

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
November 23, 2009

Ms. Fittipaldi communicated to the public about the need to utilize technology by way of speaker telephone to communicate with Dr. Braun who could not be present on account of illness in order to have a quorum. The public was able to hear all deliberations and conduct the meeting by speaker telephone.

Mrs. Ventantonio called to the meeting to order with the following members:

Dr. Alan P. Braun, President (present via speaker telephone)

Anita Ventantonio, Vice President

Theodore Smith

William Hyncik, Jr.

Trudy Doyle, absent

Also Present:

Michael A. Maddaluna, Superintendent of Schools

Diane Strober, School Business Administrator/Board Secretary

Edmund H. Jones, High School Principal

Dr. Michael Illuzzi, Director of Post-Secondary Education

Lisa Fittipaldi, Board Attorney

Jack Ciattarelli, Somerset County Freeholder, absent

Others: Diane Ziegler, Director of Curriculum and Instruction; Bernice Wicks, Director of Community Information and Student Recruitment; Michael Kuschyk, Director of Buildings and Grounds; Michael Kassick, Automotive Technology Instructor; Michele Roth, Nursing Instructor; and Carene Jegou, Administrative Assistant to the Superintendent.

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

Pledge of Allegiance

Approval of Minutes

On motion by Mr. Hyncik, seconded by Mr. Smith, the minutes of the special meeting and executive session held on October 12, 2009, the regular meeting and executive session held on October 19, 2009 and the reorganization meeting held on November 2, 2009 were approved.

Correspondence

- Note from Antoinette Finley thanking the board for the beautiful flowers and their sympathy.

Old or Unfinished Business

Student of the Month

- Mr. Jones presented Evanyini Hernandez, a former Office Occupations student who is a senior in the Microsoft Academy at Somerset County Vocational & Technical High School, the Student of the Month for November. She is the daughter of Marjorie Arquedas of Hillsborough. Evanyini volunteers at the United Way as a data entry assistant inputting the donations the organization receives. She also works part-time at the U.S. Dollar Plus store in Hillsborough. Evanyini received the Best in Shop award this year. She is an outstanding student in her elective photography class. Deborah Gichan her teacher said, "Evanyini is a creative and artistic student who excels in photography." After Evanyini graduates from SCVTHS she plans to continue her education and earn her Associate's degree in Marketing, and a Bachelor's degree in Business.
- Mr. Jones also recognized Brandon Rogers, a senior student in the Health & Medical Sciences Academy at Somerset County Vocational & Technical High School. Brandon earned the rank of Eagle Scout in the Boy

Scouts of America on Monday, October 19, 2009. Brandon was also inducted into the Order of the Arrow, the Boy Scout's National Honor Society, during the summer of 2009.

Construction Projects Update

- Water Line Replacement – Ms. Fittipaldi will update the board regarding the water line replacement project during her report.
- Generator Replacement – The specifications and bid documents are complete and a pre-bid walk through has been completed; the bid opening is scheduled for December 10, 2009 at 10:00 a.m.

Report of the Attorney

- The water line replacement contract with New Jersey American Water needs to be finalized.

Superintendent's Report

On recommendation of Mr. Maddaluna and motion by Mr. Hyncik, seconded by Mrs. Ventantonio and passed on roll call vote, agenda items A-J as follows:

A. Employment of Part-Time Personnel - 2009-2010 SY

The Board of Education approved employment of the following part-time personnel for the 2009-2010 school year:

High School

Nadene Murphy	Temporary Social Worker (3 days/week)	\$241.60/day (Based on 1/B)
---------------	---------------------------------------	--------------------------------

Substitutes - \$100.00/day

Danielle Mondi	Brian John Miller	Edward McEneaney	Oscar Trapp, Jr.	Leo Volf
----------------	-------------------	------------------	------------------	----------

YTTW Carpentry

Edward Crum	Teacher Aide – Carpentry (69 hrs/month)	\$ 38.12/hr
Margaret Fischer	Math Tutor (1 period/day x 5 days/week)	\$ 53.79/hr
Andrew Coslit	Math Tutor (1 period/day x 5 days/week)	\$ 36.16/hr

Work Study - \$7.25/hr - Maximum 15 hrs/week

Kayla Chobotor	Lynn Baxter	Sarah Bridgman	Trevor Carlton	Erin Gallaher
Miles Garcia	Samantha Miller	Kimberly Kafka	Stephanie Petrosino	

B. Revised Job Description

The Board of Education approved the following revised job description as it appears on Addendum #1.
Accountant

C. Salary Increase

The Board of Education approved a salary increase for Ms. Valerie Hart, Accountant, from \$55,064.79 to \$60,709.00 (prorated), effective December 1, 2009.

D. Field Trips

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

E. District Emergency Management Plan

The Board of Education approved the revised District Emergency Management Plan.

F. Statement of Assurances - Title VI Civil Rights Act; Title IX and Section 504

The Board of Education approved the Statement of Assurances that SCVTS complies with Title VI of the Civil Rights Action of 1964 [34 C.F.R., 100.4(a) thru (d)], Title IX of the Educational Amendments of 1972 [34 C.F.R., 106.4] and section 504 of the Rehabilitation Act of 1973 [34 C.F.R., 104.5].

G. Professional Seminars/Workshops

The Board of Education approved requests for district staff and Board of Education members to attend professional seminars, workshops, etc. as they appear on Addendum #3.

H. Board Policies and Regulations - Second Reading

The Board of Education approved the following board policy at this second reading:
Policy 3159 - Teaching Staff Member/School District Reporting Responsibilities

I. Revised Board Policies and Regulations - Second Reading

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

1220 - Employment of Chief School Administrator

5460 - High School Graduation

5465 - Early Graduation

8760 - Pupil Accident Insurance

J. Acceptance of Funds

The Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its November 23, 2009 meeting authorized acceptance of funds for the following:

NJ Department of Labor & Workforce	YTTW (Youth Transitions to Work Partnership/Carpentry) (10/1/09/9/30/10)	\$180,000.00
------------------------------------	--	--------------

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

K. Superintendent's Update

- Dr. Petrosino presented the following overview of the Office of Civil Rights monitoring.

Introduction

On November 17, 18 and 19, 2009, Somerset County Vocational & Technical Schools was selected for an onsite review of our Career and Technical Educational programs by the New Jersey Department of Education, Office of Civil Rights. Specifically, the review was monitoring to see that our school programs, services, activities and employment practices are accessible to all students, faculty and staff without regard to race, creed, color, national origin, sex or disability. The monitors used the following laws as their basis for compliance:

- o Title VI of the Civil Rights Act of 1964
- o Title IX of the Educational Amendments Act 1972
- o Section 504 of the Rehabilitation Act of 1973
- o Americans with Disabilities Act of 1990

Methodology

The New Jersey Department of Education is required by the US Department of Education, Office of Civil Rights to conduct a periodic compliance review of all institutions receiving federal funding who conduct CTE programs: The review consisted of two parts:

- o Administrative policies and guidance support services (paper review)...
- o Facilities review to determine student accessibility and compliance with the Americans with Disabilities Act.
- o Findings

A thorough review of all administrative policies, support services and regulations were found to be in total compliance. The monitoring team offered up many compliments and positive remarks about how the students, faculty and staff feel a level of comfort in regards to race, creed, color and national origin. Some of the students in their interviews remarked that they feel more comfortable in school than they did in their homes. It is noteworthy to mention that there were no official findings and that most of what the team barbed out in regards to the facility centered on the recommendation of adding signage about our handicapped accessibility.

Conclusion

It is of my opinion, as Affirmative Action Officer of our school district, that the monitoring experience was

through and fair and that we are in compliance with the Office of Civil Rights. Our school takes great pride in providing accessibility to the students, faculty, staff and community members that we serve and we will continue to do so in the years to come.

- Ms. Ziegler updated the board on the curriculum in regards to QSAC monitoring. Ms. Ziegler noted that after reviewing the final Instruction and Program DPR for upload to NJDOE and consulting with Beverly Hetrick, Somerset County Education Program Development Specialist, it was decided that all CTE curricula should be revised and transitional curriculum maps for each course be approved at the December 14th meeting. In addition, transitional maps for other core content subjects will be presented. These maps are revisions of existing curricula and are labeled “transitional” because they are reflecting the 2004 Core Curriculum Content Standards. As part of the QSAC process, a revision schedule has been created that shows a time line of how all of these transitional maps will be updated with the 2009 standards and then resubmitted for board approval at future meetings.

Submission of Bills

On motion by Mr. Hyncik, seconded by Dr. Braun and passed on roll call vote, the attached bills were approved for payment.

