

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

Regular Meeting
June 27, 2016

Call to Order

Ms. Catterson called the meeting to order at 5:00 p.m. in the Technology Center with the following board of education members:

Board Members

William Hyncik, Jr., President, absent
Sarah Costa, Vice President, arrived at 5:12 p.m.
Theodore Smith
Stephen Rodzinak
Juan Torres

Also Present:

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

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

Pledge of Allegiance

Approval of Minutes

On motion by Mr. Smith, seconded by Mr. Torres, the minutes of the Regular Meeting and Executive Session held on May 23, 2016 were approved.

Correspondence

- None

Presentations/Recognitions

Student of the Month

- Julia Chen, Academy for Health & Medical Sciences, Grade 10

CTE Stellar Students of the Month

- Agricultural Science – Alex Norz
- Auto Body – Steven Pochick
- Automotive Diesel Technology – Michael Ruperto
- Automotive Diesel Technology – Alexander Alboum
- Cosmetology – Diana Mendoza
- Cosmetology – Danielle Russo
- Carpentry – Sam Korn
- Culinary Arts – Julia Aiello
- Dance – Carly Parauda
- Electrical Construction – Ben Incantalupo
- Graphic Communications – Cassidy Ciancia

- Health Occupations – Sarah Castro
- Integrated Technology Systems – Massimo Allegro
- Law & Public Safety – Ciara Villanueva
- Plumbing – Adam Burnett
- Theater Arts – Ryan Cook
- Welding – Benton Hellwig

Old or Unfinished Business

Construction Projects

- Mr. Kuschyk updated the board on all the construction projects.

Report of the Attorney

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

Committee Reports

- Board of School Estimate (Ms. Costa) - None
- Curriculum/Grants (Mr. Smith) - None
- NJSBA Delegate (Mr. Hyncik) - None
- SCSBA Delegate - None
- SCESC Representative (Mr. Smith) - None
- SCJIF Commissioner (Ms. Catterson) - SCJIF Safety Award 1st Place Award (fourth consecutive year) - \$1,000.00 which will be used for safety related equipment for the Buildings and Grounds employees.

School Communications Report

- Mr. Wallace showed the video of Proud to Be an American Day which Andrew Eberhardt took with the drone. Dr. Harttraft thanked Ed Graf for organizing this great event. Mr. Graf presented Dr. Harttraft with an award from the American Legion, Union Chapter.

Superintendent's Report

On recommendation of Ms. Fittipaldi and motion by Mr. Torres, seconded by Mr. Smith and on roll call vote, the Board of Education invoked the Doctrine of Necessity.

WHEREAS, the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) was enacted by the New Jersey State Legislature to ensure and preserve public confidence in school board members and school administrators and to provide specific ethical standards to guide their conduct; and

WHEREAS, the School Ethics Commission has provided guidance in Public Advisory Opinion A03-98, regarding how a Board should invoke the Doctrine of Necessity when a quorum of a board of education has conflicts of interest on a matter required to be voted upon; and

WHEREAS, the opinion set forth that, when it is necessary for a Board to invoke the Doctrine of Necessity, the Board should state publicly that it is doing so, the reason that such action is necessary and the specific nature of the conflicts of interest; and

WHEREAS, in keeping with the Legislative purpose as set forth in N.J.S.A. 18A:12-22(a), the School Ethics Commission views public disclosure of conflicts of interest to be paramount when it is necessary to invoke the Doctrine of Necessity;

NOW THEREFORE BE IT RESOLVED that the Somerset County Vocational School District Board of Education hereby invokes the Doctrine of Necessity for the reason of an immediate family member and relative working in another school district and that it must do so because of the conflicts of interest for board members, Theodore Smith and Juan Torres who have a conflict due to immediate family member and relative working in another school district; and

BE IT FURTHER RESOLVED that the Somerset County Vocational School District Board of Education is herewith meeting the requirement to read the resolution at a regularly scheduled public meeting, will post it where it post public notices for 30 days and will provide the School Ethics Commission with a copy of the resolution as required by the Director of the School Ethics Commission.

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

On recommendation of Dr. Harttraft and motion by Mr. Torres, seconded by Mr. Rodzinak and on roll call vote, agenda items A and B as follows:

- A. SCVTEA Negotiations – Memorandum of Understanding 2015-16, 2016-17 and 2017-18 School Years
The Board of Education approved and ratified the Memorandum of Understanding between the SCVTEA for the 2015-16, 2016-17 and 2017-18 school years.
- B. SCVTEA Salary Guides – 2015-16, 2016-17 and 2017-18 School Years
The Board of Education approved the SCVTEA salary guides for the 2015-16, 2016-17 and 2017-18 school years as they appear on Addendum #1.

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

On recommendation of Dr. Harttraft and motion by Mr. Torres, seconded by Mr. Rodzinak and on roll call vote, agenda items C through M as follows:

- C. Instructional Salaries – 2015-16 and 2016-17 School Years
In accordance with the SCVTEA Salary Guides previously approved, the Board of Education approved instructional salaries for the 2015-16 and 2016-17 school years as listed on Addendum #2.
- D. Support Staff Salaries – 2015-16 and 2016-17 School Years
In accordance with the SCVTEA Salary Guides previously approved, the Board of Education approved support staff salaries for the 2015-16 and 2016-17 school years as listed on Addendum #3.
- E. Buildings and Grounds Salaries – 2015-16 and 2016-17 School Years
In accordance with the SCVTEA Negotiations Memorandum of Understanding 2015-16, 2016-17 and 2017-18 school years previously approved, the Board of Education approved Buildings and Grounds Salaries for the 2015-16 and 2016-17 school years as listed on Addendum #4.
- F. 2015-16 Part-Time Hourly Instructional Aides – Salary Adjustments
The Board of Education approved salary adjustments for the 2015-16 school year as follows:

Evangeline Byrd	\$27.21/hour
Kathleen Caola	\$27.21/hour
J. Anthony Kennette	\$27.21/hour
Brooke Michalak	\$27.21/hour
Catherine Quinn	\$27.21/hour

G. 2015-16 Temporary & Leave Replacement Personnel – Salary Adjustments

The Board of Education approved salary adjustments for the 2015-16 school year as follows:

Lauren Cicale (3/1/16-5/31/16)	Step 1/B	\$57,469.00*
Sarah Ferreira (1/4/16-6/22/16)	Step 1/B	\$57,469.00*
Christopher Roman (1/4/16-1/29/16)	Step 1/B	\$57,469.00*
Keith Johnson	N/A	\$ 27.21/hour

*Prorated

H. Employment of Part-Time Hourly Personnel – 2015-16 School Year

The Board of Education approved employment of the following part-time personnel for the 2015-16 school year:

High School

Andrew Coslit	Algebra II (1 period/week/10 days)	\$ 46.42/hour	(11-140-100-101-03-0002)
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I. Employment of Part-Time Hourly Personnel – Summer 2016

The Board of Education approved employment of the following part-time personnel for summer 2016:

High School

Susan Alija	Guidance Counselor (5 days)	\$292.22/diem	(11-000-218-104-05-0001)
Maureen Lawler	Guidance Counselor (5 days)	\$411.50/diem	(11-000-218-104-05-0001)
Karen Winfield	Guidance Counselor (5 days)	\$354.85/diem	(11-000-218-104-05-0001)
Maria Santiago	LDT/C (5 days)	\$372.70/diem	(11-000-219-104-05-0001)
Christopher Miller	Staff Development Leader (80 hours)	\$ 35.00/hour	(11-000-223-102-03-0000)
	Curriculum Writing-English (10 hours)	\$ 35.00/hour	(11-000-221-104-04-0001)
Johanna Scholl	Staff Development Leader (80 hours)	\$ 35.00/hour	(11-000-223-102-03-0000)
	Curriculum Writing-Science (35 hours)	\$ 35.00/hour	(11-000-221-104-04-0001)
Daniel Dalfonzo	Curriculum/Program Set-up MEAM (60 hours)	\$ 35.00/hour	(11-000-221-104-04-0001) (11-310-100-101-11-0002)
Denise Gotti	Curriculum Writing-Science (10 hours)	\$ 35.00/hour	(11-000-221-104-04-0001)
Julie Francis	Curriculum Writing-Cosmetology (15 hours)	\$ 35.00/hour	(11-000-221-104-04-0001)
Janet Blue	Curriculum Writing-Cosmetology (15 hours)	\$ 35.00/hour	(11-000-221-104-04-0001)
Shannon Melick	Curriculum Writing-Science (10 hours)	\$ 35.00/hour	(11-000-221-104-04-0001)
Andrew Coslit	Curriculum Writing-Mathematics (15 hours)	\$ 35.00/hour	(11-000-221-104-04-0001)
Brendan Downey	Curriculum Writing-English (10 hours)	\$ 35.00/hour	(11-000-221-104-04-0001)
Matthew Dolegiewitz	Curriculum Writing-Mathematics (15 hours)	\$ 35.00/hour	(11-000-221-104-04-0001)
Janeen Sortor	Curriculum Writing-Mathematics (15 hours)	\$ 35.00/hour	(11-000-221-104-04-0001)
Deborah Gichan	Curriculum Writing-Photography (10 hours)	\$ 35.00/hour	(11-000-221-104-04-0001)

Joseph Mancuso	Curriculum Writing–Theater Arts (80 hours)	\$ 35.00/hour	(11-000-221-104-04-0001)
Alison Mingle	Curriculum Writing–Music Vocal (30 hours)	\$ 35.00/hour	(11-000-221-104-04-0001)
Paul O'Connor	Curriculum Writing–Theater Arts (10 hours)	\$ 35.00/hour	(11-000-221-104-04-0001)
Mary Lynne McAnally	Curriculum Writing–Dance (35 hours)	\$ 35.00/hour	(11-000-221-104-04-0001)
Robert Carrig	Curriculum Writing–Social Studies (10 hours)	\$ 35.00/hour	(11-000-221-104-04-0001)
M. Cristina Perrone	Curriculum Writing–English (10 hours)	\$ 35.00/hour	(11-000-221-104-04-0001)
Mark Mastrobattista	Curriculum Writing–Culinary Arts (30 hours)	\$ 35.00/hour	(11-000-221-104-04-0001)
Michele Krause	Curriculum Writing–Option 2 (10 hours)	\$ 35.00/hour	(11-000-221-104-04-0001)
JaLisa Williamson	Pupil Services Assistance/ Student Contracts(30 hours)	\$ 27.21/hour	(11-000-219-105-05-0001)
Pratima Patil	Anatomy & Physiology Tutor (10 hours)	\$ 41.00/hour	(11-310-100-101-60-0000)
Janeen Sortor	Tutoring (20 hours)	\$ 41.00/hour	(11-310-100-101-05-0001)
Laurie Reader	Tech Lighting/Inventory/Repair/ Setup (210 hours)	\$ 38.33/hour	(11-310-100-101-10-0000)
Bonnie Jean Grube	Tech Assistance Repair/Setup (45 hours)	\$ 21.00/hour	(11-310-100-101-10-0000)
Robert Wolfe	Production Assistance Inventory/ Cleanup Organization (30 hours)	\$ 31.19/hour	(11-310-100-101-10-0000)
Peggy Prezioso	Curriculum/District Nursing Services Plan (30 hours)	\$ 35.00/hour	(11-000-213-100-05-0001)

J. 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

Christopher Lemongelli	Child Study Team Case Manager for Social Assessments (School Social Worker)	\$491.30/assessment (approx. 3-6 assessments annually)
	Special Education – IEPs	(11-000-219-104-05-0001)
Nzinga Basir	(Temporary) Recruiter/Promotor MEAM Program (County Vocational School District Partnership Grant) (July, August, September, October)	\$425.00/month (20-335-200-100-24-0000)
James Strickhart	(Temporary) Recruiter/Promotor MEAM Program (County Vocational School District Partnership Grant) (July, August, September, October)	\$425.00/month (11-000-219-104-05-0001)
<u>District (July 1, 2016 through June 30, 2017)</u>		
Teresa Morelli	Affirmative Action Officer	\$772.95/month (11-000-230-100-08-0001)
Elaine Howe	Emergency Preparedness Management Chair	\$198.40/month (11-000-266-100-02-0000)

High School – July 1, 2016 - June 30, 2017

		<u>Summer 2016</u>	<u>2016-17 SY</u>
M. Cristina Perrone	Basic Skills – Language Arts Literacy	\$ 43.89/hour	\$ 45.15/hour
Victoria Fulmer	Basic Skills – Language Arts Literacy	\$ 39.25/hour	\$ 40.54/hour
Brendan Downey	Basic Skills - Language Arts Literacy	\$ 38.73/hour	\$ 39.45/hour
Matthew Dolegiewitz	Basic Skills – Mathematics Literacy	\$ 39.25/hour	\$ 40.54/hour

Janeen Sortor	Basic Skills – Mathematics Literacy	\$ 47.70/hour	\$ 48.98/hour
Jeffrey Donaldson	Basic Skills – Mathematics Literacy	\$ 41.92/hour	\$ 42.65/hour
Bryant Jefopoulos	Basic Skills – Mathematics Literacy	\$ 38.73/hour	\$ 39.45/hour
(Title I – Maximum funding \$14,000.00 combined – 20-231-100-101-23-8001)			
<u>School Based Program</u>			
Moysey Averbukh	Bus Driver (27 hours)	\$ 19.00/hour	(20-432-200-104-21-0000)
Roberta Snead	Substitute Bus Driver	\$ 19.00/hour	(20-432-200-104-21-0000)

K. Extra-Curricular Appointments – 2016-17 School Year

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

Matthew Poznanski	9 th Grade Class Advisor	\$2,476.00
	Early Morning Duty Monitor-Substitute	\$ 16.00/day
Shannon Melick	10 th Grade Class Advisor	\$2,476.00
Peggy Prezioso	11 th Grade Class Co-Advisor	\$1,361.00
	Early Morning Duty Monitor	\$ 16.00/day
	After Hours Detention Monitor	\$ 41.00/day
Maura Gillooly	11 th Grade Class Co-Advisor	\$1,361.00
Julie Francis	12 th Grade Class Advisor	\$2,722.00
JaLisa Williamson	Cheerleading Coach	\$1,651.00
	After Hours Detention Monitor	\$ 41.00/hour
Joseph Mancuso	Drama Coach	\$3,298.00
Sheila Buttermore	Drama Coach	\$3,298.00
Erik Fargo	FFA Advisor	\$2,611.00
Kim Vasaturo	HOSA Advisor	\$2,476.00
Bryant Jefopoulos	National Honor Society Advisor	\$1,485.00
Amy Patryn	National Technical Honor Society Co-Advisor	\$ 742.50
Susan Santiago	National Technical Honor Society Co-Advisor	\$ 742.50
Stephen Boettger	Safety Committee Chairperson (shared position)	\$ 728.00
Michael McClain	Safety Committee Chairperson (shared position)	\$ 728.00
	Skills USA Co-Advisor	\$3,200.00
	Varsity Boys' Basketball Coach	\$4,619.00
Pratima Patil	Skills USA Co-Advisor	\$3,200.00
Michelle Fresco	Skills USA Co-Advisor	\$3,200.00
James Strickhart	Skills USA Co-Advisor	\$3,200.00
	Varsity Boys' Baseball Coach	\$4,619.00
	JV Boys' Soccer Coach	\$2,971.00
Meghan O'Reilly	JV Girls' Basketball Coach	\$2,971.00
Jeffrey Donaldson	Varsity Girls' Soccer Coach	\$4,619.00
John O'Neill	Varsity Girls' Softball Coach	\$4,619.00
John Heinbach	Varsity Boys' Soccer Coach	\$4,619.00
Kristen McNerney	JV Girls' Softball Coach	\$2,971.00
Maura Gillooly	Varsity Girls' Basketball Coach	\$4,619.00
	JV Girls' Soccer Coach	\$2,971.00
Denise Gotti	Rotary Interact Advisor	\$1,485.00
Patricia Morales	Early Morning Duty Monitor	\$ 16.00/day
Robert Setlock	Early Morning Duty Monitor	\$ 16.00/hour
Jaime Morales	Early Morning Duty Monitor	\$ 16.00/day
	After Hours Detention Monitor (Saturday's)	\$ 41.00/hour
Karen Morlock	Early Morning Duty Monitor	\$ 16.00/day
Rob Carrig	Early Morning Duty Monitor	\$ 16.00/day
	After Hours Detention Monitor	\$ 41.00/day
Victoria Fulmer	After Hours Detention Monitor	\$ 41.00/hour
Virginia Fanelli	After Hours Detention Monitor (Saturday)	\$ 41.00/hour

Rachel Kinlan	Early Morning Duty Monitor-Substitute	\$ 16.00/day
Mary Lynne McAnally	Early Morning Duty Monitor-Substitute	\$ 16.00/day

L. Summer Arts Enrichment Programs – Guest Artist

The Board of Education approved the following guest artist:

Hillary Marie Michael Tap Intensive \$ 500.00/stipend

M. Professional Seminars/Workshops/Travel Reimbursements

The Board of Education approved requests for district staff and Board of Education members to attend professional seminars, workshops and travel reimbursements as they appear on Addendum #5.

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

N. Travel Expenses/Reimbursements – NJ School Boards Association Workshop – October 25-27, 2016

On recommendation of Dr. Harttraft and motion by Mr. Smith, seconded by Mr. Torres and on roll call vote, the Board of Education approved travel expenses/reimbursements for Mr. William Hyncik during his attendance at the NJ School Boards Association Workshop in Atlantic City, NJ as follows:

Hotel - \$194.00 Meals - \$160.00 Parking - \$20.00 Tolls - \$16.00 Mileage - \$67.27

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

O. Travel Expenses/Reimbursements – NJ School Boards Association Workshop – October 25-27, 2016

On recommendation of Dr. Harttraft and motion by Mr. Rodzinak, seconded by Mr. Torres and on roll call vote, the Board of Education approved travel expenses/reimbursements for Mr. Theodore Smith during his attendance at the NJ School Boards Association Workshop in Atlantic City, NJ as follows:

Hotel - \$194.00 Meals - \$160.00 Parking - \$20.00 Tolls - \$16.00 Mileage - \$69.63

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

P. Travel Expenses/Reimbursements – NJ School Boards Association Workshop – October 25-27, 2016

On recommendation of Dr. Harttraft and motion by Mr. Rodzinak, seconded by Mr. Smith and on roll call vote, the Board of Education approved travel expenses/reimbursements for Ms. Sarah Costa during her attendance at the NJ School Boards Association Workshop in Atlantic City, NJ as follows:

Hotel - \$194.00 Meals - \$160.00 Parking - \$20.00 Tolls - \$16.00 Mileage - \$74.34

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

- Q. Travel Expenses/Reimbursements – NJ School Boards Association Workshop – October 25-27, 2016
On recommendation of Dr. Harttraft and motion by Mr. Smith, seconded by Ms. Costa and on roll call vote, the Board of Education approved travel expenses/reimbursements for Mr. Stephen Rodzinak during his attendance at the NJ School Boards Association Workshop in Atlantic City, NJ as follows:

Hotel - \$194.00 Meals - \$160.00 Parking - \$20.00 Tolls - \$16.00 Mileage - \$72.36

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

- R. Travel Expenses/Reimbursements – NJ School Boards Association Workshop – October 25-27, 2016
On recommendation of Dr. Harttraft and motion by Mr. Rodzinak, seconded by Mr. Smith and on roll call vote, the Board of Education approved travel expenses/reimbursements for Mr. Juan Torres during his attendance at the NJ School Boards Association Workshop in Atlantic City, NJ as follows:

Hotel - \$194.00

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

- S. Home Instruction

On recommendation of Dr. Harttraft and motion by Mr. Torres, seconded by Mr. Rodzinak and on roll call vote, the Board of Education extended home instruction to student ID#999003072. Instruction will be provided June 6, 2016 through the end of the school year at ten (10) hours per week/two (2) hours per day. Instruction will be provided by St. Clare's Health System (June 6-7, 2016 at a rate of \$41.00/hour). Instruction will be provided by Silvergate Prep, Bridgewater, NJ (June 9, 2016 through the end of the school year at a rate of \$41.00/hour).

