

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

Regular Meeting  
January 23, 2017

Swear in Sarah Costa

- Ms. Fittipaldi swore in Sarah Costa as a Board of Education member. Ms. Costa was appointed by the Somerset County Freeholders at their reorganization meeting held on January 6, 2017 for four years with a term expiration date of October 31, 2020.

Call to Order

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

Also Present

Dr. Chrys Harttraft, Superintendent of Schools  
Raelene Catterson, School Business Administrator/Board Secretary  
Diane Ziegler, High School Principal  
Lisa Fittipaldi, Board Attorney  
Patricia L. Walsh, 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 Mr. Rodzinak, seconded by Ms. Costa, the minutes of the Regular Meeting and Executive Session held on December 19, 2016 were approved.

Correspondence

- None

Old or Unfinished Business

Construction Projects

- Mr. Kuschyk updated the board on the ongoing construction projects; the window project is complete, the units for the mechanical project are ordered and we anticipate finishing the ESIP project in February.

Report of the Attorney

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

## Committee Reports

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

## Superintendent's Report

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

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

The Board of Education extended the temporary employment of Ms. Denise Krok as Temporary Guidance Counselor (Leave Replacement) through the end of the 2016-17 school year.

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

The Board of Education appoint Ms. Paige Garruto as Temporary Cosmetology Instructor, Step 1-2/A at a salary of \$54,979.00 (prorated), retroactive to January 3, 2017 through the end of the 2016-17 school year.

## 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:

High School

Elizabeth Gallagher                      Temporary Aide – Cosmetology    \$27.89/hour (11-310-100-106-11-0000)  
(20 hours/week)

## D. Salary Adjustments – 2016-17 School Year

The Board of Education approved salary adjustments for the 2016-17 school year as follows:

Name	2016-17 Base Salary	Masters Stipend	Add'l Assignments per Week	% rate	Amount	Longevity	2016-17 Total Salary
Jeffrey Donaldson (Qtr 3)	\$58,979.00	\$725.00	5	14.28%	\$ 8,422.20	NA	\$ 68,126.20
M. Cristina Perrone (Qtr 3)	\$63,214.00	NA	10	28.56%	\$ 18,053.92	NA	\$ 81,267.92
Qtr 3 - 1/30/17-4/7/17							

## E. Employment of Substitutes

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

Thomas Anderson

Michael LaFace

## F. Extra-Curricular Appointment – 2016-17 School Year

The Board of Education approved the following for extra-curricular activities for the 2016-17 school year as follows:

Michael LaFace

Junior Varsity Baseball Coach

\$2,971.00

## G. Unpaid Leave of Absence

The Board of Education approved the request of Ms. Susan Alija for an unpaid leave of absence retroactive to January 11, 2017 through the end of the 2016-17 school year.

## H. Provisional Teacher Program – 2016-17 School Year

The Board of Education approved the following mentor (pursuant to NJAC 6A:9B-8.4) for the following provisional teacher for the 2016-17 school year (payment amount is determined by the NJ Department of Education and satisfied by the mentee) as follows:

## Provisional Teacher

<u>Candidate (Mentee)</u>	<u>Route</u>	<u>Mentoring Fees</u>	<u>Mentor</u>
Paige Garruto	Alternate	\$450.00 – 4 weeks	Julie Francis
		\$550.00* – 30 weeks*	Julie Francis

\*amount/timeline to be prorated/adjusted due to mid-year enrollment causing the inability of program completion

## I. School Business/Professional Development Travel

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

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

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

## J. Field Trips

The Board of Education approved field trips for high school students as they appear on Addendum #2.

## K. Home Instruction

The Board of Education extended home instruction to student ID# 999004414. Instruction will be provided for approximately sixteen (16) hours.

Ms. Victoria Fulmer, Ms. Kristen McNerney and Ms. Janeen Sortor will be the instructors at a rate of \$41.00/hour. (shared)

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

## L. Green Team (Sustainability Leadership Team)

The Board of Education appointed additional members to the Green Team as follows:

George Lee, Construction Technology Instructor  
Erick Fargo, Agricultural Science Instructor

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

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

M. 2016 ESEA (Elementary and Secondary Education Act) Accountability Action Plan Assurances-Participation Rate/Graduation Rate/Attendance Rate

The Board of Education submitted the district's ESEA Accountability Action Plan Assurances to the Executive County Superintendent of Schools as required by law.

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

The Board of Education authorized the Chief School Administrator to submit to the Executive County Superintendent of Schools an appropriate waiver of requirements of NJAC 6A:23A-5.3 for the 2017-18 school year.

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

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

O. Revised Board Regulation – Second Reading

The Board of Education approved the following revised board regulation at this second reading.

R5111 – Eligibility/Acceptance of Resident/Nonresident Pupils

P. Board Policies – First Reading

The Board of Education approved the following board policies at this first reading as they appear on Addendum #3.

2415.30 – Title I – Educational Stability for Children in Foster Care

2418/R2418 – Section 504 of the Rehabilitation Act of 1973 – Students

5330.04 – Administering an Opioid Antidote

Q. Revised Board Policies – First Reading

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

1510/R1510 – Americans with Disabilities Act

8330/R8330 – Student Records

8820 – Opening Exercises/Ceremonies



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

R. Resolution 2016-17/1-A – School Board Recognition Month in New Jersey

On recommendation of Dr. Harttraft and motion by Ms. Costa, seconded by Mr. Rodzinak and on roll call vote, the Board of Education adopted Resolution 2016-17/1-A as it appears on Addendum #5.

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

Superintendent's Update

- HIB total for January - 0; total student conflict – 0; both HIB and student conflict totals to date - 0
- February is National Career & Technical Education Month
  - February 4<sup>th</sup> is our Open House at which time parents and students finalize their decision to attend our school. All CTE and academic teachers, staff and student ambassadors will be on hand to outline their programs and show case events.
  - In addition, state and federal law makers have been invited to tour our facility during the month
- The school funding issue is heating up and the various proposals being considered could have monumental negative effects on almost half the districts in the state; SCVTS being one of them. Discussions took place outlining the state and local strategies being implemented to educate legislators about the financial impact; specifically, on vocational education. SCVTS could lose nearly \$900,000 in state aid.
- SCVTS' SkillsUSA annual golf outing is being planned for May 8<sup>th</sup>. The school is actively seeking participants and sponsors for the fundraiser. Proceeds directly benefit the programs and students attending the National SkillsUSA competition in June.

Submission of Bills – January 2017

The Board of Education approved the bills list for January 2017 which was included in the board packet and is attached to the regular meeting minutes.

Fund 10	\$1,300,064.84
Fund 20	\$ 52,291.29
Fund 30	\$ 455,538.15
Fund 60	\$ 9,663.12
Fund 90	<u>\$ 454,663.10</u>
Total	\$2,272,220.50

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

## Report of the School Business Administrator/Board Secretary

## A. Reports A-148 and A-149 – December 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 December 2016 and the Treasurer of School Monies for the month of December 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	absent	
Ms. Costa	X	
Mr. Hyncik	X	
Mr. Rodzinak	X	
Mr. Jinks	absent	

## 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 tabled the motion to approve the attached budget transfers for the 2016-17 school year as they appear on Addendum #7.

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

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

## C. Award Purchases in Excess of Bid Threshold in Compliance with NJSA 18A:18A – 2016-17 School Year

The Board of Education awarded the following purchases in excess of the bid threshold which are estimates of year to date purchases and may be adjusted when necessary and in compliance with law.

Nickerson Corporation	Facility Upgrades	MRESC Co-Op	\$238,500.00
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## D. 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>
Mart High Pressure Washer	01214	A-111	January 1995

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

## E. Solicit Bids – Building B Science Labs

On motion by Mr. Rodzinak, seconded by Ms. Costa and on roll call vote, the Board of Education authorized public advertisement and solicitation of competitive bid proposals by the architect of record for the Building B Science Labs.

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

## F. Contract Award – Underground Condenser Water Pipe Replacement

On motion by Mr. Rodzinak, seconded by Ms. Costa and on roll call vote, the Board of Education awarded the contract for the Underground Condenser Water Pipe Replacement project to DuMont Mechanical of Glen Gardner, New Jersey in the amount of \$111,900 as recommended by the architect and reviewed and approved by the board attorney. Contract to be prepared by the board attorney.

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

## New Business

- Ethics Disclosure Statements are due on-line no later than April 18, 2017. An automated email from the NJDOE will be sent to each individual with instructions by the second week of February.

## Next Meeting

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

February 27, 2017

5:00 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

## Remarks from the Public

- None

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

- A. This Board will go into closed session with the Board Counsel for the purpose of discussing matters within the provisions of 7A(11)c231.
- B. The general nature of matters to be discussed relates to litigation. Action may or may not be taken.
- C. Under the provisions of the above stated laws, the public shall be excluded from attendance at the portion of the meeting relating to the above matters.
- D. It is anticipated that the items discussed will be made public when the matters discussed are resolved.

## Closed Session

On motion by Ms. Costa, seconded by Mr. Rodzinak and on roll call vote, the Board of Education went into closed session at 5:31 p.m.

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

#### Open Session

On motion by Mr. Rodzinak, seconded by Ms. Costa and on roll call vote, the Board of Education went into open session at 6:35 p.m.

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

#### Reinstatement of Employee

On motion by Mr. Rodzinak, seconded by Ms. Costa and on roll call vote, pursuant to recent arbitration adjudication, the Board of Education authorized the reinstatement of Mr. John Vingara, Culinary Arts Instructor, effective immediately

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

#### Adjournment

On motion by Ms. Costa, seconded by Mr. Rodzinak and passed, the meeting adjourned at 6:36 p.m.

Raelene Catterson  
Business Administrator/Board Secretary

School Business/Professional Development Travel  
January 23, 2017

[illegible]

January 2017  
Field Trips

<u>Date of Trip</u>	<u>CTE Program/Other</u>	<u>Location</u>	<u>Cost Per Student/Paid by</u>	<u>Transportation Provided/Paid by</u>
2/14/2017	Health Occ.	Edith Stein Somerset, NJ	\$0.00	District
2/24/2017	Plumbing	American Standard Piscataway, NJ	\$0.00	District
3/3/2017	SkillsUSA	Mercer County Votech Pennington, NJ	\$0.00	Outside Agency/District
3/4/2017	SkillsUSA	Hudson County Votech Jersey City, NJ	\$0.00	District
3/11/2017	SkillsUSA	Gloucester County Inst. of Technology Sewell, NJ	\$0.00	District
3/14/2017	Cosmetology	Jacob Javits Center New York, NY	\$45.00/Student	District & Outside Agency/ District and Students
3/25/2017	SkillsUSA	Sussex County Votech Sparta, NJ	\$0.00	District
6/14/2017	Senior Class	Dutch Springs Bethlehem, PA	\$39.00/Student	Outside Agency/Student

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Title I – Educational Stability for Children in Foster Care

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[See **POLICY ALERT No. 210**]

## 2415.30 TITLE I – EDUCATIONAL STABILITY FOR CHILDREN IN FOSTER CARE

The Federal Every Student Succeeds Act (ESSA), which reauthorized the Elementary and Secondary Education Act (ESEA), initiated protections for children in foster care that further enhanced the requirements of the Fostering Connections to Success and Increasing Adoptions Act of 2008 (Fostering Connections Act). These provisions require school districts to work with child welfare agencies to ensure the educational stability of children in foster care. New Jersey statutes support and implement Federal legislation and require New Jersey's child welfare agencies and school districts to collaborate and to keep children placed in foster care in the same school when their living placements change if remaining in that school is in the child's best interest. The educational stability of children in foster care is the joint responsibility of both the educational and child welfare systems.

The Director of Pupil Services shall be designated as the Board of Education's point of contact person for all matters related to the educational stability for children in foster care. The point of contact person for the school district shall not be the same person designated as the school district liaison for the education of homeless children.

For the purpose of this Policy, "child welfare agency" shall be the New Jersey Department of Children and Families.

For the purpose of this Policy, "foster care" means twenty-four hour substitute care for children placed away from their parents and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes.

For the purpose of this Policy, "school of origin" is the school district in which the child is enrolled at the time of placement in foster care or the school district of residence as per N.J.S.A. 30:4C-26 and N.J.S.A. 18A:7B-12.

A child in foster care shall remain in his/her school of origin if it is determined to be in the best interest of the child for the duration of time in foster care.



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### Title I – Educational Stability for Children in Foster Care

If a student attending the school district in accordance with the provisions of N.J.S.A. 18A:38-1 et seq. is placed in foster care, the school district contact person will collaborate with child welfare agencies to determine whether it is in the child's best interest to remain in the school district taking into consideration all factors relating to the child's best interest. These factors shall include the appropriateness of the current educational setting and proximity of placement (ESEA Section 1111(g)(1)(E)(i)). These factors may include, but are not limited to:

1. Preferences of the child;
2. Preferences of the child's parent(s) or educational decision maker(s);
3. The child's attachment to the school, including meaningful relationships with staff and peers;
4. The proximity of the resource family home to the child's present school;
5. The age and grade level of the child as it relates to the other best-interest factors;
6. The needs of the child, including social adjustment and well-being;
7. The child's performance, continuity of education, and engagement in the school the child presently attends;
8. The child's special education programming if the child is classified;
9. The point of time in the school year;
10. The child's permanency goal and likelihood of reunification;
11. The anticipated duration of the placement;
12. Placement of the child's sibling(s);





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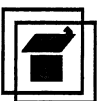
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### Title I – Educational Stability for Children in Foster Care

13. Influence of the school climate on the child, including safety;
14. The availability and quality of the services in the school to meet the child's educational and socioemotional needs;
15. History of school transfers and how they have impacted the child;
16. How the length of the commute would impact the child, based on the child's developmental stage;
17. Whether the child is a student with a disability under the Individuals with Disabilities Act (IDEA) who is receiving special education and related services or a student with a disability under Section 504 who is receiving special education or related aids and services and, if so, the availability of those required services in a school other than the school of origin; and
18. Whether the child is an English language learner (ELL) and is receiving language services, and, if so, the availability of those required services in a school other than the school of origin, consistent with Title VI and the Equal Educational Opportunities Act of 1974 (EEOA).

The school district's point of contact person will discuss these factors and will make every effort to gather meaningful input and participation from the relevant parties, including appropriate school personnel, in the best-interest determination.

Eligible students with disabilities retain their right to receive a free appropriate public education in the least restrictive environment. When making a best-interest determination regarding the educational placement of a student with a disability under IDEA and Section 504, the Board must ensure that all required special education and related services are provided in the least restrictive placement where the child's unique needs, as described in the student's Individualized Education Program (IEP) or Section 504 Plan, can be met. The school district will identify and assess all potential ELL students and provide all ELL students, including ELL students in foster care, with a language assistance program that is educationally sound and proven successful. When a best-interest determination is made for an ELL student in foster care, the Board of Education will comply with its obligations under Title VI and the EEOA.



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### Title I – Educational Stability for Children in Foster Care

To the extent feasible, a child shall remain in his/her school of origin until a final best-interest determination is made. The child welfare agency will notify the school district of origin of the child's school placement after collaboration with the Board of Education's point of contact person and after the child's best-interest determination has been made. If a change of school is recommended by the child welfare agency, the new school shall immediately contact the school of origin to obtain relevant academic and other records of the foster care child. The financial responsibility for the payment of tuition for a foster care child placed outside the school district of origin and attending school outside the school district of origin shall be determined by the Commissioner of Education in accordance with N.J.S.A. 18A:7B-12 – Determination of District of Residence.

A foster care child who has been placed in this district and exits foster care during the school year [ X will \_\_\_ will not] be permitted to continue in this school district for the remainder of the school year.

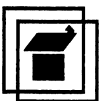
*if the resident district determines that the child is eligible.*

In the event there is a disagreement regarding school placement for a child in foster care, the school district will comply with the legal requirements for resolving the dispute. A parent can appeal a best-interest determination whenever the child changes schools.

*N/A* Children placed in foster care outside the school district of origin, attending a school in that district, will be provided transportation to and from school in accordance with N.J.A.C. 6A:27-6.1 et seq. and the Transportation Policy of that district. The district of origin is financially responsible for transportation costs to and from school.

*N/A* Children placed in foster care outside the school district of origin, but remaining in a school within the school district of origin, shall receive transportation to and from school on a "cost-efficient" manner and in accordance with Section 475(4)(A) of the Social Security Act for the duration of the time the child is in foster care. The district of origin is financially responsible for transportation costs to and from school.

*N/A* The cost of transportation shall not be considered when determining the best interest of the child.



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Title I – Educational Stability for Children in Foster Care

N/A  
Section 475(4)(A) of the Social Security Act provides guidance on “cost-effective” transportation as it relates to the cost of reasonable travel for foster care children placed outside the school district of origin to their school of origin indicating: the child may be dropped off at a bus stop just within the school district of origin to be transported to a school in the district of origin; the school district may offer a public transportation option; the foster care parents or other families may be willing to drive the child to school in the school district of origin; the school district may utilize pre-existing bus routes or stops close to the out-of-district foster care placement that cross school district boundaries; or the foster care child may be eligible for transportation under other Federal or State requirements.

N/A  
In the event there is a disagreement regarding transportation for a child in foster care, the school district will comply with the New Jersey Department of Education requirements for resolving the dispute. The Board of Education shall provide or arrange for adequate and appropriate transportation for foster care children while any disputes are being resolved.

In all cases regarding student data and records, the Board of Education will comply with all statutory requirements to protect student privacy, including Family Education Rights and Privacy Act (FERPA), and all other privacy requirements under Federal laws, State statutes, and administrative codes.

N.J.S.A. 18A:7B-12

N.J.S.A. 30:4C-26

New Jersey Department of Education Memorandum dated October 4, 2016 –

Ensuring Educational Stability for Children in Foster Care

United States Departments of Education and Health and Human Services – Non-Regulatory Guidance - Ensuring Educational Stability for Children in Foster Care – June 23, 2016

Adopted:



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Section 504 of the Rehabilitation Act of 1973 - Students

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[See POLICY ALERT No. 210]

## 2418 SECTION 504 OF THE REHABILITATION ACT OF 1973 - STUDENTS

The Board will comply with Section 504 of the Rehabilitation Act of 1973, the purpose of which is to eliminate discrimination on the basis of disability in any program or activity receiving Federal financial assistance.

### Guarantee of Rights

The Board will provide a free appropriate public education to each student with a disability regardless of the nature or severity of the disability.