Fund 10	\$1,565,060.87
Fund 20	\$ 90,375.68
Fund 30	\$ 475.69
Fund 60	\$ 13,635.25
Fund 95	<u>\$ 10,630.91</u>
Total	\$1,680,178.40

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

New Business

- None

Report of the School Business Administrator/Board Secretary

On motion by Dr. Braun, seconded by Mr. Hyncik and passed on roll call vote, agenda items A-E as follows:

A. Reports A-148 and A-149

The Board of Education adopted the monthly financial statement reports for the School Business Administrator/Board Secretary for the month of October 2009 and the Treasurer of School Monies for the month of October 2009, after review of the secretary's monthly financial report (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge no major fund has been overextended in violation to N.J.A.C.6:20-2A.10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (See Addendum #4)

B. Obsolete Equipment

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

<u>Item</u>	<u>Asset #</u>	<u>Date Purchased</u>	<u>Location</u>
Baumfolder Folding Machine 714	01323	January 1980	Print Shop

C. Donation

The Board of Education accepted the following donation:

<u>Item(s)</u>	<u>Donor</u>
Hot Plate Electrical Heating	Mrs. Else Merkel
Electric Motor Stirrer/Rheostat/ Mixing Stand	939 Turnberry Ct. Bridgewater, NJ 08807
General Scientific Pan Balance	
Ohaus Pan Balance	
Christian Beckert Micro Pan Balance	
Ohaus Pan Balance (311 grams)	
M Blue Electric Oven (B-3704Q)	
Ohaus Heavy Duty Solution Balance (20kg)	
Brookfield Synchro-Lecril Viscometer	
Mettler PE 3000 Electric Balance	

D. Academy Students Tuition - Parent Contribution 2010-11 SY

The Board of Education approved a parent contribution for tuition for the Academy for Health and Medical Sciences effective July 1, 2010 for the incoming 9th graders as follows (this recommendation is for college courses for which dual credit is not offered based upon approximately 25% of RVCC's current tuition rate)

Year 1	9th Grade	\$200.00
Year 2	10th Grade	\$400.00
Year 3	11th Grade	\$600.00
Year 4	12th Grade	\$800.00

E. Resolution - 2009-10/11-B - IRS Code Section 125 Plan

The Board of Education adopted resolution 2009-10/11-B regarding IRS Code Section 125 Plan as it appears on Addendum #5.

Mr. Smith questioned if the parents were notified about the parent contribution for the Academy student tuition. Mr. Maddaluna reported that at the parent Academy meeting this information was communicated and understood. He also noted that should there be a financial hardship; the district will assist the family. This contribution will begin for the incoming 2010-2011 freshman class (graduates for June 2014).

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

December Meeting

On motion by Mr. Hyncik, seconded by Mr. Smith the next regular meeting of the Somerset County Vocational Board of Education will be held:

December 14, 2009
6:00 p.m.
Somerset County Vocational & Technical Schools
14 Vogt Drive
Bridgewater, New Jersey 08807

Remarks from the Public

- Mr. Jones reported that the annual fundraising Santa Breakfast event will be held on Saturday, December 12th and that twelve families will be delivered food baskets for Thanksgiving which were prepared by the food collected by the food drive.
- Mrs. Wicks announced that this year's "Young Entrepreneur" recipient is the schools' student, Ed Miller. Dr. Braun will attend the luncheon in his honor on Wednesday, December 9th.

Resolution

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

- A. This Board will go into closed session with the Board Counsel for the purpose of discussing matters within the provisions of 7A(11)c231.
- B. The general nature of matters to be discussed relates to 2009-10 budget and TI/RVCC Agreement. Action may or may not be taken.
- C. Under the provisions of the above stated laws, the public shall be excluded from attendance at the portion of the meeting relating to the above matters.
- D. It is anticipated that the items discussed will be made public when the matters discussed are resolved.

Closed Session

On motion by Dr. Braun, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education went into closed session at 6:25 p.m.

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

Open Session

On motion by Dr. Braun, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education reopened the meeting at 7:45 p.m.

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

Proposed Budget – 2010-2011 SY

On motion by Mr. Hyncik, seconded by Dr. Braun and passed on roll call vote, the Board of Education authorized submission of the proposed 2010-2011 school district budget to the Somerset County Finance Officer as per their budget calendar.

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

Capital Request – 2010

On motion by Mr. Hyncik, seconded by Dr. Braun and passed on roll call vote, the Board of Education approved and authorized the submission of the 2010 capital allocation to the Board of Chosen Freeholders for the Somerset County Vocational & Technical Schools in the amount of \$3,397,500.00 as it appears on Addendum #6.

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

RVCC/SCTI Agreement

On motion by Mr. Hyncik, seconded by Mr. Smith and passed on roll call vote, the Somerset County Vocational Board of Education agrees that Raritan Valley Community College (RVCC) will administer adult technical education programs.

It is understood that adult technical education programs offered by RVCC will serve the residents of Somerset and Hunterdon counties.

It is further agreed that the Somerset County Vocational Board of Education and the RVCC Board of Trustees enter into a mutually approved agreement to define the terms and conditions of this initiative.

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

Revised Job Descriptions

On recommendation of Mr. Maddaluna and motion by Mr. Smith, seconded by Mr. Hyncik and passed on roll call vote, the Board of Education approved the following revised job descriptions as they appear on Addendum #7:

Assistant Superintendent for Business
Assistant Superintendent for Instruction

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

Job Descriptions

On recommendation of Mr. Maddaluna and motion by Mr. Hyncik, seconded by Mr. Smith and passed on roll call vote, the Board of Education approved the following job descriptions as they appear on Addendum #8:

Career and Technical Education and Workforce Development Coordinator
Special Projects Coordinator
Student Services Coordinator

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

Adjournment

On motion by Mr. Hyncik, seconded by Mr. Smith and passed, the meeting adjourned at 7:50 p.m.

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

**CATEGORY: NON INSTRUCTIONAL
SUPPORT**

**ADOPTED: September 24, 1990;
REVISED:**

TITLE: ACCOUNTANT

NON CERTIFIED

QUALIFICATIONS:

1. Associate or Bachelor's Degree or any equivalent combination of education, training and experience.
2. Minimum of three years accounting experience including payroll, accounts payable, receivables and general ledger work experience (governmental accounting experience preferred).
3. Five years business office experience required.
4. Knowledge and proficient use of computer software programs.
5. Other such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: School Business Administrator or designee

SUPERVISES: Payroll accountant, accounts payable accountant and purchasing accountant

JOB GOAL: Under the direction of the School Business Administrator, the accountant is responsible for maintaining the general ledger by classifying expenditures, supervising payroll, accounts payable, purchasing and all related reports, recording revenues, generating monthly financial reports in compliance with generally accepted accounting principles applied on a consistent basis as required by law and in preparation for the annual school district audit.

PERFORMANCE RESPONSIBILITIES:

1. Trains accounting staff on financial software.
2. Verifies the accuracy of purchase orders, invoices, vouchers and bills list.
3. Enters receipts in general ledger, including cash, checks received, bank wires, and transfers.
4. Updates the cash journal by entering financial transactions as needed.
5. Analyzes revenues and expenditures monthly.
6. Maintains the cafeteria general ledger including posting of revenues (federal and state lunch reimbursements, student and adult paid lunches) and expenses (invoice from food service management company).
7. Calculates federal and state payroll taxes and other related liabilities.
8. Prepares required pension reports and submits, via the internet, the district's request for pension reimbursements.
9. Invoices county for capital project reimbursement and for monthly tax levy.
10. Summarizes financial data as requested for the purpose of managing specific accounts and budgets.
11. Manages high school and Technology Institute student activity accounts.
12. Files tuition contracts and generate invoices for sending districts.
13. Closes the general ledger and prepares monthly Board Secretary Report.
14. Revises and updates fund 30 capital projects binder to include original contractor contracts, change orders, partial payments, amounts to be receivable from county, and associated architectural project fees adjusted as necessary.
15. Reconciles cash fund balances to bank statements monthly.
16. Confirms cash report with Treasurer of School Monies Report monthly.
17. Organizes financial information and support documentation for annual school district audit as required by law.
18. Assigns, supervises and coordinates the flow of work of accounting staff.
19. Evaluates the payroll accountant, accounts payable accountant and purchasing accountant in compliance with statutes.
20. Generates weekly board office attendance reports for personnel reports.
21. Works independently on a wide variety of projects
22. Makes independent decisions related to accounting department functions in the absence of the School Business Administrator with the advice of the school district auditor.
23. Enters electronic data submission for quarterly cash management report for ARRA Stabilization Funds ESF/GSF, IDEA and NCLB.
24. Prepares monthly expenditure and payment voucher/invoices for the YTTW, Apprenticeship Coordinator and SkillsUSA grant reimbursements.
25. Verifies expenditure reports for Perkins Secondary/Post-Secondary for EWEG online submission.
26. Expedites board approved transfers, federal funding budget and revenue.
27. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

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

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

Field Trips

Wednesday December 2	Comm Art/Printing Academy Arts History & Tour	Philly Sea Port Museum Philadelphia, PA	\$10.00/student Trans/Bd. Of Ed.
Wednesday December 2	TOPS C Shop Health Class	Somerset Co. Recycling Ctr Bridgewater, NJ	\$0.00/student Trans/Bd. Of Ed.
Thursday December 3	Performing Arts-Dance Performance	Somerset Cty. Senior Basking Ridge, NJ	\$0.00/student Trans/Bd. Of Ed.
Thursday December 10	Performing Arts-Dance Performance	Kangaroo Kids North Branch, NJ	\$0.00/student Trans/Bd. Of Ed.
Wednesday December 16	Performing Arts-Dance Performance	Smalley Middle School Bound Brook, NJ	\$0.00/student Trans/Bd. Of Ed.
Thursday December 17	Performing Arts-Dance Performance	Quail Brook Senior Ctr. Somerset, NJ	\$0.00/student Trans/Bd. Of Ed.
Tuesday December 22	Performing Arts-Dance Performance	Bridgewater Senior Ctr. Bridgewater, NJ	\$0.00/student Trans/Bd. Of Ed.
Friday January 15	Academy Freshman World Cultures Research	RVCC Library Branchburg, NJ	\$0.00/student Trans/Bd. Of Ed.
Friday January 29	Academy Freshman World Cultures Research	RVCC Library Branchburg, NJ	\$0.00/student Trans/Bd. Of Ed.
Tuesday December 22	Ski Club Activities	Blue Mountain Danielsville, PA	\$95-\$165/group Trans/Bd. Of Ed.
Tuesday January 5	Ski Club Activities	Blue Mountain Danielsville, PA	\$95-\$165/group Trans/Bd. Of Ed.
Tuesday January 12	Ski Club Activities	Blue Mountain Danielsville, PA	\$95-\$165/group Trans/Bd. Of Ed.
Tuesday January 19	Ski Club Activities	Blue Mountain Danielsville, PA	\$95-\$165/group Trans/Bd. Of Ed.
Wednesday or Thursday January 20 or January 21	Panasonic Creative Design Challenge Team Workshop/Research	Panasonic Corp of America Secaucus, NJ	\$0.00/student Trans/Bd. Of Ed.

