512	Follett School Solutions	\$1,152.76
69764	10/24/2016	10853	Franklin Board of Education	\$6,294.00
69765	10/24/2016	9863	Fred Pryor Seminars	\$119.00
69766	10/24/2016	10830	Gallup, Inc.	\$123.44
69767	10/24/2016	2025	Griffin Greenhouse Supplies	\$197.09
69768	10/24/2016	9856	Hobar Publications	\$140.40
69769	10/24/2016	8170	HOSA	\$256.00
69770	10/24/2016	8000	Huston Lumber	\$917.92
69771	10/24/2016	8196	Hutchins HVAC Inc.	\$3,840.00
69772	10/24/2016	10672	ID Zone	\$439.82
69773	10/24/2016	7112	Ingersoll Rand	\$1,919.50
69774	10/24/2016	10835	Insight Public Sector	\$1,526.98
69775	10/24/2016	9229	Kensington Bus Company, Inc	\$595.00
69776	10/24/2016	10836	Keyboard Consultants, Inc.	\$7,170.00
69777	10/24/2016	9805	Lab-Aids, Inc.	\$85.10
69778	10/24/2016	10726	LBB Services, LLC	\$141.00
69779	10/24/2016	10860	Liza O'Besso	\$399.00
69780	10/24/2016	7629	Lowe's Home Centers, Inc.	\$9,610.10
69781	10/24/2016	5211	M. Deitz and Sons, Inc.	\$567.00
69782	10/24/2016	9801	National Association of Agricultural Ed.	\$568.09
69783	10/24/2016	9479	NJ Association of FFA Chapters	\$450.00
69784	10/24/2016	10676	NJAAE	\$150.00
69785	10/24/2016	10759	NJPSA/FEA Legal One	\$40.00
69786	10/24/2016	10677	Daniel J Sullivan	\$50.00
69787	10/24/2016	6881	Pearson Prentice Hall	\$12,212.27
69788	10/24/2016	9850	Pearson: Clinical Assesment	\$199.00
69789	10/24/2016	7842	Public Services Educational Materials	\$387.00
69790	10/24/2016	10701	Renaissance Learning	\$5,459.00
69791	10/24/2016	9264	RS Phillips Steel	\$4,854.00
69792	10/24/2016	3298	Russell Reid	\$99.00
69793	10/24/2016	4180	School Health Corporation	\$1,497.97
69794	10/24/2016	6586	Somerset County Business Partnership	\$150.00
69795	10/24/2016	5828	Sysco Metro New York	\$657.05
69796	10/24/2016	4054	SYSTEMS 3000, INC.	\$750.00
69797	10/24/2016	10398	The Gillespie Group	\$29,000.70
69798	10/24/2016	10859	Trainers Warehouse	\$412.29
69799	10/24/2016	8698	Union Avenue Legend Pharmacy	\$807.66
69800	10/24/2016	8063	W.B. Mason	\$15,026.30
69801	10/24/2016	3814	Ward's Science	\$1,045.96
69802	10/24/2016	6406	Water Management Services of PA	\$159.39

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : October

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Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
<b>POSTED CHECKS</b>				
<b>General Account -Check Series #1</b>				
69803	10/24/2016	10689	Breakdown Products	\$198.00

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : October

10/31/2016  
va\_chkr8.081205

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
<b>POSTED VOIDED PRIOR CYCLE CHECKS</b>				
<b>General Account -Check Series #1</b>				
69577	09/26/2016	10853	Franklin Board of Education	\$5,951.00
			<b>Total Prior Cycle Voided Checks</b>	<b>\$5,951.00</b>
<b>Total for General Account Check Series #1</b>				<b>\$799,808.39</b>

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : October

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

#### Agency Check -Check Series #2

	20335	10/14/2016	10498	New Jersey Family Support Payment Center	\$136.50
*	20337	10/24/2016	9776	NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$41.20
	20338	10/24/2016	9776	NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$109.14
	20339	10/24/2016	9776	NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$295.43
	20340	10/26/2016	9776	NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$221.56
	20341	10/28/2016	10498	New Jersey Family Support Payment Center	\$136.50
	20342	10/28/2016	9772	NEW JERSEY EDUCATION ASSOCIATION	\$10,647.23
	20343	10/28/2016	9780	PRUDENTIAL INSURANCE	\$996.68

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : October

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
<b>POSTED VOIDED CHECK(S)</b>				
<b>Agency Check -Check Series #2</b>				
20336	10/24/2016	9776	NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$449.72
<b>Total Current Cycle Voided Checks</b>				<b>\$449.72</b>
<b>Total for Agency Check Check Series #2</b>				<b>\$12,584.24</b>