The Board of Education extended home instruction to student ID#999004147. Instruction will be provided through the end of the school year at six (6) hours per week.

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

The Board of Education approved home instruction to student ID#999003072.

Bedside instruction will be provided by Four Winds Hospital, Katonah, NY from February 29, 2016 through March 31, 2016 and April 4, 2016 through April 18, 2016. Instruction will be provided for 10 hours per week at \$32.23 per hour.

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

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

T. Revised Job Descriptions

The Board of Education approved the following revised job descriptions as they appear on Addendum #6.
 Special Education Teacher (formerly Teacher of the Handicapped-Academic Subjects)
 Security Officer (formerly Security Guard)

U. Revised Board Policies – First Reading

The Board of Education approved the following revised board policies at this first reading as they appear on Addendum #7:

1140 – Affirmative Action Program
 1523 – Comprehensive Equity Plan
 1530 – Equal Employment Opportunities
 1530/R – Equal Employment Opportunity Complaint Procedure
 1550 – Affirmative Action Program for Employment and Contract Practices
 2200/R2200 – Curriculum Content
 2260 – Affirmative Action Program for School and Classroom Practices
 2411/R2411 – Guidance Counseling
 2423/R2423 – Bilingual and ESL Education
 2610 – Educational Program Evaluation
 2622 – Student Assessment
 5750 – Equal Educational Opportunity
 5755 – Equity in Educational Programs and Services

V. Application for Funds

The Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its June 27, 2016 meeting authorized application for funds for the following:

NJ Department of Education	Career and Technical Education Organization	\$146,500.00
	CTSO Grant Program Year 4 of 4 (NJ SkillsUSA)	
	(September 1, 2016-August 31, 2017)	

W. Acceptance of Funds

The Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its June 27, 2016 meeting authorized acceptance of funds for the following:

Somerset County Department of Human Services	Twilight Program (Summer 2016)	\$100,776.00
NJ Department of Children and Families	School Based Program	\$346,477.00

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Costa	X	
Mr. Hyncik	absent	
Mr. Rodzinak	X	
Mr. Torres	abstain from item V	

X. Harassment, Intimidation and Bullying Investigation Report

On recommendation of Dr. Harttraft and motion by Mr. Torres, seconded by Mr. Rodzinak and on roll call vote, the Board of Education acknowledged receipt of the HIB Investigation Report for the period May 23 through June 25, 2016.

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

Y. Superintendent's Update

- HIB – One case for the month of June referred; determined to be a student conflict. Year to date totals are 3 confirmed HIB and 3 conflicts
- School bus emergency drill was safely conducted on June 17th at SCVTS for Route #6333 by Bus Company D&L. It was overseen by school staff members, J. Morales and S. Santiago.
- MEAM update - During the month of June two parent orientation meetings were held. Both sessions had an excellent turnout. To date, our enrollment for the program is 16 students, we expect to recruit another 6 or 7 students over the summer. Curriculum development is underway with MEAM teacher and RVCC staff.
- On May 25th the NJ School Boards Association acknowledged and honored two of our board members for their board membership milestone and their commitment to education. Mr. Theodore Smith was acknowledged for his 20 year membership on the SCVTS Board. Mr. William Hyncik was honored for his 25 years as a board member initially on the Montgomery School Board and more recently on our SCVTS board. Board member, Juan Torres attended the ceremony along with Raelene Catterson, board secretary and the superintendent.
- This year our school held its first fundraising golf outing to benefit the SkillsUSA program. \$4,400 dollars was donated to cover costs for those competing in Louisville and the requisite chaperones.
- Hand-out information regarding the Theater Arts seniors and their post-secondary plans indicated that twelve students amassed \$3,208,000 dollars in scholarship money. They will apply \$624,000 dollars to the colleges of their choice.
- In addition to our graduation which occurred on June 22nd, at which time 168 seniors graduated, the TOPS program held its closing ceremonies for approximately 22 students.
- The Academy for Health and Medical Sciences held their culminating event at J & J on June 16th, at which time 6 teams of students presented their "real life" problem solving technology solutions after weeks of working with mentors from Janseen Pharmaceuticals.
- Plans are being developed over the summer for an active shooter drill that will be conducted at our school in the beginning of the school year. This first drill will be conducted without student participants. It is a collaborative activity which includes the Somerset County Prosecutor and Sheriff Office, Bridgewater Police Department and various local first responders.

Submission of Bills – June 2016

The Board of Education approved the bills list for June 2016 which was included in the board packet and is attached to the regular meeting minutes.

Fund 10	\$1,263,759.98
Fund 20	\$ 115,910.66
Fund 30	\$ 579,223.22
Fund 60	\$ 13,882.50
Fund 90	<u>\$ 379,742.02</u>
Total	\$2,352,518.38

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

Report of the School Business Administrator/Board Secretary

A. Reports A-148 and A-149 – May 2016

On motion by Mr. Rodzinak, seconded by Mr. Torres 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 May 2016 and the Treasurer of School Monies for the month of May 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 #8)

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

On motion by Mr. Rodzinak, seconded by Mr. Smith and on roll call vote, agenda items B through E as follows:

B. Bills List and Payroll – June 30, 2016

On recommendation of the auditor, the Board of Education authorized the School Business Administrator to create a supplemental bills list and payroll dated June 30, 2016.

C. Budget Transfers – 2015-16 School Year

The Board of Education approved the budget transfers for the 2015-16 school year as they appear on Addendum #9.

D. Transfer of Current Year Surplus to Reserve – 2015-16 School Year

WHEREAS, NJSA 6A:23A-14.4 et. seq. permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Somerset County Vocational Board of Education wishes to deposit anticipated current year surplus into a Maintenance Reserve account at year end, and

WHEREAS, the Somerset County Vocational Board of Education has determined that up to \$250,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Somerset County Vocational Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- E. Award Purchases in Excess of Bid Threshold in Compliance with NJSA 18A:18A – 2015-16 School Year
The Board of Education awarded the following purchases in excess of the bid threshold for the 2015-16 school year which are year to date amounts and in compliance with law.

E&A Restaurant Supply	Perkins Equipment	Bid	\$ 41,040.00
Nickerson Corporation	Facility Upgrades	MRESC Co-Op	\$236,522.00
	<u>Roll Call</u>	<u>Yes</u> <u>No</u>	
	Mr. Smith	X	
	Ms. Costa	X	
	Mr. Hyncik	absent	
	Mr. Rodzinak	X	
	Mr. Torres	X	

On motion by Mr. Rodzinak, seconded by Mr. Smith and on roll call vote, agenda items F through J as follows:

- F. Authorization of Petty Cash Accounts – 2016-17 School Year
The Board of Education approved the establishment of petty cash accounts for the 2016-17 school year in the amount of \$400 for the district office; \$800 for the high school office; and \$2,000 for the performing arts department,
- G. Check Signature Authorization
The Board of Education authorized the following to sign all checks and pay all bills from these accounts when properly audited beginning July 1, 2016.

Operating #000011199	Board of Education President
	Treasurer of School Monies
	School Business Administrator
Payroll #019306	Treasurer of School Monies
Agency #019311	Treasurer of School Monies
Cafeteria #011253	Superintendent
	School Business Administrator
High School (Visa/MC) #000019593	Superintendent
	School Business Administrator
Scholarship #210100656	Superintendent
	School Business Administrator
Student Activity #000061043	Superintendent
	School Business Administrator
Flexible Spending #1101035189	Treasurer of School Monies
Summer Savings #1101036028	School Business Administrator
	Bookkeeper/Accountant (Payroll)
Foundation	Superintendent
	School Business Administrator

- H. Vision Service Plan – 2016-17 School Year
The Board of Education renewed its agreement with VSP (Vision Service Plan) to provide vision coverage from July 1, 2016 through June 30, 2017 at a rate of \$20.25 per employee/month.
- I. Cafeteria Price List – 2016-17 School Year
The Board of Education approved the cafeteria price list for the 2016-17 school year as it appears on Addendum #10.

J. Report of Awarded Contracts – 2016-17 School Year

Pursuant to PL 2015, Chapter 47 the Board of Education intends to renew, award or permit to expire the contracts previously awarded by the Board of Education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18 et. seq., NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200. (See Addendum #11)

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

On motion by Mr. Rodzinak, seconded by Mr. Smith and on roll call vote, agenda items K through Q as follows:

K. Custodial Cleaning Services Contract – 2016-17 School Year

The Board of Education approved year two (2) of a two (2) year contract for Custodial Cleaning Services to Pritchard Industries, Inc. in the amount of \$388,056.48 as per the terms and conditions.

L. Cooperative Purchasing Agreements – 2016-17 School Year

The Board of Education authorized continued membership for a Cooperative Pricing System for the 2016-17 school year with the following:

The Educational Services Commission of New Jersey
Hunterdon County Educational Services Commission

M. Maintenance Contract Agreements – 2016-17 School Year

The Board of Education approved the maintenance contract agreements for the 2016-17 school year effective July 1, 2016 through June 30, 2017 as they appear on Addendum #12.

N. Technology/Contract Maintenance Software Agreements

The Board of Education approved the technology/contract maintenance software agreements for the 2016-17 school year effective July 1, 2016 through June 30, 2017 as they appear on Addendum #13.

O. Purchase of Goods and Services/Qualified Purchasing Agent – 2016-17 School Year

The Board of Education appointed Ms. Raelene Catterson, School Business Administrator as the Qualified Purchasing Agent and adopted the following resolution for the 2016-17 Purchase of Goods and Services/Qualified Purchasing as follows:

WHEREAS, NJSA 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter; and

WHEREAS, NJSA 18A:18A-3 provides that contracts, awarded by the qualified purchasing agent that do not exceed in the aggregate in a contract year the bid threshold of \$40,000 may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution; and

WHEREAS, NJSA 18A:18A-37.c. provides that all contracts that are in the aggregate less than 15% of the bid threshold of \$6,000 may be awarded by the qualified purchasing agent without soliciting competitive quotations if so authorized by board resolution; and

WHEREAS, NJSA 18A:18A-10 provides that a board of education may purchase without advertising for vendors pursuant to the Federal Supply Schedules of the General Services Administration as permitted by the “Federal Acquisition Streamlining Act of 1994” and federal regulations adopted thereunder; and

NOW, THEREFORE, BE IT RESOLVED that the Somerset County Vocational Board of Education pursuant to the statutes cited above hereby appoints the School Business Administrator as its duly authorized purchasing agent and is duly assigned the authority of the Somerset County Vocational Board of Education; and

BE IT FURTHER RESOLVED, that the School Business Administrator is hereby authorized to see competitive quotations, when applicable and practicable, before awarding contracts when contracts in the aggregate exceed 15% of the bid threshold of \$6,000 but less than the bid threshold of \$40,000; and

BE IT FURTHER RESOLVED, that pursuant to NJSA 18A:18A-10 that the School Business Administrator is authorized to purchase goods and services pursuant to the following: a contract or contracts for such goods or services entered into on behalf of the State by the New Jersey Division of Purchase and Property, and the Federal Supply Schedules of the General Services Administration, as permitted by the “Federal Acquisition Streamlining Act of 1994” and federal regulations adopted thereunder, as promulgated by the Director of the Division of Purchasing and Property in the Department of Treasury.

P. Public Agency Compliance Officer (PACO) – 2016-17 School Year

The Board of Education appointed the School Business Administrator/Board Secretary as the Public Agency Compliance Officer (PACO) for the 2016-17 school year as required annually by law.

Q. Open Public Records Act (OPRA) Officer – 2016-17 School Year

The Board of Education appointed the School Business Administrator/Board Secretary as the primary custodian of records and the Superintendent as the secondary custodian of records for the 2016-17 school year.

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

New Business

- The district received the Governor’s Occupational Safety and Health Award on behalf of the NJ State Industrial Safety Committee. The Citation of Merit Award is for the achievement in the prevention of occupation injuries during calendar year 2015.

Next Meeting

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

July 25, 2016

5:00 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

Remarks from the Public

- Mr. Coslit thanked the board of education for working together to reach a settlement with the SCVTEA.

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 SBA contract, exempt staff salaries, SCVTEA negotiations, PSA negotiations and 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 Mr. Rodzinak, seconded by Mr. Torres and on roll call vote, the Board of Education went into closed session at 5:49 p.m.

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

Open Session

On motion by Mr. Rodzinak, seconded by Mr. Smith and on roll call vote, the Board of Education went into open session at 6:05 p.m.

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

Exempt Staff Salaries – 2016-17 School Year

On recommendation of Dr. Hartraft and motion by Mr. Rodzinak, seconded by Mr. Smith and on roll call vote, the Board of Education approved the salaries of exempt personnel for the 2016-17 school year as listed below:

<u>Name</u>	<u>2016-17 Salary</u>
Stephen Boettger	\$ 65,415.54
Andrew Eberhardt	\$111,147.36
Michelle Fresco	\$ 63,738.33
Karen Gleeson	\$ 50,987.58
Valerie Hart	\$ 85,218.66
Elaine Howe	\$ 68,057.37
Carene Jegou	\$ 82,984.07
Michael Kuschyk	\$ 97,969.93
Michele Sartori	\$ 67,217.96
Duane Wallace	\$ 92,819.58

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

PSA Renegotiated Memorandum of Understanding – 2016-16, 2016-17 and 2017-18 SY

On recommendation of Dr. Harttraft and motion by Mr. Rodzinak, seconded by Mr. Smith and on roll call vote, the Board of Education approved and ratified the Renegotiated Memorandum of Understanding between the Principal and Supervisors Association for the 2015-16, 2016-17 and 2017-18 school years.

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

Employment Contract – School Business Administrator/Board Secretary – 2016-17 SY

On recommendation of Dr. Harttraft and motion by Mr. Rodzinak, seconded by Mr. Smith and on roll call vote, the Board of Education approved the annual employment contract and salary in the amount of \$121,000 for Ms. Raelene Catterson for the period July 1, 2016 through June 30, 2017 as reviewed and approved by the Executive County Superintendent.

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

Adjournment

On motion by Mr. Smith, seconded by Mr. Rodzinak and passed, the meeting adjourned at 6:07 p.m.

Raelene Catterson
Business Administrator/Board Secretary

SALARY GUIDE - INSTRUCTIONAL STAFF

2015-16 SY

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YEAR 1**2015-16****Somerset County VoTech****Salary Guide****Step****A****B****C****D**

1	53,969	57,469	59,219	60,969
2-3	54,219	57,719	59,469	61,219
4-5	54,459	57,959	59,709	61,459
6-7	54,704	58,204	59,954	61,704
8-9	54,954	58,454	60,204	61,954
10-11	56,104	59,604	61,354	63,104
12-13	57,884	61,384	63,134	64,884
14-15	59,664	63,164	64,914	66,664
16	61,444	64,944	66,694	68,444
17	63,224	66,724	68,474	70,224
18	64,994	68,494	70,244	71,994
19	66,784	70,284	72,034	73,784
20	68,564	72,064	73,814	75,564
21	70,344	73,844	75,594	77,344
22	71,884	75,384	77,134	78,884
23	73,424	76,924	78,674	80,424
24	74,964	78,464	80,214	81,964
25-26	77,049	80,549	82,299	84,049
27	79,134	82,634	84,384	86,134
28	81,219	84,719	86,469	88,219
29	83,304	86,804	88,554	90,304
30	85,389	88,889	90,639	92,389
31	87,474	90,974	92,724	94,474
32	89,559	93,059	94,809	96,559
33	91,644	95,144	96,894	98,644

SALARY GUIDE - INSTRUCTIONAL STAFF
2016-17 SY

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YEAR 2
2016-17 **Somerset County VoTech**

Salary Guide Step	A	B	C	D
1-2	54,979	58,479	60,229	61,979
3-4	55,229	58,729	60,479	62,229
5-6	55,479	58,979	60,729	62,479
7-8	55,734	59,234	60,984	62,734
9-10	56,749	60,249	61,999	63,749
11-12	57,874	61,374	63,124	64,874
13-14	59,654	63,154	64,904	66,654
15-16	61,434	64,934	66,684	68,434
17	63,214	66,714	68,464	70,214
18	64,994	68,494	70,244	71,994
19	66,794	70,294	72,044	73,794
20	68,574	72,074	73,824	75,574
21	70,354	73,854	75,604	77,354
22	71,904	75,404	77,154	78,904
23	73,454	76,954	78,704	80,454
24	75,004	78,504	80,254	82,004
25	77,084	80,584	82,334	84,084
26-27	79,164	82,664	84,414	86,164
28	81,244	84,744	86,494	88,244
29	83,324	86,824	88,574	90,324
30	85,404	88,904	90,654	92,404
31	87,484	90,984	92,734	94,484
32	89,564	93,064	94,814	96,564
33	91,644	95,144	96,894	98,644

SALARY GUIDE - INSTRUCTIONAL STAFF
2017-18 SY

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YEAR 3
2017-18 **Somerset County VoTech**