The Board will make reasonable accommodations to ensure that no student with a disability, solely on the basis of the disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this Board, including participation in non-academic and extracurricular services and activities.

The administration will undertake to identify and locate all students with disabilities between the ages of three and twenty-two, who are residing within the district, but not receiving a public school education. The administration will take steps to notify such students and their parents of the district's duty to provide accommodations for students with disabilities as well as procedures to determine eligibility for such accommodations.

### Educational Setting

The Board will ensure that a student with a disability participates with nondisabled students in activities and services to the maximum extent appropriate to the needs of the student with a disability.

The school administration will place a student with a disability in the regular educational environment within the district unless the district demonstrates that the education of the student with a disability in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily.



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## Section 504 of the Rehabilitation Act of 1973 - Students

### Evaluation and Placement

The Board will establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need accommodations, special education, and/or related services because of a disability. Evaluations may include, but are not limited to, a review of work samples, direct observation, interviews, and/or administration of assessment measures.

### Enforcement

The Supv. of Curric. & Instruction is designated by the Board as the District 504 Coordinator for matters dealing with Section 504 of the Rehabilitation Act of 1973 and can be contacted at the following address or telephone number:

Office Address:

14 Vogt Drive  
Bridgewater, NJ 08807

Telephone:

908-526-8900, ext 7121

### Procedural Safeguards

The district will establish and implement a system of procedural safeguards with respect to the identification, evaluation, or provision of services under Section 504. This system includes notice, an opportunity for the parent to examine relevant records, an impartial hearing with the opportunity for participation by the parent and representation by counsel, and a review procedure. These procedural safeguards shall be in accordance with N.J.A.C. 6A:14 et seq., Policy 2460, Regulation 2460.8, and/or the grievance procedures outlined in Regulation 2418.

### Notice

The Board will notify members of the community that the Board does not discriminate on the basis of a disability in violation of Section 504 of the Rehabilitation Act of 1973. Policy and Regulation 2418 may be reprinted in part or in full and distributed to serve as adequate notice.



# POLICY GUIDE

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Section 504 of the Rehabilitation Act of 1973 - Students

## State or Local Law

The obligation to comply with the Rehabilitation Act of 1973 is not obviated or alleviated by the existence of any State or local law or other requirement that, on the basis of disability, imposes prohibitions or limits upon the eligibility of a student with a disability to receive services.

29 U.S.C. 794 (Section 504 Rehabilitation Act of 1973)

20 U.S.C. 1401 et seq. (Individuals with Disabilities Education Act)

42 U.S.C. 12101 (Americans with Disabilities Act of 1990, as amended)

Adopted:



# REGULATION GUIDE

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Section 504 of the Rehabilitation Act of 1973 - Students  
Dec 16  
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[See POLICY ALERT No. 210]

## R 2418 SECTION 504 OF THE REHABILITATION ACT OF 1973 - STUDENTS

It is the policy of the Board of Education that no qualified student with a disability will, solely on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this Board. The Board will also comply with the Individuals with Disabilities Education Act through the implementation of Policy 2460 and Regulations 2460 through 2460.16.

### A. Definitions

1. "Accommodation" means a change in the educational setting, instructional strategies, materials, and/or supplementary/related aids and services that does not significantly alter the content of the curriculum or level of expectation for a student's performance, but which allows the student to access the regular general education curriculum.
2. "Act" means the Rehabilitation Act of 1973.
3. "Aids and Services" means aids and services designed to meet the individual student's educational needs to the same extent as the needs of students without disabilities are met. 34 CFR §104.33
4. "Board" means the Board of Education of this school district.
5. "Complainant" means a parent of a student with a disability who files a grievance in accordance with the grievance procedure.
6. "Day" means either calendar or working day, as specified in the Act.
7. "Disability" means, with respect to an individual, that the individual meets one or more of the following three prongs:
  - a. A physical or mental impairment that substantially limits one or more of the major life activities of such individual;



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Section 504 of the Rehabilitation Act of 1973 - Students

- b. A record of such an impairment; or
  - c. Being regarded as having such an impairment.
- 8. "District" means this school district.
  - 9. "District 504 Coordinator" means the district official responsible for the coordination of activities relating to compliance with the Act.
  - 10. "FAPE" means free appropriate public education. FAPE consists of the provision of regular or special education and related aids and services designed to meet the educational needs of a student with a disability to the same extent as the needs of non-disabled students are met.
  - 11. "Grievance" means an unresolved problem concerning the interpretation or application of law and regulations regarding discrimination by reason of a disability by an officer or employee of this district.
  - 12. "Individuals with Disabilities in Education Act" (IDEA) identifies eligible children and young adults who have specific types of disabilities and, thus, require special education and related services. If they qualify, students receiving services through IDEA may also be eligible for services under Section 504 and ADA.
  - 13. "Major life activities" means those of central importance to daily life and include, but are not limited to, functions such as: caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sitting, writing, standing, reaching, lifting, sleeping, bending, speaking, breathing, reading, concentrating, thinking, communicating, interacting with others, learning, and working. "Major life activities" also include physical or mental impairments that substantially limit the operation of a major bodily function, including, but not limited to: functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, reproductive systems, and the operation of an individual organ within a body system.  
28 CFR §35.108; 28 CFR §36.105





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Section 504 of the Rehabilitation Act of 1973 - Students

14. “Mitigating measures” means steps taken to eliminate or reduce the symptoms or impact of an impairment. “Mitigating measures” include, but are not limited to: medication; medical equipment/appliances; mobility devices; low vision devices (not including ordinary eyeglasses or contact lenses); prosthetics (including limbs and devices); hearing aids, cochlear implants, or other implantable hearing devices; oxygen therapy equipment and supplies; the use of assistive technology; reasonable modifications or auxiliary aids or services; learned behavioral or adaptive neurological modifications; and psychotherapy, behavioral, or physical therapies. 42 U.S.C. 126 §12102
  - a. Mitigating measures, must not be used when determining whether an impairment is a disability except for the use of corrective eyeglasses or contact lenses. Mitigating measures may be considered in assessing whether someone is entitled to reasonable accommodation or poses a direct threat.
15. “Physical or mental impairment” means any physiological disorder or condition such as, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic and lymphatic, skin, and endocrine; or any mental or psychological disorder such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities. 28 CFR §35.108(b)(2) and 28 CFR§36.105(b)4
  - a. Physical or mental impairments may include, but are not limited to: contagious and noncontagious diseases and conditions; orthopedic, visual, speech, and hearing impairments; cerebral palsy; epilepsy; muscular dystrophy; multiple sclerosis; cancer; heart disease; diabetes; intellectual disability; emotional illness; dyslexia and other specific learning disabilities; Attention Deficit Hyperactivity Disorder (ADHD); Human Immunodeficiency Virus (HIV) (whether symptomatic or asymptomatic); tuberculosis; drug addiction; and alcoholism.



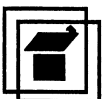
# REGULATION GUIDE

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Section 504 of the Rehabilitation Act of 1973 - Students

- b. Physical or mental impairments do not include: transvestism; transsexualism; homosexuality or bisexuality; gender identity disorders; sexual behavior disorders; pedophilia; exhibitionism; environmental, cultural, and economic disadvantages; pregnancy; physical characteristics; personality traits or behaviors; normal deviations in height, weight, or strength; compulsive gambling; kleptomania; pyromania; and psychoactive substance use disorders resulting from current illegal use of drugs.
  - c. An impairment that is episodic or in remission may be considered a “disability” if it would substantially limit a major life activity when active.
  - d. Not all impairments are disabilities.
16. “Qualified student with a disability” means a student with a disability at the preschool, elementary, or secondary level, who is: (1) of an age at which students without disabilities are provided educational services; (2) of an age at which it is mandatory under State law to provide educational services to students with disabilities; or (3) a student to whom a State is required to provide a free appropriate public education under the Individuals with Disabilities Education Act (IDEA).
17. “Record of such an impairment” means has a history of, or has been misclassified as having a mental or physical impairment that substantially limits one or more major life activities.
18. “Regarded as having an impairment” means the individual establishes that he or she has been subjected to a prohibited action because of an actual or perceived physical or mental impairment, whether or not that impairment substantially limits or is perceived to substantially limit a major life activity.
- a. For this prong only, the public entity must demonstrate the impairment is or would be both transitory (lasting or expected to last six months or less) and minor to show an individual is not regarded as having such an impairment.
- 42 U.S.C. 126 §12102(3)(B)



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Section 504 of the Rehabilitation Act of 1973 - Students

- b. A public entity is not required to provide a reasonable modification to an individual meeting the definition of “disability” solely under the “regarded as” prong.
- 19. “Section 504” means Section 504 of the Act.
- 20. “Student” means an individual enrolled in any formal educational program provided by the school district.
- 21. “Substantially limits” means the extent to which the impairment limits a student’s ability to perform a major life activity as compared to most people in the general population, whether or not an individual chooses to forgo mitigating measures. 42 U.S.C. 126 §12102 (4); 28 CFR §35.108(d); 28 CFR §35.105(d) The rules of construction when determining whether an impairment substantially limits a student in a major life activity include:
  - a. That it is broadly construed in favor of expansive coverage, to the maximum extent permitted under the Act.
  - b. That it does not demand extensive analysis.
  - c. That it substantially limits one major life activity, but not necessarily other major life activities.
  - d. That it may be episodic or in remission, as long as the disability would substantially limit a major life activity when active.
  - e. That it need not prevent, or significantly or severely restrict, an individual from performing a major life activity.
  - f. That it requires an individualized assessment which does not create an “inappropriately high level of limitation” and is based upon the conditions, manner, or duration under which the individual can perform the major life activity 42 U.S.C. 12102(4)(B).



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Section 504 of the Rehabilitation Act of 1973 - Students

- g. That it generally will not require scientific, medical, or statistical evidence (although such evidence can be required where appropriate - evidence that can be considered may include statements or affidavits of affected individuals and school records).
- h. That the determination is made without regard to ameliorative effects of mitigating measures, except for the use of ordinary eyeglasses or contact lenses intended to fully correct visual acuity or eliminate refractive error. Non-ameliorative effects, such as the negative side effects of medication or a medical procedure, may also be considered.
- i. That the effects of an impairment lasting or expected to last less than six months can be substantially limiting for establishing a disability under the first two prongs: "actual disability" or "record of".

B. District 504 Coordinator - 34 C.F.R. §104.7(a)

- 1. The District 504 Coordinator will be responsible for the initial evaluation of all allegations, reasonable accommodations (if required), and re-evaluations.
- 2. The District 504 Coordinator will comply with the mediation and due process requirements pursuant to N.J.A.C. 6A:14-2.6 and 6A:14-2.7 where applicable in cases arising from Section 504.

C. Educational Program

- 1. General:
  - a. The Board will not, on the basis of a disability, exclude a student with a disability from a program or activity and will take into account the needs of such student in determining the aid, benefits, or services to be provided under a program or activity.



# REGULATION GUIDE

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Section 504 of the Rehabilitation Act of 1973 - Students

- b. Identification for special education services under IDEA and accommodations under Section 504 are not mutually exclusive.
- c. Students not otherwise eligible for special education programs and/or related services pursuant to N.J.A.C. 6A:14-1 et seq. may be referred to the District 504 Coordinator by the parent or staff member.
- d. The Board will provide reasonable accommodation(s) to students with disabilities notwithstanding any program and/or related services required pursuant to N.J.A.C. 6A:14-1 et seq.

D. Free Appropriate Public Education (FAPE) - 34 CFR §104.33

- 1. FAPE must be provided without cost to the student's parent, except for those fees imposed on a parent of a non-disabled student.
- 2. The district may place a student with a disability in or refer such student to a program other than one it operates as its means of carrying out the provisions of this Regulation.
  - a. The district will continue to maintain responsibility for ensuring the requirements of the Act are met in respect to any student with a disability so placed or referred.
  - b. The district will ensure adequate transportation to and from the program, provided at no greater cost than would be incurred by the parent if the student were placed in a program operated by the district.
    - (1) The administration will consider the proximity of any alternative setting to the student's home.
    - (2) If a public or private residential placement is necessary to provide FAPE to a student with a disability, the placement, including non-medical care, room, and board, shall be provided at no cost to his/her parent.



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Section 504 of the Rehabilitation Act of 1973 - Students

## E. Evaluation and Placement - 34 CFR §104.35

1. The Board will establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need special education and/or related services on the basis of disability.
  - a. Section 504 evaluations may encompass record and work sample review; direct observation in the natural setting; interviews with the student, parent, and school personnel; and/or administration of assessment measures. They do not include independent evaluations.
  - b. It may be determined that additional data is required, including the administration of formal standardized instruments and data on conditions in remission or episodic in nature. Tests and other evaluation materials must meet the following criteria:
    - (1) Validated for the specific purpose for which they are used and administered by trained personnel;
    - (2) Tailored to assess specific areas of educational need and not merely those designed to provide a single intelligence quotient; and
    - (3) Accurately reflect aptitude or achievement or whatever else the tests purport to measure, rather than the student's impaired sensory, manual, or speaking skills (unless the test is designed to measure these particular factors).
2. In interpreting evaluation data and in making placement decisions, the district will:
  - a. Draw information from a variety of sources, including, but not limited to: aptitude and achievement tests, medical evaluations, teacher recommendations, physical condition, social and cultural background, and adaptive behavior;



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Section 504 of the Rehabilitation Act of 1973 - Students

- b. Establish procedures to ensure that information obtained from all such sources is documented and carefully considered;
  - c. Ensure that placement decisions are made by a group of persons, including persons knowledgeable about the student, the meaning of the evaluation data, and placement options; and
  - d. Ensure that placement decisions are made in conformity with this Regulation and 34 CFR §104.34.
- 3. The District 504 Coordinator will establish timelines for re-evaluations of students receiving reasonable accommodation(s). A parent may request a re-evaluation at any time upon written request to the District 504 Coordinator.
  - 4. Copies of requests for evaluation and related documents will be maintained in a designated Section 504 file folder placed in the student's cumulative record.

## F. Section 504 and Special Education

- 1. A student who qualifies for Section 504 services may not qualify for special education under IDEA; likewise, a student who qualifies under IDEA may not qualify under Section 504.
- 2. A referral for a Section 504 evaluation may be made concurrently with a pending special education evaluation. In such instances, the Section 504 evaluation should be conducted during the same timeline utilized for the special education assessment. Generally, the Section 504 evaluation should be conducted in less than sixty days.
- 3. If a student is found eligible under Section 504 prior to the special education team's findings, a Section 504 Accommodation Plan will be developed pending the special education team's findings. If the student is then found eligible for special education, an Individualized Education Program (IEP) will be developed and the IEP team can incorporate into the IEP any accommodations/services provided in the Section 504 Accommodation Plan.



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Section 504 of the Rehabilitation Act of 1973 - Students

4. A separate Section 504 team meeting will be convened when a student is identified as eligible for special education and no longer requires accommodations/services under Section 504.
5. When an IEP team determines a student is not eligible or no longer eligible for special education, there may be circumstances when a Section 504 referral for evaluation may be appropriate and should be considered. The IEP team may document the student is being referred for a Section 504 evaluation, and the eligibility evaluation shall be addressed in a separate Section 504 team meeting.

## G. Section 504 Accommodation Plan

1. The District 504 Coordinator will assist in organizing a team of individuals responsible for receiving referral documents; securing evaluation information; and determining eligibility and appropriate accommodations, related aids or services for eligible students with disabilities. The team must be comprised of people who:
  - a. Are knowledgeable about the student;
  - b. Understand the meaning of evaluation data; and
  - c. Are familiar with placement options.
2. The District 504 Coordinator, based on the evaluation of the student eligible for services under Section 504, will prepare a Section 504 Accommodation Plan which may include as relates to the student:
  - a. Name;
  - b. Date of birth;
  - c. Current educational placement;
  - d. Name of the District 504 Coordinator preparing the Section 504 Accommodation Plan;
  - e. Disabling condition:





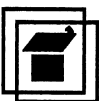
# REGULATION GUIDE

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Section 504 of the Rehabilitation Act of 1973 - Students

- (1) Major life activity impaired;
  - (2) Educational impact; and
  - (3) Impact on related educational progress.
- f. Accommodation (as appropriate):
  - (1) Physical and learning environment;
  - (2) Instructional;
  - (3) Behavioral;
  - (4) Evaluation;
  - (5) Medical; and/or
  - (6) Transportation.
- g. Other:
  - (1) List of individuals participating in the development of the plan, along with their titles and the date(s) of their participation.
  - (2) Certification by the student's parent that he or she has participated in the development of the plan and provided consent to its implementation.
  - (3) A waiver of the fifteen days' notice prior to the implementation of the plan by the parent if the plan is to be implemented sooner than the fifteen days.
- 3. A Section 504 Accommodation Plan should not:
  - a. Modify the curriculum;
  - b. Exempt a student from a course or subject required for graduation;



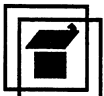
# REGULATION GUIDE

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Section 504 of the Rehabilitation Act of 1973 - Students

- c. Alter the level of expectation for a student's performance;
  - d. Provide an extended time accommodation only for standardized testing when it is not required as part of the regular program of evaluation;
  - e. Include any testing accommodations unless authorized by the testing agency; and
  - f. Assign responsibility for implementing Section 504 accommodations to another student.
- 4. A Section 504 Accommodation Plan should:
  - a. Directly relate to a student's identified needs;
  - b. Be specific, measurable, and tailored to meet students' identified needs to allow for consistent implementation;
  - c. Be written to incorporate specific symptoms, behavior, or triggers that elicit implementation of the accommodation or service if required only occasionally; and
  - d. Clearly state how much extended time is required based upon a student's identified needs, if the Section 504 team determines such an accommodation is appropriate.
- 5. Students needing medication:
  - a. Not all students needing medication administered by school staff will require a Section 504 Accommodation Plan. It is not necessary to qualify a student as having a disability that substantially limits a major life activity under Section 504 in order to provide a service that schools perform for all general education students.
  - b. A Section 504 referral with the potential for a subsequent Section 504 Accommodation Plan is appropriate when a student is found to have a disability that substantially limits a major life activity and needs medication administered on a systematic basis to receive equal access to the educational program.