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : October

10/31/2016  
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Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
<b>POSTED CHECKS</b>				
<b>Hand Checks</b>				
	688	10/19/2016	6974 Maschio's Food Services	\$13,744.61
*	3973	09/27/2016	8468 Gertrude Hawk Chocolates	\$570.24
	3974	10/04/2016	10397 Frattellos Ristorante & Pizzeria	\$35.00
	3975	10/04/2016	9782 Bridgewater Marriott Hotel	\$500.00
	3976	10/04/2016	8240 Culinary Institute of America	\$260.00
	3977	10/11/2016	1931 Hionis Greenhouses, Inc.	\$218.00
	3978	10/11/2016	4272 DISCOUNT DANCE SUPPLY	\$20.93
	3979	10/14/2016	8738 SKILLS USA	\$650.00
	3980	10/14/2016	10299 Peridance Capezio Center	\$220.00
	3981	10/14/2016	9344 E Group, Inc	\$1,653.79
	3982	10/14/2016	10591 Action Screen Printing	\$702.50
	3983	10/14/2016	8738 SKILLS USA	\$317.14
	3984	10/14/2016	1931 Hionis Greenhouses, Inc.	\$169.60
	3985	10/14/2016	10397 Frattellos Ristorante & Pizzeria	\$70.00
	3986	10/14/2016	8468 Gertrude Hawk Chocolates	\$1,140.48
	3987	10/17/2016	10759 NJPSA/FEA Legal One	\$4,750.00
	3988	10/17/2016	10297 A Vision in Motion, Inc.	\$2,000.00
	3989	10/17/2016	9940 GTM Sportswear	\$448.00
	3990	10/20/2016	8468 Gertrude Hawk Chocolates	\$1,728.00
*	3992	10/21/2016	10400 Lifetouch	\$767.77
	3993	10/21/2016	6974 Maschio's Food Services	\$30.20
	3994	10/28/2016	9674 US Coachways, Inc	\$400.00
	3995	10/28/2016	5761 AMERICAN CANCER SOCIETY	\$383.00
	3996	10/28/2016	8738 SKILLS USA	\$900.00
*	5090	10/04/2016	7543 National Dance Education Organization	\$525.00
	5091	10/04/2016	10837 Hyatt Regency Crystal City	\$628.28
	5092	10/07/2016	8005 SCVTHS - Petty Cash	\$355.24
*	10088	10/15/2016	9717 Prudential Insurance	\$288.38
	10089	10/15/2016	9773 INTERNAL REVENUE SERVICE	\$31,325.01
	10090	10/13/2016	4869 State of NJ Division of Pensions-PERS	\$15,533.82
	10091	10/13/2016	7972 State of NJ Division of Pensions-TPAF	\$43,152.72
	10092	10/14/2016	3458 STATE OF NEW JERSEY	\$2,160.66
	10093	10/15/2016	9849 Fulton Bank Of New Jersey	\$138.60
	10094	10/17/2016	9773 INTERNAL REVENUE SERVICE	\$12.83
	10095	10/24/2016	9773 INTERNAL REVENUE SERVICE	\$12,138.49
	10096	10/24/2016	9717 Prudential Insurance	\$146.60
	10097	10/26/2016	9773 INTERNAL REVENUE SERVICE	\$228.04
	10098	10/30/2016	9717 Prudential Insurance	\$438.33
	10099	10/30/2016	9773 INTERNAL REVENUE SERVICE	\$29,175.94
*	101416	10/14/2016	3099 Treasurer Somerset County	\$434,597.84
*	101516	10/17/2016	3099 Treasurer Somerset County	\$167.76
*	102416	10/24/2016	3099 Treasurer Somerset County	\$158,047.34
*	102616	10/26/2016	3099 Treasurer Somerset County	\$2,970.00
*	102816	10/28/2016	3099 Treasurer Somerset County	\$406,520.19
*	910121601	10/12/2016	9776 NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$43,152.72
	910121602	10/12/2016	9777 NJ DIV OF PENSIONS AND BENEFITS - PERS	\$15,533.82
*	910141601	10/14/2016	9774 NJ DIVISION OF REVENUE	\$2,160.66
*	910151601	10/15/2016	9778 PRUDENTIAL RETIREMENT SERVICES	\$817.08
	910151602	10/15/2016	9769 PLAN CONNECT-EQUITABLE	\$10,235.71
	910151602	10/15/2016	9770 PLAN CONNECT_VALIC	\$150.00
	910151602	10/15/2016	9771 PLAN CONNECT-MET LIFE	\$175.00
	910151602	10/15/2016	10733 PLAN CONNECT-FORESTERS INVESTORS-PAYROLL	\$100.00