Salary Guide Step	A	B	C	D
1	55,370	58,930	60,710	62,490
2-3	55,620	59,180	60,960	62,740
4-5	55,870	59,430	61,210	62,990
6-7	56,125	59,685	61,465	63,245
8-9	56,830	60,390	62,170	63,950
10-11	58,010	61,570	63,350	65,130
12-13	59,765	63,325	65,105	66,885
14-15	61,545	65,105	66,885	68,665
16-17	63,325	66,885	68,665	70,445
18	65,105	68,665	70,445	72,225
19	66,885	70,445	72,225	74,005
20	68,665	72,225	74,005	75,785
21	70,445	74,005	75,785	77,565
22	71,985	75,545	77,325	79,105
23	73,585	77,145	78,925	80,705
24	75,345	78,905	80,685	82,465
25	77,445	81,005	82,785	84,565
26	79,545	83,105	84,885	86,665
27-28	81,645	85,205	86,985	88,765
29	83,745	87,305	89,085	90,865
30	85,845	89,405	91,185	92,965
31	87,945	91,505	93,285	95,065
32	90,045	93,605	95,385	97,165
33	92,145	95,705	97,485	99,265

SALARY GUIDE - SUPPORT STAFF
2015-16 SY

YEAR 1
2015-16 Somerset Cty Secretary

Salary Guide				
Step	A	B	C	D
1	37,624	39,074	40,524	47,622
2	38,324	39,774	41,224	48,625
3	39,020	40,470	41,920	49,625
4	39,720	41,170	42,620	50,630
5	40,415	41,865	43,315	52,925
6	41,110	42,560	44,010	55,220
7	41,805	43,255	44,705	57,515
8	42,500	43,950	45,400	59,810
9	43,495	44,945	46,395	62,105
10	44,590	46,040	47,490	64,405
11	45,725	47,175	48,625	66,865
12	46,900	48,350	49,800	69,330
13	48,115	49,565	51,015	71,795
14	49,355	50,805	52,255	74,275
15	50,600	52,050	53,500	76,755
16	51,875	53,325	54,775	79,235

SALARY GUIDE - SUPPORT STAFF
2016-17 SY

YEAR 2
2016-17 Somerset Cty Secretary

Salary Guide

Step	A	B	C	D
1	37,440	39,140	40,840	47,880
2	38,140	39,840	41,540	48,880
3	38,840	40,540	42,240	49,880
4	39,540	41,240	42,940	50,885
5	40,240	41,940	43,640	51,890
6	40,940	42,640	44,340	54,185
7	41,640	43,340	45,040	56,480
8	42,705	44,405	46,105	58,775
9	43,795	45,495	47,195	61,070
10	44,910	46,610	48,310	63,365
11	46,050	47,750	49,450	65,660
12	47,215	48,915	50,615	67,955
13	48,405	50,105	51,805	70,250
14	49,620	51,320	53,020	72,545
15	50,860	52,560	54,260	74,840
16	52,125	53,825	55,525	77,135

SALARY GUIDE - SUPPORT STAFF
2017-18 SY

YEAR 3
2017-18 Somerset Cty Secretary

Salary Guide

Step	A	B	C	D
1	37,685	39,635	41,585	47,685
2	38,385	40,335	42,285	48,385
3	39,085	41,035	42,985	49,085
4	39,785	41,735	43,685	51,115
5	40,485	42,435	44,385	52,120
6	41,185	43,135	45,085	53,125
7	41,890	43,840	45,790	55,420
8	42,955	44,905	46,855	57,715
9	44,045	45,995	47,945	60,010
10	45,160	47,110	49,060	62,305
11	46,300	48,250	50,200	64,600
12	47,465	49,415	51,365	66,895
13	48,655	50,605	52,555	69,190
14	49,870	51,820	53,770	71,440
15	51,110	53,060	55,010	73,690
16	52,375	54,325	56,275	75,940

2015-16 Salaries Teaching Staff

NAME	2015-16 STEP/ GUIDE	2015-16 BASE SALARY	LONGEVITY	ADDITIONAL ASSIGNMENT PER WEEK	% RATE	2015-16 TOTAL SALARY
Albana, Hind # (9/1/15-1/5/16)	2-3/B	\$ 58,444.00				\$ 58,444.00
Alfieri, Joseph	22/A	\$ 71,884.00		5	14.28%	\$ 82,149.04
Alija, Susan #	2-3/B	\$ 58,444.00				\$ 58,444.00
Blanke, Lawrence	19/D	\$ 73,784.00				\$ 73,784.00
Blue, Janet	18/A	\$ 64,994.00				\$ 64,994.00
Brinkmann, Paul	27/A	\$ 79,134.00				\$ 79,134.00
Buttermore, Sheila ***	29/D	\$ 110,622.40	\$ 1,650.00			\$ 112,272.40
Byrd, George	25-26/A	\$ 77,049.00	\$ 1,300.00			\$ 78,349.00
Carrig, Robert #	10-11/B	\$ 59,604.00		5	14.28%	\$ 68,840.45
Catalan, Rafael	2-3/B	\$ 57,719.00				\$ 57,719.00
Coslit, Andrew	18/A	\$ 64,994.00				\$ 64,994.00
Creveling, Alan	22/D	\$ 78,884.00				\$ 78,884.00
Cross, Margaret #	14-15/C	\$ 65,639.00				\$ 65,639.00
Dolegiewitz, Matthew	8-9/A	\$ 54,954.00				\$ 54,954.00
Donaldson, Jeffrey #	4-5/B	\$ 58,684.00				\$ 58,684.00
Downey, Brendan	2-3/A	\$ 54,219.00				\$ 54,219.00
Driscoll, Thomas (9/9/15)	18/A	\$ 64,994.00				\$ 64,994.00
Eng, Philip +	18/B	\$ 68,494.00				\$ 68,494.00
Fargo, Erik	10-11/D	\$ 63,104.00				\$ 63,104.00
Francis, Julie	12-13/D	\$ 64,884.00		5 (effect. 10/1/15)	14.28%	\$ 74,149.44
Fulmer, Victoria	8-9/A	\$ 54,954.00				\$ 54,954.00
Gewant, Garry	32/D	\$ 96,559.00	\$ 1,650.00			\$ 98,209.00
Gichan, Deborah	8-9/A	\$ 54,954.00				\$ 54,954.00
Gillooly, Maura	2-3/B	\$ 57,719.00		5/10 (9/1/15-4/15/16 & 11/16/15-1/29/16)	14.28%	\$ 65,961.27
Glennon, Maureen ***	8-9/D	\$ 75,893.65				\$ 75,893.65
Gotti, Denise	10-11/B	\$ 59,604.00				\$ 59,604.00
Graf, Edward	21/B	\$ 73,844.00				\$ 73,844.00
Hamilton, Shari (67%) #	14-15/C	\$ 43,978.13				\$ 43,978.13
Heinbach, Thomas ***	28/A	\$ 99,493.28				\$ 99,493.28
Hovey, Rebecca (50%) #	8-9/B	\$ 29,589.50				\$ 29,589.50
Jefopoulos, Bryant	2-3/A	\$ 54,219.00				\$ 54,219.00
Kinlan, Rachel	10-11/A	\$ 56,104.00		1	2.856%	\$ 57,706.33
Krause, Michele	22/A	\$ 71,884.00	\$ 1,300.00			\$ 73,184.00
Lakhlif, Daysi #	14-15/C	\$ 65,639.00				\$ 65,639.00
Lawler, Maureen	25-26/C	\$ 82,299.00				\$ 82,299.00
Lee, George	24/D	\$ 81,964.00				\$ 81,964.00
Maggs, Angela	10-11/A	\$ 56,104.00				\$ 56,104.00
Mancuso, Joseph	21/D	\$ 77,344.00				\$ 77,344.00
Mascia, Katherine (67%)	19/A	\$ 44,745.28				\$ 44,745.28
Mastrobattista, Mark	19/D	\$ 73,784.00		5	14.28%	\$ 84,320.36
McAnally, Mary Lynne	6-7/D	\$ 61,704.00				\$ 61,704.00
McClain, Michael	14-15/D	\$ 66,664.00				\$ 66,664.00
McNerney, Kristen	18/C	\$ 70,244.00				\$ 70,244.00
Mehta, Ushma #	10-11/C	\$ 62,079.00				\$ 62,079.00
Melick, Shannon	2-3/A	\$ 54,219.00				\$ 54,219.00
Miller, Christopher #	14-15/B	\$ 63,164.00		10	28.56%	\$ 81,928.64
Mingle, Alison	16/D	\$ 68,444.00				\$ 68,444.00
Morales, Jaime ***	18/B	\$ 83,905.15				\$ 83,905.15
Morales, Patricia Cantwell***	22/D	\$ 96,632.90				\$ 96,632.90
Norrbom, Melissa #	14-15/D	\$ 67,389.00				\$ 67,389.00
O'Connor, Paul	10-11/C	\$ 61,354.00				\$ 61,354.00
O'Neill, John***	18/A	\$ 79,617.65		5 (2/1/16-4/15/16)	14.28%	\$ 90,987.05
O'Reilly, Meghan #	1/B	\$ 58,194.00				\$ 58,194.00
Patil, Pratima #	14-15/C	\$ 65,639.00				\$ 65,639.00
Perrone, M. Cristina	16/A	\$ 61,444.00		5	14.28%	\$ 70,218.20
Poznanski, Matthew	6-7/A	\$ 54,704.00				\$ 54,704.00
Prezioso, Peggy #	6-7/C	\$ 60,679.00				\$ 60,679.00
Santiago, Maria #	20/C	\$ 74,539.00				\$ 74,539.00
Scholl, Johanna	19/A	\$ 66,784.00		10	28.56%	\$ 85,857.51
Setlock, Robert	18/A	\$ 64,994.00				\$ 64,994.00
Shandor, Troy	12-13/D	\$ 64,884.00				\$ 64,884.00
Smith, Donald	23/B	\$ 76,924.00				\$ 76,924.00
Smith, Linda Weber	20/D	\$ 75,564.00	\$ 1,650.00	7	19.992%	\$ 90,670.75
Sortor, Janeen	19/A	\$ 66,784.00				\$ 66,784.00
Unda, Louise Tokarsky #	14-15/D	\$ 67,389.00				\$ 67,389.00
Vasaturo, Kim	20/D	\$ 75,564.00		4	11.424%	\$ 84,196.43
Vingara, John (9/1/15-4/25/16)	31/C	\$ 92,724.00	\$ 1,650.00	5	14.28%	\$ 105,964.99
Williams, Sarah #	10-11/C	\$ 62,079.00				\$ 62,079.00
Winfield, Karen #	18/C	\$ 70,969.00				\$ 70,969.00
Zaidi, Farrah #	4-5/B	\$ 58,684.00				\$ 58,684.00

#masters stipend added to total salary (\$725)

+ lateral move

*** 12 month

salaries teachers 2015-16 sy

cj

2016-17 Salaries Teaching Staff

NON - TENURE	2016-17 STEP/ GUIDE	2016-17 BASE SALARY	LONGEVITY	2016-17 TOTAL SALARY
Alija, Susan #	3-4/B	\$59,454.00		\$59,454.00
Catalan, Rafael	3-4/B	\$58,729.00		\$58,729.00
Dalfonzo, Daniel	20/D	\$75,574.00		\$75,574.00
Donaldson, Jeffrey #	5-6/B	\$59,704.00		\$59,704.00
Downey, Brendan	3-4/A	\$55,229.00		\$55,229.00
Driscoll, Thomas	19/A	\$66,794.00		\$66,794.00
Eng, Philip	19/B	\$70,294.00		\$70,294.00
Fulmer, Victoria	9-10/A	\$56,749.00		\$56,749.00
Gillooly, Maura	3-4/B	\$58,729.00		\$58,729.00
Graf, Edward	22/B	\$75,404.00		\$75,404.00
Hamilton, Shari (67%) #	15-16/C	\$45,164.03		\$45,164.03
Hovey, Rebecca (50%) # +	9-10/B	\$30,487.00		\$30,487.00
Jefopoulos, Bryant	3-4/A	\$55,229.00		\$55,229.00
Mascia, Katherine (67%)	20/A	\$45,944.58		\$45,944.58
McClain, Michael +	15-16/D	\$68,434.00		\$68,434.00
Melick, Shannon	3-4/A	\$55,229.00		\$55,229.00
Mingle, Alison +	17/D	\$70,214.00		\$70,214.00
Norrbom, Melissa #	15-16/D	\$69,159.00		\$69,159.00
O'Reilly, Meghan #	1-2/B	\$59,204.00		\$59,204.00
Santiago, Maria #	21/C	\$76,329.00		\$76,329.00
Setlock, Robert	19/A	\$66,794.00		\$66,794.00
Shandor, Troy	13-14/D	\$66,654.00		\$66,654.00
Zaidi, Farrah #	5-6/B	\$59,704.00		\$59,704.00
TENURE	2016-17 STEP/ GUIDE	2016-17 BASE SALARY	LONGEVITY	2016-17 TOTAL SALARY
Alfieri, Joseph	23/A	\$73,454.00		\$73,454.00
Blue, Janet	19/A	\$66,794.00		\$66,794.00
Brinkmann, Paul	28/A	\$81,244.00		\$81,244.00
Buttermore, Sheila ***	30/D	\$113,194.90	\$1,650.00	\$114,844.90
Byrd, George	26-27/A	\$79,164.00	\$1,300.00	\$80,464.00
Carrig, Robert #	11-12/B	\$62,099.00		\$62,099.00
Coslit, Andrew	19/A	\$66,794.00		\$66,794.00
Creveling, Alan	23/D	\$80,454.00		\$80,454.00
Dolegiewitz, Matthew	9-10/A	\$56,749.00		\$56,749.00
Fargo, Erik	11-12/D	\$64,874.00		\$64,874.00
Francis, Julie	13-14/D	\$66,654.00		\$66,654.00
Gewant, Garry	33/D	\$98,644.00	\$1,650.00	\$100,294.00
Gichan, Deborah	9-10/A	\$56,749.00		\$56,749.00
Glennon, Maureen ***	9-10/D	\$78,092.53		\$78,092.53
Gotti, Denise	11-12/B	\$61,374.00		\$61,374.00
Heinbach, Thomas ***	29/A	\$102,071.90		\$102,071.90
Kinlan, Rachel	11-12/A	\$57,874.00		\$57,874.00
Krause, Michele	23/A	\$73,454.00	\$1,300.00	\$74,754.00
Lakhlif, Daysi #	15-16/C	\$67,409.00		\$67,409.00
Lawler, Maureen	26-27/C	\$84,414.00		\$84,414.00
Lee, George	25/D	\$84,084.00		\$84,084.00
Mancuso, Joseph	22/D	\$78,904.00		\$78,904.00
Mastrobattista, Mark	20/D	\$75,574.00		\$75,574.00
McAnally, Mary Lynne	7-8/D	\$62,734.00		\$62,734.00
McNerney, Kristen	19/C	\$72,044.00		\$72,044.00
Mehta, Ushma #	11-12/C	\$63,849.00		\$63,849.00
Miller, Christopher #	15-16/B	\$65,659.00		\$65,659.00
Morales, Jaime ***	19/B	\$86,110.15		\$86,110.15
Morales, Patricia Cantwell***	23/D	\$98,556.15		\$98,556.15
O'Connor, Paul	11-12/C	\$63,124.00		\$63,124.00
O'Neill, John***	19/A	\$81,822.65		\$81,822.65
Patil, Pratima #	15-16/C	\$67,409.00		\$67,409.00
Perrone, M. Cristina	17/A	\$63,214.00		\$63,214.00
Poznanski, Matthew	7-8/A	\$55,734.00		\$55,734.00
Prezioso, Peggy #	7-8/ C	\$61,709.00		\$61,709.00
Scholl, Johanna	20/A	\$68,574.00		\$68,574.00
Smith, Donald	24/B	\$78,504.00		\$78,504.00
Smith, Linda Weber	21/D	\$77,354.00	\$1,650.00	\$79,004.00
Sortor, Janeen	20/A	\$68,574.00		\$68,574.00
Unda, Louise Tokarsky #	15-16/D	\$69,159.00		\$69,159.00
Vasaturo, Kim	21/D	\$77,354.00		\$77,354.00
Winfield, Karen #	19/C	\$72,769.00		\$72,769.00

masters stipend added to base (\$725.00)

***12 month

+ gains tenure during 16-17 SY
06/20/2016

Salaries Support Staff
2015-16 and 2016-17

SUPPORT STAFF/SECRETARIES	STEP	2015-16 SALARY	
Basir, Nzinga	C4	\$ 42,620.00	
Bowers, Erick	C5	\$ 43,315.00	
D'Alessandro, Richard (11/1/15)	C3	\$ 41,920.00	
DeFazio, Bonita	C5	\$ 43,315.00	
Hall, Nancy	C3	\$ 41,920.00	
Leahey, Sharleen	D6	\$ 55,220.00	
Lella, Maura	C5	\$ 43,315.00	
Lilly, Darlene	C3	\$ 41,920.00	
Murtagh, Rosemary	C12	\$ 49,800.00	
Parks, Gary	D10	\$ 64,405.00	
Patryn, Amy	D2	\$ 48,625.00	
Reader, Laurie (10-mo.)	D10	\$ 53,668.69	
Santiago, Susan	C4	\$ 42,620.00	
Scott, Wanda	C13	\$ 51,015.00	
Shahid, Faiza	C15	\$ 53,500.00	
Strickhart, James	D3	\$ 49,625.00	
Szymanski, Robyn	C16	\$ 54,775.00	
Wall, Sheryl	D8	\$ 59,810.00	
Watson, Janet Cantore	D9	\$ 62,105.00	
INSTRUCTIONAL AIDES			
		2015-16 SALARY	2016-17 SALARY
Morlock, Karen	n/a	\$ 41,559.36	\$ 42,598.34
Williamson, JaLisa	n/a	\$ 38,096.17	\$ 39,048.57
SUPPORT STAFF/SECRETARIES	STEP	2016-17 SALARY	
Basir, Nzinga	C5	\$ 43,640.00	
Bowers, Erick	C6	\$ 44,340.00	
D'Alessandro, Richard	C4	\$ 42,940.00	
DeFazio, Bonita	C6	\$ 44,340.00	
Hall, Nancy	C4	\$ 42,940.00	
Leahey, Sharleen	D7	\$ 56,480.00	
Lella, Maura	C6	\$ 44,340.00	
Murtagh, Rosemary **	C13	\$ 51,805.00	
Parks, Gary	D11	\$ 65,660.00	
Patryn, Amy	D3	\$ 49,880.00	
Reader, Laurie (10-mo.)	D11	\$ 54,714.48	
Santiago, Susan	C5	\$ 43,640.00	
Scott, Wanda	C14	\$ 53,020.00	
Shahid, Faiza	C16	\$ 55,525.00	
Strickhart, James	D4	\$ 50,885.00	
Szymanski, Robyn	C16	\$ 55,525.00	
Wall, Sheryl	D9	\$ 61,070.00	
Watson, Janet Cantore	D10	\$ 63,365.00	
**pending approval for funding from various grants			