Snow Date Wednesday or Thursday January 27 or January 28	Panasonic Creative Design Challenge Team Workshop/Research	Panasonic Corp of America Secaucus, NJ	\$0.00/student Trans/Bd. Of Ed.
Friday February 19	Academy Freshman Research paper	RVCC Library Branchburg, NJ	\$0.00/student Trans/Bd. Of Ed.
Monday February 1	Health Occupation Career Tour	Somerset Medical Center Somerville, NJ	\$0.00/student Trans/Bd. Of Ed.
Tuesday February 2	Health Occupation Career Tour	Somerset Medical Center Somerville, NJ	\$0.00/student Trans/Bd. Of Ed.
Monday February 8	Health Occupation Career Tour	Somerset Medical Center Somerville, NJ	\$0.00/student Trans/Bd. Of Ed.
Tuesday February 9	Health Occupation Career Tour	Somerset Medical Center Somerville, NJ	\$0.00/student Trans/Bd. Of Ed.
Tuesday February 16	Health Occupation Career Tour	Somerset Medical Center Somerville, NJ	\$0.00/student Trans/Bd. Of Ed.
Monday February 22	Health Occupation Career Tour	Somerset Medical Center Somerville, NJ	\$0.00/student Trans/Bd. Of Ed.
Tuesday February 23	Health Occupation Career Tour	Somerset Medical Center Somerville, NJ	\$0.00/student Trans/Bd. Of Ed.
Friday December 4	Dance Department Workshop	Montclair State University Montclair, NJ	\$0.00/student Trans/Bd. Of Ed.
Friday January 15	Senior Class Class Trip	Discovery Titanic Exhibit Time Square, NYC NY	\$25.00/student Trans/Bd. Of Ed.
Tuesday January 12	Auto & Diesel Tech Seniors Training/Contest	Northampton Comm. College Bethlehem, PA	\$0.00/student Trans/Bd. Of Ed.
Tuesday December 8	Auto Body/Small Engine Tour	Auto Training Ctr Warminster, PA	\$0.00/student Trans/Bd. Of Ed.
Tuesday December 1	Cosmetology community service	Bridgewater Care Center Bridgewater, NJ	\$0.00/student Trans/Bd. Of Ed.
Saturday December 5	Rotary-Interact Volunteer Club	Elijah's Promise New Brunswick, NJ	\$0.00/student Trans/Bd. Of Ed.

PROFESSIONAL DEVELOPMENT REQUESTS
November 23, 2009 BOARD MEETING

DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
12/17/2009	Janeen Sortor	\$199.00	\$20.50 mileage \$ 2.00 parking	Strengthening Your Geometry Program	Newark, NJ
12/01/2009	Miranda McMahon Maureen Wild	\$215.00 \$215.00	\$21.25 mileage \$ 2.00 parking	Building Your Students' Academic Vocabulary	Newark, NJ
12/18/2009	Michelle Krause	\$120.00	n/a	Classroom Management for Students with Oppositional Behaviors	Piscataway, NJ
12/10/2009	Kristen McNerney	\$164.00	n/a	Classroom Management and Effective Teaching for Children with Emotional/Behavioral Issues	East Brunswick, NJ

11/5 11:32am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10
Interim Balance Sheet
For 4 Month Period Ending 10/31/2009

ASSETS AND RESOURCES

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

101	Cash in bank		\$1,004,616.44
121	Tax levy receivable		\$7,660,082.00
	Accounts receivable:		
141	Intergovernmental - State	\$1,577,681.33	\$1,577,681.33

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

301	Estimated Revenues	\$15,781,590.00	
302	Less Revenues	(\$13,903,619.91)	
			\$1,877,970.09

Total assets and resources

\$12,120,349.86

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10
Interim Balance Sheet
For 4 Month Period Ending 10/31/2009

LIABILITIES AND FUND EQUITY

--- LIABILITIES ---

Other current liabilities

\$90,080.28

TOTAL LIABILITIES

\$90,080.28

FUND BALANCE

--- Appropriated ---

753 Reserve for encumbrances - Current Year \$9,356,644.86
Reserved fund balance:

760 Reserved Fund Balance \$257,029.96

601 Appropriations \$16,538,669.40

602 Less : Expenditures \$4,804,401.46

603 Encumbrances \$9,356,644.86 (\$14,161,046.32)

\$2,377,623.08

Total Appropriated

\$11,991,297.90

--- Unappropriated ---

770 Fund balance, July 1, 2009 \$795,971.68

303 Budgeted Fund Balance (\$757,000.00)

TOTAL FUND BALANCE

\$12,030,269.58

TOTAL LIABILITIES AND FUND EQUITY

\$12,120,349.86

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$16,538,669.40	\$14,161,046.32	\$2,377,623.08
Revenues	(\$15,781,590.00)	(\$13,903,619.91)	(\$1,877,970.09)
	\$757,079.40	\$257,426.41	\$499,652.99
Subtotal	\$757,079.40	\$257,426.41	\$499,652.99
Less: Adjust for prior year encumb.	(\$79.40)	(\$79.40)	
Budgeted Fund Balance	\$757,000.00	\$257,347.01	\$499,652.99

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 4 Month Period Ending 10/31/2009

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$13,895,234.00	\$11,986,363.91		\$1,908,870.09
3XXX	From State Sources	\$1,747,303.00	\$1,886,356.00		(\$139,053.00)
4XXX	From Federal Sources	\$139,053.00	\$30,900.00		\$108,153.00
TOTAL REVENUE/SOURCES OF FUNDS		\$15,781,590.00	\$13,903,619.91		\$1,877,970.09
*** EXPENDITURES ***					

CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$1,183,941.00	\$304,365.45	\$834,335.13	\$45,240.42
11-230-X00-XXX	Basic Skills - Remedial Instruction	\$90,907.00	\$16,604.00	\$65,144.00	\$9,159.00
11-240-X00-XXX	Bilingual Education - Instruction	\$60,102.00	\$10,804.00	\$43,216.00	\$6,082.00
11-3XX-100-XXX	Voc. Programs - Local - Instruction	\$3,121,778.40	\$696,718.45	\$2,080,875.79	\$344,184.16
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$103,692.00	\$2,866.86	\$69,999.34	\$30,825.80
11-402-100-XXX	School-Spons. Athletics - Instruction	\$56,401.00	\$11,007.41	\$42,429.48	\$2,964.11
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-213-XXX	Health Services	\$117,831.00	\$32,860.89	\$75,042.16	\$9,927.95
11-000-218-XXX	Other Support Services - Students Regular	\$510,438.00	\$239,282.45	\$263,745.55	\$7,410.00
11-000-219-XXX	Other Support Services - Students Special	\$235,858.00	\$85,117.34	\$148,432.39	\$2,308.27
11-000-221-XXX	Improvement Of Inst./Other Support Services - Instructional Staff	\$399,131.00	\$151,461.95	\$221,361.18	\$26,307.87
11-000-222-XXX	Educational Media Serv/School Library	\$181,664.00	\$36,352.01	\$107,960.76	\$37,351.23
11-000-223-XXX	Instructional Staff Training Services	\$28,251.00	\$6,933.60	\$16,484.37	\$4,833.03
11-000-230-XXX	Supp. Serv.-General Administration	\$719,576.00	\$158,807.52	\$267,255.34	\$293,513.14
11-000-240-XXX	Supp. Serv.-School Administration	\$457,656.00	\$177,942.71	\$259,452.08	\$20,261.21
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$570,354.00	\$210,332.31	\$339,527.32	\$20,494.37
11-000-261-XXX	Allowable Maint. for School Facilities	\$915,814.00	\$376,716.73	\$478,032.20	\$61,065.07
11-000-262-XXX	Operation and maint. of plant services	\$1,053,011.00	\$285,520.00	\$616,804.43	\$150,686.57
11-000-270-XXX	Student Transportation Services	\$129,887.00	\$15,941.74	\$24,554.32	\$89,390.94
11-000-291-XXX	Allocated and Unallocated Benefits	\$2,356,477.00	\$299,213.86	\$1,533,327.34	\$523,935.80
11-000-310-XXX	Food Services	\$50,002.00	.00	.00	\$50,002.00
TOTAL GENERAL CURRENT EXPENSE EXPENDITURES/USES OF FUNDS		\$12,342,771.40	\$3,118,849.28	\$7,487,979.18	\$1,735,942.94

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 4 Month Period Ending 10/31/2009

	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** EXPENDITURES - cont'd ***				
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$5,600.00	\$0.00	\$5,598.00	\$2.00
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$5,600.00	\$0.00	\$5,598.00	\$2.00
*** SPECIAL SCHOOLS ***				
13-330-100-XXX Post-Secondary Prog.-Instr.	\$1,553,868.00	\$455,345.35	\$923,168.90	\$175,353.75
13-330-200-XXX Post-Secondary Prog.-Supp. Serv.	\$1,485,773.00	\$912,597.42	\$399,724.27	\$173,451.31
13-422-100-XXX Summer school -instruction	\$79,143.00	\$79,007.40	\$133.60	\$2.00
13-422-200-XXX Summer school-support serv	\$15,938.00	\$14,440.80	.00	\$1,497.20
13-629-100-XXX Vocational evening-local instruction	\$228,949.00	\$57,462.45	\$142,784.50	\$28,702.05
13-629-200-XXX Vocational evening-local-support serv.	\$687,574.00	\$166,698.76	\$397,256.41	\$123,618.83
TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	\$4,051,245.00	\$1,685,552.18	\$1,863,067.68	\$502,625.14
TOTAL GENERAL FUND EXPENDITURES	\$16,399,616.40	\$4,804,401.46	\$9,356,644.86	\$2,238,570.08