# REGULATION GUIDE

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Section 504 of the Rehabilitation Act of 1973 - Students

## H. Nonacademic/Extracurricular Services - 34 CFR §104.37

1. Nonacademic and Extracurricular Services may include counseling, physical recreational athletics, transportation, health services, recreational activities, special interest groups or school clubs, and/or referrals to agencies which provide assistance to students with disabilities and student employment.
2. The Board and administration will ensure that students with disabilities are not counseled toward more restrictive career objectives than are nondisabled students with similar interests and abilities.
3. The Board will provide to students with disabilities equal opportunity as afforded nondisabled students for participation in physical education courses, athletics, and similar programs and activities.
  - a. The district may offer students with disabilities physical education and athletic activities that are separate or different from those offered to nondisabled students only if the separation or differentiation is consistent with the requirements of 34 CFR §104.34 and only if no student with a disability is denied the opportunity to compete or to participate.

## I. Grievance Procedure - 34 CFR §104.7(b)

1. This grievance procedure shall apply to a student with a disability alleging discrimination under the provisions of Section 504 of the Rehabilitation Act of 1973.
2. The parent who believes his or her child has a valid basis for a grievance under Section 504 shall file an informal complaint in writing with the District 504 Coordinator stating the specific facts of the grievance and the alleged discriminatory act.



# REGULATION GUIDE

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Section 504 of the Rehabilitation Act of 1973 - Students

3. The District 504 Coordinator will make reasonable efforts to resolve the matter informally by reviewing the grievance with appropriate staff including, but not limited to: the Principal, Child Study Team staff, and/or classroom teacher(s).
4. The District 504 Coordinator will investigate and document the complaint including dates of meetings, dispositions, and date(s) of dispositions. The District 504 Coordinator will provide a written decision to the complainant within seven working days of the written complaint.
5. If the complainant is not satisfied with the District 504 Coordinator's written decision, the complainant may appeal the decision in writing, setting out the circumstances that give rise to the alleged grievance. This written appeal must be filed with the District 504 Coordinator within three working days of the complainant's receipt of the written decision. The written appeal must state the basis for the appeal and the remedy sought by the complainant.
6. The District 504 Coordinator will appoint a qualified hearing officer within seven working days of the receipt of the written appeal. The hearing officer will conduct a hearing within seven working days of receipt of the written appeal. The hearing officer will give the parent a full and fair opportunity to present evidence relevant to the issues raised under the initial grievance. The parent may, at his or her own expense, be assisted or represented by individuals of their choice, including legal counsel. The hearing officer will present a written decision to the District 504 Coordinator and aggrieved individual within seven working days of the hearing.
7. The complainant may file a written appeal to the Board if not satisfied with the hearing officer's decision provided the written appeal is submitted to the Superintendent within three working days of the complainant's receipt of the hearing officer's written decision. The Board may, but is not required to, conduct a Board hearing on the appeal.



# REGULATION GUIDE

PROGRAM

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Section 504 of the Rehabilitation Act of 1973 - Students

8. The complainant may request mediation and due process in accordance with N.J.A.C. 6A:14-2.6 and 2.7 if unsatisfied with the written decision of the Board. If specifically requested by the parent, the aforementioned N.J.A.C. 6A:14-2.6 and 2.7 grievance procedures must be followed.

Adopted:



# POLICY GUIDE

STUDENTS

5330.04/page 1 of 3

Administering an Opioid Antidote

Dec 16

[See **POLICY ALERT No. 210**]

## 5330.04 ADMINISTERING AN OPIOID ANTIDOTE

New Jersey's "Overdose Prevention Act" encourages the wider prescription and distribution of an opioid antidote to prevent opioid overdose. The New Jersey Department of Education informed school districts they may develop and adopt policies and procedures to maintain and administer an opioid antidote to any student, school personnel, or other person believed to be experiencing an opioid overdose during school hours or during on-site school-sponsored activities to block the opioid's life-threatening effects.

In accordance with N.J.S.A. 24:6J-4.a.(1)(e), the school district's physician, as a health care practitioner as defined in N.J.S.A. 24:6J-3, may prescribe or dispense an opioid antidote directly or through a standing order to the school district for a school district certified school nurse to administer to overdose victims, provided the school physician deems a school district certified school nurse is capable of administering the opioid antidote to an overdose victim in an emergency. The physician's standing order must specify a school district certified school nurse is authorized to administer the opioid antidote to overdose victims. In accordance with N.J.S.A. 24:6J-5.a.(1), the school physician issuing the standing order shall ensure that overdose prevention information is provided to the school district and the certified school nurse(s) authorized to administer an opioid antidote. The overdose prevention information shall include, but not be limited to: information on opioid overdose prevention and recognition; instructions on how to perform rescue breathing and resuscitation; information on opioid antidote dosage and instructions on opioid antidote administration; information describing the importance of calling 911 emergency telephone service for assistance with an opioid overdose; and instructions for appropriate care of an overdose victim after administration of the opioid antidote.

Upon receiving a report of a possible opioid overdose during school hours or during an on-site school-sponsored activity, the Principal, Principal's designee, or supervising staff member will immediately call 911. The school nurse, during school hours and if available at an on-site school-sponsored activity, will also be immediately called. In accordance with the provisions of N.J.S.A. 24:6J-4.d.(1), the school nurse who has received overdose prevention information pursuant to N.J.S.A. 24:6J-5.a.(1) and has been deemed capable of administering the opioid antidote by the school physician may administer the opioid antidote to a student, school personnel, or other person in an emergency if the school nurse believes, in good faith, that the person is experiencing an opioid overdose.



# POLICY GUIDE

## STUDENTS

5330.04/page 2 of 3

### Administering an Opioid Antidote

The school nurse and/or other school staff members shall keep the student, school personnel, or other person comfortable until emergency medical responders arrive on the scene. Any student who receives an opioid antidote by the school nurse or by an emergency medical responder shall be transported to the nearest hospital with a school staff member designated by the Principal, Principal's designee, or supervising staff member of the on-site school-sponsored activity.

The Principal, Principal's designee, or supervising staff member will notify the parent of any student or a family member or other contact person for a school staff member who may be experiencing a possible opioid overdose as soon as practicable. The Principal, Principal's designee, or supervising staff member of the on-site school-sponsored activity shall notify the Superintendent of Schools whenever an opioid antidote is administered by a school nurse or an emergency medical responder.

The school nurse shall be responsible to store the opioid antidote that has been prescribed by the school physician in a safe and secure location; document the administration of an opioid antidote on a student's health record; monitor the on-site inventory and replacement of the opioid antidote supply; and plan for the disposal of administered opioid antidote and expired opioid antidote applicator.

Any student or school staff member who is found to be under the influence of a controlled dangerous substance shall be subject to the provisions of applicable statutes and administrative codes and Board policies and regulations regarding substance use.

In accordance with the provisions of N.J.S.A. 24:6J-4.d.(2), the school district and the school nurse shall not, as a result of any acts or omissions, be subject to any criminal or civil liability for administering an opioid antidote in accordance with the provisions of N.J.S.A. 24:6J-1 et seq.

Nothing in this Policy shall prohibit the administration of an opioid antidote to a student, school personnel, or other person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or by a person authorized to administer an opioid antidote in accordance with N.J.S.A. 24:6J-1 et seq.



# POLICY GUIDE

STUDENTS

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Administering an Opioid Antidote

This Policy shall be reviewed and approved by the school physician and Board Attorney prior to Board adoption and whenever the Policy is revised. This Policy shall be made available to school staff members, parents, and students in staff and student handbooks, published on the district's website, or through any other appropriate means.

N.J.S.A. 24:6J-1 et seq.

May 24, 2016 New Jersey Department of Education Memorandum - Information for Schools Regarding Opioid Overdose Prevention

Adopted:





# POLICY GUIDE

ADMINISTRATION

1510/page 1 of 6

**Americans with Disabilities Act Rights of Persons  
With Handicaps or Disabilities/Policy on Non-Discrimination**

Dec 16

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[See POLICY ALERT Nos. 136, 151, 167 and 210]

## 1510 AMERICANS WITH DISABILITIES ACT RIGHTS OF PERSONS WITH HANDICAPS OR DISABILITIES/POLICY ON NON-DISCRIMINATION

It is the policy of the Board of Education that no qualified ~~handicapped or disabled person~~ **individual with a disability will shall**, on the basis of ~~handicap or disability~~, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or under any program, activity, or ~~services vocational opportunities~~ sponsored by this Board. The Board ~~will shall~~ comply with §504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, **as amended by the Americans with Disabilities Amendments Act of 2008 (hereafter referred to as the Act)**. ~~It shall also comply with the Individuals with Disabilities Education Act through the implementation of Policy No. 2460 and Regulations Nos. 2460 through 2460.14.~~

Notice of the **Board Policy 1530 – Equal Educational Opportunities and Board Policy 5750 – Equal Educational Opportunity** ~~Board's policy on nondiscrimination in employment (Policy and Regulation No. 1530) and education (Policy and Regulation No. 5750)~~ will be included in the Board policy manual, posted throughout the district, and referenced in any district statement regarding the availability of employment positions or educational services.

### Employment

No employee or candidate for employment ~~will shall~~ be discriminated against in recruitment, hiring, advancement, discharge, compensation, **job** training, transfer, or any other term, condition, or privilege of employment solely **on the basis of a disability** ~~because of his/her handicap/disability~~, provided the employee or candidate can, with or without reasonable accommodation, perform the essential functions of the position sought or held.

No candidate for employment ~~will shall~~ be required to answer a question or submit to an examination regarding a ~~handicap/disability~~ except as such ~~handicap/disability~~ relates directly to **perform job-related functions the performance of the job sought**. No candidate will be discriminated against on the basis of a ~~handicap/disability~~ that is not directly related to the essential function of the position for which he/she has applied.



# POLICY GUIDE

ADMINISTRATION

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## **Americans with Disabilities Act Rights of Persons With Handicaps or Disabilities/Policy on Non-Discrimination**

Reasonable accommodations, not directly affecting the educational and/or instructional program, **will shall** be made to accommodate employment conditions to the needs of qualified **individuals persons** with ~~handicaps/disabilities~~. ~~sSuch~~ accommodations may include, but are not limited to: ~~rescheduling; restructuring jobs; making facilities accessible; acquiring or modifying equipment; modifying examinations, training materials, policies and procedures; and providing readers or interpreters~~ **making existing facilities used by employees readily assessable to and usable by individuals with disabilities, job restructuring, part-time modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.**

**The district will furnish appropriate auxiliary aids and services where necessary to afford individuals with disabilities an equal opportunity to participate in and enjoy the benefits of a service, program, or activity conducted by the district.**

~~The Board employment policies and procedures shall comply with the Americans with Disabilities Act.~~

### **Facilities Maintenance and Accessibility**

No qualified **individual with a disability** ~~handicapped/disabled person will shall~~, because of the school district's facilities being inaccessible or unusable by ~~handicapped/disabled persons~~, be denied the benefits of, be excluded from participation in or otherwise be subjected to discrimination under any program or activity offered by the Board. No new facilities **will shall** be constructed that do not fully comply with §504 of the Rehabilitation Act of 1973 and the ~~American with Disabilities Act~~. Alterations to existing facilities or part thereof, **will shall** be altered in such a manner to the maximum extent feasible, that the facilities are readily accessible and usable by individuals with ~~handicaps/disabilities~~ who have a need to access Board facilities.

**The district will maintain facilities and equipment required by the Act to be readily accessible to and usable by persons with disabilities.**



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**Americans with Disabilities Act Rights of Persons  
With Handicaps or Disabilities/Policy on Non-Discrimination**

## **Service, Program, and Activity Access ~~Educational Program Accessibility~~**

**The district will make reasonable accommodations so that services, programs, and activities are readily accessible and usable by qualified individuals with disabilities. The district is not required to provide personal devices or services of a personal nature to qualified individuals with disabilities.**

~~No qualified handicapped/disabled person shall be denied the benefit of, be excluded from participation in, or otherwise be subjected to discrimination in any activity offered by this district.~~

~~The Board has an affirmative obligation to evaluate a student who is suspected of having a handicap/disability to determine the student's need for special education and related services. The Board directs that all reasonable efforts be made to identify unserved children with handicaps/disabilities in this district who are eligible for special education and/or related services in accordance with Policy No. 2460 and Regulations Nos. 2460 through 2460.14, the Individuals with Disabilities Education Act, §504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.~~

~~Section 504 of the Rehabilitation Act requires the Board to address the needs of children who are considered handicapped/disabled under §504 and do not qualify for services under the Individuals with Disabilities Education Act. A student may be handicapped/disabled within the meaning of §504, and therefore entitled to regular or special education and related aids and services under the §504 regulation, even though the student may not be eligible for special education and related services under Part B of the Individuals with Disabilities Education Act.~~

~~No student will be denied, because of his/her educational handicap/disability, participation in co-curricular, intramural, or interscholastic activities or any of the services offered or recognitions rendered regularly to the students of this district.~~

~~There will be grievance procedures for persons alleging discriminatory acts by the Board and/or staff. The due process rights of students with handicaps/disabilities and their parents will be rigorously enforced.~~



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**Americans with Disabilities Act Rights of Persons  
With Handicaps or Disabilities/Policy on Non-Discrimination**

## Evaluation and Compliance

**The Superintendent or designee will evaluate district programs and practices on nondiscrimination, in accordance with law, and will report to the Board accordingly. Assurances of compliance will be submitted as required by law.**

**The district, with the assistance of interested persons, who may include individuals with disabilities or members of organizations representing individuals with disabilities, or other interested community members and staff, will evaluate its current services, policies, practices, and the effects thereof with regard to the requirements of the Act and make necessary modifications to meet the Act requirements. If such modifications would result in a fundamental alteration of the nature of the affected program or activity, or undue financial or administration burden, the district will provide access through means which would not result in a fundamental alteration or undue financial or administrative burden. 28 CFR §35.150(a)**

**For a period of at least three years following completion of the self-evaluation, the district will maintain on file, available for public inspection, a list of those interested persons consulted, a description of the areas examined and problems identified, and modifications made.**

## Enforcement - 28 CFR §35.107

The Board will designate the \_\_\_\_\_ <sup>title IX/AAO</sup> is designated as district coordinator for matters dealing with **ADA compliance §504 and Title IX**. The district coordinator ~~shall act as a compliance officer and~~ can be contacted at the following address or telephone number:

Office Address:

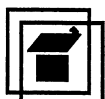
14 Vost Drive  
Bridgewater, NJ 08807

Telephone Number:

908-526-8900, ext. 7157

**Grievance procedures are outlined in Regulation 1510.**

~~A complaint regarding a violation of law and this policy will be subject to a complaint procedure that provides for the prompt and equitable resolution of disputes.~~



# POLICY GUIDE

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### **Americans with Disabilities Act Rights of Persons With Handicaps or Disabilities/Policy on Non-Discrimination**

~~The complainant shall be notified of his/her rights of appeal at each step of the process, and accommodations to the needs of handicapped/disabled complainants shall be made. A complainant shall be informed of his/her right to file a formal action for redress with or without recourse to the complaint procedure established by this policy and its accompanying regulation.~~

~~A complaint regarding the identification, evaluation, classification, or educational program of a student with a handicap/disability shall be governed by the due process rules of the State Board of Education, N.J.A.C. 6A:14-2.7 and the Office of Administrative Law, N.J.A.C. 1:6A-1 et seq., and by the procedural safeguard processes established by Board Policy No. 2460 and Regulation No. 2460.6 or the grievance procedures established in Regulation No. 1510.~~

#### Guarantee of Rights

The Board **will** ~~shall~~ not interfere, directly or indirectly, with any person's exercise or enjoyment of the rights protected by the **Act**. ~~§504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Individuals with Disabilities Education Act or Title IX.~~

The Board **will** ~~shall~~ not discriminate against any person for that person's opposition to any act or practice made unlawful by law or this **Ppolicy** or for that person's participation in any manner in an investigation or proceeding arising under **the Act**. ~~§504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Individuals with Disabilities Education Act or Title IX.~~

**The district is not required to permit an individual to participate in or benefit from the district's services, programs, or activities when that individual poses a direct threat to the health or safety of others.**

#### Evaluation and Compliance

~~The Board directs the Superintendent to evaluate district programs and practices on nondiscrimination, in accordance with law, and to report evaluations to the Board. The Board will submit such assurances of compliance as are required by law.~~



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[See POLICY ALERT Nos. 83, 95, 110, 121, 138, 139,  
144, 163, 171, 175 and 210]

## 8330 STUDENT RECORDS

The Board of Education believes that information about individual students must be compiled and maintained in the interest of the student's educational welfare and advancement. The Board will strive to balance the student's right to privacy against the district's need to collect, retain, and use information about individual students and groups of students. The Board authorizes the establishment and maintenance of student files that include only those records mandated by law, rules of the State Board of Education, authorized administrative directive, and those records permitted by this Board.

The Superintendent shall prepare, present to the Board for approval, and distribute regulations that implement this Policy and conform to applicable State and Federal law and rules of the State Board of Education.

For purposes of this Policy:

1. ~~“Adult student” means a student who is at least eighteen years of age, or is attending an institution of postsecondary education, or is an emancipated minor.~~
2. ~~“Parent” means the natural or adoptive parent, the legal guardian, surrogate parent, or a person acting in place of a parent in accordance with N.J.A.C. 6A:32-2.1. Unless parental rights have been terminated by a court of appropriate jurisdiction, the parent retains all rights under N.J.A.C. 6A:32. “Parent” shall also include, for the purposes of N.J.A.C. 6A:32, the adult student. A foster parent may act as a parent under the provisions of N.J.A.C. 6A:32 if the parent's authority to make educational decisions on the student's behalf has been terminated by a court of appropriate jurisdiction.~~

### General Considerations

**The Board of Education shall compile and maintain student records and regulate access, disclosure, or communication of information contained in educational records in a manner that assures the security of such records in**



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**accordance with the provisions of N.J.A.C. 6A:32-7.1 et seq.** Student records shall contain only such information as is relevant to the education of the student and is objectively based on the personal observations or knowledge of **the** certified school personnel who originate(s) the record. The **school** district shall **provide annual, written notification to** notify parents, **and** adult students, **and emancipated minors** ~~annually in writing~~ of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and local policies shall be made available upon request. The **school** district shall make every effort to notify parents and adult students in their dominant language.

Nothing in this Policy shall be construed to prohibit certified school personnel, ~~at their discretion,~~ from disclosing student records to non-adult students or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the student or other persons.