Salaries Buildings Grounds Staff
2015-16 and 2016-17

BUILDINGS & GROUNDS STAFF	2015-16 Base Salary	BLACK SEAL	CARBON MONOX	TECH TYPE UNIV	ELECT. LICENSE	CDL (B)	PLUMB. LICENSE	2015-16 Salary
Averbukh, Moysey (10 mo.)	\$ 38,301.82							\$ 38,301.82
Barbiero, Cosimo	\$ 61,500.00	\$ 800.00			\$ 550.00			\$ 62,850.00
Capitani, Massimo	\$ 46,410.86	\$ 800.00						\$ 47,210.86
D'Alessandro, Richard (7/1/15-10/31/15)	\$ 42,181.80	\$ 800.00						\$ 42,981.80
Fanelli, Virginia	\$ 38,302.28							\$ 38,302.28
Greves, Brian (10 mo.)	\$ 31,917.22							\$ 31,917.22
Heinbach, John	\$ 43,877.52	\$ 800.00						\$ 44,677.52
Layton, Michael	\$ 46,410.86	\$ 800.00		\$ 300.00				\$ 47,510.86
Rice, Michael	\$ 55,675.46	\$ 800.00						\$ 56,475.46
Schmitt, Brian	\$ 46,125.00	\$ 800.00						\$ 46,925.00
Whitzer, Christopher	\$ 43,877.90	\$ 800.00						\$ 44,677.90
BUILDINGS & GROUNDS STAFF	2016-17 Base Salary	BLACK SEAL	CARBON MONOX	TECH TYPE UNIV	ELECT. LICENSE	CDL (B)	PLUMB. LICENSE	2016-17 Salary
Averbukh, Moysey (10 mo.)	\$ 39,259.37							\$ 39,259.37
Barbiero, Cosimo	\$ 63,037.50	\$ 800.00			\$ 550.00			\$ 64,387.50
Capitani, Massimo	\$ 47,571.13	\$ 800.00						\$ 48,371.13
Fanelli, Virginia	\$ 39,259.84							\$ 39,259.84
Heinbach, John	\$ 44,974.46	\$ 800.00						\$ 45,774.46
Layton, Michael	\$ 47,571.13	\$ 800.00		\$ 300.00				\$ 48,671.13
Rice, Michael	\$ 57,067.35	\$ 800.00						\$ 57,867.35
Schmitt, Brian	\$ 47,278.13	\$ 800.00						\$ 48,078.13
Whitzer, Christopher	\$ 44,974.85	\$ 800.00						\$ 45,774.85

Professional Seminars/Workshops/Travel Reimbursements

June 27, 2016 BOE Meeting

[illegible]

SOMERSET COUNTY VOCTIONAL BOARD OF EDUCATION

JOB DESCRIPTION

CATEGORY: FACULTY

ADOPTED: January 23, 1989; Revised

TITLE: SPECIAL EDUCATION TEACHER (formerly Teacher of the Handicapped-Academic Subjects)

CERTIFIED

QUALIFICATIONS:

1. Valid certification as Teacher of the Handicapped or Teacher of Students with Disabilities.
2. 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: Faculty member shall provide effective co-instruction and be responsible for the academic and professional requirements within their instructional area.

PERFORMANCE RESPONSIBILITIES:

1. Provides individualized programs of instruction to all students who have an Individualized Educational Plan (IEP).
2. Able to work with other teachers as a resource person, including participating in Child Study Team evaluations.
3. Responsible for recording students strengths, present level of academic and functional performance (PLAAFP), needs, goals, and modifications into IEP software.
4. Implements accommodations/modifications from each student's IEP.
5. Responsible for progress monitoring of goals in each student's IEP.
6. Maintains classroom records including attendance records and grades for students with an IEP.
7. Maintains up-to-date lesson plans.
8. Provides effective instruction.
9. Participates in curriculum and other developmental programs.
10. Arranges field trips in coordination with co-teachers.
11. Prepares end-of-year inventory on all equipment, texts and supplies.
12. Prepares requisitions for all equipment and testing supplies required for program.
13. Maintains standards of pupil behavior to provide an orderly productive classroom environment.
14. Maintains professional competence through in-service education provided by the district, and/or in self-selected professional growth activities.
15. Assists in selection of all instructional materials, i.e., textbooks, workbooks, etc.
16. Remains abreast of current trends and technological advances in education and within content area(s).
17. Serves on in-school committees.
18. Assists in Open House, Graduation, and other school functions to promote student recruitment.
19. Demonstrates professionalism at all times, contributing to a positive learning environment and culture.
20. Participates in Professional Learning Communities to enhance instructional practice and measure student achievement through quality student growth objectives (SGO's).
21. Maintains consistent communication with students, parents, and staff to enhance student growth and development and ensure quality educational experiences.
22. Complies with all policies and district procedures in the performance of duties.
23. Provides well-managed, healthy, safe, and organized learning environment.

24. Provides directions, information, and appropriate lesson plans for substitute teachers.
25. Selects appropriate channels for resolving professional concerns.
26. Maintains effective communication and works collaboratively with Administration and staff members.
27. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Ten-month year. In accordance with negotiated agreement.

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

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

Page 1 of 1

CATEGORY: MAINTENANCE

ADOPTED: January 23, 1988; Revised

TITLE: SECURITY OFFICER (formerly Security Guard)

NON CERTIFIED

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Valid New Jersey driver's license.
3. Minimum three (3) years of experience in public safety/law enforcement.
4. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
5. Demonstrate the ability to communicate effectively, both orally and in writing.
6. Three (3) checked and verified references.
7. Certification of good health signed by a licensed physician.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: School Business Administrator or designee.

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL: To promote attitudes of student responsibility and assist the professional staff with the safety of students and staff and the security of the facilities.

PERFORMANCE RESPONSIBILITIES:

1. Patrols and supervises hallways, restrooms, entrance ways, parking lots, and boiler room on regular basis to ensure the safety and well-being of students and staff and security of the facilities.
2. Checks student passes.
3. Encourages and ensures students wear proper identification badges.
3. Keeps building clear of people not on official school business.
4. Assists visitors by giving directions and needed explanations.
5. Takes school rules offenders to authorities.
6. Assumes fire alarm responsibilities, as assigned by the Director of Buildings and Grounds.
7. Assumes bus, traffic and parking lot responsibilities, as assigned by the Director of Buildings and Grounds.
8. Assists as directed by school authorities in stopping disturbances and undue distractions in the school and on school grounds.
9. Confers with the Director of Building and Grounds and/or Principal on matters of concern.
10. Assists law enforcement officers.
11. Attends safety and other meetings as requested.
16. Reports any discipline infractions, unauthorized visitors and acts of vandalism to the Principal. Notifies the building administration, police and/or appropriate emergency personnel of any emergency, potentially dangerous, or unusual situations.
17. Displays ethical professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
16. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Ten 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.

POLICY GUIDE

ADMINISTRATION

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Affirmative Action Program

June 16

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[See POLICY ALERT Nos. 191 and 209]

1140 AFFIRMATIVE ACTION PROGRAM

The Board of Education shall adopt and implement written educational equality and equity policies in accordance with the provisions of N.J.A.C. 6A:7 – Managing For Equality And Equity In Education.

The Board's affirmative action program shall recognize and value the diversity of persons and groups within society and promote the acceptance of persons of diverse backgrounds regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status. The affirmative action program will also promote equal educational opportunity and foster a learning environment that is free from all forms of prejudice, discrimination, and harassment based upon race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status in the policies, programs, and practices of the Board of Education.

The Board shall inform the school community it serves of these policies in a manner including, but not limited to, the district's customary methods of information dissemination. The Board shall develop a Comprehensive Equity Plan once every three years, which shall identify and correct all discriminatory and inequitable educational and hiring policies, patterns, programs, and practices affecting its facilities, programs, students, and staff.

The Board shall assess the district's needs for achieving equality and equity in educational programs based on an analysis of student performance data such as: National Assessment of Educational Progress and State assessment results, Pre-Kindergarten through grade twelve promotion/retention data, Pre-Kindergarten through grade twelve completion rates; re-examination and re-evaluation of classification and placement of students in special education programs if there is an over representation within certain groups; staffing practices; student demographic and behavioral data; quality of program data; and stakeholder satisfaction data prior to developing the Comprehensive Equity Plan. The purpose of the needs assessment is to identify and eliminate discriminatory practices and other barriers in achieving equality and equity in educational programs.



POLICY GUIDE

ADMINISTRATION

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Affirmative Action Program

The Board shall annually designate a member of its staff as the Affirmative Action Officer and form an Affirmative Action Team, of whom the Affirmative Action Officer is a member, to coordinate and implement the requirements of N.J.A.C. 6A:7 – Managing For Equality And Equity in Education. The Board shall assure that all stakeholders know who the Affirmative Action Officer is and how to access him or her.

The Affirmative Action Officer ~~must~~ **shall** have a New Jersey standard certification with an administrative, instructional, or educational services endorsement, pursuant to N.J.A.C. 6A:9B et seq. The Affirmative Action Officer shall: coordinate the required professional development training for certificated and non-certificated staff pursuant to N.J.A.C. 6A:7-1.6; notify all students and employees of district grievance procedures for handling discrimination complaints; and ensure the district grievance procedures, which include investigative responsibilities and reporting information, are followed.

The Affirmative Action Team shall: develop the Comprehensive Equity Plan pursuant to N.J.A.C. 6A:7-1.4(c); oversee the implementation of the district's Comprehensive Equity Plan pursuant to N.J.A.C. 6A:7-1.4(c); collaborate with the Affirmative Action Officer on coordination of the required professional development training for certificated and non-certificated staff pursuant to N.J.A.C. 6A:7-1.6; monitor the implementation of the Comprehensive Equity Plan; and conduct the annual district internal monitoring to ensure continuing compliance with State and Federal statutes governing educational equality and equity, pursuant to N.J.A.C. 6A:7-1.4(d).

The Board shall provide professional development training to all certificated and non-certificated school staff members on a continuing basis to identify and resolve problems associated with the student achievement gap and other inequities arising from prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status. All new certificated and non-certificated staff members shall be provided with professional development training on educational equality and equity issues within the first year of employment. Parents and other community members shall be invited to participate in the professional development training.



POLICY GUIDE

ADMINISTRATION

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Affirmative Action Program

The Commissioner or his/her designee shall provide technical assistance to local school districts for the development of policy guidelines, procedures, and in-service training for Affirmative Action Officers so as to aid in the elimination of prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status.

N.J.A.C. 6A:7-1.4; 6A:7-1.5; 6A:7-1.6

Adopted:



POLICY GUIDE

ADMINISTRATION
1523/page 1 of 2
Comprehensive Equity Plan
Jun 16
M

[See POLICY ALERT Nos. 136, 168, 172, 191 and 209]

1523 COMPREHENSIVE EQUITY PLAN

The Board of Education shall submit a Comprehensive Equity Plan based on an assessment of the district's needs for achieving equity in educational programs that includes a cohesive set of policies, programs, and practices that ensure high expectations and positive achievement patterns and equal access to education opportunity for all learners, including students and teachers.

The Board's obligation to be accountable for the requirements in N.J.A.C. 6A:7 is not precluded or alleviated by any rule or regulation of any organization, club, athletic association, or other league or group.

The Comprehensive Equity Plan shall include the following:

1. ~~A needs assessment that includes student assessment and behavioral data disaggregated by gender, race, ethnicity, Limited English Proficiency, Special Education, Migrant, date of enrollment, student suspension, expulsion, Child Study Team referrals, Pre Kindergarten through grade twelve promotion/retention data, Pre Kindergarten through grade twelve completion rates, and re-examination and re-evaluation of classification and placement of students in special education programs if there is overrepresentation within a certain group; staffing practices; quality of program data; and stakeholder satisfaction data~~ **An assessment of the school district's needs for achieving equity in educational programs. The assessment shall include staffing practices, quality-of-program data, stakeholder-satisfaction data, and student assessment and behavioral data disaggregated by gender, race, ethnicity, limited English proficiency, special education, migrant, date of enrollment, student suspension, expulsion, Child Study Team referrals, preschool through grade twelve promotion/retention data, preschool through grade twelve completion rates, and re-examination and re-evaluation of classification and placement of students in special education programs if there is overrepresentation within a certain group;**



POLICY GUIDE

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Comprehensive Equity Plan

2. A description of how other Federal, State, and district policies, programs, and practices are aligned to the Comprehensive Equity Plan;
3. ~~Adequate yearly p~~Progress targets for closing the achievement gap;
4. Professional development targets regarding the knowledge and skills needed to provide a thorough and efficient education as defined by the Core Curriculum Content Standards; differentiated instruction and formative assessments aligned to Core Curriculum Content Standards; and high expectations for teaching and learning; and
5. Annual targets addressing district needs in equity in school and classroom practices that are aligned to professional development targets.

A Comprehensive Equity Plan shall be ~~developed~~ **written** every three years and the Board of Education shall initiate the Comprehensive Equity Plan within sixty days of its approval and shall implement the plan in accordance with the timelines approved by the New Jersey Department of Education.

In the event the Board of Education does not implement the Comprehensive Equity Plan within one hundred eighty days of its approval date, or fails to report its progress annually, ~~or as required by the New Jersey Department of Education,~~ sanctions deemed to be appropriate by the Commissioner of Education or his/her designee shall be imposed, and may include action to suspend, terminate, or refuse to award continued Federal or State financial assistance, pursuant to N.J.S.A. 18A:55-2.

N.J.A.C. 6A:7-1.9

Adopted:



POLICY GUIDE

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Equal Employment Opportunities

Jun 16

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[See **POLICY MEMO No. 116**]

[See **POLICY ALERT Nos. 136, 168, 191 and 209**]

1530 EQUAL EMPLOYMENT OPPORTUNITIES

The Board of Education shall, in accordance with law, guarantee equal employment opportunity throughout the district.

The Board shall ensure all persons shall have equal and bias free access to all categories of employment and equal pay for equal work in this district without regard to the candidate's race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, socioeconomic status, or disability, pursuant to N.J.A.C. 6A:7-1.1. The school district's employment applications and pre-employment inquiries conform to the guidelines of the New Jersey Division of Civil Rights.

The Board will use equitable practices that prevent imbalance and isolation based on race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, socioeconomic status, or disability among the district's certificated and non-certificated staff and within every category of employment, including administration. Promotions and transfers will be monitored to ensure non-discrimination.

The Board shall not assign, transfer, promote or retain staff, or fail to assign, transfer, promote or retain staff, on the sole basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability or socioeconomic status, pursuant to N.J.A.C. 6A:7-1.1.

The Board will target underutilized groups in every category of employment. The Board will provide among the faculty of each school role models of diverse racial and cultural backgrounds.

The Board shall not enter into a contract with a person, agency, or organization that discriminates in employment practices or in the provision of benefits or services, on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, socioeconomic status, or disability, either in employment practices or in the provision of benefits or services to students or employees, pursuant to N.J.A.C. 6A:7-1.1.



POLICY GUIDE

ADMINISTRATION

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Equal Employment Opportunities

The Superintendent shall promulgate a complaint procedure for the adjudication of disputes alleging violation of the law prohibiting discrimination in employment or this policy.

The Board shall not discriminate against any person for that person's exercise of rights under the laws prohibiting discrimination in employment or this policy.

N.J.S.A. 18A:6-5; 18A:6-6; 18A:28-10; 18A:29-2

N.J.A.C. 6A:7-1.1 et seq.; 6A:7-1.8

Adopted:



REGULATION GUIDE

ADMINISTRATION

R 1530/page 1 of 4

Equal Employment Opportunity Complaint Procedure

Jun 16

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[See **POLICY ALERT** Nos. 116, 191 and 209]

R 1530 EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCEDURE

A. Purpose and Application

1. The purpose of this procedure is to give any district employee or candidate for employment the opportunity to appeal an alleged denial of equal employment opportunity in violation of State statutes and administrative codes, and Federal laws and Policy No. 1530, guaranteeing "equal access to all categories of employment without regard to the candidate's race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, socioeconomic status, or disability."
2. This procedure is intended to facilitate an equitable and just resolution of a dispute at the most immediate level and should be implemented in an informal manner.
3. Every reasonable effort will be made to expedite the process in the interest of a prompt resolution. Time limits may, however, be extended with the consent of all parties.
4. All participants in the procedure will respect the confidentiality that this district accords to information about individual employees.

B. Definitions

1. "Board of Education" means the Board of Education of the *Somerset County Vocational & Technical* School District.
2. "Complaint" means an alleged discriminatory act or practice.
3. "Complainant" means a staff member who alleges a discriminatory act or practice.



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Equal Employment Opportunity Complaint Procedure

4. "Day" means a working or calendar day as identified.
5. "Discriminatory act or practice" means denial of equal employment opportunity in violation of State statutes and administrative codes and Federal laws and Policy No. 1530.
6. "School district" means the *Somerset* *County* School District.
Vocational & Technical

C. Procedure

1. A complainant who believes that he/she has been harmed or adversely affected by a discriminatory practice or act prohibited by law and/or policy shall discuss the matter with his/her immediate supervisor in an attempt to resolve the matter informally.
2. If the matter is not resolved to the satisfaction of the complainant within thirty working days, the complainant may submit a written complaint to the Affirmative Action Officer. The complaint will include:
 - a. The complainant's name and address,
 - b. The specific act or practice that the complainant complains of,
 - c. The school employee, if any, responsible for the allegedly discriminatory act,
 - d. The results of discussions conducted in accordance with paragraph C.1., and
 - e. The reasons why those results are not satisfactory.
3. The Affirmative Action Officer will investigate the matter informally and will respond to the complaint in writing no later than seven working days after receipt of the written complaint. A copy of the complaint and the response will be forwarded to the Superintendent.



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4. The response of the Affirmative Action Officer may be appealed to the Superintendent in writing within three working days after it has been received by the complainant. The appeal will include the original complaint, the response to the complaint, and the complainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have acted discriminatorily.
5. On his/her timely request (that is, submitted before the expiration of the time within which the Superintendent must render a decision), the complainant will be given an informal hearing before the Superintendent, at a time and place convenient to the parties, but no later than seven working days after the request for a hearing has been submitted. The Superintendent may also require the presence at the hearing of the staff member charged with a discriminatory act and any other person with knowledge of the act complained of.
6. The Superintendent will render a written decision in the matter no later than seven working days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties.
7. The complainant may appeal the Superintendent's decision to the Board by filing a written appeal with the Board Secretary no later than three working days after receipt of the Superintendent's decision. The appeal shall include:
 - a. The original complaint,
 - b. The response to the complaint,
 - c. The Superintendent's decision,
 - d. A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented, and
 - e. The complainant's reason for believing the Superintendent's decision should be changed.
8. A copy of the appeal to the Board must be given to the staff member, if any, charged with a discriminatory act.