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
SCHEDULE OF REVENUES
ACTUAL COMPARED WITH ESTIMATED
For 4 Month Period Ending 10/31/2009

		ESTIMATED	ACTUAL	UNREALIZED
		<u> </u>	<u> </u>	<u> </u>
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,325,234.00	\$11,325,234.00	.00
1310	Tuition- From LEA's	\$899,202.00	\$123,325.25	\$775,876.75
1XXX	Miscellaneous	\$1,670,798.00	\$537,804.66	\$1,132,993.34
	TOTAL	<u>\$13,895,234.00</u>	<u>\$11,986,363.91</u>	<u>\$1,908,870.09</u>
--- STATE SOURCES ---				
3XXX	Other State Aids	\$1,747,303.00	\$1,886,356.00	(\$139,053.00)
	TOTAL	<u>\$1,747,303.00</u>	<u>\$1,886,356.00</u>	<u>(\$139,053.00)</u>
--- FEDERAL SOURCES ---				
4XXX	Other Federal Aids	\$139,053.00	\$30,900.00	\$108,153.00
	TOTAL	<u>\$139,053.00</u>	<u>\$30,900.00</u>	<u>\$108,153.00</u>
--- OTHER FINANCING SOURCES ---				
	TOTAL REVENUES/SOURCES OF FUNDS	<u>\$15,781,590.00</u>	<u>\$13,903,619.91</u>	<u>\$1,877,970.09</u>

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 4 Month Period Ending 10/31/2009

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,092,173.00	\$284,989.24	\$807,183.76	.00
11-140-100-500 Other Purchased Services	\$10,354.00	\$994.13	\$61.12	\$9,298.75
11-140-100-610 General Supplies	\$52,227.00	\$10,590.56	\$15,086.85	\$26,549.59
11-140-100-640 Textbooks	\$21,577.00	\$6,191.52	\$5,993.40	\$9,392.08
11-140-100-800 Other Objects	\$6,000.00	\$1,600.00	\$4,400.00	.00
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$1,610.00	.00	\$1,610.00	.00
TOTAL	\$1,183,941.00	\$304,365.45	\$834,335.13	\$45,240.42
--- Basic skills/remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$86,894.00	\$16,604.00	\$65,144.00	\$5,146.00
11-230-100-610 General Supplies	\$4,013.00	.00	.00	\$4,013.00
TOTAL	\$90,907.00	\$16,604.00	\$65,144.00	\$9,159.00
--- Bilingual education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$60,102.00	\$10,804.00	\$43,216.00	\$6,082.00
TOTAL	\$60,102.00	\$10,804.00	\$43,216.00	\$6,082.00
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$2,377,389.00	\$566,554.52	\$1,805,484.48	\$5,350.00
11-310-100-320 Purchased Prof.-Ed. Services	\$70,002.00	.00	\$1,750.00	\$68,252.00
11-310-100-500 Other Purchased Services	\$20,751.00	\$1,064.33	\$9,663.08	\$10,023.59
11-310-100-610 General Supplies	\$290,222.40	\$54,875.39	\$86,250.70	\$149,096.31
11-310-100-640 Textbooks	\$22,530.00	\$19,223.56	\$1,311.78	\$1,994.66
11-310-100-800 Other Objects	\$17,037.00	\$1,593.26	\$3,676.42	\$11,767.32
Total	\$2,797,931.40	\$643,311.06	\$1,908,136.46	\$246,483.88
--- Special Vocational Programs - Instruction ---				
11-320-100-101 Salaries of Teachers	\$260,593.00	\$39,883.00	\$157,532.00	\$63,178.00
11-320-100-500 Other Purchased Services	\$3,612.00	.00	\$25.62	\$3,586.38
11-320-100-610 General Supplies	\$53,124.00	\$13,523.56	\$14,717.13	\$24,883.31
11-320-100-640 Textbooks	\$6,518.00	\$0.83	\$464.58	\$6,052.59
Total	\$323,847.00	\$53,407.39	\$172,739.33	\$97,700.28

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 4 Month Period Ending 10/31/2009

	Appropriations	Expenditures	Encumbrances	Available Balance
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$68,688.00	\$1,665.51	\$67,022.49	.00
11-401-100-600 Supplies and Materials	\$35,004.00	\$1,201.35	\$2,976.85	\$30,825.80
TOTAL	\$103,692.00	\$2,866.86	\$69,999.34	\$30,825.80
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$41,160.00	\$4,744.32	\$36,415.68	.00
11-402-100-500 Purchased Services	\$10,026.00	\$3,841.45	\$3,265.00	\$2,919.55
11-402-100-600 Supplies and Materials	\$5,215.00	\$2,421.64	\$2,748.80	\$44.56
TOTAL	\$56,401.00	\$11,007.41	\$42,429.48	\$2,964.11
--- UNDISTRIBUTED EXPENDITURES ---				
--- Health services ---				
11-000-213-100 Salaries	\$96,998.00	\$28,152.40	\$68,845.60	.00
11-000-213-300 Purchased Prof. & Tech. Svc.	\$14,419.00	\$2,623.63	\$2,550.37	\$9,245.00
11-000-213-600 Supplies and Materials	\$6,014.00	\$2,084.86	\$3,646.19	\$282.95
11-000-213-800 Other Objects	\$400.00	.00	.00	\$400.00
TOTAL	\$117,831.00	\$32,860.89	\$75,042.16	\$9,927.95
--- Other support services-students-regular ---				
11-000-218-104 Salaries Other Prof. Staff	\$426,518.00	\$207,894.98	\$211,213.02	\$7,410.00
11-000-218-105 Sal Secr. & Clerical Asst.	\$82,918.00	\$30,638.32	\$52,279.68	.00
11-000-218-600 Supplies and Materials	\$1,002.00	\$749.15	\$252.85	.00
TOTAL	\$510,438.00	\$239,282.45	\$263,745.55	\$7,410.00
--- Other support services-students-special ---				
11-000-219-104 Salaries Other Prof. Staff	\$191,868.00	\$66,803.52	\$125,064.48	.00
11-000-219-105 Sal Secr. & Clerical Asst.	\$32,289.00	\$11,720.00	\$20,569.00	.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$4,999.00	\$3,719.00	\$500.00	\$780.00
11-000-219-500 Other Purchased Services	\$1,199.00	\$697.00	\$142.50	\$359.50
11-000-219-600 Supplies and Materials	\$2,004.00	\$1,898.88	\$65.88	\$39.24
11-000-219-800 Other Objects	\$3,499.00	\$278.94	\$2,090.53	\$1,129.53
TOTAL	\$235,858.00	\$85,117.34	\$148,432.39	\$2,308.27

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 4 Month Period Ending 10/31/2009

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$247,641.00	\$113,251.44	\$131,495.80	\$2,893.76
11-000-221-104 Salaries Other Prof. Staff	\$79,999.00	\$22,175.04	\$44,350.08	\$13,473.88
11-000-221-105 Sal Secr. & Clerical Asst.	\$63,969.00	\$12,765.14	\$42,762.86	\$8,441.00
11-000-221-500 Other Purchased Services	\$5,014.00	\$1,987.96	\$1,876.54	\$1,149.50
11-000-221-600 Supplies and Materials	\$2,508.00	\$1,282.37	\$875.90	\$349.73
TOTAL	\$399,131.00	\$151,461.95	\$221,361.18	\$26,307.87
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$133,083.00	\$32,586.00	\$100,497.00	.00
11-000-222-500 Other Purchased Services	\$12,031.00	.00	\$5,895.00	\$6,136.00
11-000-222-600 Supplies and Materials	\$32,539.00	\$3,766.01	\$1,568.76	\$27,204.23
11-000-222-800 Other Objects	\$4,011.00	.00	.00	\$4,011.00
TOTAL	\$181,664.00	\$36,352.01	\$107,960.76	\$37,351.23
--- Instructional Staff Training Services ---				
11-000-223-500 Other Purchased Services	\$18,225.00	\$6,933.60	\$9,272.63	\$2,018.77
11-000-223-600 Supplies and Materials	\$10,026.00	.00	\$7,211.74	\$2,814.26
TOTAL	\$28,251.00	\$6,933.60	\$16,484.37	\$4,833.03
--- Support services-general administration ---				
11-000-230-100 Salaries	\$427,153.00	\$96,013.72	\$180,298.20	\$150,841.08
11-000-230-331 Legal Services	\$67,000.00	\$21,151.93	\$15,519.69	\$30,328.38
11-000-230-332 Audit Fees	\$38,001.00	.00	.00	\$38,001.00
11-000-230-339 Other Purchased Prof. Svc.	\$3,091.00	.00	\$1,000.00	\$2,091.00
11-000-230-530 Communications/Telephone	\$99,003.00	\$6,565.60	\$62,163.41	\$30,273.99
11-000-230-590 Other Purchased Services	\$5,016.00	\$4,252.09	\$0.00	\$763.91
11-000-230-610 General Supplies	\$8,525.00	\$6,054.75	\$2,439.92	\$30.33
11-000-230-630 BOE In-House Training/Meeting Supplies	\$3,510.00	\$661.55	\$784.63	\$2,063.82
11-000-230-890 Misc. Expenditures	\$60,657.00	\$17,071.88	\$5,049.49	\$38,535.63
11-000-230-895 BOE Membership Dues and Fees	\$7,620.00	\$7,036.00	.00	\$584.00
TOTAL	\$719,576.00	\$158,807.52	\$267,255.34	\$293,513.14
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$220,660.00	\$79,831.68	\$140,828.32	.00
11-000-240-105 Sal Secr. & Clerical Asst.	\$150,255.00	\$68,476.68	\$81,778.32	.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 4 Month Period Ending 10/31/2009