No liability shall be attached to any member, officer, or employee of the Board of Education permitting access or furnishing student records in accordance with **N.J.A.C. 6A:32-7.1 et seq.** ~~Department of Education rules.~~

## Student Information Directory

A student information directory is a publication of a ~~the school district~~ **Board of Education** that includes student information **relating to a student** as defined in N.J.A.C. 6A:32-2.1. **This information includes: name; grade level; date and place of birth; dates of school attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information.** The student information directory shall be used only by authorized school district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption. In the event the school district publishes ~~information included in the~~ a student information directory, the Superintendent or designee will **provide a parent or adult student a ten-day period** ~~inform parents or adult students of such publication, and parents or adult students will be afforded a ten-day period to submit a written statement to~~ **submit to** the Superintendent **a written statement** prohibiting the school district from including any ~~or and~~ all types of information about the student in any student information directory before allowing access to such directory to educational, occupational, and military recruiters pursuant to N.J.S.A. 18A:36-19.1 and P.L. 107-110 sec. 9528, Armed Forces Recruiter Access to Students and Student Recruiting Information of the No Child Left Behind Act of 2001.



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## School Contact Directory for Official Use

A school contact directory for official use is a compilation by the school district that includes the following information for each student: **name; address; telephone number; date of birth; and school enrollment.** The district shall compile and maintain, ~~but need not publish,~~ a school contact directory for official use, ~~that which~~ is separate and distinct from the student information directory. **The student contact directory may be provided** ~~School personnel shall provide information from the school contact directory for official use only to~~ judicial **and** ~~;~~ law enforcement **personnel**, and **to** medical personnel ~~who are~~ currently providing services to the student in question. ~~In order for a parent or adult student~~ **To** exclude any information from the school contact directory for official use the parent, or adult student, **or emancipated minor** shall notify the Superintendent or designee in writing ~~on a form prescribed by the Commissioner of Education.~~

## Mandated and Permitted Student Records

Mandated student records are those records school districts have been directed to compile by State statute, regulations, or authorized administrative directive in accordance with N.J.A.C. 6A:32-7.3.

Permitted student records are **those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but** authorized by the Board ~~to be collected in order to promote the student's educational welfare of the student.~~ The Board shall authorize the permitted records to be collected by adopting ~~at a regular public Board meeting a resolution listing such permitted records or~~ **Policy and Regulation 8330**, which will list such permitted records.

## Maintenance and Security of Student Records

The Superintendent or designee shall be responsible for the security of student records maintained in the school district. Policy and Regulation 8330 assure that access to such records is limited to authorized persons.

Records for each individual student ~~may~~ **shall** be **stored electronically or in paper format** ~~maintained in a central file at the school attended by the student.~~ ~~When records are maintained in different locations, a notation in the central file as to where such other records may be found is required.~~ **When student records are stored electronically, proper security and back-up procedures shall be administered.**





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~~Student health records shall be maintained and located in a locked cabinet or room in the school building or complex where the student is assigned. Records kept in electronic form shall be both accessible and secure.~~ Student health records, **whether stored on paper or electronically**, shall be maintained separately from other student records, until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record. Records shall be accessible during the hours in which the school program is in operation.

~~Security blocks will be installed for records stored in any computer system to protect against any security violations of the records stored therein. To guard against the loss of student records, the district shall maintain an updated hard copy and backup versions of student records.~~

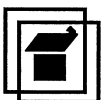
Any district internet website shall not disclose any personally identifiable information about a student **without receiving prior written consent from the student's parent**, in accordance with **the provisions of N.J.S.A. 18A:36-35. Personally identifiable information means student names; student photos; student addresses; student e-mail addresses; student phone numbers; and locations and times of class trips.**

## Access to Student Records

**Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1 et seq. within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.**

The district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to **people** ~~those authorized organizations, agencies, and persons under the conditions~~ permitted by Federal and State statute and regulations in accordance with N.J.A.C. 6A:32-7.5.

The district [~~will or may~~] **may** charge a reasonable fee for reproduction **of student records**, not to exceed the schedule of costs set forth in N.J.S.A. 47:1A-52, provided that the cost does not effectively prevent the parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or **other Federal and State** ~~under~~ rules and regulations regarding students with disabilities, **including N.J.A.C. 6A:14.**



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Access to and disclosure of a student's health record shall meet the requirements of the Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (FERPA).

**Only** ~~The following~~ authorized organizations, agencies, **or** ~~and~~ persons **as defined in N.J.A.C. 6A:32-7.5** shall have access to student records, **including student health records**.

1. ~~The student who has the written permission of a parent and the parent of a student under the age of eighteen whether or not the child resides with that parent except per N.J.S.A. 9:2-4; the place of residence shall not be disclosed and access shall not be provided if denied by a court.~~
2. ~~Students at least sixteen years of age who are terminating their education in the district because they will graduate secondary school at the end of the term or no longer plan to continue their education.~~
3. ~~The adult student and the student's parent who has the written permission of such student, except that the parent shall have access without consent of the student as long as the student is financially dependent on the parent and enrolled in the public school system or if the student has been declared legally incompetent by a court of appropriate jurisdiction. The parent of the financially dependent adult student may not disclose information contained in the adult student's record to a second or third party without the consent of the adult student.~~
4. ~~Certified school district personnel who have assigned educational responsibility for the student shall have access to the general student record, but not to the student health record except under conditions permitted in N.J.A.C. 6A:16-1.5.~~
5. ~~Certified educational personnel who have assigned educational responsibility for the student and who are employed by agencies as indicated in N.J.A.C. 6A:32-7.5(e)5 shall have access to the general student record, but not to the student health record, except under conditions permitted in N.J.A.C. 6A:16-1.5.~~
6. ~~In order to fulfill its legal responsibility as a Board, the Board has access through the Superintendent or designee to information contained in a student's record. Information shall be discussed in executive session unless otherwise requested by the parent or adult student.~~



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**Americans with Disabilities Act Rights of Persons**  
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## Notice Annual Publication

**Policy and Regulation 1510 will be available to any member of the public in the district's Policy and Regulation Manual.** ~~This Policy will be published yearly prior to the beginning of the school year in a regional newspaper, magazine and/or other written communication that is available to the public.~~

~~29 U.S.C. 794 (Sec. 504, Rehabilitation Act of 1973)~~

~~20 U.S.C. 1401 et seq. (Individuals with Disabilities Education Act)~~

42 U.S.C. 12101 (Americans with Disabilities Act of 1990, **as amended**)

N.J.S.A. 10:5-1 et seq.

N.J.S.A. 18A:18A-17

N.J.A.C. 6A:14-1 et seq.

34 CFR Part 104

Adopted:



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7. ~~Secretarial and clerical personnel under the direct supervision of certified school personnel shall be permitted access to those portions of the record to the extent that is necessary for the entry and recording of data and the conducting of routine clerical tasks. Access shall be limited only to those student files which such staff are directed to enter or record information and shall cease when the specific assigned task is completed.~~
8. ~~Accrediting organizations in order to carry out their accrediting functions, the Commissioner of Education and members of the New Jersey Department of Education staff who have assigned responsibility which necessitates the review of such records.~~
9. ~~Officials of other district Boards of Education within the State of New Jersey or other educational agencies or institutions where the student is placed, registered, or seeks to enroll subject to the following conditions:~~
  - a. ~~Original mandated student records school districts have been directed to compile by New Jersey statute, regulation or authorized administrative directive shall be forwarded to the receiving school district with written notification to the parent or adult student;~~
  - b. ~~Original permitted student records which the Board has required shall be forwarded to the receiving school district only with the written consent of the parent or adult student except where a formal sending-receiving relationship exists between the school districts;~~
  - c. ~~All records to be forwarded, including disciplinary records as specified in N.J.S.A. 18A:36-19(a), shall be sent to the Superintendent or designee of the school district to which the student has transferred within ten school days after the transfer has been verified by the requesting school district;~~
  - d. ~~The Superintendent or designee shall request all student records in writing from the school district of last attendance within two weeks from the date that the student enrolls in the new school district;~~



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- e. ~~The Superintendent or designee of the school district of last attendance shall upon request, provide a parent(s) or an adult student with a copy of the records disclosed to other educational agencies or institutions; and~~
- f. ~~Proper identification, such as a certified copy of the student's birth certificate, shall be requested at the time of enrollment in a new school district.~~
- 10. ~~Officials of the United States Department of Education who have assigned responsibilities which necessitate review of such records.~~
- 11. ~~Officers and employees of a State agency who are responsible for protective and investigative services for students referred to that agency, pursuant to N.J.S.A. 9:6-8.40. Wherever appropriate, the district shall ask such State agency for its cooperation in sharing the findings of the investigation.~~
- 12. ~~Organizations, agencies, and persons from outside the school if they have the written consent of the parent or adult student, except that these organizations, agencies, and persons shall not transfer student record information to a third party without the written consent of the parent or adult student.~~
- 13. ~~Organizations, agencies, and individuals outside the school, other than those specified in N.J.A.C. 6A:32-7.5(e), upon the presentation of a court order.~~
- 14. ~~Bona fide researchers who explain in writing, in advance to the Superintendent, the nature of the research project and the relevance of the records sought and who satisfy the Superintendent or designee that the records are to be used under strict conditions of anonymity and confidentiality. Such assurance shall be received in writing by the Superintendent prior to the release of information to the researcher.~~

Nothing in N.J.A.C. 6A:32-7.1 et seq. or in Policy and Regulation 8330 shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.



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In **complying with N.J.A.C. 6A:32-7 – Student Records** ~~providing access to student records in accordance with N.J.A.C. 6A:32-7.5~~, individuals shall adhere to requirements pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act (OPRA) and 34 CFR Part 99, the Family Educational Rights and Privacy Act (FERPA).

## Conditions for Access to Student Records

All authorized organizations, agencies, and persons **defined in N.J.A.C. 6A:32-7.1 et seq.** ~~with access to student records~~ shall have access to the records of a student subject to the following conditions **outlined in N.J.A.C. 6A:32-7.6(a)**.

1. ~~No student record shall be altered or disposed of during the time period between a request to review the record and the actual review of the record.~~
2. ~~Authorized organizations, agencies, and persons from outside the school whose access requires the consent of parents or adult students shall submit their request in writing together with any required authorization to the Superintendent or designee.~~
3. ~~The Superintendent or designee shall be present during the period of inspection to provide interpretation of the records where necessary and to prevent their alteration, damage, or loss. In every instance of inspection of student records by persons other than parents, student, or individuals who have assigned educational responsibility for the individual student, an entry shall be made in the student's record of the names of persons granted access, the reason access was granted, the time and circumstances of inspection, the records studied, and the purposes for which the data will be used.~~
4. ~~Unless otherwise judicially instructed, the district shall, prior to the disclosure of any student records to organizations, agencies, or persons outside the school district pursuant to a court order, give the parent or adult student at least three days' notice of the name of the requesting agency and the specific records requested. Such notification shall be provided in writing if practicable. Only those records related to the specific purpose of the court order shall be disclosed.~~



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5. ~~A record may be withheld from a parent of a student under eighteen or from an adult student only when the district obtains a court order or is provided with evidence that there is a court order revoking the right to access. Only that portion of the record designated by the court may be withheld. When the district has or obtains evidence of such court order, the parent or adult student shall be notified in writing within five days of his or her request that access to the record has been denied and that the person has the right to appeal this decision to the court issuing the order.~~

Add: **The district will not release student disciplinary records to colleges/universities application process.**

## Rights of Appeal for Parents and Adult Students

Student records are subject to challenge by parents and adult students on the grounds of inaccuracy, irrelevancy, impermissive disclosure, inclusion of improper information or denial of access to organizations, agencies, and persons in accordance with N.J.A.C. 6A:32-7.7(a).

To request a change in the record or to request a stay of disclosure pending final determination of the challenged procedure, the **parent or adult student shall follow the procedures pursuant to N.J.A.C. 6A:32-7.7(b).** ~~process shall be as follows:~~

1. ~~A parent or adult student shall notify the Superintendent in writing of the specific issues relating to the student's record.~~
2. ~~Within ten days of notification, the Superintendent or designee shall notify the parent or adult student of the school district's decision.~~
3. ~~If the school district disagrees with the request, the Superintendent or designee shall meet with the parent or adult student to revise the issues set forth in the appeal.~~
4. ~~If the matter is not satisfactorily resolved, the parent or adult student may appeal this decision either to the Board of Education or the Commissioner of Education within ten days.~~



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5. ~~If appeal is made to the Board of Education, a decision shall be rendered within twenty days. The decision of the Board may be appealed to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4, Appeals.~~
6. ~~At all stages of the appeal process, the parent or adult student shall be afforded a full and fair opportunity to present evidence relevant to the issue. A record of the appeal proceedings and outcome shall be made part of the student's record with copies made available to the parent or adult student.~~

Appeals relating to student records for students with disabilities shall be processed in accordance with the requirements of **N.J.A.C. 6A:32-7.7(b)** ~~through 6 above.~~

Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place **in the student record** a statement ~~in the student's record~~ commenting upon the information in the student's record or setting forth any reasons for disagreement with the decision **made in the appeal** ~~of the agency~~. Such statements shall be maintained as part of the student's record as long as the contested portion of the record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.

## Retention and Disposal of Student Records

A student's record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the school district. The school district shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.

Student records of currently enrolled students, other than that described in **N.J.A.C. 6A:32-7.8(e)** ~~1. below~~, may be disposed of after the information is no longer necessary to provide educational services to a student **and in accordance with the provisions of N.J.A.C. 6A:32-7.8(b)**. ~~Such disposition shall be accomplished only after written parental or adult student notification and written parental or adult student permission has been granted or after reasonable attempts~~





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~~of such notification and reasonable attempts to secure parental or adult student permission have been unsuccessful.~~

Upon graduation or permanent departure of a student from the school district, the parent or adult student shall be notified in writing that a copy of the entire student's record will be provided to them upon request. Information in student records, other than that described in N.J.A.C. 6A:32-7.8(e) ~~1. below~~, may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq. Such disposition shall be **in accordance with the provisions of N.J.A.C. 6A:32-7.8(c)2** ~~accomplished only after written parental or adult student notification and written parental or student permission has been granted, or after reasonable attempts at such notification and reasonable attempts to secure parental or adult student permission have been unsuccessful and prior written authorization has been obtained from the New Jersey Department of State, Records Committee.~~

- ~~1. In accordance with N.J.A.C. 6A:32-7.8(e), the New Jersey public school district of last enrollment, graduation, or permanent departure of the student from the school district shall keep for 100 years a mandated record of a student's name, date of birth, name of parents, gender, citizenship, address, telephone number, health history and immunization, standardized assessment and test answer sheet (protocol), grades, attendance, classes attended, grade level completed, year completed, and years of attendance.~~

No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.

In accordance with N.J.A.C. 6A:32-7.8(e), the New Jersey public school district of last enrollment, graduation, or permanent departure of the student from the school district shall keep for 100 years a mandated record of a student's name, date of birth, name of parents, gender, ~~citizenship, address, telephone number,~~ health history and immunization, standardized assessment **results** ~~and test answer sheet (protocol),~~ grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

N.J.S.A. 18A:36-19; 18A:36-19.1; 18A:40-4; 18A:40-19  
N.J.A.C. 6A:32-7.1; 6A:32-7.2; 6A:32-7.3; 6A:32-7.4; 6A:32-7.5;  
**6A:32-7.6; 6A:32-7.7; 6A:32-7.8**

Adopted:



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Student Records  
Dec 16  
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[See POLICY ALERT Nos. 83, 95, 110, 121, 138, 139, 144,  
147, 163, 171, 175 and 210]

## R 8330 STUDENT RECORDS

### A. Definitions (N.J.A.C. 6A:32-2.1)

1. “Access” means the right to view, make notes, and/or reproduce a the student record.
2. “Adult student” means a **person** ~~student~~ who is at least eighteen years of age, or is attending an institution of postsecondary education, or is an emancipated minor.
3. “Mandated student records” means ~~those~~ student records that school districts ~~have been directed to compile~~ **pursuant to** by State statute, regulation, or authorized administrative directive.
4. “Parent” means the natural or adoptive parent, ~~the~~ legal guardian, surrogate **appointed according to N.J.A.C. 6A:14-2.2** ~~parent~~, or a person acting in place of a parent (**such as a grandparent or stepparent with whom the student lives or a person legally responsible for the student’s welfare**) ~~in accordance with N.J.A.C. 6A:32-2.1.~~ Unless parental rights have been terminated by a court of appropriate jurisdiction, the parent retains all rights under N.J.A.C. 6A:32. ~~“Parent” shall also include, for the purposes of N.J.A.C. 6A:32, the adult student.~~ **In addition, a** A foster parent may act as a parent under the provisions of N.J.A.C. 6A:32 if the parent’s authority to make educational decisions on the student’s behalf has been terminated by a court of appropriate jurisdiction.
5. “Permitted student records” means records that the Board of Education has authorized, by resolution adopted at a regular public meeting, to be collected ~~in order~~ to promote the educational welfare of ~~the~~ students.



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6. “Student record” means information related to an individual student gathered within or outside the school **district system** and maintained within the school **district system** regardless of the physical form in which it is maintained. **Essential in this definition is the idea that a**Any information that is maintained for the purpose of second-party review is considered a student record. Therefore, information recorded by certified school personnel solely as a memory aid, **and** not for the use of a second party, is excluded from this definition.
- ~~7. “Parent surrogate(s)” means an individual or individuals approved by the Board in accordance with N.J.A.C. 6A:14-2.2 to act on behalf of a student whose parent(s) is not available to assure the student’s educational rights.~~
78. “Student information directory” means a publication of the ~~district~~ **Board of Education that** which includes the following information relating to a student.: **It shall be used only by authorized school district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption. The information shall be** the student’s: name;; grade level;; date and place of birth;; dates of attendance;; major field of study;; participation in officially recognized activities;; weight and height relating to athletic team membership;; degrees;; awards;; the most recent educational agency attended by the student;; and other similar information.

B. General Considerations (N.J.A.C. 6A:32-7.1)

1. **The Board of Education shall compile and maintain student records and regulate access, disclosure, or communication of information contained in educational records in a manner that assures the security of such records in accordance with the provisions of N.J.A.C. 6A:32-7.1. et seq.**
21. Student records shall contain only such information as is relevant to the education of the student and is objectively based on the personal observations or knowledge of **the** certified school personnel who originate(s) the record.