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Equal Employment Opportunity Complaint Procedure

9. The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the complainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.
10. The Board will render a written decision no later than forty-five calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.
11. The complainant will be informed of his/her right to appeal the Board's decision to the:
 - a. Commissioner of Education
New Jersey State Department of Education
P.O. Box 500
Trenton, New Jersey 08625-0500
Telephone: (877) 900-6960 or the
 - b. New Jersey Division on Civil Rights
Trenton Regional Office
Office of the Attorney General
140 East Front Street – 6th Floor
Trenton, New Jersey 08625-0090
Telephone: (609) 292-4605

D. Record

1. The records of any complaint processed in accordance with this procedure shall be maintained in a file kept by the Affirmative Action Officer.
2. A copy of the decision rendered at the highest level of appeal will be kept in the employee's personnel file.

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Affirmative Action Program for Employment and
Contract Practices

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[See POLICY ALERT Nos. 116, 167, 172, 191 and 209]

1550 AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT PRACTICES

The Board of Education shall, in accordance with State statutes and administrative code and Federal law and regulations, strive to overcome the effects of any previous patterns of discrimination in district employment practices and shall systematically monitor district procedures to ensure continuing compliance with anti-discrimination laws and regulations.

The Board will ensure all persons regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status shall have equal and bias-free access to all categories of employment in the public educational system of New Jersey, pursuant to N.J.A.C. 6A:7-1.1.

The Board will not enter into any contract with a person, agency, or organization that discriminates on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status, either in employment practices or in the provision of benefits or services to students or employees.

The Board shall not assign, transfer, promote or retain staff, or fail to assign, transfer, promote or retain staff, on the sole basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status.

The Board shall ensure equal pay for equal work among members of the district's staff, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status, pursuant to N.J.A.C. 6A:7-1.1.

N.J.A.C. 6A:7-1.1 et seq.; 6A:7-1.8

Adopted:



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[See **POLICY ALERT Nos. 95, 120, 137, 147, 153 and 209**]

2200 CURRICULUM CONTENT

The Board of Education will provide the instruction and services mandated by law and rules as necessary for the implementation of a thorough and efficient system of free public education and such other instruction and services as the Board deems appropriate for the thorough and efficient education of the students of this district. The Board shall annually approve a list of all programs and courses that comprise the district's curriculum and shall approve any subsequent changes in the curriculum in accordance with Policy No. 2220.

For purposes of this policy "curriculum" means planned learning opportunities designed to assist students toward the achievement of the intended outcomes of instruction.

The curriculum will be reviewed by the Superintendent and approved annually by the Board. In accordance with law, the curriculum shall, as a minimum, include the curricular mandates of N.J.S.A. 18A - Education and N.J.A.C. 6 and 6A - Education and all of the New Jersey Core Curriculum Content Standards and Cumulative Progress Indicators.

Districts with secondary school(s)

[and the courses required by Policy No. 5460 and N.J.A.C. 6A:8-5 for high school graduation.]

The Superintendent is responsible for implementing the curriculum approved by the Board.

The Board directs the curriculum be consistent with the educational goals and objectives of this district, the New Jersey Core Curriculum Content Standards and responsive to identified student needs. The Superintendent shall, in consultation with teaching staff members, assure the effective articulation of curriculum across all grade levels



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Choose one or more of the following alternatives:

_____ and among the schools of this district.

_____ and among the constituent districts of the _____ Regional School District.

✓ _____ and among the school districts sending to the Somerset County Vocational & Technical School District.

The curriculum shall provide programs in accordance with Board policies and the New Jersey Core Curriculum Content Standards, including but not limited to:

1. Preparation of all students for employment or post secondary study upon graduation from high school;
2. Instruction in workplace readiness skills, visual and performing arts, comprehensive health and physical education, language arts literacy, mathematics, science, social studies (including instruction on the Constitution of the United States, United States history, Community Civics, and the geography, history and civics of New Jersey), and World Languages;
3. Continuous access to sufficient programs and services of a library/media facility, classroom collection, or both, to support the educational program of all students in accordance with Policy No. 2530;
4. Guidance and counseling to assist in career and academic planning for all students, in accordance with Policy No. 2411;
5. A continuum of educational programs and services for all children with disabilities, in accordance with Policy No. 2460 and Regulation Nos. 2460.1 through 2460.14;
6. Bilingual education, English as a Second Language, and English language services for students of limited English language proficiency, when the number of such students so necessitates, in accordance with Policy No. 2423;



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7. Programs and services for students at risk who require remedial assistance in accordance with ~~Policy Nos.~~ **Policies** 2414, 2415, and 5460;
8. Equal educational opportunity for all students in accordance with ~~Policy Nos.~~ **Policies** 2260, 5750, and 5755;
9. Career awareness and exploration as required, and vocational education as appropriate;
10. Educational opportunities for students with exceptional abilities, in accordance with Policy No. 2464;
11. Instruction in accident and fire prevention;
12. A substance abuse prevention program;
13. A program for family life education; and
14. Programs that encourage the active involvement of representatives from the community, business, industry, labor and higher education in the development of educational programs aligned with the standards.

N.J.S.A. 18A:6-2; 18A:6-3; 18A:35-1 et seq.
N.J.A.C. 6A:8-1.1 et seq.; 6A:14 et seq.
New Jersey Core Curriculum Content Standards

Adopted:



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[See POLICY ALERT Nos. 153 and 209]

R 2200 CURRICULUM CONTENT

Courses of study and instructional materials and programs shall be designed to eliminate discrimination and promote understanding and mutual respect between children **regardless** of different races, colors, creeds, sexes, **age, marital status, affectional or sexual orientations, gender, gender identity or expression, religion, ancestryies, national origins, social or socioeconomic status, and/or disabilityies.**

In order to eliminate possible bias in the curriculum, staff shall use the following criteria:

- A. When instructional material contains stereotypes or discriminatory statements, staff should help students identify the stereotypes or discriminatory statement(s) and discuss with students the consequences of repeated stereotyping and discriminatory statements.
- B. If a particular instructional material is highly objectionable, staff should not use it, ~~N.J.A.C. 6:4-1.3(f)~~; such material should be brought to the attention of the Building Principal so that the Affirmative Action Officer can evaluate the objectionable material. Alternatively, the teacher might discuss the questionable material instead of eliminating it, depending on the makeup and maturity of the class and the purposes of the instruction.
- C. Another recommended technique for handling materials that contain biases or stereotypes is to offset it by using unbiased supplementary materials, ~~N.J.A.C. 6:4-1.3(f)~~.
- D. Community involvement when developing instructional programs and attendant materials shall be encouraged.

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and Classroom Practices

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[See POLICY ALERT Nos. 95, 116, 191 and 209]

2260 AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND CLASSROOM PRACTICES

The Board of Education shall provide equal and bias-free access for all students to all school facilities, courses, programs, activities, and services, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status, by:

1. Ensuring equal and barrier-free access to all school and classroom facilities;
2. Attaining minority representation within each school, which approximates the district's overall minority representation. Exact apportionment is not required, however, the ultimate goal is a reasonable plan achieving the greatest degree of racial balance, which is feasible and consistent with sound educational values and procedures;
3. Utilizing a State-approved English language proficiency measure on an annual basis for determining the special needs of **English language learners** and **their** progress in learning English of ~~language-minority students~~ pursuant to N.J.A.C. 6A:15-1.3(eb);
4. Utilizing bias-free multiple measures for determining the special needs of students with disabilities, pursuant to N.J.A.C. 6A:14-3.4;
5. Ensuring that support services, including intervention and referral services and school health services pursuant to N.J.A.C. 6A:16, are available to all students; and
6. Ensuring that a student is not discriminated against because of a medical condition. A student shall not be excluded from any education program or activity because of a long-term medical condition unless a physician certifies that such exclusion is necessary. If excluded, the student shall be provided with equivalent and timely instruction that may include home instruction, without prejudice or penalty.



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Affirmative Action Program for School and Classroom Practices

The Board of Education shall ensure that the district's curriculum and instruction are aligned to the State's Core Curriculum Content Standards and address the elimination of discrimination by narrowing the achievement gap, by providing equity in educational programs and by providing opportunities for students to interact positively with others regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status, by:

1. Ensuring there are no differential requirements for completion of course offerings or programs of study solely on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status;
2. Ensuring courses shall not be offered separately on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status;
 - a. Portions of classes which deal exclusively with human sexuality may be conducted in separate developmentally appropriate sessions for male and female students, provided that the course content for such separately conducted sessions is the same.
3. Reducing or preventing the underrepresentation of minority, female, and male students in all classes and programs including gifted and talented, accelerated, and advanced classes;
4. Ensuring that schools demonstrate the inclusion of a multicultural curriculum in its instructional content, materials and methods, and that students understand the basic tenet of multiculturalism;
5. Ensuring that African American history, as well as the history of other cultures, is infused into the curriculum and taught as part of the history of the United States, pursuant to N.J.S.A. 18A:35-1 and the New Jersey Core Curriculum Content Standards; and
6. Ensuring that instruction on the Holocaust and other acts of genocide is included in the curriculum of all elementary and secondary schools, as developmentally appropriate, pursuant to N.J.S.A. 18A:35-28.



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Affirmative Action Program for School and Classroom Practices

The Board of Education shall ensure all students have access to adequate and appropriate counseling services. When informing students about possible careers, professional or vocational opportunities, the Board shall not restrict or limit the options presented to students on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status. The district will not use tests, guidance, or counseling materials which are biased or stereotyped on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status.

The Board of Education shall ensure that the district's physical education program and its athletic programs are equitable, co-educational, and do not discriminate on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status, as follows:

1. The district shall provide separate restroom, locker room, and shower facilities on the basis of gender, but such facilities provided for students of each gender shall be comparable;
2. A school within the school district may choose to operate separate teams for both genders in one or more sports or single teams open competitively to members of both genders, so long as the athletic program as a whole provides equal opportunities for students of both genders to participate in sports at comparable levels of difficulty and competency; and
3. The activities comprising such athletic programs shall receive equitable treatment, including, but not limited to, staff salaries, purchase and maintenance of equipment, quality and availability of facilities, scheduling of practice and game time, length of season, and all other related areas or matters.

N.J.S.A. 18A:36-20

N.J.A.C. 6A:7-1.7

Adopted:



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[See POLICY ALERT Nos. 102, 153, 168, 172 and 209]

2411 GUIDANCE COUNSELING

The Board of Education requires that a planned program of guidance and counseling be an integral part of the educational program of the schools to assist students in making and implementing informed educational and occupational choices including academic, career and personal/social development.

A program of guidance and counseling, including developmental career guidance and exploration, shall be offered to all students in this school district and shall

Choose only one of the following alternatives:

- ☒ be conducted entirely by teaching staff members certified as guidance personnel.
- ☐ include the services of teaching staff members certified as guidance personnel and other designated teaching staff members.
- ☐ be the responsibility of the classroom teacher, who may draw upon the services of other, more specialized staff members as required.
- ☐ involve the coordinated efforts of all teaching staff members under the leadership of certified guidance and counseling personnel.

The Superintendent is directed to implement a guidance program that carries out the purposes of this policy and:

1. Involves teaching staff members at all appropriate levels;
2. Honors the individuality of each student;
3. Is integrated with the total educational program;
4. Is coordinated with available resources of the community;
5. Provides for cooperation of school staff with parent(s) or legal guardian(s) and shares parents' or legal guardians' concern for the development of their children;



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Guidance Counseling

6. Provides for the means of sharing information among appropriate staff members in the student's interest;
7. Is available equitably to all students and prohibits biased counseling and the use of materials that discriminate among students on the basis of their race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation ~~or sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability; and
8. Establishes a referral system that utilizes all the aid the schools and community offer, guards the privacy of the student, and monitors the efficacy of such referrals.

N.J.A.C. 6A:19-1.2; 6A:8-2.2

N.J.A.C. 6A:7-1.7; 6A:8-3.2

Adopted:



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Guidance ~~and~~ Counseling
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[See POLICY ALERT Nos. 153 and 209]

R 2411 GUIDANCE AND COUNSELING

A. Counseling Services

1. The purpose of guidance and counseling services is to assist students in self-examination, self-evaluation, and analysis of alternatives so that each student can benefit most fully from his/her education and life experiences.
2. Counseling services will include:
 - a. Career awareness and exploration, and academic planning through consideration of personal interests, past and potential performance, and present opportunities,
 - b. Personal/social development including adjustment to situational problems, understanding of the consequences of personal behavior, and referral to assistance where appropriate, and
 - c. Crisis counseling to assist students undergoing extreme emotional reactions that disrupt immediate functioning, including post-crisis planning and referral for treatment as necessary.
3. All counseling services shall be free of bias on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation ~~or sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability.

B. Career Awareness and Exploration

In fulfillment of the New Jersey Core Curriculum Content Standards, the school district shall provide a comprehensive program of guidance and counseling to facilitate career awareness and exploration for all students which shall be designed to:



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1. Assist students in making informed educational and occupational choices;
2. Encourage students to maintain portfolios consisting of accomplishments related to the Cross Content Workplace Readiness Standards;
3. Develop student competency in self management, educational and occupational exploration and career planning;
4. Make students aware of the relationship among personal qualities, education, training and the world of work; and
5. Acquaint students with the relationship between achieving academic standards and the attainment of career goals.

C. Consulting Services

1. The purpose of consulting services is the improvement of the instructional program and the delivery of educational services by the collaboration of those staff members responsible for the instructional program and the development of individual students.
2. Consulting services will include:
 - a. Identification of the needs of students,
 - b. Identification, evaluation, and program implementation of students with special needs,
 - c. Development and implementation of preventive and supportive programs to address such problems as student attendance, violence, and suicide,
 - d. Alerting professional staff to the purposes, functions, and availability of guidance and counseling services,
 - e. Encouragement of cooperation among teaching staff members and parent(s) or legal guardian(s) in resolving individual student problems and addressing student needs,



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- f. Establishment and maintenance of fruitful relationships with State and local agencies for the purpose of professional referral and the sharing of experiences,
- g. Cooperation with business and industry to facilitate student job placement and vocational training, and
- h. Maintenance of a library of occupational and educational information.

D. Evaluation

The program of guidance and counseling will be reviewed annually to determine its strengths and weaknesses. The following information may be gathered and analyzed in that review:

- 1. Annual record of graduate placements in post-secondary situations;
- 2. Assessments of past graduates as to the effectiveness of guidance services received in the high school;
- 3. Results of surveys of parent(s) ~~or legal guardian(s)~~ and staff evaluations of guidance services;
- 4. Analysis of the efficacy of outside referrals;
- 5. Assessments by persons not employed in the school district and expert in the field of guidance and counseling; and
- 6. The personal evaluations of the guidance and counseling staff members to identify weaknesses in the administration of the program.

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Bilingual and ESL Education

Jun 16

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[See **POLICY ALERT** Nos. 94, 102, 110, 120, 137,
141, 145, 187, 191 and 209]

2423 BILINGUAL AND ESL EDUCATION

The Board of Education will provide programs of bilingual education, English as a second language (ESL), and English language services for **English language learners (ELLs)** ~~students of Limited English Proficiency (LEP)~~ as required by law and rules of the State Board of Education. ~~ELLs Students of LEP~~ are those students whose native language is other than English and who have **varying degrees of English language proficiency in any one of the domains of sufficient difficulty speaking, reading, writing, or understanding listening and is synonymous with limited the English speaking ability pursuant to N.J.S.A. 18:35-15 to 26 language English language proficiency test, so as to be denied the opportunity to learn successfully in the classrooms where the language of instruction is English.**

Identification of ~~LEP~~ Students **ELLs**

The Board will conduct a screening process to determine the native language of each **ELL** student at the time of enrollment in the school district. A census shall be maintained of all **identified** students whose native language is other than English. The English language proficiency of each student whose native language is not English shall be determined by a screening process that includes the administration of a New Jersey Department of Education-approved English language proficiency test, an assessment of the student's level of reading in English, a review of the student's previous academic performance, **including their performance on results of standardized tests in English**, and a review of the input of teaching staff members responsible for the educational program **for ELLs of the limited English proficient students.**

Program Implementation

The district shall provide the following programs:

1. An English language services program **to improve the English language proficiency of ELLs** whenever there are **at least one or more**, but fewer than ten ~~LEP students~~ **ELLs** enrolled ~~within the schools of~~ **in the school** district. English language services shall be **provided** in addition to the regular school program;



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2. An ESL program **that provides at least one period of ESL instruction based on student language proficiency** whenever there are ten or more ~~LEP students~~ **ELLs** enrolled ~~within the schools of in the school~~ district; and
3. A bilingual **education** program whenever there are twenty or more ~~LEP students~~ **ELLs** in any one-language classification **enrolled in the school district pursuant to N.J.S.A. 18A:35-18**. Where the age range, grade span, and/or geographical location of eligible students makes a full-time bilingual program impractical, the Board may **annually** offer an instructional program alternative, provided ~~that program has been approved or~~ a waiver for the alternative program has been requested and approval has been granted by the Department of Education. The Board may establish a program in bilingual education for any language classification with fewer than twenty students.

All teachers in these programs shall be appropriately certified in accordance with the requirements as outlined in N.J.A.C. 6A:15-1.9. Every student participating in a bilingual, ESL, or English language services program shall be entitled to continue such participation for a period of three years **pursuant to N.J.S.A. 18A:35-19**.

Bilingual, ~~ESL~~ **English as a Second Language**, and English Language Services Program Enrollment, Assessment, Exit, and Re-entry

Students enrolled in a bilingual, ESL, or English language services program shall be assessed annually **using** with a New Jersey Department of Education-approved English language proficiency test to determine their progress in achieving English language proficiency goals and readiness for exiting the program. ~~LEP students~~ **ELLs** enrolled in a bilingual, ESL, or English language services program shall be placed in a monolingual English ~~p~~Program when they have demonstrated readiness to function successfully in the English-only program. ~~The~~ This process **to determine the readiness or inability of the individual student to function successfully in the English-only program** shall be initiated by the student's level of English proficiency as measured by a New Jersey Department of Education-established standard on an English language proficiency test, and ~~T~~the readiness of the student shall be further assessed on the basis of multiple indicators **that which shall include**, at a minimum, ~~include~~ classroom performance; the



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student's reading level in English; the judgment of the teaching staff member or members responsible for the educational program of the student; and performance on achievement tests in English.

In accordance with provisions of N.J.S.A. 18A:35-22.1, a ~~parent(s) or legal guardian(s)~~ may remove a student who is enrolled in a bilingual education program at any time; except that during the first three years of a student's participation in a bilingual education program, ~~the parent(s) or legal guardian(s)~~ may only remove the student at the end of each school year. If during the first three years of a student's participation in a bilingual education program, a ~~parent(s) or legal guardian(s)~~ wishes to remove the student prior to the end of each school year, the removal must be approved by the Executive County Superintendent of Schools. The ~~parent(s) or legal guardian(s)~~ may appeal the Executive County Superintendent's decision to the Commissioner of Education.