	Appropriations	Expenditures	Encumbrances	Available Balance
Other Salaries	\$44,562.00	\$19,196.41	\$25,365.59	.00
11-000-240-500 Other Purchased Services	\$24,065.00	\$7,973.08	\$7,082.82	\$9,009.10
11-000-240-600 Supplies and Materials	\$14,003.00	\$2,281.70	\$4,053.08	\$7,668.22
11-000-240-800 Other Objects	\$4,111.00	\$183.16	\$343.95	\$3,583.89
TOTAL	\$457,656.00	\$177,942.71	\$259,452.08	\$20,261.21
--- Central Services ---				
11-000-251-100 Salaries	\$385,296.00	\$132,774.34	\$252,521.66	.00
11-000-251-330 Purchased Professional Svcs.	\$27,811.00	\$8,111.09	\$19,699.91	.00
11-000-251-340 Purchased Technical Svcs.	\$16,481.00	\$9,502.00	\$5,047.00	\$1,932.00
11-000-251-600 Supplies and Materials	\$9,324.00	\$4,923.04	\$616.28	\$3,784.68
11-000-251-890 Other Objects	\$8,121.00	\$2,195.00	\$570.00	\$5,356.00
TOTAL	\$447,033.00	\$157,505.47	\$278,454.85	\$11,072.68
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$76,201.00	\$38,481.68	\$29,918.32	\$7,801.00
11-000-252-500 Other Pur Serv. (400-500 series)	\$31,079.00	\$1,607.81	\$28,715.90	\$755.29
11-000-252-600 Supplies and Materials	\$16,041.00	\$12,737.35	\$2,438.25	\$865.40
TOTAL	\$123,321.00	\$52,826.84	\$61,072.47	\$9,421.69
--- Allowable Maint. for School Facilities ---				
11-000-261-100 Salaries	\$575,305.00	\$202,476.08	\$372,828.92	.00
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$301,507.00	\$167,035.14	\$100,180.85	\$34,291.01
11-000-261-610 General Supplies	\$26,001.00	\$6,350.02	\$4,722.43	\$14,928.55
11-000-261-800 Other Objects	\$13,001.00	\$855.49	\$300.00	\$11,845.51
TOTAL	\$915,814.00	\$376,716.73	\$478,032.20	\$61,065.07
--- Operation and maint. of plant services ---				
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$280,001.00	\$87,494.12	\$181,550.31	\$10,956.57
11-000-262-490 Other Purchased Property Svc.	\$20,002.00	\$10,576.00	\$9,425.00	\$1.00
11-000-262-520 Insurance	\$203,007.00	\$71,565.50	\$127,939.50	\$3,502.00
11-000-262-620 Energy (Heat and Electricity)	\$550,001.00	\$115,884.38	\$297,889.62	\$136,227.00
TOTAL	\$1,053,011.00	\$285,520.00	\$616,804.43	\$150,686.57
--- Student transportation services ---				
11-000-270-162 Sal. pupil trans (Other than Bet Home & Sch)	\$30,051.00	\$8,424.84	\$21,626.16	.00
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$2,507.00	\$598.30	.00	\$1,908.70

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 4 Month Period Ending 10/31/2009

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-270-512 Contr Svc (other btw home & sch) - vendors	\$59,002.00	\$6,918.60	\$1,486.00	\$50,597.40
11-000-270-514 Contract Svc (spec.ed.) - vendors	\$15,001.00	.00	.00	\$15,001.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$4,312.00	.00	.00	\$4,312.00
11-000-270-593 Misc. Purchased Svc. - Transp.	\$15,001.00	.00	\$1,176.00	\$13,825.00
11-000-270-600 Supplies and Materials	\$1,505.00	.00	\$266.16	\$1,238.84
11-000-270-800 Misc. Expenditures	\$2,508.00	.00	.00	\$2,508.00
TOTAL	\$129,887.00	\$15,941.74	\$24,554.32	\$89,390.94
--- Benefits ---				
11-XXX-XXX-220 Social Security Contributions	\$290,007.00	\$4,363.12	\$285,643.88	.00
11-XXX-XXX-241 Other Retirement Contrb. - Regular	\$183,000.00	.00	.00	\$183,000.00
11-XXX-XXX-250 Unemployment Compensation	\$25,033.00	.00	\$25,033.00	.00
11-XXX-XXX-260 Workman's Compensation	\$104,001.00	\$104,001.00	.00	.00
11-XXX-XXX-270 Health Benefits	\$1,630,333.00	\$150,381.18	\$1,210,427.93	\$269,523.89
11-XXX-XXX-280 Tuition Reimbursement	\$18,001.00	\$18,001.00	.00	.00
11-XXX-XXX-290 Other Employee Benefits	\$106,102.00	\$22,467.56	\$12,222.53	\$71,411.91
TOTAL	\$2,356,477.00	\$299,213.86	\$1,533,327.34	\$523,935.80
--- Food services ---				
11-000-310-930 Transfers to Cover Deficit (Enterprise)	\$50,002.00	.00	.00	\$50,002.00
TOTAL	\$50,002.00	\$0.00	\$0.00	\$50,002.00
Total Undistributed expenditures	\$7,725,950.00	\$2,076,483.11	\$4,351,979.44	\$1,297,487.45
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$12,342,771.40	\$3,118,849.28	\$7,487,979.18	\$1,735,942.94
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$12,342,771.40	\$3,118,849.28	\$7,487,979.18	\$1,735,942.94

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 4 Month Period Ending 10/31/2009

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
Special education - instruction				
12-310-100-730 Regular Voc.programs	\$5,600.00	.00	\$5,598.00	\$2.00
TOTAL	\$5,600.00	\$0.00	\$5,598.00	\$2.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$5,600.00	\$0.00	\$5,598.00	\$2.00
*** SPECIAL SCHOOLS ***				
--- Post-Secondary Programs - Instruction ---				
13-330-100-(101-105) Salaries of Teachers	\$1,408,527.00	\$392,579.86	\$899,576.36	\$116,370.78
13-330-100-300 Purchased Prof.-Tech Services	\$13,391.00	\$11,280.00	.00	\$2,111.00
13-330-100-500 Other Purchased Services	\$6,820.00	\$778.00	\$213.43	\$5,828.57
13-330-100-610 General Supplies	\$125,130.00	\$50,707.49	\$23,379.11	\$51,043.40
TOTAL	\$1,553,868.00	\$455,345.35	\$923,168.90	\$175,353.75
--- Post-Secondary Programs - Support Services ---				
13-330-200-100 Salaries	\$591,782.00	\$272,562.48	\$306,839.48	\$12,380.04
13-330-200-200 Personal Services-Emp. Benefits	\$643,685.00	\$528,211.79	\$30,129.48	\$85,343.73
13-330-200-500 Other Purchased Services	\$125,198.00	\$42,642.35	\$29,618.55	\$52,937.10
13-330-200-600 Supplies and Materials	\$117,299.00	\$67,523.80	\$32,921.76	\$16,853.44
13-330-200-800 Other Objects	\$7,809.00	\$1,657.00	\$215.00	\$5,937.00
TOTAL	\$1,485,773.00	\$912,597.42	\$399,724.27	\$173,451.31
TOTAL POST-SECONDARY PROGRAMS	\$3,039,641.00	\$1,367,942.77	\$1,322,893.17	\$348,805.06
--- Summer school - Instruction ---				
13-422-100-101 Salaries of teachers	\$59,029.00	\$59,029.00	.00	.00
13-422-100-106 Other salaries for instruction	\$15,597.00	\$15,597.00	.00	.00
13-422-100-610 General supplies	\$4,517.00	\$4,381.40	\$133.60	\$2.00
TOTAL	\$79,143.00	\$79,007.40	\$133.60	\$2.00
--- Summer school - support services ---				
13-422-200-100 Salaries	\$10,197.00	\$10,197.00	.00	.00
13-422-200-200 Personal services - Emp. benefits	\$5,741.00	\$4,243.80	.00	\$1,497.20

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 4 Month Period Ending 10/31/2009

	Appropriations	Expenditures	Encumbrances	Available Balance
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL	\$15,938.00	\$14,440.80	\$0.00	\$1,497.20
TOTAL SUMMER SCHOOL	\$95,081.00	\$93,448.20	\$133.60	\$1,499.20
--- Vocational evening - local - Instruction ---				
13-629-100-101 Salaries of teachers	\$188,000.00	\$47,708.36	\$140,291.64	.00
13-629-1XX-61X General supplies	\$40,949.00	\$9,754.09	\$2,492.86	\$28,702.05
TOTAL	\$228,949.00	\$57,462.45	\$142,784.50	\$28,702.05
--- Vocational evening - local - support services ---				
13-629-2XX-1XX Salaries	\$267,239.00	\$85,258.33	\$165,554.51	\$16,426.16
13-629-2XX-2XX Personal services - Emp. Benefits	\$147,663.00	\$60,784.97	\$5,523.25	\$81,354.78
13-629-2XX-5XX Other purchased services	\$74,113.00	\$6,936.08	\$48,050.00	\$19,126.92
13-629-2XX-6XX Supplies and materials	\$195,555.00	\$13,719.38	\$178,128.65	\$3,706.97
13-629-2XX-8XX Other objects	\$3,004.00	.00	.00	\$3,004.00
TOTAL	\$687,574.00	\$166,698.76	\$397,256.41	\$123,618.83
TOTAL VOCATIONAL EVENING - LOCAL	\$916,523.00	\$224,161.21	\$540,040.91	\$152,320.88
TOTAL SPECIAL SCHOOLS EXPENDITURES	\$4,051,245.00	\$1,685,552.18	\$1,863,067.68	\$502,625.14
TOTAL GENERAL FUND EXPENDITURES	\$16,399,616.40	\$4,804,401.46	\$9,356,644.86	\$2,238,570.08