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32. The **school** district shall **provide annual, written notification to** notify parents, ~~and~~ adult students, **and emancipated minors** ~~annually in writing~~ of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and local policies shall be made available upon request. The **school** district shall make every effort to notify parents and adult students in their dominant language.
43. A non-adult student may assert rights of access only through his or her parents. However, nothing in **N.J.A.C. 6A:32-7 et seq. or in** Policy or Regulation 8330 shall be construed to prohibit certified school personnel, **from disclosing at** ~~in~~ their discretion, ~~from~~ ~~disclosing~~ student records to non-adult students or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the student or other persons.
54. The parent or adult student, ~~including an emancipated minor,~~ shall have access to their own records and have access to or be specifically informed about only that portion of another student's record that contains information about his or her own child or himself or herself.
65. The Superintendent or designee shall require all permitted student records of currently enrolled students to be reviewed annually by certified school personnel to determine the education relevance of the material contained therein. The reviewer shall cause data no longer descriptive of the student or educational program to be deleted from the records except that prior notice shall be given for classified students in accordance with N.J.A.C. 6A:14, Special Education. Such information shall be disposed of and not be recorded elsewhere. No record of any such deletion shall be made.
76. No liability shall be attached to any member, officer, or employee of the Board of Education permitting access or furnishing student records in accordance with **N.J.A.C. 6A:32-7.1 et seq.** ~~Department of Education rules.~~



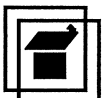
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87. When the parent's or adult student's dominant language is not English or the parent or adult student is deaf, the **school** district shall provide interpretation of the student's records in the dominant language of the parents or adult student.
98. Student health records shall be maintained separately from other student records and handled, according to the requirements of N.J.A.C. 6A:32-7.1 **et seq.**, until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.

C. School Contact Directory **for Official Use (N.J.A.C. 6A:32-7.2)**

1. The **Board of Education** ~~district~~ shall compile and maintain, ~~but need not publish,~~ a school contact directory for official use, ~~which that~~ is separate and distinct from the student information directory.
  - a. School personnel shall provide information from the school contact directory for official use only to judicial and law enforcement personnel, and to medical personnel ~~who are~~ currently providing services to the student in question.
  - b. Upon request from a court, other judicial agency, law enforcement agency, or medical service provider ~~who is~~ currently providing services to the student in question, school personnel shall promptly verify the enrollment of a student and provide the requester with all ~~the~~ information about that student that is contained in the school contact directory for official use.
2. ~~To In order for a parent or adult student to~~ exclude any information from the school contact directory for official use, the parent, ~~or~~ adult student, **or emancipated minor** shall notify the Superintendent or designee in writing ~~on a form prescribed by the Commissioner of Education.~~



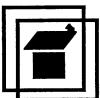
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- a. ~~The form shall explain the purpose of the school contact directory for official use is to allow judicial, law enforcement, and medical personnel to contact the parent when necessary, and that the school contact directory for official use is only accessible by school, judicial, law enforcement, and medical personnel who are currently providing services to the student in question.~~

## D. Mandated and Permitted Student Records (N.J.A.C. 6A:32-7.3)

1. Mandated student records shall include the following:
  - a. The student's name, address, telephone number, date of birth, name of parent(s), gender, ~~citizenship~~, standardized assessment **results** and ~~test answer sheets (protocol)~~, grades, attendance, classes attended, grade level completed, and year completed, **and years of attendance**;
  - b. Record of daily attendance;
  - c. Descriptions of student progress according to the system of student evaluation used in the school district;
  - d. History and status of physical health compiled in accordance with State regulations, including results of any physical examinations given by qualified school district employees **and immunizations**;
  - e. Records pursuant to rules and regulations regarding the education of students with disabilities; and
  - f. All other records required by **N.J.A.C. 6A** ~~the State Board of Education~~.
2. Permitted student records are **those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but** authorized by the Board to promote the student's educational welfare and include the following as authorized by this Board upon adoption of Policy and Regulation 8330. These records **may** include, but **are may** not be limited to:



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- a. Personally authenticated observations, assessments, ratings, and anecdotal reports recorded by teaching staff members in the performance of their professional responsibilities and intended for review by another person, provided the record is dated and signed by the originator. Information recorded solely as a memory aid for the originator becomes a student's record when it is reviewed by any other person, including a substitute;
- b. Information, scores, and results obtained from standardized tests or by approved tests conducted by professional personnel;
- c. Educationally relevant information provided by the parent, ~~or~~ adult student, **or emancipated minor** regarding the student's achievements or school activities;
- d. Any correspondence with the student and/or the student's parents;
- e. Driver education certificate;
- f. Emergency notification form;
- g. New student registration form;
- h. Withdrawal or transfer form;
- i. Change of schedule form;
- j. Records of disciplinary infractions, penalties, and disciplinary hearings;
- k. Records of the student's co-curricular and athletic activities and achievements;
- l. Class rank;
- m. Awards and honors;
- n. Notations of additional records maintained in a separate file;



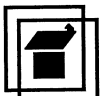
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- o. The statement from a student's parent, ~~or~~ adult student, **or emancipated minor** regarding a contested portion of the record;
- p. Entries indicating review of the file by an authorized person;
- q. \_\_\_\_\_;
- r. \_\_\_\_\_;
- s. \_\_\_\_\_; and
- t. \_\_\_\_\_.

## E. Maintenance and Security of Student Records (N.J.A.C. 6A:32-7.4)

1. The Superintendent or designee shall be responsible for the security of student records maintained in the school district **and shall devise procedures/regulations for assuring that access to such records is limited to authorized persons.** Policy and Regulation 8330 assures that access to such records is limited to authorized persons.
2. Records for each individual student ~~may~~ **shall** be **stored either electronically or in paper format. When student records are stored electronically, proper security and backup procedures shall be administered** ~~maintained in a central file at the school attended by the student. When records are maintained in different locations, a notation in the central file as to where other such records may be found is required.~~
3. Student health records, **whether stored on paper or electronically,** shall be maintained and located ~~in a locked cabinet or room in the school building or complex which the student is assigned. Records kept in electronic form shall be both accessible and secure. Student health records shall be maintained separately from other student records, until such time as graduation or termination whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.~~
4. Records shall be accessible during the hours in which the school program is in operation.





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4. ~~Security blocks will be installed for records stored in computerized systems to protect against security violations of the records stored therein. To guard against the loss of student records, the district shall maintain an updated hard copy and backup versions of student records.~~
5. Mandated student records required as part of programs established through State-administered entitlement or discretionary funds from the U.S. Department of Education shall be maintained for a period of five years after graduation, termination from the school district, or age **twenty-three** 23, whichever is longer, and shall be disposed of in accordance with N.J.S.A. 47:3-15 et seq.
6. Any district ~~internet~~ website shall not disclose any personally identifiable information about a student, in accordance with N.J.S.A. 18A:36-35.

F. Access to Student Records (N.J.A.C. 6A:32-7.5)

1. **Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1 et seq. within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.**
21. The **school** district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to **people** ~~those persons under the conditions~~ permitted by Federal and State statute and regulations **or stated in N.J.A.C. 6A:32-7.5(e) and section G. below.**
32. The **school** district ~~{ will or may }~~ **may** charge a reasonable fee for reproduction **of student records**, not to exceed the schedule of costs set forth in N.J.S.A. 47:1A-52, provided that the cost does not effectively prevent the parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or **other Federal and State** ~~under~~ rules and regulations regarding students with disabilities, **including N.J.A.C. 6A:14.**



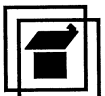
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43. Access to and disclosure of a student's health record shall meet the requirements of the Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (FERPA).
- G. Authorized Organizations, Agencies, and Persons with Access to Student Records (**N.J.A.C. 6A:7.5(e)**)

Access shall include only the following:

1. A student who has the written permission of a parent and the parent of a student under the age of eighteen whether ~~or not~~ the child resides with ~~the~~ that parent except per N.J.S.A. 9:2-4;
  - a. The place of residence shall not be disclosed; and
  - b. Access shall not be provided if denied by a court.
2. Students at least sixteen years of age who are terminating their education in the **school** district because they will graduate secondary school at the end of the term or no longer plan to continue their education-;
3. ~~An The~~ adult student and ~~the student's~~ parent who has the written permission of **an adult** such student, except that the parent shall have access without consent of the student as long as the student is financially dependent on the parent and enrolled in the public school system or if the student has been declared legally incompetent by a court of appropriate jurisdiction. The parent of the financially dependent adult student may not disclose information contained in the adult student's record to a second or third party without the consent of the adult student-;
4. Certified school district personnel who **are** ~~have~~ assigned educational responsibility for the student shall have access to the general student record-; but not to the student health record-; except under conditions permitted in N.J.A.C. 6A:16-~~2.41-5~~;



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5. Certified educational personnel who have assigned educational responsibility for the student and who are employed by agencies listed below shall have access to the general student record, but not to the student health record except under conditions permitted in N.J.A.C. 6A:16-1.52.4:
  - a. An approved private school for the disabled;
  - b. A State facility;
  - c. Accredited nonpublic schools in which students with educational disabilities have been placed according to N.J.S.A. 18A:46-14; or
  - d. Clinics and agencies approved by the Department of Education.
6. **To fulfill** ~~In order to fulfill~~ its legal responsibility as a ~~Board~~, the Board of Education **shall have** ~~has~~ access through the Superintendent or designee to information contained in a student's record. Information shall be discussed in executive session unless otherwise requested by the parent or adult student-;
7. Secretarial and clerical personnel under the direct supervision of certified school personnel shall be permitted access to ~~those~~ portions of the record to the extent ~~that is~~ necessary for the entry and recording of data and the conducting of routine clerical tasks. Access shall be limited only to ~~those~~ student files **in** which such staff are directed to enter or record information, and shall cease when the specific assigned task is completed-;
8. Accrediting organizations in order to carry out their accrediting functions-;
9. The Commissioner of Education and ~~members of the~~ New Jersey Department of Education staff **members** who **are** ~~have~~ assigned responsibility ~~that which~~ necessitates the review of such records-;



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10. Officials of other district Boards of Education within the State of New Jersey or other educational agencies or institutions where the student is placed, registered, or seeks to enroll subject to the following conditions:
  - a. Original mandated student records **that** schools ~~districts~~ have been directed to compile by New Jersey statute, regulation, or authorized administrative directive shall be forwarded to the receiving school district with written notification to the parent or adult student;
  - b. Original **mandated** ~~permitted~~ student records **that** ~~which~~ **a Board of Education** has required shall be forwarded to the receiving school district only with the written consent of the parent or adult student, except where a formal sending-receiving relationship exists between the school districts;
  - c. All records to be forwarded, including disciplinary records as specified in N.J.S.A. 18A:36-19(a), shall be sent to the Superintendent or designee of the school district to which the student has transferred within ten school days after the transfer has been verified by the requesting school district;
  - d. The Superintendent or designee shall request ~~all student records~~ in writing **all student records** from the school district of last attendance within two weeks from the date that the student enrolls in the new school district;
  - e. **Upon request,** ~~t~~The Superintendent or designee of the school district of last attendance shall ~~upon request,~~ provide a parent(s) or an adult student with a copy of the records disclosed to other educational agencies or institutions; and
  - f. Proper identification, such as a certified copy of the student's birth certificate **or other proof of the child's identity pursuant to N.J.S.A. 18A:36-25.1,** shall be requested at the time of enrollment in a new school district.
11. Officials of the United States Department of Education ~~who have~~ assigned responsibilities **that** ~~which~~ necessitate review of such records;



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12. Officers and employees of a State agency ~~who are~~ responsible for protective and investigative services for students referred to that agency, pursuant to N.J.S.A. 9:6-8.40. Wherever appropriate, the **Board of Education** ~~district~~ shall ask ~~the such~~ State agency for its cooperation in sharing the findings of ~~an~~ the investigation;
13. **Agency caseworkers or other representatives of a State or local child welfare agency who have the right to access a student's case plan when the agency or organization is legally responsible, in accordance with State law, for the care and protection of the student, consistent with 20 U.S.C. § 1232g(b)(1)(L);**
- ~~14~~13. Organizations, agencies, and persons from outside the school if they have the written consent of the parent or adult student, ~~except that these.~~ ~~O~~rganizations, agencies, and persons shall not transfer student record information to a third party without the written consent of the parent or adult student;
- ~~15~~14. Organizations, agencies, and individuals outside the school, other than those specified in N.J.A.C. 6A:32-7.5(e), upon the presentation of a court order;
- ~~16~~15. Bona fide researchers who explain ~~in writing, in advance~~ to the Superintendent; the nature of the research project and the relevance of the records sought. **Researchers shall also** ~~and who~~ satisfy the Superintendent or designee that the records **will** ~~are to~~ be used under strict conditions of anonymity and confidentiality. Such assurance shall be received in writing by the Superintendent prior to the release of information to the researcher;
17. **Nothing in N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330 shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons; and**
18. **In complying with N.J.A.C. 6A:32-7.1 et seq., individuals shall adhere to requirements pursuant to N.J.S.A. 47:1A-1 et seq. - the Open Public Records Act (OPRA) and 20 U.S.C. § 1232g, 34 CFR Part 99 - the Family Educational Rights and Privacy Act (FERPA).**



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## H. Conditions for Access to Student Records (N.J.A.C. 6A:32-7.6)

All authorized organizations, agencies, and persons **defined in N.J.A.C. 6A:32-7.1 et seq. as listed below** ~~with access to student records~~ shall have access to the records of a student, subject to the following conditions:

1. No student record shall be altered or disposed of during the time period between a request to review the record and the actual review of the record.
2. Authorized organizations, agencies, and persons from outside the school whose access requires the consent of parents or adult students shall submit **to the Superintendent or designee** ~~the their~~ request in writing together with any required authorization, ~~to the Superintendent or designee.~~
3. The Superintendent or designee shall be present during the period of inspection to provide interpretation of the records where necessary and to prevent their alteration, damage, or loss. In every instance of inspection of student records by persons other than parents, student, or individuals who have assigned educational responsibility for the individual student, an entry shall be made in the student's record of the name(s) of persons granted access, the reason access was granted, the time, and circumstances of inspection, the records studied, and the purposes for which the data will be used.
4. ~~Unless otherwise judicially instructed, the district shall,~~ **P**prior to the disclosure of any student records to organizations, agencies, or persons outside the school district pursuant to a court order, **the Superintendent or designee shall** give the parent or adult student at least three days' notice of the name of the requesting agency and the specific records requested **unless otherwise judicially instructed**. Such notification shall be provided in writing, if practicable. Only ~~these~~ records related to the specific purpose of the court order shall be disclosed.
  - a. **Notice to the parent shall not be required when he or she is party to a court proceeding involving child abuse and neglect or dependency matters, consistent with 20 U.S.C. § 1232g(b)(2)(B).**



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5. A record may be withheld from a parent of a student under ~~eighteen~~ or from an adult student only when the **school** district obtains a court order or is provided with evidence that there is a court order revoking the right to access. Only that portion of the record designated by the court **shall** ~~may~~ be withheld. When the district has or obtains evidence of such court order, the parent or adult student shall be notified in writing within five days of his or her request that access to the record has been denied; and that the person has the right to appeal this decision to the court issuing the order.

Add:

**The district will not release student disciplinary records to colleges/universities application process.**

- I. Rights of Appeal for Parents and Adult Students (N.J.A.C. 6A:32-7.7)
  1. Student records are subject to challenge by parents and adult students on grounds of inaccuracy, irrelevancy, impermissive disclosure, inclusion of improper information, or denial of access to organizations, agencies, and persons. The parent or adult student may seek to: expunge inaccurate, irrelevant, or otherwise improper information from the student's record; insert additional data as well as reasonable comments as to the meaning and/or accuracy of the records; and/or request an immediate stay of disclosure pending final determination of the challenge procedure as described in N.J.A.C. 6A:32-7.7.
  2. To request a change in the record or to request a stay of disclosure pending final determination of the challenged procedure, the process shall be as follows:
    - a. A parent or adult student shall notify **in writing** the Superintendent ~~in writing~~ of the specific issues relating to the student's record.
    - b. Within ten **school** days of notification, the Superintendent or designee shall notify the parent or adult student of the school district's decision.



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- c. If the school district disagrees with the request, the Superintendent or designee shall meet with the parent or adult student to **resolve** ~~revise~~ the issues set forth in the appeal.
  - d. If the matter is not satisfactorily resolved, the parent or adult student **has ten school days to** ~~may~~ appeal this decision ~~either to the Board of Education or the Commissioner of Education within ten days.~~
  - e. If **an** appeal is made to the Board of Education, a decision shall be rendered within **twenty** ~~20~~ **school** days. The decision of the Board of **Education** may be appealed to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:43, **Controversies and Disputes Appeals**.
  - f. At all stages of the appeal process, the parent or adult student shall be afforded a full and fair opportunity to present evidence relevant to the issue. A record of the appeal proceedings and outcome shall be made a part of the student's record with copies made available to the parent or adult student.
3. Appeals relating to ~~the~~ **student** records of students with disabilities shall be processed in accordance with the requirements of **1.2.** above.
4. Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place **in the student record** a statement ~~in the student's record~~ commenting upon the information in the student's record or setting forth any reasons for disagreement with the decision **made in the appeal** ~~of the agency~~.
- a. Such statements shall be maintained as part of the student's record as long as the contested portion of the record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.





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## J. Retention and Disposal of Student Records (**N.J.A.C. 6A:32-7.8**)

1. A student's record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the school district.
  - a. The school district shall retain the student's health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.
2. Student records of currently enrolled students, other than the records that must be maintained for one hundred years as described in **N.J.A.C. 6A:32-7.8(e) and 56**, below, may be disposed of after the information is no longer necessary to provide educational services to a student.
  - a. Such disposition shall be accomplished only after written parental or adult student notification and written parental or adult student permission has been granted or after reasonable attempts of such notification and reasonable attempts to secure parental or adult student permission have been unsuccessful.
3. Upon graduation or permanent departure of a student from the school district;
  - a. ~~The~~ parent or adult student shall be notified in writing that a copy of the entire student's record will be provided to them upon request.
4. ~~b.~~ Information in student records, other than ~~that the records that must be maintained for one hundred years as described in N.J.A.C. 6A:32-7.8(e) and 56~~, below, may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq.
  - ca. Such disposition shall be accomplished only after written parental or adult student notification; and written parental or adult student permission has been granted, or after reasonable attempts at such notification and reasonable



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attempts to secure parental or adult student permission have been unsuccessful; and prior written authorization has been obtained from the New Jersey State Records Committee in the New Jersey Department of State.