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : October

10/31/2016  
va\_chkr8.081205

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
<b>POSTED CHECKS</b>				
<b>Hand Checks</b>				
910151603	10/15/2016	9773	INTERNAL REVENUE SERVICE	\$111,610.05
910151604	10/15/2016	9774	NJ DIVISION OF REVENUE	\$363.65
910151605	10/15/2016	9774	NJ DIVISION OF REVENUE	\$12,891.08
910151606	10/15/2016	9775	PENNSYLVANIA DEPARTMENT OF REVENUE	\$848.33
910151607	10/17/2016	9773	INTERNAL REVENUE SERVICE	\$25.66
910151608	10/14/2016	9774	NJ DIVISION OF REVENUE	\$1.89
* 910241601	10/24/2016	9778	PRUDENTIAL RETIREMENT SERVICES	\$415.36
* 910241603	10/24/2016	9777	NJ DIV OF PENSIONS AND BENEFITS - PERS	\$2,620.30
910241604	10/24/2016	9773	INTERNAL REVENUE SERVICE	\$37,200.39
910241605	10/24/2016	9774	NJ DIVISION OF REVENUE	\$59.50
910241606	10/24/2016	9774	NJ DIVISION OF REVENUE	\$2,989.83
910241607	10/24/2016	9775	PENNSYLVANIA DEPARTMENT OF REVENUE	\$144.19
910241608	10/24/2016	9776	NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$7,955.32
* 910261601	10/26/2016	9773	INTERNAL REVENUE SERVICE	\$670.35
910261602	10/26/2016	9774	NJ DIVISION OF REVENUE	\$48.81
* 910281601	10/28/2016	9778	PRUDENTIAL RETIREMENT SERVICES	\$1,241.90
910281602	10/28/2016	9769	PLAN CONNECT-EQUITABLE	\$10,135.71
910281602	10/28/2016	9770	PLAN CONNECT_VALIC	\$150.00
910281602	10/28/2016	9771	PLAN CONNECT-MET LIFE	\$175.00
910281602	10/28/2016	10733	PLAN CONNECT-FORESTERS INVESTORS-PAYROLL	\$100.00
910281603	10/28/2016	9773	INTERNAL REVENUE SERVICE	\$104,846.04
910281604	10/28/2016	9774	NJ DIVISION OF REVENUE	\$214.48
910281605	10/28/2016	9774	NJ DIVISION OF REVENUE	\$12,348.87
910281606	10/28/2016	9775	PENNSYLVANIA DEPARTMENT OF REVENUE	\$832.12
910281607	10/28/2016	9776	NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$42,479.85
910281608	10/28/2016	9777	NJ DIV OF PENSIONS AND BENEFITS - PERS	\$15,826.36
910281609	10/28/2016	9768	SOMERSET COUNTY BOARD OF EDUCATION	\$42,800.88
910281610	10/28/2016	9761	AFLAC	\$624.73
910281611	10/28/2016	9761	AFLAC	\$195.12
910281612	10/28/2016	9768	SOMERSET COUNTY BOARD OF EDUCATION	\$851.36



# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : October

10/31/2016  
va\_chkr8.081205

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
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### POSTED VOIDED CHECK(S)

#### Hand Checks

910241602	10/24/2016	9776	NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$7,951.37
<b>Total Current Cycle Voided Checks</b>				<b>\$7,951.37</b>

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : October

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
<b>POSTED VOIDED PRIOR CYCLE CHECKS</b>				
<b>Hand Checks</b>				
909301601	09/30/2016	9776	NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$43,206.83
909301602	09/30/2016	9777	NJ DIV OF PENSIONS AND BENEFITS - PERS	\$15,442.52
			<b>Total Prior Cycle Voided Checks</b>	<b>\$58,649.35</b>
		<b>Total for Hand Checks</b>		<b>\$1,653,222.45</b>
			<b>Total Posted Checks</b>	<b>\$2,538,616.52</b>

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : October

### Fund Summary

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	10		\$6,294.00		\$48,137.56	\$54,431.56
10	11	\$420,643.94		\$894,079.43		\$1,314,723.37
10	P1	\$4,409.83		\$159,072.93		\$163,482.76
Fund 10	TOTAL	\$425,053.77	\$6,294.00	\$1,053,152.36	\$48,137.56	\$1,532,637.69
20	20	\$94,937.45		\$36,302.59		\$131,240.04
20	P2			\$958.56		\$958.56
Fund 20	TOTAL	\$94,937.45		\$37,261.15		\$132,198.60
30	30	\$273,523.17				\$273,523.17
60	60			\$13,744.61		\$13,744.61
90	90		\$12,584.24		\$482,992.12	\$495,576.36
95	95				\$17,934.65	\$17,934.65
GRAND	TOTAL	\$793,514.39	\$18,878.24	\$1,104,158.12	\$549,064.33	\$2,465,615.08

**\* Total Prior Cycle Checks Voided in selected cycle(s): \$64,600.35**

**Total Checks from selected cycle(s) voided in the selected cycle(s): \$8,401.09**

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