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

For 4 Month Period Ending 10/31/2009

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

Board Secretary

Date

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

ACCOUNT NUMBER	DESCRIPTION	APPROPRIATION	EXPENDITURE	ENCUMBERANCES	AVAILABLE BALANCE
16-140-100-101	ARRA-ESF SALARIES	\$ 133,871.00	\$ 0.00	\$ 0.00	\$ 133,871.00
17-140-100-101	ARRA-GSF SALARIES	\$ 5,182.00	\$ 0.00	\$ 0.00	\$ 5,182.00

11/5 11:32am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 4 Month Period Ending 10/31/09

ASSETS AND RESOURCES

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

101	Cash in bank		(\$22,248.00)
	Accounts receivable:		
141	Intergovernmental - State	\$11,250.87	
			\$11,250.87
	Other Current Assets		\$3,081.30

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

301	Estimated Revenues	\$1,286,694.50	
302	Less Revenues	(\$284,721.51)	
			\$1,001,972.99
	Total assets and resources		\$994,057.16

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 4 Month Period Ending 10/31/09

LIABILITIES AND FUND EQUITY

--- LIABILITIES ---

481	Deferred revenues	\$14,213.20
		\$14,213.20
	TOTAL LIABILITIES	\$14,213.20

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year	\$559,853.85
601	Appropriations	\$1,286,694.50
602	Less: Expenditures	\$306,850.54
603	Encumbrances	\$559,853.85 (\$866,704.39)
		\$419,990.11
	TOTAL FUND BALANCE	\$979,843.96
	TOTAL LIABILITIES AND FUND EQUITY	\$994,057.16

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 4 Month Period Ending 10/31/09

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$158,767.50	\$125,187.51		\$33,579.99
3XXX	From State Sources	\$652,085.00	\$159,534.00		\$492,551.00
4XXX	From Federal Sources	\$475,842.00	.00		\$475,842.00
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL REVENUE/SOURCES OF FUNDS		\$1,286,694.50	\$284,721.51		\$1,001,972.99
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
LOCAL PROJECTS:		\$158,767.50	\$77,466.53	\$61,962.68	\$19,338.29
STATE PROJECTS:					
	Vocational education	\$155,169.00	\$24,048.75	\$84,793.31	\$46,326.94
	Other special projects	\$496,916.00	\$100,018.84	\$230,766.93	\$166,130.23
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL STATE PROJECTS		\$652,085.00	\$124,067.59	\$315,560.24	\$212,457.17
FEDERAL PROJECTS:					
	NCLB Title I	\$51,480.00	\$7,689.35	\$11,575.42	\$32,215.23
	NCLB Title II - Part A/D	\$13,893.00	\$230.82	\$2,996.91	\$10,665.27
	I.D.E.A. Part B (Handicapped)	\$96,214.00	\$22,003.76	\$44,007.24	\$30,203.00
	NCLB Title IV	\$1,202.00	.00	.00	\$1,202.00
	Vocational Education	\$294,177.00	\$60,675.33	\$123,305.11	\$110,196.56
	Other special projects	\$18,876.00	\$14,717.16	\$446.25	\$3,712.59
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL FEDERAL PROJECTS		\$475,842.00	\$105,316.42	\$182,330.93	\$188,194.65
*** TOTAL EXPENDITURES ***		\$1,286,694.50	\$306,850.54	\$559,853.85	\$419,990.11
		<u> </u>	<u> </u>	<u> </u>	<u> </u>

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

For 4 Month Period Ending 10/31/09

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

Board Secretary

Date

11/5 11:32am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 4 Month Period Ending 10/31/09

ASSETS AND RESOURCES

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

101	Cash in bank		(\$46,051.23)
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$1,065,000.00	
			\$1,065,000.00
	Other Current Assets		\$3,703,529.00

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

301	Estimated Revenues	\$1,065,000.00	
302	Less Revenues	(\$1,267,622.56)	
			(\$202,622.56)
	Total assets and resources		\$4,519,855.21

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 4 Month Period Ending 10/31/09

LIABILITIES AND FUND EQUITY

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year		\$1,234.41
601	Appropriations	\$1,788,425.60	
602	Less : Expenditures	\$97,670.92	
603	Encumbrances	\$1,234.41	(\$98,905.33)
			\$1,689,520.27
	Total Appropriated		\$1,690,754.68

--- Unappropriated ---

770	Fund balance, July 1, 2009	\$3,552,526.13
303	Budgeted Fund Balance	(\$723,425.60)

TOTAL FUND BALANCE

\$4,519,855.21

TOTAL LIABILITIES AND FUND EQUITY

\$4,519,855.21

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 4 Month Period Ending 10/31/09

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$1,065,000.00	\$1,267,622.56		(\$202,622.56)
TOTAL REVENUE/SOURCES OF FUNDS	\$1,065,000.00	\$1,267,622.56		(\$202,622.56)

	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** EXPENDITURES ***				
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-450 Construction services	\$1,788,425.60	\$97,670.92	\$1,234.41	\$1,689,520.27
Total fac.acq.and constr. serv.	\$1,788,425.60	\$97,670.92	\$1,234.41	\$1,689,520.27
TOTAL EXPENDITURES	\$1,788,425.60	\$97,670.92	\$1,234.41	\$1,689,520.27
*** TOTAL EXPENDITURES AND TRANSFERS	\$1,788,425.60	\$97,670.92	\$1,234.41	\$1,689,520.27

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

For 4 Month Period Ending 10/31/09

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

Board Secretary

Date

**Report of the Treasurer
To The Board of Education**

**District of Somerset County Vocational
All Funds
For Month Ended: 10/31/2009**

CASH REPORT

FUNDS	(1)	(2)	(3)	(4)
Governmental Funds	Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	1,000,121.98	1,486,598.97	(1,513,004.51)	973,716.44
ARRA-ESF Fund (16)	14,874.00	14,874.00	-	29,748.00
ARRA-GSF Fund (17)	576.00	576.00	-	1,152.00
Special Revenue Fund (20)	57,135.80	29,394.43	(108,778.23)	(22,248.00)
Capital Project Fund (30)	(46,051.23)	-	-	(46,051.23)
Debt Services Fund (40)	-	-	-	-
Enterprise Fund (61)	78,763.49	-	-	78,763.49
Total Governmental Funds	<u>1,105,420.04</u>	<u>1,531,443.40</u>	<u>(1,621,782.74)</u>	<u>1,015,080.70</u>
Enterprise Fund (60) Cafeteria	72,011.35	14,400.24	(18,644.37)	67,767.22
Payroll Fund (70)	-	635,975.92	(635,975.92)	-
Agency Fund (71)	18.55	401,004.16	(401,022.71)	-
Total Trust & Agency	<u>72,029.90</u>	<u>1,051,380.32</u>	<u>(1,055,643.00)</u>	<u>67,767.22</u>
Grand Total for all Funds	<u>1,161,999.94</u>	<u>2,582,823.72</u>	<u>(2,677,425.74)</u>	<u>1,082,847.92</u>

Prepared and submitted by:

Michelle Fresno
Treasurer of School Monies

10/31/2009
Date

**Bank Reconciliation
for all General Funds
Account #01-1199
October 31, 2009**

General Funds Books:

Beginning Balance	1,105,420.04
Deposits	1,531,443.40
Less: Disbursements	<u>(1,621,782.74)</u>
Ending Balance per Books	<u>1,015,080.70</u>

Bank:

Ending Balance	1,119,770.28
Deposits in Transit	-
Less: Outstanding Checks	<u>(104,723.73)</u>
Check #57469	0.40
Check book fee	<u>33.75</u>
Ending Balance per Bank	<u>1,015,080.70</u>

Outstanding checks
for all General Funds
Account #01-1199
October 31, 2009

Month	Check#	Check Amount	Total
Jul 08	55012	200.00	200.00
	55124	140.00	
Aug 08	55252	29.99	169.99
	55345	292.50	
Sep 08	55441	10.00	302.50
Dec 08	55937	666.00	666.00
	56054	2391.75	
Jan 09			2,391.75
	56279	5.00	
	56284	5.00	
	56288	10.00	
	56301	66.00	
Feb 09	56328	150.00	236.00
	4602	1505.00	
Mar 09	56581	70.00	1,575.00
Apr 09	56783	1.00	1.00
	57107	100.00	
	57235	105.00	
	57328	87.00	
	57331	360.00	
Jun 09			652.00
	57447	20.00	
Jul 09	57448	20.00	40.00
	57506	195.00	
	57620	184.99	
Aug 09			379.99
	57740	270.00	
	57743	10.00	
	57746	222.50	
	57770	320.00	