45. No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.
56. The New Jersey public school district of last enrollment, graduation, or permanent departure of the student from the school district shall keep for one hundred years a mandated record of a student's name, date of birth, name of parents, gender, ~~citizenship,~~ ~~address,~~ ~~telephone number,~~ health history and immunization, standardized assessment **results** ~~and test answer sheet (protocol),~~ grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

Issued:



# POLICY

## Somerset County Vocational Board of Education

Section: Operations

8820. OPENING EXERCISES/CEREMONIES

Date Created: June, 2007

Date Edited: December, 2015

### 8820- OPENING EXERCISES/CEREMONIES

#### 8820 OPENING EXERCISES/CEREMONIES

The Board of Education requires the students in each school in the school district to salute the United States flag and repeat the pledge of allegiance to the flag of the United States in accordance with the provisions of N.J.S.A. 18A:36-3. The pledge of allegiance shall be rendered with the right hand over the heart, except that students who have a conscientious objection against such pledge or salute, or are children of accredited representatives of foreign governments to whom the United States government extends diplomatic immunity, shall not be required to render such salute and ~~pledge or stand~~ during such pledge or salute, but shall be required to show full respect to the flag while the pledge is being given *by standing at attention. ← Add*

The Board of Education authorizes observance of Commodore John Barry Day as required by N.J.S.A. 18A:36-10 through 12 and appropriate exercises for the development of a higher spirit of patriotism on the last day of school preceding Washington's Birthday (also celebrated as President's Day), Decoration of Memorial Day, Columbus Day, and Veterans Day as required by N.J.S.A. 18A:36-13. In accordance with N.J.S.A. 18A:36-13.1, the district may conduct a course of exercises or instruction in accordance with the Core Curriculum Content Standards to observe holidays, including, but not limited to, Martin Luther King Jr.'s Birthday, Lincoln's Birthday, Thanksgiving Day, Arbor Day, and other holidays as determined by the Board of Education.

N.J.S.A. 18A:36-3; 18A:36-10; 18A:36-11; 18A:36-12; 18A:36-13; 18A:36-13.1

Adopted: 25 June 2007

Revised : 21 July 2015

Revised : 21 December 2015

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ph: (732)255-1500 fax: (732)255-1502

**RESOLUTION 2016-17/1-A**  
**School Board Recognition Month in New Jersey**

- WHEREAS,** The New Jersey School Boards Association has declared January 2017 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and
- WHEREAS,** The Somerset County Vocational Board of Education is one of 21 county vocational school boards in New Jersey that sets policies and oversees operations for vocational and technical school districts; and
- WHEREAS,** The Somerset County Vocational Board of Education embraces the goal of high-quality education for all New Jersey public school students; and
- WHEREAS,** New Jersey's vocational and technical school boards help determine community goals for the education of students in approximately 443 high schools; and
- WHEREAS,** Somerset County Vocational Board of Education members join New Jersey's 4,800 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and
- WHEREAS,** School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and
- WHEREAS,** Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and
- WHEREAS,** New Jersey can take pride in its schools, which rank among the nation's best in key achievement indicators such as the National Assessment of Educational progress scores, and the preparation for college through advanced placement offerings and SAT assessments; Now, therefore, be it
- RESOLVED,** That the Somerset County Vocational Board of Education, does hereby recognize the services of school board members throughout New Jersey as we join communities statewide in observing January 2017 as SCHOOL BOARD RECOGNITION MONTH; and be it further
- RESOLVED,** That the Somerset County Vocational Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the advancement of our children's education.

1/5 10:49am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10  
Interim Balance Sheet  
For 6 Month Period Ending 12/30/2016

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$2,770,465.65
121	Tax levy receivable		\$6,465,203.00
	Accounts receivable:		
132	Interfund	\$22,047.00	
141	Intergovernmental - State	\$865,290.03	
143	Intergovernmental - Other	\$7,824.00	
			\$895,161.03

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

301	Estimated Revenues	\$14,758,205.00	
302	Less Revenues	(\$13,863,165.63)	
			\$895,039.37

	Total assets and resources		\$11,025,869.05
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REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10  
Interim Balance Sheet  
For 6 Month Period Ending 12/30/2016

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

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

753	Reserve for encumbrances - Current Year		\$6,428,187.86
754	Reserve for encumbrance - Prior Year		\$17,413.00
	Reserved fund balance:		
760	Reserved Fund Balance		\$1,633,589.23
601	Appropriations	\$15,522,496.79	
602	Less : Expenditures	\$6,578,312.43	
603	Encumbrances	\$6,445,600.86 (\$13,023,913.29)	
			\$2,498,583.50
	Total Appropriated		\$10,577,773.59

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

770	Fund Balance	\$833,095.46
303	Budgeted Fund Balance	(\$385,000.00)

TOTAL FUND BALANCE	\$11,025,869.05
TOTAL LIABILITIES AND FUND EQUITY	\$11,025,869.05

=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10  
Interim Balance Sheet  
For 6 Month Period Ending 12/30/2016

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$15,522,496.79	\$13,023,913.29	\$2,498,583.50
Revenues	(\$14,758,205.00)	(\$13,863,165.63)	(\$895,039.37)
	\$764,291.79	(\$839,252.34)	\$1,603,544.13
Less: Adjust for prior year encumb.	(\$379,291.79)	(\$379,291.79)	
Budgeted Fund Balance	\$385,000.00	(\$1,218,544.13)	\$1,603,544.13
	=====	=====	=====
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$385,000.00	(\$1,218,544.13)	\$1,603,544.13
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00
	\$385,000.00	(\$1,218,544.13)	\$1,603,544.13
TOTAL Budgeted Fund Balance	\$385,000.00	(\$1,218,544.13)	\$1,603,544.13
	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 6 Month Period Ending 12/30/2016

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$13,329,643.00	\$12,434,603.63		\$895,039.37
3XXX From State Sources	\$1,428,562.00	\$1,428,562.00		.00
TOTAL REVENUE/SOURCES OF FUNDS	\$14,758,205.00	\$13,863,165.63		\$895,039.37
	=====	=====	=====	=====
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** EXPENDITURES ***				
--- CURRENT EXPENSE ---				
11-1XX-100-XXX Regular Programs - Instruction	\$1,892,362.00	\$738,915.36	\$893,344.53	\$260,102.11
11-3XX-100-XXX Voc. Programs - Local - Instruction	\$3,795,232.78	\$1,570,259.28	\$1,659,383.45	\$565,590.05
11-401-100-XXX School-Spon. Cocurr. Acti-Instr	\$75,025.00	\$18,286.98	\$486.37	\$56,251.65
11-402-100-XXX School-Spons. Athletics - Instruction	\$103,273.00	\$36,913.84	\$31,399.86	\$34,959.30
--- UNDISTRIBUTED EXPENDITURES ---				
11-800-330-XXX Community Services Programs-				
11-000-211-XXX Attendance and Social Work Services	\$23,322.20	\$10,601.00	\$12,721.20	.00
11-000-213-XXX Health Services	\$188,498.00	\$87,034.38	\$93,674.51	\$7,789.11
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	\$399,312.11	\$395,091.94	\$30,684.45
11-000-219-XXX Child Study Teams	\$242,693.53	\$100,629.00	\$118,212.20	\$23,852.33
11-000-221-XXX Improvement Of Inst./Other Support				
Improvement of Inst. Serv.	\$170,262.00	\$89,976.22	\$75,185.97	\$5,099.81
11-000-222-XXX Educational Media Serv/School Library	\$53,897.00	\$17,856.28	\$18,292.20	\$17,748.52
11-000-223-XXX Instructional Staff Training Services	\$68,550.00	\$29,593.05	\$25,737.51	\$13,219.44
11-000-230-XXX Supp. Serv.-General Administration	\$711,970.00	\$316,987.05	\$290,767.36	\$104,215.59
11-000-240-XXX Supp. Serv.-School Administration	\$871,737.00	\$431,200.60	\$422,453.01	\$18,083.39
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$855,286.00	\$457,858.23	\$373,750.38	\$23,677.39
11-000-261-XXX Allowable Maint. for School Facilities	\$1,259,579.23	\$658,563.63	\$363,940.38	\$237,075.22
11-000-262-XXX Custodial Services	\$1,211,677.00	\$393,250.33	\$527,537.54	\$290,889.13
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	\$29,653.08	\$20,278.89	\$4,720.83
11-000-270-XXX Student Transportation Services	\$100,984.00	\$25,586.37	\$30,998.02	\$44,399.61
11-000-291-XXX Allocated and Unallocated Benefits	\$2,782,939.00	\$1,063,385.32	\$1,079,918.00	\$639,635.68
TOTAL GENERAL CURRENT EXPENSE				
EXPENDITURES/USES OF FUNDS	\$15,323,123.04	\$6,475,862.11	\$6,440,469.32	\$2,406,791.61
	=====	=====	=====	=====



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 6 Month Period Ending 12/30/2016

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$178,985.75	\$102,450.32	\$5,131.54	\$71,403.89
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$20,388.00	.00	.00	\$20,388.00
	_____	_____	_____	_____
 TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	 \$199,373.75	 \$102,450.32	 \$5,131.54	 \$91,791.89
	=====	=====	=====	=====
 TOTAL GENERAL FUND EXPENDITURES	 \$15,522,496.79	 \$6,578,312.43	 \$6,445,600.86	 \$2,498,583.50
	=====	=====	=====	=====

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 6 Month Period Ending 12/30/2016

		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	\$145,178.61	\$379,821.39
1XXX	Miscellaneous	\$882,200.00	\$366,982.02	\$515,217.98
		-----	-----	-----
	TOTAL	\$13,329,643.00	\$12,434,603.63	\$895,039.37
		=====	=====	=====
--- 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	\$13,863,165.63	\$895,039.37
		=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 6 Month Period Ending 12/30/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,600,359.80	\$628,961.39	\$824,492.42	\$146,905.99
11-140-100-106 Other Salaries for Instruction	\$81,647.00	\$32,658.64	\$48,987.96	\$0.40
11-140-100-320 Purchased Prof.-Ed. Services	\$20,600.00	\$399.00	.00	\$20,201.00
11-140-100-500 Other Purchased Services	\$89,403.00	\$25,723.88	\$672.00	\$63,007.12
11-140-100-610 General Supplies	\$52,185.00	\$35,859.05	\$1,122.35	\$15,203.60
11-140-100-640 Textbooks	\$32,267.20	\$14,003.40	\$16,060.80	\$2,203.00
11-140-100-800 Other Objects	\$8,300.00	\$449.00	.00	\$7,851.00
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$3,000.00	\$861.00	\$0.00	\$2,139.00
11-150-100-320 Purchased Prof.-Ed. Services	\$4,500.00	.00	\$2,009.00	\$2,491.00
11-150-100-500 Other Purchased Services	\$100.00	.00	.00	\$100.00
<b>TOTAL</b>	<b>\$1,892,362.00</b>	<b>\$738,915.36</b>	<b>\$893,344.53</b>	<b>\$260,102.11</b>
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$2,968,547.00	\$1,201,027.67	\$1,604,843.36	\$162,675.97
11-310-100-106 Other Salaries for Instruction	\$188,125.00	\$20,889.90	\$20,498.86	\$146,736.24
11-310-100-320 Purchased Prof.-Ed. Services	\$224,649.00	\$211,340.17	.00	\$13,308.83
11-310-100-500 Other Purchased Services	\$70,711.78	\$23,974.20	\$5,862.60	\$40,874.98
11-310-100-610 General Supplies	\$305,991.00	\$82,597.13	\$26,111.00	\$197,282.87
11-310-100-640 Textbooks	\$25,259.00	\$20,817.16	\$160.68	\$4,281.16
11-310-100-800 Other Objects	\$11,950.00	\$9,613.05	\$1,906.95	\$430.00
<b>Total</b>	<b>\$3,795,232.78</b>	<b>\$1,570,259.28</b>	<b>\$1,659,383.45</b>	<b>\$565,590.05</b>
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$46,525.00	\$16,240.66	.00	\$30,284.34
11-401-100-500 Purchased Services	\$2,725.00	\$600.00	\$89.50	\$2,035.50
11-401-100-600 Supplies and Materials	\$22,275.00	\$1,446.32	\$396.87	\$20,431.81
11-401-100-800 Other Objects	\$3,500.00	.00	.00	\$3,500.00
<b>TOTAL</b>	<b>\$75,025.00</b>	<b>\$18,286.98</b>	<b>\$486.37</b>	<b>\$56,251.65</b>
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$70,901.00	\$28,300.48	\$11,278.52	\$31,322.00
11-402-100-500 Purchased Services	\$4,475.00	\$787.50	\$3,687.50	.00
11-402-100-600 Supplies and Materials	\$6,737.00	\$2,615.86	\$389.84	\$3,731.30
11-402-100-800 Other Objects	\$21,160.00	\$5,210.00	\$16,044.00	(\$94.00)

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 6 Month Period Ending 12/30/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$103,273.00	\$36,913.84	\$31,399.86	\$34,959.30
 --- UNDISTRIBUTED EXPENDITURES ---				
 <hr/>				
 --- Attendance and social work services ---				
 11-000-211-171 Sal. of Drop-Out Prevention Officer/Coordinators				
	\$23,322.20	\$10,601.00	\$12,721.20	.00
TOTAL	<hr/> \$23,322.20	<hr/> \$10,601.00	<hr/> \$12,721.20	<hr/> \$0.00
 --- Health services ---				
 11-000-213-100 Salaries				
	\$163,498.00	\$75,727.71	\$86,653.40	\$1,116.89
11-000-213-300 Purchased Prof. & Tech. Svc.				
	\$16,000.00	\$8,478.89	\$7,021.11	\$500.00
11-000-213-500 Other Purchased Services				
	\$1,100.00	\$300.00	.00	\$800.00
11-000-213-600 Supplies and Materials				
	\$7,000.00	\$2,527.78	.00	\$4,472.22
11-000-213-800 Other Objects				
	\$900.00	.00	.00	\$900.00
TOTAL	<hr/> \$188,498.00	<hr/> \$87,034.38	<hr/> \$93,674.51	<hr/> \$7,789.11
 --- Speech, OT,PT & Related Svcs ---				
 11-000-216-320 Purchased Prof. Ed. Services				
	\$10,944.00	.00	\$7,296.00	\$3,648.00
TOTAL	<hr/> \$10,944.00	<hr/> \$0.00	<hr/> \$7,296.00	<hr/> \$3,648.00
 --- Guidance ---				
 11-000-218-104 Salaries Other Prof. Staff				
	\$343,135.00	\$150,392.44	\$190,672.41	\$2,070.15
11-000-218-105 Sal Secr. & Clerical Asst.				
	\$106,003.00	\$52,704.96	\$52,704.96	\$593.08
11-000-218-110 Other Salaries				
	\$298,393.00	\$149,160.88	\$149,076.88	\$155.24
11-000-218-390 Other Purch. Prof. & Tech Svc.				
	\$61,077.50	\$38,188.25	\$1,788.13	\$21,101.12
11-000-218-500 Other Purchased Services				
	\$12,880.00	\$6,476.99	.00	\$6,403.01
11-000-218-600 Supplies and Materials				
	\$3,500.00	\$2,388.59	\$849.56	\$261.85
11-000-218-800 Other Objects				
	\$100.00	.00	.00	\$100.00
TOTAL	<hr/> \$825,088.50	<hr/> \$399,312.11	<hr/> \$395,091.94	<hr/> \$30,684.45
 --- Child Study Teams ---				
 11-000-219-104 Salaries Other Prof. Staff				
	\$137,184.64	\$61,546.50	\$74,878.80	\$759.34
11-000-219-105 Sal Secr. & Clerical Asst.				
	\$88,120.36	\$34,587.55	\$42,589.92	\$10,942.89
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	\$199.00	.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 6 Month Period Ending 12/30/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-219-600 Supplies and Materials	\$5,673.53	\$3,821.95	\$743.48	\$1,108.10
11-000-219-800 Other Objects	\$1,500.00	\$474.00	.00	\$1,026.00
<b>TOTAL</b>	<b>\$242,693.53</b>	<b>\$100,629.00</b>	<b>\$118,212.20</b>	<b>\$23,852.33</b>
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-104 Salaries Other Prof. Staff	\$106,704.50	\$60,462.27	\$46,409.75	(\$167.52)
11-000-221-105 Sal Secr. & Clerical Asst.	\$55,757.50	\$27,762.48	\$27,762.48	\$232.54
11-000-221-500 Other Purchased Services	\$2,500.00	\$962.22	\$962.22	\$575.56
11-000-221-600 Supplies and Materials	\$2,300.00	\$533.25	\$51.52	\$1,715.23
11-000-221-800 Other Objects	\$3,000.00	\$256.00	.00	\$2,744.00
<b>TOTAL</b>	<b>\$170,262.00</b>	<b>\$89,976.22</b>	<b>\$75,185.97</b>	<b>\$5,099.81</b>
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$31,552.00	\$12,794.80	\$18,292.20	\$465.00
11-000-222-300 Purchased Prof. & Tech Svc.	\$3,310.00	\$850.00	.00	\$2,460.00
11-000-222-500 Other Purchased Services	\$4,300.00	\$245.00	.00	\$4,055.00
11-000-222-600 Supplies and Materials	\$10,700.00	\$3,966.48	.00	\$6,733.52
11-000-222-800 Other Objects	\$4,035.00	.00	.00	\$4,035.00
<b>TOTAL</b>	<b>\$53,897.00</b>	<b>\$17,856.28</b>	<b>\$18,292.20</b>	<b>\$17,748.52</b>
--- Instructional Staff Training Services ---				
11-000-223-102 Salaries Superv. of Instruction	\$45,000.00	\$21,251.68	\$23,477.52	\$270.80
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$5,000.00	\$913.94	\$792.99	\$3,293.07
11-000-223-500 Other Purchased Services	\$16,550.00	\$7,427.43	\$1,467.00	\$7,655.57
11-000-223-600 Supplies and Materials	\$2,000.00	.00	.00	\$2,000.00
<b>TOTAL</b>	<b>\$68,550.00</b>	<b>\$29,593.05</b>	<b>\$25,737.51</b>	<b>\$13,219.44</b>
--- Support services-general administration ---				
11-000-230-100 Salaries	\$316,670.00	\$159,842.18	\$156,827.74	\$0.08
11-000-230-331 Legal Services	\$60,000.00	\$32,890.00	\$27,110.00	.00
11-000-230-332 Audit Fees	\$35,400.00	\$35,300.00	.00	\$100.00
11-000-230-334 Architectural/Engineering Services	\$12,800.00	\$880.00	\$11,920.00	.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	(\$13,081.73)	\$36,644.25	\$65,637.48
11-000-230-585 BOE Other Purchased Prof. Svc.	\$2,834.36	\$2,834.36	.00	.00
11-000-230-590 Other Purchased Services	\$133,823.64	\$75,395.00	\$56,818.64	\$1,610.00
11-000-230-61X General Supplies	\$10,000.00	\$1,152.31	\$292.66	\$8,555.03