Newly exited students who are not progressing in the mainstream English program may be considered for re-entry to bilingual and ESL programs in accordance with the provisions of N.J.A.C. 6A:15-1.10(e)1 through (e)5.

When the exit review process **for exiting a student from a bilingual, ESL, or English language services program has been** is completed, the student's ~~parent(s) or legal guardian(s)~~ shall be informed by mail of the placement determination. A ~~parent(s) or legal guardian(s)~~, or teaching staff member who disagrees with the proposed placement may appeal the decision in writing to the **Superintendent of Schools or designee _____**, who will provide a written explanation for the decision within _____ **seven** working days ~~of receiving the written appeal~~. The complainant may appeal this decision in writing to the Board **within seven calendar days of receiving the Superintendent's or designee's written explanation of the decision**. The Board will review the appeal and respond in writing **to the parent** within forty-five calendar days **of the Board's receipt of the parent's written appeal to the Board**. A complainant not satisfied with the Board's **determination of the appeal explanation** may appeal to the Commissioner of Education.



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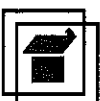
Parental Involvement

The parent(s) or legal guardian(s) of ~~ELLs student of limited English proficiency~~ will be notified in accordance with the provisions of N.J.A.C. 6A:15-1.13 that their child has been identified as eligible for enrollment in a bilingual, ESL, or English language services program. Notice shall be in writing, **and in the language in which the parent(s) in the language of which the child of the parents so notified possesses a primary speaking ability, and in English.** The notice must also include **a statement the information that the parents have the option of declining their child's enrollment in a bilingual program, and shall be given an opportunity to do so if they choose so chose.**

The district will notify the parent(s) or legal guardian(s) of the ~~LEP student~~ **ELLs** by mail ~~no later than within~~ **thirty days after the beginning of the school year that their child has been identified as of the child's identification.** ~~eligible for enrollment in a bilingual, ESL, or English language services program.~~ **If the student has not been identified as LEP prior to the beginning of the school year, then the parent(s) or legal guardian(s) must be notified within two weeks of the student's placement in a bilingual, ESL, or English language services program.**

Parent(s) or legal guardian(s) shall receive progress reports **of students enrolled in bilingual, ESL, or English language services programs** in the same manner and frequency as **progress reports are those sent to parents or legal guardians of other students enrolled in the district.**

The Superintendent or designee will provide for the maximum practical involvement of parent(s) of ELLs ~~Parent(s) or legal guardian(s) of students of limited English proficiency will be offered opportunities for involvement in the development and review of program objectives and dissemination of information to and from the district Boards of Education and communities served by the bilingual, ESL, or English language services education programs. A school district that implements a bilingual education program shall establish a parent An advisory committee on bilingual education shall be formed with of which the majority membership will be being parent(s) or legal guardian(s) of students of limited English proficiency of ELLs.~~



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Graduation

~~ELLs Students of limited English proficiency~~ will qualify for graduation from high school in accordance with N.J.A.C. 6A:8-5.1(a) and Policy No. 5460.

Program Plan

The Superintendent shall prepare and submit a plan for a bilingual, ESL, or English language services program every three years to the Board and the New Jersey Department of Education for approval in accordance with the provisions of N.J.A.C. 6A:15-1.6.

N.J.S.A. 18A:35-15 through 18A:35-25
N.J.A.C. 6A:15-1.1 et seq.

Adopted:



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[See POLICY ALERT Nos. 137, 141, 145, 187, 191 and 209]

R 2423 BILINGUAL AND ESL EDUCATION

A. Definitions

1. "Bilingual education program" means a full-time program of instruction in all ~~these~~ courses or subjects ~~which~~ **that** a child is required by law or rule to receive, given in the native language of ~~the limited English proficient students~~ **English language learners (ELLs)** enrolled in the program and also in English; in the aural comprehension, speaking, reading, and writing of the native language of ~~the limited English proficient students~~ **ELLs** enrolled in the programs, **and** in the aural comprehension, speaking, reading, and writing of English; and in the history and culture of the country, territory, or geographic area ~~which~~ **that** is the native land of the parents of ~~limited English proficient students~~ **ELLs** enrolled in the program, and in the history and culture of the United States. ~~All students in bilingual education programs receive English as a second language instruction.~~
2. "Bilingual part-time component" means a program alternative in which students are assigned to mainstream English program classes, but are scheduled daily for their developmental reading and mathematics instruction with a certified bilingual teacher.
3. "Bilingual resource program" means a program alternative in which students receive daily instruction from a certified bilingual teacher in identified subjects and with specific assignments on an individual student basis.
4. "Bilingual tutorial program" means a program alternative in which students are provided one period of instruction from a certified bilingual teacher in a content area required for graduation and a second period of tutoring in other required content areas.



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5. "Dual-language bilingual education program" means a full-time program of instruction in elementary and secondary schools ~~which~~ **that** provides structured English language instruction and instruction in a second language in all content areas for ~~LEP~~ **ELL** students and for native English speaking students enrolled in the program.
6. "Educational needs" means the particular educational requirements of ~~students of limited English proficiency,~~ **ELLs**; the fulfillment of which will provide them with equal educational opportunities.
7. "English as a second language (ESL) program" means a daily developmental second-language program of ~~up to two periods at~~ **least one period** of instruction based on student language proficiency which teaches aural comprehension, speaking, reading, and writing in English using second language teaching techniques, and incorporates the cultural aspects of the student's experiences in their ESL instruction. A period is the time allocated in the school schedule for instruction in core subjects.
8. ~~"English language fluency" means the ability to speak the language with sufficient structural accuracy; use vocabulary to participate effectively in most formal and informal conversations on practical, social, and school topics; read material for information; and complete forms and write essays and reports on familiar topics. Language fluency is not the same as language proficiency, which is the full command of language skills.~~

"English language development standards" means the 2012 Amplification of the English Language Development Standards, Kindergarten - Grade 12, incorporated herein by reference, as amended and supplemented, developed by the World-Class Instructional Design and Assessment (WIDA) Consortium. They are the standards and language competencies ELLs in preschool programs and elementary and secondary schools need to become fully proficient in English and to have unrestricted access to grade-appropriate instruction in challenging academic subjects. The standards are published by the Board of Regents of the University of Wisconsin System, on behalf of the WIDA Consortium (www.wida.us) and are available for review at <http://www.wida.us/standards/eld.aspx>.



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9. "English language learner" or "ELL" means a student whose native language is other than English. The term refers to students with varying degrees of English language proficiency in any one of the domains of speaking, reading, writing, or listening and is synonymous with limited English speaking ability as used in N.J.S.A. 18A:35-15 to 26.
910. "English language proficiency test" means a test ~~that~~ which measures English language skills in the areas of aural comprehension, speaking, reading, and writing.
1011. "English language services" means services designed to improve the English language skills of ~~students of limited English proficiency ELLs~~. These services, provided in school districts with less than ten ~~students of limited English proficiency ELLs~~, are in addition to the regular school program and ~~have as their goal the development of~~ **are designed to develop** aural comprehension, speaking, reading, and writing skills in English.
- ~~11. "ESL standards for Pre Kindergarten through grade twelve students" means the WIDA English Language Proficiency Standards for English Language Learners in Pre Kindergarten through Grade Twelve, 2007 edition, developed by the World-Class Instructional Design and Assessment (WIDA) Consortium. These are the standards and language competencies limited English proficient students in Pre Kindergarten programs and elementary and secondary schools need to become fully proficient in English and to have unrestricted access to grade appropriate instruction in challenging academic subjects.~~
12. "Exit criteria" means the criteria ~~which~~ **that** must be applied before a student may be exited from a bilingual, ESL, or English language services education program.
13. "High-intensity ESL program" means a program alternative in which students receive two or more class periods a day of ESL instruction. One period is the standard ESL class and the other period is a tutorial or ESL reading class.



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14. "Instructional program alternative" means a part-time program of instruction that may be established by a Board of Education in consultation with and approval of the New Jersey Department of Education. All students in an instructional program alternative receive English as a second language.
- ~~15. "Limited English proficient (LEP) students" means students from Pre-Kindergarten through grade twelve whose native language is other than English and who have sufficient difficulty speaking, reading, writing, or understanding the English language as measured by an English language proficiency test, so as to be denied the opportunity to learn successfully in the classrooms where the language of instruction is English. This term means the same as limited English speaking ability, the term used in N.J.S.A. 18A:35-15 to 26.~~
1615. "Native language" means the language first acquired by the student, the language most often spoken by the student, or the language most often spoken in the student's home; regardless of the language spoken by the student.
- ~~17~~16. "Parent(s) for the purposes of Policy and Regulation 2423" means the natural parent(s) or the legal guardian(s), foster parent(s), surrogate parent(s), or person acting in the place of a parent with whom the student legally resides. **When** ~~Where~~ parents are separated or divorced, parent means the person(s) who has legal custody of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
- ~~18~~17. "Review process" is **means** the process established by the Board of Education to assess ~~limited English proficient students~~ **ELLs** for exit from a bilingual, ESL, or English language services programs.
- ~~19~~18. "Sheltered English instruction" is **means** an instructional approach used to make academic instruction in English understandable to ~~LEP~~ **ELLs** students. Sheltered English classes are taught by regular classroom teachers who have received training on strategies to make subject-area content comprehensible for **ELLs** ~~LEP students~~.



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B. Identification of Eligible ~~Limited~~ English Language Learners (ELLs) Proficient (LEP) Students

1. The Superintendent of Schools will designate a teaching staff member(s) who _____ will determine the native language of each ~~ELL LEP~~ student at the time of enrollment of the student in the school district. The district _____ will:
 - a. Maintain a census indicating all students identified whose native language is other than English; and
 - b. Develop a screening process, initiated by a home-language survey, to determine which students in Kindergarten to grade twelve, of those whose native language is other than English, must be tested to determine English language proficiency. The screening shall be conducted by a bilingual/ESL or other certified teacher, and shall be designed to distinguish students who are proficient English speakers and need no further testing.

~~Report annually to the New Jersey Department of Education as part of the Fall LEP Enrollment Summary, the number of all LEP students whose native language is other than English and, of that group, the number who are LEP students.~~

- ~~2. The Board approved screening process, initiated by a home language survey, shall determine which students in Kindergarten to grade twelve, of those whose native language is other than English, must be tested to determine English language proficiency. The screening shall be conducted by a bilingual/ESL or other certified teacher and shall be designed to distinguish those students that are proficient English speakers and need no further testing.~~
32. The district shall determine the English language proficiency of all Kindergarten to grade twelve students; who are not screened out, and whose native language is other than English, by administering the administration of a Department of Education-approved English language proficiency test, assessing the level of



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reading in English, reviewing the previous academic performance of students, **including their performance on** as well as standardized tests in English, and reviewing the input of teaching staff members responsible for the educational program for **ELLs** ~~the limited English proficient students~~. Students who do not meet the New Jersey Department of Education standard on a Department-approved language proficiency test and who have at least one other indicator **shall be considered ELLs**, ~~are students of limited English proficiency~~. The district shall also use age-appropriate assessment methodologies to identify ~~limited English proficient~~ preschool **ELLs** ~~students in order~~ to determine their individual language development needs.

C. Bilingual Programs for ~~Limited English Proficient Students~~ **Language Learners (ELLs)**

1. All Kindergarten through ~~twelfth~~ grade ~~twelve LEP students~~ **ELLs** enrolled in the district **pursuant to N.J.S.A. 18A:7F-46** will be **provided with all** ~~receive~~ required courses and support services outlined in a. through g. below to prepare ~~LEP students~~ **ELLs** to meet the Core Curriculum Content Standards for high school graduation. This may include tutoring, after-school programs, summer programs, and remedial services as needed by **ELLs** ~~LEP students~~. The district shall also provide appropriate instructional programs to eligible pre-school ~~LEP students~~ **ELLs** based on need according to the New Jersey Preschool **Program Implementation Guidelines, 2015 Teaching and Learning Expectations: Standards of Quality (2004)**. **The guidelines provide developmentally appropriate recommendations** ~~These standards are guidelines for good practice and are intended for school districts that provide preschool programs.~~
- a. **The Board of Education shall establish** English language services designed to improve **the** English language proficiency of **ELLs** ~~LEP students~~ whenever there are **at least one or more**, but fewer than ten ~~LEP students~~ **ELLs** enrolled ~~within the schools of~~ **in** the school district. English language services shall be **provided** in addition to the regular school program.



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- b. **The Board of Education shall establish** ~~a~~An ESL program that provides **at least one** ~~up to two~~ periods of ESL instruction based on student language proficiency whenever there are ten or more ~~LEP~~ **ELLs** enrolled ~~within the schools of~~ **in the school** district.
- (1) **An** ~~The~~ ESL curriculum that addresses the WIDA English ~~I~~Language **development** ~~Proficiency~~ ~~s~~Standards ~~as amended and supplemented~~ shall be developed and adopted by the Board to address the instructional needs of **ELLs** ~~LEP~~ students.
- (2) The ESL curriculum will be cross-referenced to the district's bilingual education and content area curricula to ensure that ESL instruction is correlated to all the content areas ~~being~~ taught.
- c. **The Board of Education shall establish** A bilingual education programs ~~will be established~~ whenever there are twenty or more ~~limited English proficient~~ **ELLs** in any one-language classification enrolled in the **school** district pursuant to N.J.S.A. 18A:35-18. The bilingual education programs shall:
- (1) Be designed to prepare ~~LEP~~ **ELLs** to acquire sufficient English skills and content knowledge to meet the Core Curriculum Content Standards. All ~~LEP~~ **ELLs** participating in the bilingual programs **shall** ~~will~~ also receive ESL instruction;
- (2) Include a ~~bilingual program~~ curriculum that addresses the Core Curriculum Content Standards, the WIDA English ~~I~~Language **development** ~~Proficiency~~ ~~s~~Standards, and the use of two languages. The bilingual education curriculum shall be adopted by the Board; and
- (3) Include a full range of required courses and activities offered on the same basis and under the same rules that apply to all students within the **school** district.



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- d. ~~ELLs LEP students will~~ **shall** be provided **with** equitable instructional opportunities to participate in all non-academic courses necessary to meet the Core Curriculum **Content** Standards, including comprehensive health and physical education, the visual and performing arts, and career awareness programs. ~~The These~~ instructional opportunities shall be designed to assist ~~LEP students~~ **ELLs** to fully comprehend all subject matter and demonstrate their mastery of the content matter.
- e. The **Board of Education** ~~district~~ shall offer sufficient courses and other relevant supplemental instructional opportunities in grades nine through twelve to enable ~~LEP students~~ **ELLs** to meet the Core Curriculum Content Standards for graduation. When sufficient numbers of students are not available to form a bilingual class in a subject area, **the Board shall develop plans** ~~shall be developed~~ in consultation with and approved by the New Jersey Department of Education to meet the needs of the students.
- f. **The Board of Education shall design** ~~aAdditional~~ programs and services ~~shall be designed~~ to meet the special needs of eligible ~~LEP students~~ **ELLs** and will include, but not be limited to: remedial instruction through Title I programs; special education; school-to-work programs; computer training; and gifted and talented education services.
- g. The **Board of Education** may establish dual-language bilingual education programs in ~~its the~~ schools and may make provisions for the coordination of instruction and services with the ~~school~~ district's ~~wWorld~~ **I**languages program. **Dual-language bilingual education programs** ~~This program, if established by the Board,~~ shall also enroll students whose primary language is English, and shall be designed to help students achieve proficiency in English and in a second language while mastering subject-matter skills. **To the extent necessary,** ~~Instruction shall, to the extent necessary,~~ be in all courses or subjects of study **that** ~~allow~~ **allowing** students to meet all grade promotion and



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graduation standards. Where possible, ~~these~~ **classes in dual-language bilingual programs shall** will be comprised of approximately equal numbers ~~of students of limited English proficiency and of ELLs and of~~ students whose native language is English.

2. The Board of Education may establish a program in bilingual education for any language classification with fewer than twenty students.

D. Waiver Process **Provided by Statute**

The school district may request a waiver from **N.J.A.C. 6A:15-1.4(d)** ~~establishing a bilingual education program, pursuant to N.J.S.A. 18A:35-18;~~ to establish **annually** an instructional program alternative ~~on an annual basis~~ with the approval of the Department of Education when there are twenty or more students eligible for the bilingual education program in Kindergarten through grade twelve, and the **school** district is able to demonstrate **that it would be impractical to provide a full-time bilingual program** that due to age range, grade span, and/or geographic location of eligible students, ~~it would be impractical to provide a full-time bilingual program.~~

1. ~~Any~~ Instructional program alternatives shall be developed in consultation with and approved annually by the Department of Education after review of student enrollment and achievement data. All bilingual instructional program alternatives shall be designed to assist ~~LEP students~~ **ELLs** to develop sufficient English skills and subject-matter skills to meet the Core Curriculum Content Standards.
2. The instructional program alternatives **that shall** ~~to be~~ established ~~shall~~ include, but are not limited to: **the** bilingual part-time component;; **the** bilingual resource program;; **the** bilingual tutorial program;; **the** sheltered English instruction program;; and **the** high-intensity ESL program.
3. In the event the district implements program alternatives, the district shall annually submit student enrollment and achievement data that demonstrate the continued need for these programs.



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E. Department of Education Approval of Bilingual, ESL, or English Language Services Programs

1. **Each school district providing a** ~~The school district's bilingual program, ESL program, or English language services program~~ plans shall be submitted **a plan every three years** to the New Jersey Department of Education ~~every three years~~ for approval. **At its discretion, the Department of Education may request modifications, as appropriate. Plans submitted by the school district for approval shall include information on the following** ~~The plans will include the following information:~~

- a. Identification of students;
- b. Program description;
- c. Number of certified staff hired for the program;
- d. Bilingual and ESL curriculum development;
- e. Evaluation design;
- f. Review process for exit; and
- g. A budget for bilingual and ESL programs ~~and/or or English language services programs. The budget must indicate how the bilingual categorical aid funds are directly related to the bilingual/ESL program instructional services and materials.~~

2. **The Department of Education will establish procedures for monitoring and evaluation of school district bilingual/ESL programs by means of its district and school accountability process.**

~~The district shall annually submit data on the number of LEP students served, exit data for the LEP students enrolled in the district, and data on the number of immigrant students enrolled in the district.~~



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3. ~~The district's bilingual/ESL programs will be monitored and evaluated by the New Jersey Department of Education.~~
4. ~~A school that fails to make progress in meeting the New Jersey Department of Education's annual measurable achievement objectives, must separately inform the parent(s) or legal guardian(s) of an LEP student of the school's failure no later than thirty days after the failure occurs.~~

F. Supportive Services

1. Students enrolled in bilingual, ESL, or English language services programs shall have full access to educational services available to other students in the **school** district.
2. To the extent that it is administratively feasible, supportive services to **ELLs** ~~LEP students~~, such as counseling, tutoring, and career guidance, should be provided by bilingual personnel who are familiar with and knowledgeable of the unique needs and background of **the ELLs** ~~LEP students~~ and their parents.