**Outstanding checks
for all General Funds
Account #01-1199
October 31, 2009**

	57774	5.00	
	57781	207.00	
	57845	361.43	
Sep-09	57858	4079.40	5,475.33
Oct-09	4655	99.25	
	4661	975.00	
	57862	856.00	
	57868	435.00	
	57870	7.25	
	57879	15.00	
	57889	14460.00	
	57905	18.94	
	57908	25895.24	
	57909	2789.75	
	57914	21873.53	
	57925	3723.72	
	57932	259.95	
	57934	700.00	
	57949	127.50	
	57951	41.00	
	57953	2266.57	
	57965	49.60	
	57967	585.65	
	57969	79.94	
	57972	2979.92	
	57974	9.00	
	57981	450.00	
	57986	429.81	
	57988	5370.25	
	57989	50.00	
	57992	455.00	
	58003	554.67	
	58004	29.00	
	58012	297.00	
	58014	797.00	
	58035	384.00	
	58043	25.00	
	58047	1641.00	
	58048	2986.96	
	58061	840.67	
	58063	76.00	92,634.17

Total Outstanding Checks for October 2009

104,723.73

**Bank Reconciliation
for Enterprise Fund(60)
Account #01-1253
October 31, 2009**

Enterprise Fund Books:

Beginning Balance	72,011.35
Deposits	14,400.24
Less: Disbursements	<u>(18,644.37)</u>
Ending Balance per Books	<u><u>67,767.22</u></u>

Bank:

Ending Balance	67,767.22
Deposits in Transit	0.00
Less: Outstanding Checks	<u>0.00</u>
Ending Balance per Bank	<u><u>67,767.22</u></u>

**Bank Reconciliation
for Payroll
Account #19306
October 31, 2009**

Payroll Books:

Beginning Balance	0.00
Deposits	635,975.92
Less: Disbursements	<u>(635,975.92)</u>
Ending Balance per Books	<u><u>0.00</u></u>

Bank:

Ending Balance	81,233.41
Deposits in Transit	0.00
Less: Outstanding Checks	<u>(81,233.41)</u>
Ending Balance per Bank	<u><u>0.00</u></u>

Outstanding checks
for Payroll
Account #19306
October 31, 2009

Month	Check#	Check Amt	Total
May-06	3848	<u>203.76</u>	203.76
Oct-06	5020	<u>89.50</u>	89.50
Nov-06	5202	<u>504.63</u>	504.63
Dec-07	7973	<u>12.93</u>	12.93
Jan-07	5565	<u>74.36</u>	74.36
	6204	160.67	
	6235	2.95	
	6251	175.83	
	6256	72.44	
	6261	57.08	
Mar-07	6267	<u>157.23</u>	626.20
	6787	105.06	
	6983	3,067.86	
Jun-07	7049	<u>1,098.77</u>	4,271.69
Mar-08	8735	<u>1,842.53</u>	1,842.53
May 08	9032	58.19	58.19
	9259	42.03	
Jun 08	9467	<u>122.03</u>	164.06
Dec 08	10345	<u>77.58</u>	77.58
Jan 09	10544	<u>124.34</u>	124.34
Feb 09	10665	<u>112.17</u>	112.17
	11717	145.36	

**Outstanding checks
for Payroll
Account #19306
October 31, 2009**

Jun 09	11738	1,086.90	1,232.26
Oct 09	00012205	2038.6	
	00012211	271	
	00012221	1052.24	
	00012238	952.73	
	00012243	2074.2	
	00012263	1324.62	
	00012274	607.94	
	00012287	321.42	
	12291	2038.59	
	12292	3930.22	
	00012294	1686.11	
	00012295	1746.69	
	00012297	1589.53	
	00012298	3267.61	
	00012300	1214.64	
	00012302	1164.9	
	00012303	223.87	
	00012306	169.64	
	00012308	1058.65	
	00012309	1058.66	
	00012310	1088.34	
	00012311	1080.49	
	00012312	1209.24	
	00012313	1118.47	
	00012314	2182.48	
	00012315	2449.69	
	00012316	2212.62	
	00012317	2100.29	
	00012318	921.64	
	00012320	2077.75	
	00012321	1294.65	
	00012322	440.95	
	00012323	1811.72	
	00012324	2196.31	
	00012325	1154.93	
	00012326	1968.66	
	00012327	1176.11	
	00012328	735.03	
	00012329	1552.62	
	00012330	2171.62	
	00012332	753.32	

Outstanding checks
for Payroll
Account #19306
October 31, 2009

00012333	435.24	
00012334	308.53	
00012335	653.09	
00012337	404.16	
00012338	839.33	
00012339	469.64	
00012340	323.28	
00012343	1950.09	
00012344	336.97	
00012345	455.92	
00012347	896.85	
00012348	400.57	
00012349	475.51	
00012350	261.33	
00012351	410.33	
00012352	313.63	
00012353	321.41	
00012354	452.08	
00012355	1495.32	
00012356	1147.14	71,839.21

Total Outstanding Checks for October 2009

81,233.41

**Bank Reconciliation
for Agency
Account #19311
October 31, 2009**

Agency Books:

Beginning Balance	18.55
Deposits	401,004.16
Less: Disbursements	<u>(401,022.71)</u>
Ending Balance per Books	<u>0.00</u>

Bank:

Bank Ending Balance	99,799.73
Deposits in Transit	-
Less: Outstanding Checks	(13,262.33)
Summer Pay (Sept -Oct 09)	(20,026.86)
ACH	(973.69)
Pension	(65,563.13)
Aflac	<u>26.28</u>
Ending Balance per Bank	<u>(0.00)</u>

Outstanding checks
for Agency
Account #19311
October 31, 2009

Month	Check#	Check Amt	Total
	4454	150.00	
	4460	150.00	
Oct 09	4472	150.00	
	4473	500.00	
	4474	10,779.00	
	4475	150.00	
	4476	150.00	
	4477	1,083.33	
	4478	150.00	13,262.33
	Aflac	(26.28)	
	ACH	973.69	
	Pension	65,563.13	
	Su pay	20,026.86	
Total Outstanding Checks for October 2009			<u>99,799.73</u>

RESOLUTION 2009-10/11-B
SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS
BOARD OF EDUCATION

WHEREAS, this Board of Education is of the opinion that it is in the best interests of the school to adopt a cafeteria plan (IRS Code Section 125 plan); and

WHEREAS, under the plan to be adopted, employees may either receive coverage under the existing medical insurance coverage plan or receive a cash distribution in lieu of such medical insurance coverage; and

WHEREAS, the plan to be adopted is attached hereto in draft form; and

WHEREAS, the plan will not cost the Board any monies above those that it is already obligated to expend,

NOW, THEREFORE, BE IT RESOLVED, by the Somerset County Vocational and Technical Schools Board of Education as follows:

1. That the Somerset County Vocational and Technical Schools Elective Health/Cafeteria Plan, a draft copy being attached hereto, is hereby ratified, approved and confirmed and that the Board President and Board Secretary are authorized and directed to execute the attached plan on behalf of this Board of Education. It is understood that certain adjustments may be required to the attached Plan by the Board's attorney, the IRS or others. The Board hereby authorizes its business administrator and its attorney to make such changes as are acceptable to them provided that the changes do not obligate the Board to make any payments that it is not obligated to make as set forth in the attached Plan, if any.
2. The Board's Business Administrator is hereby authorized to take whatever actions are required to obtain approval of the attached Somerset County Vocational and Technical Schools Elective Health Cafeteria Plan that are required.

PRELIMINARY CAPITAL BUDGET PLAN FORM
SIX-YEAR APPROXIMATION
2010-2015

DEPARTMENTAL DIVISION
IF YOU NEED ASSISTANCE OR HAVE QUESTIONS, PLEASE CONTACT THE BUDGET ACQUISITION SECTION
OF THE DEPARTMENT OF TREASURY, ROOM 200, 100 N. 2ND STREET, PHILADELPHIA, PA 19107-1398
TEL: 215-597-1398 FAX: 215-597-1399

DEPARTMENT NAME	DESCRIPTION	JUSTIFICATION	BASIS OF COST	2010	2011	2012	2013	2014	2015	TOTAL
Vo-tech curbs, walks, paving, concrete	replace, resurface and/or repair for safety and insurance purposes	Somerset County Engineering Department		100,000	100,000	100,000	100,000	100,000	100,000	600,000
Vo-tech district-wide technology	upgrade instructional, safety, security and energy related technologies	Cost estimates submitted as required by law to NJ State Department of Education in the Long Range Facility Plan as prepared by the district's architect/engineers		200,000	200,000	250,000	250,000	250,000	250,000	1,400,000
Vo-tech welding shop renovations and safety related upgrades	renovate and upgrade the existing welding shop to meet current industry and safety standards	Cost estimates submitted as required by law to NJ State Department of Education in the Long Range Facility Plan as prepared by the district's architect/engineers		287,500	0	0	0	0	0	287,500
Vo-tech carpentry shop renovations	renovate existing carpentry shop to accommodate performing arts, electrical, and carpentry program expansions to meet current NJCCCS requirements	Cost estimates submitted as required by law to NJ State Department of Education in the Long Range Facility Plan as prepared by the district's architect/engineers		560,000			0	0	0	560,000
Vo-tech HS/IT addition	new construction to accommodate increased enrollment which exceeds existing functional capacity.	Cost estimates submitted as required by law to NJ State Department of Education in the Long Range Facility Plan as prepared by the district's architect/engineers		595,000	4,890,000	3,516,000	0	0	0	9,001,000
Vo-tech bldg F classroom 1970 HVAC unit replacements	replace 40 year old classroom HVAC units with energy efficient models	Cost estimates submitted as required by law to NJ State Department of Education in the Long Range Facility Plan as prepared by the district's architect/engineers		0	740,000	0	0	0	0	740,000
Vo-tech bldg A and partial gymnasium lower roof replacements	replace 25 year old failing roofing system	Cost estimates submitted as required by law to NJ State Department of Education in the Long Range Facility Plan as prepared by the district's architect/engineers		610,000	0	0	0	0	0	610,000
Vo-tech replace auditorium ceiling and lighting	replace hard suspended damaged plaster system with new acoustical ceiling, modify HVAC ductwork and improve lighting and replace electrical panel	Cost estimates submitted as required by law to NJ State Department of Education in the Long Range Facility Plan as prepared by the district's architect/engineers		1,045,000	0	0	0	0	0	1,045,000
TOTAL:				3,397,500	5,930,000	3,516,000	0	0	0	14,843,500

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION JOB DESCRIPTION

CATEGORY: ADMINISTRATIVE

ADOPTED: July 25, 1988

REVISED:

TITLE: ASSISTANT SUPERINTENDENT FOR INSTRUCTION

CERTIFIED

QUALIFICATIONS:

1. A School Administrator's Certificate or Certificate of Eligibility
2. At least five years successful experience in school administration or equivalent.
3. Experience in curriculum development.
4. A master's degree or higher.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools or designee

SUPERVISES: Supervisor of Curriculum & Instruction, Supervisor of Academics, Curriculum & Instruction Coordinator, and assigned teaching staff members.