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 6 Month Period Ending 12/30/2016

	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	\$15,025.18	\$1,154.07	\$9,562.75
11-000-230-895 BOE Membership Dues and Fees	\$7,000.00	\$6,749.75	.00	\$250.25
<b>TOTAL</b>	<b>\$711,970.00</b>	<b>\$316,987.05</b>	<b>\$290,767.36</b>	<b>\$104,215.59</b>
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$631,013.00	\$318,320.45	\$312,692.55	.00
11-000-240-105 Sal Secr. & Clerical Asst.	\$180,073.00	\$83,438.58	\$96,601.74	\$32.68
11-000-240-11X Other Salaries	\$9,900.00	.00	.00	\$9,900.00
11-000-240-500 Other Purchased Services	\$32,600.00	\$13,664.87	\$8,042.13	\$10,893.00
11-000-240-600 Supplies and Materials	\$12,411.00	\$10,036.70	\$5,116.59	(\$2,742.29)
11-000-240-800 Other Objects	\$5,740.00	\$5,740.00	.00	.00
<b>TOTAL</b>	<b>\$871,737.00</b>	<b>\$431,200.60</b>	<b>\$422,453.01</b>	<b>\$18,083.39</b>
--- Central Services ---				
11-000-251-100 Salaries	\$337,176.00	\$168,587.16	\$168,587.16	\$1.68
11-000-251-330 Purchased Prof. Svcs.	\$11,003.00	\$4,553.25	\$1,724.55	\$4,725.20
11-000-251-340 Purchased Technical Svcs.	\$28,301.00	\$19,028.00	\$1,500.00	\$7,773.00
11-000-251-592 Misc Pur Serv(400-500 series )	\$3,000.00	\$1,640.09	\$663.00	\$696.91
11-000-251-600 Supplies and Materials	\$9,001.00	\$2,818.98	\$336.28	\$5,845.74
11-000-251-89X Other Objects	\$5,000.00	\$3,145.88	\$731.08	\$1,123.04
<b>TOTAL</b>	<b>\$393,481.00</b>	<b>\$199,773.36</b>	<b>\$173,542.07</b>	<b>\$20,165.57</b>
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$390,494.00	\$195,210.84	\$195,210.84	\$72.32
11-000-252-500 Other Pur Serv. (400-500 series )	\$32,811.00	\$27,824.89	.00	\$4,986.11
11-000-252-600 Supplies and Materials	\$38,500.00	\$35,049.14	\$4,997.47	(\$1,546.61)
<b>TOTAL</b>	<b>\$461,805.00</b>	<b>\$258,084.87</b>	<b>\$200,208.31</b>	<b>\$3,511.82</b>
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$631,549.00	\$299,573.38	\$276,715.39	\$55,260.23
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$533,253.32	\$304,216.00	\$78,585.36	\$150,451.96
11-000-261-610 General Supplies	\$84,624.91	\$47,802.40	\$8,186.23	\$28,636.28
11-000-261-800 Other Objects	\$10,152.00	\$6,971.85	\$453.40	\$2,726.75
<b>TOTAL</b>	<b>\$1,259,579.23</b>	<b>\$658,563.63</b>	<b>\$363,940.38</b>	<b>\$237,075.22</b>
11-000-262-107 Salaries of Non-Instructional Aids	\$7,000.00	\$1,542.64	\$3,479.87	\$1,977.49
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$412,500.00	\$198,538.80	\$211,829.68	\$2,131.52

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 6 Month Period Ending 12/30/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-262-490 Other Purchased Property Svc.	\$65,000.00	\$16,337.89	\$39,163.11	\$9,499.00
11-000-262-520 Insurance	\$128,608.00	\$48,031.00	\$65,420.00	\$15,157.00
11-000-262-621 Energy (Natural Gas)	\$130,013.00	\$10,584.08	\$35,299.92	\$84,129.00
11-000-262-622 Energy (Electricity)	\$468,556.00	\$118,215.92	\$172,344.96	\$177,995.12
<b>TOTAL</b>	<b>\$1,211,677.00</b>	<b>\$393,250.33</b>	<b>\$527,537.54</b>	<b>\$290,889.13</b>
--- 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
<b>TOTAL</b>	<b>\$25,150.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,150.00</b>
--- Security ---				
11-000-266-100 Salaries	\$54,652.80	\$29,653.08	\$20,278.89	\$4,720.83
<b>TOTAL</b>	<b>\$54,652.80</b>	<b>\$29,653.08</b>	<b>\$20,278.89</b>	<b>\$4,720.83</b>
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$42,259.00	\$18,037.17	\$23,555.52	\$666.31
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$3,045.00	\$709.95	.00	\$2,335.05
11-000-270-512 Contr Svc(other btw home & sch)-vendors	\$29,350.00	\$1,680.00	\$2,940.00	\$24,730.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$17,300.00	\$5,159.25	\$4,502.50	\$7,638.25
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
<b>TOTAL</b>	<b>\$100,984.00</b>	<b>\$25,586.37</b>	<b>\$30,998.02</b>	<b>\$44,399.61</b>
--- Benefits ---				
11-XXX-XXX-220 Social Security Contributions	\$277,043.00	\$120,258.42	\$131,537.96	\$25,246.62
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$307,360.00	\$3,660.19	\$3,967.96	\$299,731.85
11-XXX-XXX-250 Unemployment Compensation	\$50,005.00	\$18,243.72	\$22,918.36	\$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	\$815,919.66	\$807,618.05	\$244,084.29
11-XXX-XXX-280 Tuition Reimbursement	\$30,000.00	\$10,578.83	\$19,421.17	.00
11-XXX-XXX-290 Other Employee Benefits	\$62,000.00	\$270.00	.00	\$61,730.00
<b>TOTAL</b>	<b>\$2,782,939.00</b>	<b>\$1,063,385.32</b>	<b>\$1,079,918.00</b>	<b>\$639,635.68</b>
 Total Undistributed expenditures	 \$9,457,230.26	 \$4,111,486.65	 \$3,855,855.11	 \$1,489,888.50
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$15,323,123.04	\$6,475,862.11	\$6,440,469.32	\$2,406,791.61

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 6 Month Period Ending 12/30/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
	-----	-----	-----	-----
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$15,323,123.04	\$6,475,862.11	\$6,440,469.32	\$2,406,791.61
	=====	=====	=====	=====



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 6 Month Period Ending 12/30/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
	<hr/>	<hr/>	<hr/>	<hr/>
*** C A P I T A L O U T L A Y ***				
Special education - instruction				
12-310-100-730 Regular Voc.programs	\$3,000.00	.00	\$2,631.55	\$368.45
Undistributed expenses				
12-000-100-730 Instruction	\$44,000.00	\$15,954.00	\$2,499.99	\$25,546.01
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	\$78,501.32	\$0.00	\$45,484.43
TOTAL	<hr/> \$178,985.75	<hr/> \$102,450.32	<hr/> \$5,131.54	<hr/> \$71,403.89
--- Facilities acquisition and construction services ---				
12-000-400-800 Other objects	\$20,388.00	.00	.00	\$20,388.00
Facilits. Acqstn. Const. Sevr. -- TOTAL --	\$20,388.00	\$0.00	\$0.00	\$20,388.00
TOTAL	<hr/> \$20,388.00	<hr/> \$0.00	<hr/> \$0.00	<hr/> \$20,388.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$199,373.75	\$102,450.32	\$5,131.54	\$91,791.89
*** EDUCATION STABILIZATION FUND **				
*** GOVERNMENT SERVICES FUND **				
*** EDUCATION JOBS FUND **				
TOTAL GENERAL FUND EXPENDITURES	\$15,522,496.79	\$6,578,312.43	\$6,445,600.86	\$2,498,583.50

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

For 6 Month Period Ending 12/30/2016

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

12/31/16  
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
-----					

1/5 10:49am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 6 Month Period Ending 12/30/16

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		(\$161,106.37)
	Accounts receivable:		
141	Intergovernmental - State	\$13,399.43	
		<hr/>	\$13,399.43

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

301	Estimated Revenues	\$1,597,634.61	
302	Less Revenues	(\$360,357.26)	
		<hr/>	\$1,237,277.35
			<hr/>
	Total assets and resources		\$1,089,570.41
			=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 6 Month Period Ending 12/30/16

=====

LIABILITIES AND FUND EQUITY

=====

411	Intergovernmental accounts payable - State	\$2,980.04
421	Accounts Payable	(\$2,980.04)
<b>F U N D   B A L A N C E</b>		

---

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

753	Reserve for encumbrances - Current Year	\$288,546.50
601	Appropriations	\$1,597,634.61
602	Less: Expenditures	\$508,064.20
603	Encumbrances	\$288,546.50      (\$796,610.70)
		\$801,023.91
	<b>TOTAL FUND BALANCE</b>	\$1,089,570.41
	<b>TOTAL LIABILITIES AND FUND EQUITY</b>	\$1,089,570.41
		=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 6 Month Period Ending 12/30/16

	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	\$1,027,172.35	\$202,111.00		\$825,061.35
4XXX From Federal Sources	\$469,686.00	\$57,470.00		\$412,216.00
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$1,597,634.61	\$360,357.26		\$1,237,277.35
	=====	=====	=====	=====
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
*** EXPENDITURES ***				
LOCAL PROJECTS:	\$100,776.26	\$81,509.73	.00	\$19,266.53
STATE PROJECTS:				
Vocational education	\$680,695.35	\$185,467.69	\$45,344.40	\$449,883.26
Other special projects	\$346,477.00	\$166,878.51	\$173,801.56	\$5,796.93
	_____	_____	_____	_____
TOTAL STATE PROJECTS	\$1,027,172.35	\$352,346.20	\$219,145.96	\$455,680.19
FEDERAL PROJECTS:				
NCLB Title I	\$60,701.00	\$33,502.38	\$17,891.43	\$9,307.19
NCLB Title II - Part A/D	\$10,286.00	\$6,132.99	\$4,153.01	.00
I.D.E.A. Part B (Handicapped)	\$111,999.00	\$34,572.90	\$47,356.10	\$30,070.00
Vocational Education	\$286,700.00	.00	.00	\$286,700.00
	_____	_____	_____	_____
TOTAL FEDERAL PROJECTS	\$469,686.00	\$74,208.27	\$69,400.54	\$326,077.19
*** TOTAL EXPENDITURES ***	\$1,597,634.61	\$508,064.20	\$288,546.50	\$801,023.91
	=====	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
SPECIAL REVENUE - FUND 20  
SCHEDULE OF REVENUES  
ACTUAL COMPARED WITH ESTIMATED  
For 6 Month Period Ending 12/30/16

	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	\$1,027,172.35	\$202,111.00	\$825,061.35
	-----	-----	-----
Total Revenue from State Sources	\$1,027,172.35	\$202,111.00	\$825,061.35
	=====	=====	=====
--- FEDERAL SOURCES ---			
4411-16 Title I	\$60,701.00	\$29,765.00	\$30,936.00
4451-55 Title II	\$10,286.00	\$5,286.00	\$5,000.00
4420-29 I.D.E.A. Part B (Handicapped)	\$111,999.00	\$22,419.00	\$89,580.00
4430-39 Vocational Education	\$286,700.00	.00	\$286,700.00
	-----	-----	-----
Total Revenues from Federal Sources	\$469,686.00	\$57,470.00	\$412,216.00
	=====	=====	=====
TOTAL REVENUES/SOURCES OF FUNDS	\$1,597,634.61	\$360,357.26	\$1,237,277.35

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

For 6 Month Period Ending 12/30/16

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

12/31/16  
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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1/5 10:49am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 6 Month Period Ending 12/30/16

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		(\$877,130.46)
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$2,290,477.48	
		<hr/>	\$2,290,477.48

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

301	Estimated Revenues	\$3,040,477.45	
302	Less Revenues	(\$474,313.43)	
		<hr/>	\$2,566,164.02
			<hr/>
	Total assets and resources		\$3,979,511.04
			=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 6 Month Period Ending 12/30/16

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

---

--- Appropriated ---

753	Reserve for encumbrances - Current Year		\$159,928.69
754	Reserve for encumbrances - Prior Year		\$1,020,454.47
601	Appropriations	\$3,201,634.10	
602	Less : Expenditures	\$1,512,600.51	
603	Encumbrances	\$1,180,383.16 (\$2,692,983.67)	
			\$508,650.43
	Total Appropriated		\$1,689,033.59

--- Unappropriated ---

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

TOTAL FUND BALANCE \$3,979,511.04

TOTAL LIABILITIES AND FUND EQUITY \$3,979,511.04

=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Capital Projects Fund - Fund 30  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 6 Month Period Ending 12/30/16

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$3,040,477.45	\$474,313.43		\$2,566,164.02
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$3,040,477.45	\$474,313.43		\$2,566,164.02
	=====	=====	=====	=====
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
*** EXPENDITURES ***				
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-334 Agriculture/Engineering	\$262,630.50	\$108,700.29	\$74,210.00	\$79,720.21
30-000-4XX-390 Other purchased prof. & tech. serv.	\$50,000.00	\$7,873.29	\$42,800.00	(\$673.29)
30-000-4XX-450 Construction services	\$2,889,003.60	\$1,396,026.93	\$1,063,373.16	\$429,603.51
	_____	_____	_____	_____
Total fac.acq.and constr. serv.	\$3,201,634.10	\$1,512,600.51	\$1,180,383.16	\$508,650.43
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$3,201,634.10	\$1,512,600.51	\$1,180,383.16	\$508,650.43
*** TOTAL EXPENDITURES AND TRANSFERS	\$3,201,634.10	\$1,512,600.51	\$1,180,383.16	\$508,650.43
	=====	=====	=====	=====

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

For 6 Month Period Ending 12/30/16

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

12/31/16  
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: December 31, 2016**

**CASH REPORT**

<b>FUNDS</b>				
<b>Governmental Funds</b>	<b>Beginning Balance</b>	<b>Deposits</b>	<b>Disbursements</b>	<b>Ending Balance</b>
General Fund (10)	\$2,582,131.40	\$1,477,723.82	-\$1,289,389.57	\$2,770,465.65
Special Revenue Fund (20)	-\$132,008.32	\$28,873.00	-\$57,971.05	-\$161,106.37
Capital Project Fund (30)	-\$313,057.96	\$0.00	-\$564,072.50	-\$877,130.46
Total Governmental Funds	<u>\$2,137,065.12</u>	<u>\$1,506,596.82</u>	<u>-\$1,911,433.12</u>	<u>\$1,732,228.82</u>
Summer Savings	\$44,947.24	\$15,770.98	\$0.00	\$60,718.22
Enterprise Fund (60) Cafeteria	\$11,902.22	\$9,370.70	-\$10,846.61	\$10,426.31
Payroll Fund (70)	\$0.00	\$512,192.92	-\$512,192.92	\$0.00
Agency Fund (90)	\$0.00	\$388,867.29	-\$388,867.29	\$0.00
Total Trust & Agency	<u>\$56,849.46</u>	<u>\$926,201.89</u>	<u>-\$911,906.82</u>	<u>\$71,144.53</u>
Grand Total for all Funds	<u>\$2,193,914.58</u>	<u>\$2,432,798.71</u>	<u>-\$2,823,339.94</u>	<u>\$1,803,373.35</u>
				\$1,803,373.35

Prepared and submitted by:

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

\_\_\_\_\_  
1/9/2017

Date

# Somerset County Vocational Board of Ed.

## Expense Account Adjustment Analysis By Account#

ADDENDUM #7

va\_exaa1.082406

12/30/2016

Current Cycle : December

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
<b>Current Appropriation Adjustments</b>								
11-000-221-104-04-0001	CURRICULUM WRITING	December Transfers	0036	12/30/2016	RCATTERSON	\$13,702.50	\$2,100.00	\$15,802.50
11-000-221-610-04-0000	SUPPLIES AND MATERIALS	December Transfers	0036	12/30/2016	RCATTERSON	\$2,300.00	(\$1,000.00)	\$1,300.00
11-000-221-890-04-0000	MEMBERSHIPS	December Transfers	0036	12/30/2016	RCATTERSON	\$3,000.00	(\$1,100.00)	\$1,900.00
11-000-240-110-00-0000	SAL-WORK STUDY STDS, HS	December Transfers	0036	12/30/2016	RCATTERSON	\$9,900.00	(\$3,000.00)	\$6,900.00
11-000-240-500-03-0000	PRINTING EXPENSE - HS	December Transfers	0036	12/30/2016	RCATTERSON	\$10,000.00	(\$3,100.00)	\$6,900.00
11-000-240-500-03-0001	DISPLAY ADS - HS	December Transfers	0036	12/30/2016	RCATTERSON	\$15,600.00	\$3,100.00	\$18,700.00
11-000-240-610-03-0000	OFFICE SUPPLIES - HS	December Transfers	0036	12/30/2016	RCATTERSON	\$10,411.00	\$3,000.00	\$13,411.00
11-000-252-580-16-0000	TRAVEL	December Transfers	0036	12/30/2016	RCATTERSON	\$2,000.00	(\$2,000.00)	\$0.00
11-000-252-610-16-0000	SUPPLIES AND MATERIALS	December Transfers	0036	12/30/2016	RCATTERSON	\$38,500.00	\$2,000.00	\$40,500.00
11-000-291-270-08-0000	MEDICAL PREMIUM	December Transfers	0036	12/30/2016	RCATTERSON	\$1,440,531.00	(\$4,000.00)	\$1,436,531.00
11-000-291-270-08-0001	FSA-BENEFITS	December Transfers	0036	12/30/2016	RCATTERSON	\$1,000.00	\$4,000.00	\$5,000.00
11-140-100-610-03-0000	SUPPLIES - HS	December Transfers	0036	12/30/2016	RCATTERSON	\$350.00	\$1,000.00	\$1,350.00
11-140-100-610-03-0003	SUPPLIES - SCIENCE	December Transfers	0036	12/30/2016	RCATTERSON	\$8,500.00	\$300.00	\$8,800.00
11-140-100-610-03-0006	SUPPLIES - ENGLISH	December Transfers	0036	12/30/2016	RCATTERSON	\$3,000.00	(\$1,000.00)	\$2,000.00
11-140-100-610-16-0000	HIGH SCH TECH SUPPLIES	December Transfers	0036	12/30/2016	RCATTERSON	\$12,500.00	(\$300.00)	\$12,200.00
11-310-100-610-09-0000	SUPPLIES - THEATER	December Transfers	0036	12/30/2016	RCATTERSON	\$18,195.00	(\$900.00)	\$17,295.00
11-310-100-800-10-0000	OTHER OBJECTS DANCE	December Transfers	0036	12/30/2016	RCATTERSON	\$1,710.00	\$200.00	\$1,910.00
11-310-100-800-11-0000	OTHER OBJECTS - VOC	December Transfers	0036	12/30/2016	RCATTERSON	\$8,990.00	\$700.00	\$9,690.00
11-402-100-610-03-0000	SUPPLIES-ATHLETICS	December Transfers	0036	12/30/2016	RCATTERSON	\$6,737.00	(\$100.00)	\$6,637.00
11-402-100-800-03-0000	MEMBERSHIP DUES	December Transfers	0036	12/30/2016	RCATTERSON	\$21,160.00	\$100.00	\$21,260.00
30-000-400-390-00-2016	2016 COUNTY CAPITAL	December Transfers	0037	12/30/2016	RCATTERSON	\$50,000.00	\$673.29	\$50,673.29
30-000-400-450-00-2016	2016 COUNTY CAPTIAL	December Transfers	0037	12/30/2016	RCATTERSON	\$700,000.00	(\$673.29)	\$699,326.71
<b>Total Current Appr.</b>								<b>\$0.00</b>