G. In-service Training

1. **A plan shall be developed for in-service training will be provided for bilingual, ESL, and mainstream teachers; administrators who supervise bilingual/ESL programs; and administrators and any personnel who observe and evaluate teachers of ELLs. The plan shall based on their needs and to include instructional strategies and appropriate assessments to help LEP students ELLs meet the Core Curriculum Content Standards and the WIDA English IIanguage development Proficiency sStandards. All ESL and bilingual teachers shall will receive training in the use of the ESL curriculum.**
2. The Professional Development Plan of the **school** district shall include the needs of bilingual and ESL teachers, **which that** shall be addressed through in-service training.



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H. Certification of Staff

All teachers in these programs will hold the following certifications:

1. Bilingual Classes - a valid New Jersey instructional certificate with an endorsement for the appropriate grade level and/or content area, as well as an endorsement in bilingual education **pursuant to N.J.S.A. 18A:6-38 et seq. and 18A:35-15 to 26.**
2. ESL Classes - a valid New Jersey instructional certificate in ~~English as a second language~~ **pursuant to N.J.S.A. 18A:6-38 et seq. and N.J.A.C. 6A:9B-10.5.**
3. English Language Services - a valid New Jersey instructional certificate.

I. Bilingual, **English as a Second Language** ~~ESL~~, and English Language Services Program Enrollment, Assessment, Exit, and Re-entry

1. All **ELLs** ~~LEP students~~ from Kindergarten through ~~twelfth~~ **twelve** shall be enrolled in the bilingual, ESL, or English language services program **established by the Board of Education as prescribed in N.J.A.C. 6A:15-1.4(b) through (e) and 1.5(a), and P.L. 1995, c. 59 and c. 327.**
2. Students enrolled in ~~the~~ a bilingual, ESL, or English language services program shall be assessed annually **using** ~~with~~ a Department of Education-approved English language proficiency test to determine their progress in achieving English language proficiency goals and readiness for exiting the program.
3. **ELLs** ~~LEP students~~ enrolled in ~~the bilingual, ESL, or English language services program~~ **one of these programs** shall be placed in a monolingual English program when they have demonstrated readiness to function successfully in an English-only program. **The This process to determine the readiness or inability of the individual student to function successfully in the English-only program** shall be initiated by the student's level of English proficiency as measured by a Department of Education-established



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standard on an English language proficiency test. ~~The and the~~ readiness of the student shall be further assessed on the basis of multiple indicators ~~that which~~ shall **include**, at a minimum; ~~include~~ classroom performance;; the student's reading level in English;; the judgment of the teaching staff member or members responsible for the educational program of the student;; and performance on achievement tests in English ~~according to P.L. 1991, c.12.~~

4. A parent(s) ~~or legal guardian(s)~~ may remove a student who is enrolled in a bilingual education program pursuant to provisions in N.J.S.A. 18A:35-22.1.
5. ~~Students enrolled in a bilingual, ESL, or English language services program shall be assessed annually to determine their progress in achieving English language proficiency goals and readiness for exiting the program.~~
65. Newly exited students who are not progressing in the mainstream English program may be considered for reentry to bilingual and ESL programs as follows:
 - a. After a minimum of one-half of an academic year and within two years of exit, the mainstream English classroom teacher, ~~with the approval of the Building Principal,~~ may recommend retesting **with the approval of the Principal.**
 - b. A waiver of the minimum time limitation may be approved by the Executive County Superintendent upon request of the Superintendent if the student is experiencing extreme difficulty in adjusting to the mainstream program.
 - c. The recommendation for retesting ~~shall will~~ be based on the teacher's judgment that the student is experiencing difficulties due to problems in using English as evidenced by the student's inability to: communicate effectively with peers and adults; understand directions given by the teacher; and/or comprehend basic verbal and written materials.



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- d. The student shall be tested using a different form of the test or a different language proficiency test than the one used to exit the students.
 - e. If the student scores below the State-established standard on the language proficiency test, the student shall be re-enrolled into the bilingual or ESL program.
76. When the review process for exiting a student from a bilingual, ESL, or English language services program has been completed, **the district shall notify by mail the student's parent(s) or legal guardian(s) shall be informed by mail of the placement determination of placement.** If the parent(s), legal guardian(s) or teaching staff member disagrees with the placement, he/she may appeal the **placement** decision in writing to the **Superintendent or designee _____**, who will provide a written explanation for the decision within _____ **seven** working days **of receiving the written appeal.** The complainant may appeal this decision in writing to the Board of Education **within seven calendar days of receiving the Superintendent's or designee's written explanation of the decision.** The Board will review the appeal and respond in writing **to the parent within forty-five calendar days of the Board's receipt of the parent's written appeal to the Board.** Upon exhausting an appeal to the Board, the complainant may appeal to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3.
- J. Graduation Requirements for ~~Limited English Proficient~~ **Students Language Learners**
- All **ELLs** ~~LEP~~ ~~students~~ must satisfy requirements for high school graduation according to N.J.A.C. 6A:8-5.1(a).
- K. Location of Programs
- All bilingual, ESL, and English language services programs shall be conducted within classrooms ~~approved by the Executive County Superintendent of Schools~~ within the regular school buildings of the ~~school district per~~ **pursuant to N.J.S.A. 18A:35-20.**



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L. Notification to Parents/Legal Guardians

1. The school district will notify **by mail** the parents(s) ~~or legal guardian(s) of the LEP student of ELLs by mail~~ **of the fact** no later than thirty days after the beginning of the school year that their child has been identified as eligible for enrollment in a bilingual, ESL, or English language services program. **The district shall issue the notification within thirty days of the child's identification. Notice shall include a statement that the parents may decline their child's enrollment in a bilingual program, and they shall be given an opportunity to do so if they choose. The notice shall be in writing and in the language in which the parent(s) possesses a primary speaking ability, and in English, and shall include the following information:** ~~The parent(s) or legal guardian(s) must be notified within two weeks of the student's placement in a bilingual, ESL, or English language services program, if the student has not been identified as a LEP student prior to the beginning of the school year.~~
 - a. ~~Why~~ **The notice shall inform the parent(s) or legal guardian(s) why the student was identified as an ELL;**
 - b. ~~Why LEP and why the student needs to be placed in a language instructional educational program that will help him or her develop and attain English proficiency and meet State academic standards~~ **bilingual, ESL, or English language services program;**
 - bc. ~~The notice will include the student's level of English proficiency, how~~ **the such level of English proficiency** was assessed, and the student's academic level;
 - ed. ~~The notice will include the method of instruction the school district will use that will be used to serve the student, including a description of other methods of instruction~~ **methods** available and how those methods differ in content, instructional goals, and the use of English and a native language, if applicable;



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- de. ~~The notice will inform the parent(s) or legal guardian(s)~~
How the program will meet the **student's** specific needs of the student in attaining English and meeting State standards;
- ef. The **program's** notice will include the exit requirements, the expected rate of transition into a classroom not tailored for **ELLs** ~~LEP students~~, and, in the case of high school students, the expected rate of graduation; **and**
- fg. ~~The notice will inform the parent(s) or legal guardian(s)~~
How the instructional program will meet the objectives of **the** an individualized education program of a student with a disability;
- g. ~~The notice will include written guidance on the rights that parents have to remove their child from a bilingual, ESL, or English language services program upon their request, in accordance with N.J.A.C. 6A:15-1.13, or to choose another program or method of instruction, if available, and how the parent(s) or legal guardian(s) will be provided assistance in selecting the best program to serve their child;~~
- h. ~~The notice will inform the parent(s) or legal guardian(s) they have the option of declining enrollment if they choose by providing notice to the district no later than ten days after receiving the eligibility notice;~~
- i. ~~The notice shall be in writing and in the language of which the child of the parent(s) or legal guardian(s) so notified possesses a primary speaking ability, and in English; and~~
- j. ~~Whenever the district determines, on the basis of a student's level of English proficiency, that a student should exit from a program of bilingual education, the district shall notify the parent(s) or legal guardian(s) of the student by mail.~~



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Bilingual and ESL Education

2. **The school district shall send progress reports to** ~~The parent(s) or legal guardian(s)~~ of students enrolled in a bilingual, ESL, or English language services programs ~~shall receive progress reports~~ in the same manner and frequency as progress reports are sent to ~~parent(s) and legal guardian(s)~~ of other students enrolled in the school district.
3. Progress reports shall be written in English and in the native language of the ~~parent(s) or legal guardian(s)~~ of students enrolled in the bilingual **and** ~~or~~ ESL program unless **the school district** it can be demonstrated and documented in the three-year plan **required in N.J.A.C. 6A:15-1.6(a)** that ~~the~~ **this** requirement would place an unreasonable burden on the district.
4. The **school** district shall notify the ~~parent(s) or legal guardian(s)~~ when ~~a~~ students meets the exit criteria and ~~are~~ **is** placed in a monolingual English program. The notice shall be in English and in the language in which the ~~parent(s) or legal guardian(s)~~ possesses a primary speaking ability.

M. Joint Programs

~~With The school district may join with any other school districts, with the approval of the Executive County Superintendent of Schools, on a case-by-case basis, a school district may join with another Board of Education to provide bilingual, ESL, or English language services programs.~~

N. Parental Involvement

1. The **Superintendent or designee** _____ will provide for **the** maximum practicable involvement of ~~parent(s) or legal guardian(s)~~ of ~~LEP students~~ **ELLs** in the development and review of program objectives and dissemination of information to and from the **district** Boards of Education and communities served by the bilingual, ESL, or English language services education programs.



REGULATION GUIDE

PROGRAM
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Bilingual and ESL Education

2. ~~A parent(s) or legal guardian(s) will be informed on how they can become involved in the education of their child and how they can actively participate in helping their child learn English, achieve at high levels in the core academic subjects, and meet State standards.~~
32. A **school** district that implements a bilingual education program shall establish a parent advisory committee on bilingual education **of** on which the majority will be parents ~~or legal guardians of~~ students of **ELLs** ~~limited English proficiency~~.

Issued:



POLICY GUIDE

PROGRAM
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Educational Program Evaluation
Jun 16
M

[See POLICY ALERT Nos. 140, 172 and 209]

2610 EDUCATIONAL PROGRAM EVALUATION

The Board of Education directs the Superintendent to develop and implement a systematic plan for the continuous evaluation of the educational program against the educational goals established by this Board. To this end, the Superintendent shall employ such tests and methods as may be indicated by sound professional judgment. Wherever possible, the assessment program shall follow evaluation procedures set forth in the course guides.

The Superintendent shall maintain a calendar of assessment activities and shall make periodic evaluation reports to the Board during the school year. Findings of the assessment program may be used to evaluate the progress of students and the effectiveness of staff members. The Board will annually make available to the public the collective progress of students toward the goals of the district.

The Board will annually, prior to the end of the school year and in conjunction with appropriate members of the administrative staff, conduct a review of the educational progress of the district, assess district and student needs, and establish long range and short range objectives for the educational program. The Board's annual report will be submitted to the Commissioner of Education as required.

The Superintendent shall annually recommend improvements in the educational program based on the Board's evaluation of the district's program. The Board reserves the right to employ experts from outside the school district to serve in the evaluation process.

N.J.S.A. 18A:7A-11

N.J.A.C. 6:8-3.2; 6A:8-4.1 et seq.

N.J.A.C. 6A:19-2.6 [**vocational districts**]

Adopted:



POLICY GUIDE

PROGRAM
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Student Assessment
Jun 16
M

[See POLICY ALERT Nos. 120, 135, 147, 153, 168, 170, 197, 205 and 209]

2622 STUDENT ASSESSMENT

The Commissioner of Education shall implement a system and related schedule of Statewide assessments to evaluate student achievement of the Core Curriculum Content Standards in accordance with the provisions of N.J.A.C. 6A:8-4.1 et seq. The Board of Education is required to administer the applicable Statewide assessments according to the schedule prescribed by the Commissioner.

State assessments provide parents with important information about their child's progress; detailed diagnostic information about each individual student's performance that educators, parents, and students can utilize to enhance foundational knowledge and student achievement; and include item analysis which will clarify a student's level of knowledge and understanding of a particular subject or area of a subject. The data derived from State assessments will be utilized by teachers and administrators to pinpoint areas of difficulty and customize instruction accordingly. Such data can be accessed and utilized as a student progresses to successive school levels.

The New Jersey Department of Education, pursuant to State law and regulations, requires all students to take State assessments as scheduled. There is no provision for a student to opt-out of Statewide assessments. If a student is absent on a testing date, the student will be expected to take the missed test on another school day. Parents and students will be informed of all scheduled testing dates, including make-up testing dates for students who missed the initial testing date.

Statewide Assessment System

The Superintendent of Schools shall develop and annually present to the Board for its approval an assessment program that complies with the rules of the State Board of Education.

Test Administration Procedures and Security Measures

All Statewide assessments shall be administered in accordance with the Department of Education's required test administration procedures and security measures. Any breach of such procedures or measures shall be immediately reported to the Superintendent or designee.



POLICY GUIDE

PROGRAM
2622/page 2 of 3
Student Assessment

Documentation of Student Achievement

The Department of Education shall provide the Superintendent with documentation of student achievement after administration of each test in accordance with the provisions of N.J.A.C. 6A:8-4.2. The Board shall maintain an accurate record of each student's performance on Statewide assessments in accordance with N.J.A.C. 6A:8-4.2. Information regarding individual student test scores shall only be released in accordance with Federal and State law.

Accountability

The Superintendent shall report preliminary and final results of annual assessments to the Board of Education as required by the New Jersey Department of Education. The Board will provide parents, students, and citizens with results of annual assessments according to N.J.A.C. 6A:8-4.23. The Board shall provide appropriate instruction to improve skills and knowledge for students performing below established levels of student proficiency in any content area either on Statewide or local assessments. All students are expected to demonstrate the knowledge and skills of the Core Curriculum Content Standards as measured by the Statewide assessment system.

Public Reporting

In accordance with the requirements of N.J.A.C. 6A:8-4.5, the Department of Education shall report annually to the State Board of Education and the public on the progress of all students and student subgroups in meeting the Core Curriculum Content Standards as measured by the Statewide assessment system. In public reporting of school and district performance data, the Department of Education shall not compromise the confidentiality of individual students.

Parental Notification

Parents shall be informed of the district assessment system and of any special tests that are to be administered to their children.



POLICY GUIDE

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Student Assessment

Student Accommodations/Modifications

The Board shall provide appropriate accommodations or modifications to the Statewide assessment system as specified by the Department of Education for English Language Learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act as determined by the Individualized Educational Plan (IEP) or 504 Team in accordance with N.J.A.C. 6A:8-4.1(d)1.

ADDED: Pursuant to 6A:8-4.3 All students are expected to demonstrate knowledge and skill of the Core Curriculum Content Standards as measured by the Statewide Assessment System. No student will be recused from participating. Should a student refuse participation no alternative setting or assignment will be provided. ~~Students disruptive to the process will be handled as a discipline matter.~~

N.J.S.A. 18A:7C-1

N.J.A.C. 6A:8-4.1 et seq.; 6A:8-5.1; 6A:14-1.1 et seq.; 6A:14-3.7;
6A:14-4.10



POLICY GUIDE

STUDENTS

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Equal Educational Opportunity

Jun 16

M

[See POLICY ALERT Nos. 95, 116, 136, 168 and 209]

5750 EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education directs that all students enrolled in the schools of this district shall be afforded equal educational opportunities in strict accordance with law. No student shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation ~~or sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability. The Board shall assure that all students are free from harassment, sexual or otherwise.

The Board directs the Superintendent to allocate faculty, administrators, support staff members, curriculum materials, and instructional equipment supplies among and between the schools and classes of this district in a manner that ensures equivalency of educational opportunity throughout this district. The school district's curricula in the following areas will eliminate discrimination, promote mutual acceptance and respect among students, and enable students to interact effectively with others, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation ~~or sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability:

1. School climate/learning environment;
2. Courses of study, including Physical Education;
3. Instructional materials and strategies;
4. Library materials;
5. Software and audio-visual materials;
6. Guidance and counseling;
7. Extra-curricular programs and activities;
8. Testing and other assessments.



POLICY GUIDE

STUDENTS
5750/page 2 of 2
Equal Educational Opportunity

The school district's curricula will include Multi-cultural Education content and practices, instruction on African-American History in the teaching of U.S. History and instruction on the Holocaust and other acts of Genocide.

Affirmative action shall be taken to ensure that students are protected from the effects of discrimination, in accordance with Policy No. 2260. Students who experience less than equal educational opportunities or experience discrimination shall use the procedure established by Regulation No. 5750 to report and appeal any harassment or discriminatory practice.

The conduct of teaching staff members shall exemplify the highest principles of equality and democracy. Conduct and attitudes that display discrimination are contrary to the policies of this Board and, further, are destructive to the self esteem that this Board wishes to encourage in all students. A teaching staff member's act of derision or enmity, in any form, against a person or persons on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation ~~or sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability shall be considered to be conduct unbecoming to a professional staff member of this district and shall be subject to appropriate discipline.

The Superintendent shall develop and promulgate a procedure by which a student or parent may appeal Board policy, district practice, or the act or omission of any district employee that allegedly violates this policy.

42 U.S.C.A. 12101

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

N.J.S.A. 18A:4A-1, et seq.

N.J.S.A. 18A:6-5 et seq.; 18A:36-20

N.J.A.C. 6A:7-1.1 et seq.; 6A:14-1.2

Adopted:



POLICY GUIDE

STUDENTS

5755/page 1 of 3

Equity in Educational Programs and Services

Jun 16

M

[See POLICY ALERT Nos. 136 and 209]

5755 EQUITY IN EDUCATIONAL PROGRAMS AND SERVICES

Equity In Student Access

It is the policy of the Board of Education to ensure equal and bias-free access to all school facilities, courses, programs, activities, and services, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation ~~or sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability.

The school district administration will ensure: that all students will have equal and barrier-free access to all school and classroom facilities, that minority and female students are not under-represented in gifted and talented or accelerated/advanced courses and that minority and male students are not over-represented in detentions, suspensions, expulsions, dropouts, or special needs classifications. Support services will be available to all students and that all limited English-proficient students and students with disabilities will have equal and bias-free access to all school programs and activities. The school district will ensure equal and bias-free access for all students to computers, computer classes, vocational education classes, and technologically-advanced instructional assistance, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation ~~or sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability.