JOB GOAL: To assist the Superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services and administer the programs at the High School.

PERFORMANCE RESPONSIBILITIES:

1. Attends Board meetings and prepares such reports for the Board as the Superintendent may request.
2. Assists in the determination of types of programs needed by the schools and makes appropriate recommendations.
3. Reports on the status of district programs and services at the request of the Superintendent.
4. Responsible for program development, curriculum planning and in-service education for the professional staff.
5. Maintain liaison with social, professional, civic, volunteer and other community agencies and groups having an interest in the school.
6. Establishes necessary procedures for referral and cooperative planning with social service agencies, both local and state.
7. Communicates to the Superintendent the requirements and needs of the district as perceived by staff members.
8. Prepares state reports and claims as required.
9. Plays a significant leadership role in fostering professional growth and building of staff morale throughout the district.
10. Assumes all duties and responsibilities of Superintendent in the absence of the superintendent.
11. Solicits and develops new and on-going funding resources for programs.
12. Develops and maintains a sound public relations program within the community, its schools, labor and industry.
13. Responsible for District surveys and research.
14. Responsible for the District safety program.
15. Provides direction to the Joint Agreement between the High School and Raritan Valley Community College.
16. Participates in the evaluation of non-tenure staff members.
17. Assist the Superintendent in developing the District budget.
18. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent.

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

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

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

CATEGORY: ADMINISTRATION

ADOPTED: January 23, 1989
REVISED:

TITLE: ASSISTANT SUPERINTENDENT FOR BUSINESS

CERTIFIED

QUALIFICATIONS:

1. Master's degree in business, public or school administration from an accredited or approved institution.
2. Experience in one of the following; three years of successful teaching experience; or three years of experience as secretary of a board of education or school business administrator (certified).
3. Certified as a School Business Administrator or holds a certificate of eligibility pursuant to N.J.A.C.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools or designee

SUPERVISES: Business Office Staff, Buildings and Grounds Personnel, Cafeteria Personnel and Security

JOB GOAL: To administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available.

PERFORMANCE RESPONSIBILITIES

1. Supervises the financial affairs of the district, including handling of all funds, accounting and reporting procedures and long-range planning.
2. Assists the Superintendent in preparing the budget, and is responsible for budget control in terms of monitoring expenditures in relation to the budget plan. Keeps the Superintendent informed on budget operations.
3. Controls the accounting operations of the school system in accordance with state regulations and procedures; makes cost studies; prepares monthly reports and annual reports; and assists the auditor as needed.
4. Manages all phases of purchasing in accordance with law and school board policy; requisitions, annual supplies bidding, current order purchasing, writing of specifications for bids, deliveries, etc.
5. Assists the Superintendent in formulating long-range capital projections.
6. Serves as a resource person for the staff on the district's employee benefit program.
7. Organizes the general operation of the appraisal, (inventory thru appraisal), custodian of policies, inventories, sale of obsolete equipment.
8. Supervises the maintenance and operation of plant; makes regular and systematic inspections and plans for systematic maintenance and replacement needs.
9. Manages the operation of the food service program, including distribution of surplus commodities.
10. Assists the Superintendent in planning and following up on new construction or alterations; specifications, plans, bids, contracts.
11. Supervises payroll accounting including preparation of payrolls, reports, checks and fringe benefits details including health insurance, pension fund, major-medical insurance, etc.
12. Reviews the operation of the student financial aid program in accordance with state and federal regulations.
13. Serves as a consultant on any grant proposal originating in the district.
14. Interprets the business area of educational programs to the community at large.
15. Manages the district's real estate and insurance programs.
16. Supervises the development of monthly and annual financial reports as required.
17. Supervises computer operations for administrative functions.
18. Consults with Superintendent and other personnel on questions relating to the district's business affairs.
19. Develops job descriptions for new staff positions and coordinates the periodic review and revisions of existing job descriptions.
20. Serves as a member of the district's negotiating team.
21. Coordinates district operations with the Assistant Superintendent for Instruction.
21. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent.

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

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

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION JOB DESCRIPTION

CATEGORY: NON-INSTRUCTIONAL SUPPORT

ADOPTED: :

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

NON-CERTIFIED

QUALIFICATIONS:

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

REPORTS TO: High School Principal or designee

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL: Assists the Director of Career and Technical Education in providing leadership in the development and coordination of Career and Technical Programs and assists the Assistant Principal in the coordination of High School Activities.

PERFORMANCE RESPONSIBILITIES:

1. Prepares PowerPoint for CTE presentations and other appropriate presentations.
2. Revises student handbook.
3. Updates District's homepage on the website.
4. Collects, analyzes and inputs data for federal, state and local reports such as EVVRS, 5-Year CTE Plan and other such required reports.
5. Prepares, submits and maintains grant applications such as YTTW, Perkins, and other grants.
6. Assists in obtaining necessary information for new programs and CTE opportunities.
7. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

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

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

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
JOB DESCRIPTION

CATEGORY: NON INSTRUCTIONAL SUPPORT

ADOPTED:

TITLE: STUDENT SERVICES COORDINATOR

NON CERTIFIED

QUALIFICATIONS:

1. Bachelor's Degree
2. Experience in admissions or student services office.
3. Specialized knowledge of related state and federal regulations.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Student Services or designee

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL: To assist the Director of Student Services in managing the creation, maintenance and security of all academic records and to monitor and maintain compliance with academic policies, procedures and practices.

PERFORMANCE RESPONSIBILITIES:

1. Assists in the preparation, updating, storage and retrieval of all student records.
2. Assists in the implementation of plans and policies to ensure the efficient admissions and scheduling of students.
3. Responsible for collection, entry and maintenance of computerized data within the student information system including attendance, free and reduced lunch status, etc.
4. Prepares and maintains statistical information on demographics, enrollment, and course enrollment.
5. Performs functions to include preparation of class lists, grade reports, and the development and management of the application processes.
6. Knowledge and proficient use of all software utilized in student services.
7. Compiles state reports including ASSA, NJSMART and other state and/or federal reports as required.
8. Coordinate Student Services support staff in the compilation of all state, federal and district reports.
9. Review the work of the Data Processing Specialist as it affects
10. Insure to the accurate preparation of all required attendance and enrollment reports.
11. Provide the Director of Student Services information relevant to the budget of the department.
12. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Twelve-month year. 35 hour week. Salary, calendar and benefits to be established by the Board of Education.

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

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
JOB DESCRIPTION

CATEGORY: NON INSTRUCTIONAL SUPPORT

ADOPTED:

TITLE: SPECIAL PROJECTS COORDINATOR

NON CERTIFIED

QUALIFICATIONS:

1. Bachelor's Degree
2. Five (5) years experience working in a school environment.
3. Strong organizational skills.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Supervisor of Special Projects or designee

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL: Under the direction of the Supervisor of Special Projects performs varied complex and confidential duties relevant to the administration of the division.

PERFORMANCE RESPONSIBILITIES:

1. Assists with the research and writing of funding proposals and grant applications.
2. Processes teacher requests for supplies and equipment and submits requisitions to the Supervisor of Special Projects for approval in a timely and efficient manner.
3. Represents the Supervisor of Special Projects at various meetings in his/her absence.
4. Monitors staff assignments and make recommendations to the Supervisor of Special Projects for improving delivery of services to clients, i.e. preparing agendas for staff meetings.
5. Prepares and monitors budgets for Alternative School, Twilight and Linkages/School Based Programs.
6. Oversees scheduling of appointments and meetings of the Supervisor of Special Projects
7. Processes timecards for Alternative School, Twilight and Linkages/School Based Programs.
8. Processes timecards for Twilight summer program stipends to students.
9. Processes monthly contractual payments to Linkages Agencies.
10. Processes quarterly financial reports for Linkages/School Based Programs to the State of New Jersey.
11. Processes all financial billing for Alternative School sending districts.
12. Processes expenditure reports and quarterly budget reporting to the NJ Department of Human Services, WIB, United Way/ Somerset County, United Way/Central Jersey, Juvenile Justice Commission, Youth Services Commission, etc.
13. Maintains and reconciles the Alternative School petty cash account.
14. Assists students in applying for financial aid for their post-secondary education.
15. Coordinates a wide variety of special projects initiated by the Supervisor of Special Projects.
16. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Twelve-month year. 35 hour week. Salary, calendar and benefits to be established by the Board of Education.

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