# Somerset County Vocational Board of Ed.

02/22/2017  
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## Summary Check Register By Check#

Posted Checks : Selected Cycle : January

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
<b>POSTED CHECKS</b>				
<b>General Account -Check Series #1</b>				
70083	01/06/2017	10906	Postmaster	\$1,470.61
70084	01/23/2017	10255	Active Disposal Services, Inc	\$901.16
70085	01/23/2017	7130	American Wear	\$352.00
70086	01/23/2017	5528	ATC Services, Inc.	\$1,120.00
70087	01/23/2017	9891	Atlantic A Program of DeLage	\$1,214.77
70088	01/23/2017	8439	Atlantic Tomorrow's Office	\$2,115.89
70089	01/23/2017	5824	Automatic Data Processing	\$309.26
70090	01/23/2017	9946	Benefit Express	\$43.64
70091	01/23/2017	10355	CablevisionSystems Corporation	\$149.94
70092	01/23/2017	9886	Defined Contribution Retirement	\$290.88
70093	01/23/2017	1513	DELTA DENTAL PLAN OF	\$9,501.93
70094	01/23/2017	9213	DeSapio Construction, Inc.	\$61,607.50
70095	01/23/2017	2092	DIFRANCESCO,BATEMAN P.C.	\$9,524.25
70096	01/23/2017	10832	East Coast Elevator, LLC	\$720.00
70097	01/23/2017	1850	Family & Community Services of	\$8,924.73
70098	01/23/2017	7836	Fran D. Valcheck, Inc.	\$140.00
70099	01/23/2017	10804	Honeywell Building Solutions	\$291,868.00
70100	01/23/2017	10042	JAG Physical Therapy	\$937.50
70101	01/23/2017	10726	LBB Services, LLC	\$122.37
70102	01/23/2017	8282	Mechanical Preservation Associates	\$75,532.50
70103	01/23/2017	2318	Middle Earth	\$2,800.58
70104	01/23/2017	1666	NJ American Water	\$2,108.29
70105	01/23/2017	2855	NORTHWESTERN MUTUAL LIFE	\$742.63
70106	01/23/2017	10732	Praxair	\$167.40
70107	01/23/2017	5936	Pritchard Industries	\$32,338.04
70108	01/23/2017	2665	PUBLIC SERVICE ELECTRIC &	\$7,998.84
70109	01/23/2017	2877	Safety Kleen Corporation	\$328.05
70110	01/23/2017	3337	School Health Corporation	\$114.84
70111	01/23/2017	10060	Thomas Diamante	\$58.00
70112	01/23/2017	10060	Todd Walker	\$79.00
70113	01/23/2017	10060	Eric Bray	\$79.00
70114	01/23/2017	10060	Bill Baumen	\$79.00
70115	01/23/2017	10060	Lars Ericksson	\$78.00
70116	01/23/2017	10060	Gerard Colonel	\$215.00
70117	01/23/2017	10060	Larry Spencer	\$237.00
70118	01/23/2017	10060	Bob Hope	\$237.00
70119	01/23/2017	10060	Alex Dobrowski	\$295.00
70120	01/23/2017	10060	Greg Chapkowski	\$432.00
70121	01/23/2017	10060	Mike Pariso	\$1,043.00
70122	01/23/2017	10043	Courier News	\$174.06
70123	01/23/2017	10043	Success Communication Group	\$732.56
70124	01/23/2017	10079	Kristen McNerney	\$6.94
70125	01/23/2017	10079	Melissa Norrbom	\$18.48
70126	01/23/2017	10079	Tom Heinbach	\$74.09
70127	01/23/2017	10079	Peter Carey	\$127.37
70128	01/23/2017	7264	Somerset County Educational Services Com	\$188.00
70129	01/23/2017	10854	Somerset County Treasurer	\$1,912.83
70130	01/23/2017	4286	SOUTH JERSEY ENERGY	\$7,781.81
70131	01/23/2017	10256	Stank Environmental	\$400.00
70132	01/23/2017	10353	Sunlight General Somerset Solar, LLC	\$1,904.16
70133	01/23/2017	6242	USA Architects Planners + ID	\$4,601.46
70134	01/23/2017	1251	VERIZON	\$907.97

# Somerset County Vocational Board of Ed.

02/22/2017  
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## Summary Check Register By Check#

Posted Checks : Selected Cycle : January

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
<b>POSTED CHECKS</b>				
<b>General Account -Check Series #1</b>				
70135	01/23/2017	8515	VERIZON BUSINESS	\$98.65
70136	01/23/2017	7866	Verizon Wireless	\$876.91
70137	01/23/2017	3191	VISION SERVICE PLAN INC.	\$2,146.50
70138	01/23/2017	1465	Wegmans	\$39.03
70139	01/23/2017	5935	Aaron & Co.	\$2,984.38
70140	01/23/2017	8767	Anthony And Sons Bakery, Inc	\$101.70
70141	01/23/2017	9316	Aqua Chill Parsippany	\$31.00
70142	01/23/2017	10843	Arista Trophies and Awards	\$89.50
70143	01/23/2017	7954	Barnes and Noble Booksellers	\$292.66
70144	01/23/2017	5189	Beacon Graphics	\$200.00
70145	01/23/2017	10689	Breakdown Products	\$198.00
70146	01/23/2017	1286	Bureau of Education & Research	\$2,333.00
70147	01/23/2017	6376	CDW Government	\$811.28
70148	01/23/2017	5655	Chemical Consultants, Inc	\$388.54
70149	01/23/2017	7013	Cream O Land Dairies	\$262.58
70150	01/23/2017	10890	CTAUN	\$930.00
70151	01/23/2017	8963	DHI	\$512.00
70152	01/23/2017	10523	Directional Ad-Vantage Holdings, LLC	\$650.00
70153	01/23/2017	8450	Discovery Education	\$16,060.80
70154	01/23/2017	7975	EBSCO	\$499.00
70155	01/23/2017	10896	F.W.Webb Company	\$2,228.76
70156	01/23/2017	10554	First Choice Auto Equipment	\$960.00
70157	01/23/2017	7773	Flemington Department Store	\$727.35
70158	01/23/2017	5875	Grainger	\$4,668.01
70159	01/23/2017	9229	Kensington Bus Company, Inc	\$1,206.25
70160	01/23/2017	10326	L.B. Media, LLC	\$214.50
70161	01/23/2017	10731	MCST Athletics	\$160.00
70162	01/23/2017	8282	Mechanical Preservation Associates	\$4,750.00
70163	01/23/2017	5183	MGL Printing Solutions	\$336.28
70164	01/23/2017	8816	Mitchell1	\$1,099.00
70165	01/23/2017	7543	National Dance Education Organization	\$185.00
70166	01/23/2017	2374	National Fire Protection Association	\$324.00
70167	01/23/2017	6650	New Jersey Motor Vehicle Commission	\$25.00
70168	01/23/2017	10344	New Wave Engineering, LLC	\$3,150.00
70169	01/23/2017	6485	NJASBO	\$150.00
70170	01/23/2017	4168	NJSIAA	\$75.00
70171	01/23/2017	10880	North Malachy Parts & Svc	\$1,246.81
70172	01/23/2017	9591	Oak Security Group	\$273.24
70173	01/23/2017	10806	Open System	\$23,528.69
70174	01/23/2017	2622	Post Hardware	\$274.64
70175	01/23/2017	10281	Salon Centric	\$772.71
70176	01/23/2017	3336	Scholastic Classroom Magazines	\$329.73
70177	01/23/2017	8005	SCVTHS - Petty Cash	\$791.74
70178	01/23/2017	10892	Sensational Summers	\$700.00
70179	01/23/2017	7264	Somerset County Educational Services Com	\$1,935.25
70180	01/23/2017	9617	Somerset County Print Shop	\$498.13
70181	01/23/2017	10386	Somerset County Rads & Bridge Division	\$1,105.16
70182	01/23/2017	6079	Stryker Plumbing, LLC	\$500.00
70183	01/23/2017	3594	United States Postal Service	\$2,000.00
70184	01/23/2017	8063	W.B. Mason	\$4,665.35
70185	01/23/2017	10874	Wood Office Environments, LLC	\$805.68
70186	01/23/2017	9912	Christine Harttraft	\$137.69

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : January

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

#### General Account -Check Series #1

70187	01/23/2017	10090	Troy Shandor	\$200.00
70188	01/23/2017	10090	Julie Francis	\$200.00
70189	01/23/2017	10090	GEORGE BYRD	\$195.67

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : January

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

#### General Account -Check Series #1

69994	12/19/2016	5189	Beacon Graphics	\$1,723.95
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Total Prior Cycle Voided Checks				\$1,723.95
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Total for General Account Check Series #1				\$625,032.50
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# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : January

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

#### Agency Check -Check Series #2

20352	01/13/2017	10498	New Jersey Family Support Payment Center	\$136.50
20353	01/30/2017	10498	New Jersey Family Support Payment Center	\$136.50
20354	01/30/2017	9772	NEW JERSEY EDUCATION ASSOCIATION	\$10,953.36
20355	01/30/2017	9780	PRUDENTIAL INSURANCE	\$996.68
Total for Agency Check Check Series #2				\$12,223.04

# Somerset County Vocational Board of Ed.

02/22/2017  
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## Summary Check Register By Check#

Posted Checks : Selected Cycle : January

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount	
POSTED CHECKS					
Hand Checks					
	691	01/23/2017	6974	Maschio's Food Services	\$9,663.12
*	4060	01/03/2017	1725	Ferris Brothers	\$175.20
*	4062	01/03/2017	10808	Randee Holz	\$26.27
	4063	01/03/2017	10334	Omi Cheer	\$642.84
	4064	01/03/2017	6035	LINDA WEBER-SMITH	\$106.76
	4065	01/03/2017	10397	Frattellos Ristorante & Pizzeria	\$50.00
	4066	01/06/2017	9923	CureSearch	\$741.00
	4067	01/06/2017	10397	Frattellos Ristorante & Pizzeria	\$35.00
	4068	01/06/2017	9381	Denise Gotti	\$14.78
	4069	01/16/2017	10397	Frattellos Ristorante & Pizzeria	\$128.00
	4070	01/09/2017	2447	KILBOURNE & KILBOURNE	\$72.00
	4071	01/09/2017	5287	SOMERSET PATRIOTS	\$500.00
	4072	01/11/2017	10916	Antu Yacob	\$90.00
	4073	01/11/2017	6303	JAIME MORALES	\$140.00
	4074	01/11/2017	6303	JAIME MORALES	\$357.32
	4075	01/11/2017	6303	JAIME MORALES	\$75.95
	4076	01/13/2017	10917	The iLove Team, LLC	\$175.00
	4077	01/17/2017	4579	NASSP	\$363.00
	4078	01/17/2017	10397	Frattellos Ristorante & Pizzeria	\$16.00
	4079	01/18/2017	9344	E Group, Inc	\$611.28
	4080	01/18/2017	10756	VEX Robotics, Inc	\$595.11
	4081	01/19/2017	10920	Daniel Dalfonzo	\$615.67
	4082	01/25/2017	7388	Treasurer, State Of NJ	\$54.00
	4083	01/25/2017	8262	National FFA Organization	\$395.25
	4084	01/25/2017	10383	Forest Lodge	\$3,000.00
	4085	01/25/2017	9490	Lighting and Decorating Co	\$4,000.00
	4086	01/26/2017	10397	Frattellos Ristorante & Pizzeria	\$61.00
*	4106	01/17/2017	10918	Academy ProHair	\$3,030.00
*	5095	01/03/2017	3411	New Jersey Risk Managers & Consultants	\$218,505.50
	5096	01/03/2017	2665	PUBLIC SERVICE ELECTRIC &	\$6,649.26
	5097	01/23/2017	10782	Treasurer - State of New Jersey	\$860.00
*	10112	01/15/2017	9717	Prudential Insurance	\$429.48
	10113	01/15/2017	9773	INTERNAL REVENUE SERVICE	\$30,954.30
	10114	01/04/2017	4869	State of NJ Division of Pensions-PERS	\$15,828.48
	10115	01/04/2017	7972	State of NJ Division of Pensions-TPAF	\$48,130.26
	10116	01/15/2017	9849	Fulton Bank Of New Jersey	\$123.88
	10117	01/30/2017	9717	Prudential Insurance	\$414.37
	10118	01/30/2017	9773	INTERNAL REVENUE SERVICE	\$29,357.28
	10119	01/25/2017	3458	STATE OF NEW JERSEY	\$2,302.76
*	11317	01/13/2017	3099	Treasurer Somerset County	\$423,686.57
*	13017	01/30/2017	3099	Treasurer Somerset County	\$405,619.64
*	901041701	01/04/2017	9776	NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$48,130.26
	901041702	01/04/2017	9777	NJ DIV OF PENSIONS AND BENEFITS - PERS	\$15,828.48
*	901131701	01/13/2017	9778	PRUDENTIAL RETIREMENT SERVICES	\$1,216.83
	901131702	01/13/2017	9769	PLAN CONNECT-EQUITABLE	\$10,714.45
	901131702	01/13/2017	9770	PLAN CONNECT_VALIC	\$150.00
	901131702	01/13/2017	9771	PLAN CONNECT-MET LIFE	\$402.10
	901131702	01/13/2017	10733	PLAN CONNECT-FORESTERS INVESTORS-PAYROLL	\$100.00
	901131703	01/13/2017	9773	INTERNAL REVENUE SERVICE	\$108,118.44
	901131704	01/13/2017	9774	NJ DIVISION OF REVENUE	\$2,224.41
	901131705	01/13/2017	9774	NJ DIVISION OF REVENUE	\$12,384.55
	901131706	01/13/2017	9775	PENNSYLVANIA DEPARTMENT OF REVENUE	\$852.45

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : January

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

#### Hand Checks

*	901261701	01/26/2017	9774	NJ DIVISION OF REVENUE	\$2,302.76
*	901301701	01/30/2017	9776	NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$45,364.97
	901301702	01/30/2017	9777	NJ DIV OF PENSIONS AND BENEFITS - PERS	\$16,172.41
	901301703	01/30/2017	9778	PRUDENTIAL RETIREMENT SERVICES	\$1,174.02
	901301704	01/30/2017	9769	PLAN CONNECT-EQUITABLE	\$13,668.88
	901301704	01/30/2017	9770	PLAN CONNECT_VALIC	\$150.00
	901301704	01/30/2017	9771	PLAN CONNECT-MET LIFE	\$402.10
	901301704	01/30/2017	10733	PLAN CONNECT-FORESTERS INVESTORS-PAYROLL	\$100.00
	901301705	01/30/2017	9768	SOMERSET COUNTY BOARD OF EDUCATION	\$42,086.57
	901301706	01/30/2017	9768	SOMERSET COUNTY BOARD OF EDUCATION	\$732.70
	901301707	01/30/2017	9761	AFLAC	\$195.12
	901301708	01/30/2017	9761	AFLAC	\$624.73
	901301709	01/30/2017	9773	INTERNAL REVENUE SERVICE	\$104,168.29
	901301710	01/30/2017	9774	NJ DIVISION OF REVENUE	\$2,113.56
	901301711	01/30/2017	9774	NJ DIVISION OF REVENUE	\$12,225.74
	901301712	01/30/2017	9775	PENNSYLVANIA DEPARTMENT OF REVENUE	\$836.24

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : January

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

#### Hand Checks

4077	01/17/2017	4579	NASSP	\$363.00
5096	01/03/2017	2665	PUBLIC SERVICE ELECTRIC &	\$156,799.79
901301709	01/30/2017	9778	PRUDENTIAL RETIREMENT SERVICES	\$19,568.97
Total Current Cycle Voided Checks				<u>\$176,731.76</u>



# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : January

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

#### Hand Checks

912231601	12/23/2016	9776	NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$48,182.52
912231602	12/23/2016	9777	NJ DIV OF PENSIONS AND BENEFITS - PERS	\$15,919.04
Total Prior Cycle Voided Checks				\$64,101.56
Total for Hand Checks				\$1,651,036.39
Total Posted Checks				\$2,530,849.20

# Somerset County Vocational Board of Ed.

## Summary Check Register By Check#

Posted Checks : Selected Cycle : January

### Fund Summary

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	10				\$39,319.40	\$39,319.40
10	11	\$155,777.66		\$1,104,967.78		\$1,260,745.44
Fund 10	TOTAL	\$155,777.66		\$1,104,967.78	\$39,319.40	\$1,300,064.84
20	20	\$13,716.69		\$38,574.60		\$52,291.29
30	30	\$455,538.15				\$455,538.15
60	60			\$9,663.12		\$9,663.12
90	90		\$12,223.04		\$442,440.06	\$454,663.10
95	95				\$16,071.43	\$16,071.43
GRAND	TOTAL	\$625,032.50	\$12,223.04	\$1,153,205.50	\$497,830.89	\$2,288,291.93

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

\$65,825.51

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

\$176,731.76

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