The Board of Education will refrain from locating new facilities in areas that will contribute to imbalanced, isolated, or racially identifiable school enrollments. The school district administration will assign students to ensure that the racial/national origin composition of each school's enrollment reflects the composition of the districtwide enrollment and so that school and classroom enrollments are not identifiable on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation ~~or sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability.



POLICY GUIDE

STUDENTS

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Equity in Educational Programs and Services

Students will not be separated or isolated by race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation ~~or sex,~~ **gender, gender identity or expression,** ~~social or economic~~ **socioeconomic** status, or disability within schools, courses, classes, programs, or extracurricular activities. Bias-free multiple measures for determining the special needs of language-minority students and students with disabilities will be utilized. Pregnant students will be permitted to remain in the regular school program and activities and if not permitted to attend school by her doctor, the student will be provided equivalent instruction.

Equity in Guidance Programs and **Support Services**

The school district will ensure the guidance program **and support services** provides access to adequate and appropriate counseling services for **all students, including, but not limited to,** minority students, limited English-proficient students, non-college bound students, and students with disabilities. A full range of possible career, professional, and/or vocational choices will be presented to all students.

Equity in Physical Education Training

All school district physical education programs will be co-educational, ~~with the exception of wrestling practice and a minimum of 75% of the electives are chosen by at least 30% of enrolled male and female students, when the physical education programs are elective~~ **with any exceptions to be in accordance with Federal and State laws and regulations.**

Equity in Athletic Programs

The school district's athletic program will provide equitable opportunities for female and male students to participate in athletics and equitable support for cheerleading programs and comparable facilities for male and female teams. The athletic program will have relatively equal numbers of varsity and sub-varsity teams for male and female teams and equitable scheduling of night games, practice times, and numbers of games for male and female teams.



POLICY GUIDE

STUDENTS

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Equity in Educational Programs and Services

Appeal Procedure

Any student or their parent(s) or legal guardian(s) may appeal school practices involving equity through the procedure established in Regulation No. 5750.

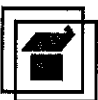
N.J.A.C. 6:4-1 et seq.

Title IX of the Education Amendments of 1972

~~Athletic Guidelines 1986~~

N.J.A.C. 6A:7-1.1 et seq.

Adopted:



6/9 10:30am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10
Interim Balance Sheet
For 11 Month Period Ending 05/31/2016

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$2,842,658.67
121	Tax levy receivable		\$1,090,460.00
	Accounts receivable:		
132	Interfund	\$40,926.21	
141	Intergovernmental - State	\$160,738.00	
143	Intergovernmental - Other	\$6,840.00	
			\$208,504.21

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

301	Estimated Revenues	\$14,425,987.00	
302	Less Revenues	(\$14,565,430.46)	
			(\$139,443.46)

	Total assets and resources		\$4,002,179.42
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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 11 Month Period Ending 05/31/2016

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year		\$1,803,187.23
	Reserved fund balance:		
760	Reserved Fund Balance		\$714,590.22
601	Appropriations	\$14,925,987.00	
602	Less : Expenditures	\$11,997,202.01	
603	Encumbrances	\$1,803,187.23 (\$13,800,389.24)	
			\$1,125,597.76
	Total Appropriated		\$3,643,375.21

--- Unappropriated ---

770	Fund Balance	\$858,804.21
303	Budgeted Fund Balance	(\$500,000.00)
	TOTAL FUND BALANCE	\$4,002,179.42
	TOTAL LIABILITIES AND FUND EQUITY	\$4,002,179.42

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$14,925,987.00	\$13,800,389.24	\$1,125,597.76
Revenues	(\$14,425,987.00)	(\$14,565,430.46)	\$139,443.46
	\$500,000.00	(\$765,041.22)	\$1,265,041.22
Less: Adjust for prior year encumb.	\$0.00	\$0.00	
Budgeted Fund Balance	\$500,000.00	(\$765,041.22)	\$1,265,041.22

Recapitulation of Budgeted Fund Balance by Subfund

Fund 10 (includes 10, 11, 12, and 13)	\$500,000.00	(\$765,041.22)	\$1,265,041.22
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00
TOTAL Budgeted Fund Balance	\$500,000.00	(\$765,041.22)	\$1,265,041.22

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 11 Month Period Ending 05/31/2016

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$12,991,498.00	\$13,130,941.46		(\$139,443.46)
3XXX	From State Sources	\$1,434,489.00	\$1,434,489.00		.00
TOTAL REVENUE/SOURCES OF FUNDS		\$14,425,987.00	\$14,565,430.46		(\$139,443.46)
		=====	=====	=====	=====
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$1,727,345.58	\$1,449,893.15	\$173,882.68	\$103,569.75
11-3XX-100-XXX	Voc. Programs - Local - Instruction	\$3,753,286.59	\$3,088,142.78	\$281,882.34	\$383,261.47
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$70,390.00	\$43,616.34	\$17,104.02	\$9,669.64
11-402-100-XXX	School-Spons. Athletics - Instruction	\$95,141.50	\$72,298.24	\$22,015.59	\$827.67
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-213-XXX	Health Services	\$184,404.92	\$157,173.34	\$15,926.71	\$11,304.87
11-000-216-XXX	Speech, OT,PT & Related Svcs	\$3,666.00	\$3,333.00	\$333.00	.00
11-000-218-XXX	Guidance	\$742,544.28	\$646,396.57	\$72,022.87	\$24,124.84
11-000-219-XXX	Child Study Teams	\$227,204.00	\$200,006.42	\$19,068.67	\$8,128.91
11-000-221-XXX	Improvement Of Inst./Other Support				
	Improvement of Inst. Serv.	\$167,247.23	\$146,776.92	\$13,634.65	\$6,835.66
11-000-222-XXX	Educational Media Serv/School Library	\$62,215.69	\$49,484.21	\$3,878.18	\$8,853.30
11-000-223-XXX	Instructional Staff Training Services	\$84,916.00	\$41,867.03	\$4,607.94	\$38,441.03
11-000-230-XXX	Supp. Serv.-General Administration	\$585,902.00	\$435,117.45	\$90,191.31	\$60,593.24
11-000-240-XXX	Supp. Serv.-School Administration	\$865,562.25	\$763,843.55	\$69,829.75	\$31,888.95
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$884,263.96	\$787,235.38	\$68,006.28	\$29,022.30
11-000-261-XXX	Allowable Maint. for School Facilities	\$989,118.00	\$719,609.63	\$321,988.85	(\$52,480.48)
11-000-262-XXX	Custodial Services	\$1,317,437.00	\$964,153.39	\$324,014.90	\$29,268.71
11-000-263-XXX	Care and Upkeep of Grounds	\$25,147.00	\$7,309.61	.00	\$17,837.39
11-000-266-XXX	Security	\$72,300.00	\$65,887.60	\$6,420.86	(\$8.46)
11-000-270-XXX	Student Transportation Services	\$106,917.00	\$68,823.71	\$7,303.85	\$30,789.44
11-000-291-XXX	Allocated and Unallocated Benefits	\$2,661,682.00	\$2,241,899.56	\$217,089.03	\$202,693.41
TOTAL GENERAL CURRENT EXPENSE					
EXPENDITURES/USES OF FUNDS		\$14,626,691.00	\$11,952,867.88	\$1,729,201.48	\$944,621.64
		=====	=====	=====	=====

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 11 Month Period Ending 05/31/2016

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$119,000.00	\$41,665.21	\$73,985.75	\$3,349.04
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$128,389.00	.00	.00	\$128,389.00
	_____	_____	_____	_____
 TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	 \$247,389.00	 \$41,665.21	 \$73,985.75	 \$131,738.04
	=====	=====	=====	=====
 *** SPECIAL SCHOOLS ***				
13-422-100-XXX Summer school -instruction	\$51,907.00	\$2,668.92	.00	\$49,238.08
	_____	_____	_____	_____
 TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	 \$51,907.00	 \$2,668.92	 \$0.00	 \$49,238.08
	=====	=====	=====	=====
 TOTAL GENERAL FUND EXPENDITURES	 \$14,925,987.00	 \$11,997,202.01	 \$1,803,187.23	 \$1,125,597.76
	=====	=====	=====	=====

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 11 Month Period Ending 05/31/2016

		ESTIMATED	ACTUAL	UNREALIZED
		-----	-----	-----
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,642,760.00	\$11,642,760.00	.00
1310	Tuition- From LEA's	\$605,438.00	\$486,808.33	\$118,629.67
1XXX	Miscellaneous	\$743,300.00	\$1,001,373.13	(\$258,073.13)
		-----	-----	-----
	TOTAL	\$12,991,498.00	\$13,130,941.46	(\$139,443.46)
		=====	=====	=====
--- 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	\$366,426.00	\$366,426.00	.00
3191	Aid for Adult & Post Grad Prog.	\$10,547.00	\$10,547.00	.00
3199	DOE Loan Against State Aid	\$118,656.00	\$118,656.00	.00
		-----	-----	-----
	TOTAL	\$1,434,489.00	\$1,434,489.00	\$0.00
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$14,425,987.00	\$14,565,430.46	(\$139,443.46)
		=====	=====	=====

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 11 Month Period Ending 05/31/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,492,228.75	\$1,294,472.87	\$136,933.56	\$60,822.32
11-140-100-106 Other Salaries for Instruction	\$83,000.00	\$70,206.82	\$7,771.26	\$5,021.92
11-140-100-320 Purchased Prof.-Ed. Services	\$35,468.00	.00	\$3,391.50	\$32,076.50
11-140-100-500 Other Purchased Services	\$13,533.83	\$9,950.05	\$2,856.50	\$727.28
11-140-100-610 General Supplies	\$64,884.00	\$56,012.45	\$10,301.86	(\$1,430.31)
11-140-100-640 Textbooks	\$15,001.00	\$12,731.96	.00	\$2,269.04
11-140-100-800 Other Objects	\$3,000.00	\$861.00	.00	\$2,139.00
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$2,230.00	\$2,706.00	\$0.00	(\$476.00)
11-150-100-320 Purchased Prof.-Ed. Services	\$18,000.00	\$2,952.00	\$12,628.00	\$2,420.00
TOTAL	\$1,727,345.58	\$1,449,893.15	\$173,882.68	\$103,569.75
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$2,844,912.78	\$2,396,018.10	\$247,491.63	\$201,403.05
11-310-100-106 Other Salaries for Instruction	\$180,301.12	\$89,797.94	\$19,457.65	\$71,045.53
11-310-100-320 Purchased Prof.-Ed. Services	\$331,646.00	\$331,645.00	\$1.00	.00
11-310-100-500 Other Purchased Services	\$58,649.22	\$45,986.26	\$2,616.00	\$10,046.96
11-310-100-610 General Supplies	\$313,142.47	\$216,010.24	\$12,316.06	\$84,816.17
11-310-100-640 Textbooks	\$12,060.00	\$861.52	.00	\$11,198.48
11-310-100-800 Other Objects	\$12,575.00	\$7,823.72	.00	\$4,751.28
Total	\$3,753,286.59	\$3,088,142.78	\$281,882.34	\$383,261.47
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$45,390.00	\$30,160.66	\$14,626.67	\$602.67
11-401-100-500 Purchased Services	\$15,000.00	\$9,926.00	\$475.00	\$4,599.00
11-401-100-600 Supplies and Materials	\$10,000.00	\$3,529.68	\$2,002.35	\$4,467.97
TOTAL	\$70,390.00	\$43,616.34	\$17,104.02	\$9,669.64
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$68,592.00	\$49,840.66	\$17,115.34	\$1,636.00
11-402-100-500 Purchased Services	\$16,110.00	\$14,179.75	\$1,686.25	\$244.00
11-402-100-600 Supplies and Materials	\$6,139.50	\$6,047.83	\$3,214.00	(\$3,122.33)
11-402-100-800 Other Objects	\$4,300.00	\$2,230.00	.00	\$2,070.00
TOTAL	\$95,141.50	\$72,298.24	\$22,015.59	\$827.67

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 11 Month Period Ending 05/31/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
--- UNDISTRIBUTED EXPENDITURES ---				
--- Health services ---				
11-000-213-100 Salaries	\$158,800.00	\$140,918.87	\$13,858.36	\$4,022.77
11-000-213-300 Purchased Prof. & Tech. Svc.	\$19,098.24	\$12,428.89	\$1,818.35	\$4,851.00
11-000-213-500 Other Purchased Services	\$8.68	\$8.68	.00	.00
11-000-213-600 Supplies and Materials	\$6,092.00	\$3,816.90	.00	\$2,275.10
11-000-213-800 Other Objects	\$406.00	.00	\$250.00	\$156.00
TOTAL	\$184,404.92	\$157,173.34	\$15,926.71	\$11,304.87
 --- Speech, OT,PT & Related Svcs ---				
11-000-216-320 Purchased Prof. Ed. Services	\$3,666.00	\$3,333.00	\$333.00	.00
TOTAL	\$3,666.00	\$3,333.00	\$333.00	\$0.00
 --- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$327,876.00	\$274,996.48	\$38,702.50	\$14,177.02
11-000-218-105 Sal Sec. & Clerical Asst.	\$103,570.00	\$92,573.83	\$8,407.90	\$2,588.27
11-000-218-110 Other Salaries	\$291,117.00	\$260,841.42	\$23,667.80	\$6,607.78
11-000-218-390 Other Purch. Prof. & Tech Svc.	\$1,894.36	\$1,893.67	.00	\$0.69
11-000-218-500 Other Purchased Services	\$14,785.00	\$14,616.00	.00	\$169.00
11-000-218-600 Supplies and Materials	\$3,301.92	\$1,475.17	\$1,244.67	\$582.08
TOTAL	\$742,544.28	\$646,396.57	\$72,022.87	\$24,124.84
 --- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$134,698.00	\$120,606.29	\$11,987.44	\$2,104.27
11-000-219-105 Sal Sec. & Clerical Asst.	\$85,860.00	\$76,800.49	\$6,915.32	\$2,144.19
11-000-219-320 Purchased Prof. - Ed. Services	\$190.00	\$190.00	.00	.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$1,411.00	\$960.32	.00	\$450.68
11-000-219-500 Other Purchased Services	\$1,015.00	.00	.00	\$1,015.00
11-000-219-600 Supplies and Materials	\$2,030.00	\$925.32	\$165.91	\$938.77
11-000-219-800 Other Objects	\$2,000.00	\$524.00	.00	\$1,476.00
TOTAL	\$227,204.00	\$200,006.42	\$19,068.67	\$8,128.91
 --- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-104 Salaries Other Prof. Staff	\$103,101.06	\$94,447.26	\$7,524.28	\$1,129.52
11-000-221-105 Sal Sec. & Clerical Asst.	\$55,380.00	\$49,845.72	\$4,502.08	\$1,032.20

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 11 Month Period Ending 05/31/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-221-500 Other Purchased Services	\$4,099.98	\$2,460.95	\$1,607.29	\$31.74
11-000-221-600 Supplies and Materials	\$1,621.19	\$22.99	.00	\$1,598.20
11-000-221-800 Other Objects	\$3,045.00	.00	\$1.00	\$3,044.00
TOTAL	\$167,247.23	\$146,776.92	\$13,634.65	\$6,835.66
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$30,600.00	\$26,471.46	\$2,907.94	\$1,220.60
11-000-222-500 Other Purchased Services	\$4,199.00	\$2,420.46	\$907.25	\$871.29
11-000-222-600 Supplies and Materials	\$23,356.69	\$20,559.29	\$62.99	\$2,734.41
11-000-222-800 Other Objects	\$4,060.00	\$33.00	.00	\$4,027.00
TOTAL	\$62,215.69	\$49,484.21	\$3,878.18	\$8,853.30
--- Instructional Staff Training Services ---				
11-000-223-102 Salaries Superv. of Instruction	\$46,200.00	\$38,071.46	\$3,607.94	\$4,520.60
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$20,002.00	\$599.00	.00	\$19,403.00
11-000-223-500 Other Purchased Services	\$16,684.00	\$3,196.57	\$1,000.00	\$12,487.43
11-000-223-600 Supplies and Materials	\$2,030.00	.00	.00	\$2,030.00
TOTAL	\$84,916.00	\$41,867.03	\$4,607.94	\$38,441.03
--- Support services-general administration ---				
11-000-230-100 Salaries	\$312,016.71	\$285,010.93	\$25,767.94	\$1,237.84
11-000-230-331 Legal Services	\$76,141.00	\$41,675.52	\$29,170.63	\$5,294.85
11-000-230-332 Audit Fees	\$34,700.00	\$34,700.00	.00	.00
11-000-230-334 Architectural/Engineering Services	\$12,800.00	.00	\$12,800.00	.00
11-000-230-339 Other Purchased Prof. Svc.	\$12,900.00	\$11,543.45	\$3,797.10	(\$2,440.55)
11-000-230-530 Communications/Telephone	\$81,014.00	\$32,009.27	\$7,848.30	\$41,156.43
11-000-230-585 BOE Other Purchased Prof. Svc.	\$2,030.00	\$1,912.00	.00	\$118.00
11-000-230-590 Other Purchased Services	\$7,535.00	\$2,711.07	\$3,993.65	\$830.28
11-000-230-61X General Supplies	\$11,167.00	\$3,478.93	\$6,170.52	\$1,517.55
11-000-230-630 BOE In-House Training/Meeting Supplies	\$957.29	\$60.00	.00	\$897.29
11-000-230-890 Misc. Expenditures	\$27,860.00	\$15,235.28	\$643.17	\$11,981.55
11-000-230-895 BOE Membership Dues and Fees	\$6,781.00	\$6,781.00	.00	.00
TOTAL	\$585,902.00	\$435,117.45	\$90,191.31	\$60,593.24
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$639,734.00	\$570,342.14	\$50,203.85	\$19,188.01
11-000-240-105 Sal Sec. & Clerical Asst.	\$174,930.00	\$157,025.88	\$14,275.08	\$3,629.04

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 11 Month Period Ending 05/31/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-240-11X Other Salaries	\$2,400.00	\$1,055.88	.00	\$1,344.12
11-000-240-500 Other Purchased Services	\$27,402.25	\$22,715.43	\$76.00	\$4,610.82
11-000-240-600 Supplies and Materials	\$13,051.00	\$6,764.22	\$5,274.82	\$1,011.96
11-000-240-800 Other Objects	\$8,045.00	\$5,940.00	.00	\$2,105.00
TOTAL	\$865,562.25	\$763,843.55	\$69,829.75	\$31,888.95
--- Central Services ---				
11-000-251-100 Salaries	\$328,885.00	\$299,708.58	\$27,107.20	\$2,069.22
11-000-251-330 Purchased Prof. Svcs.	\$11,003.00	\$6,103.58	\$889.17	\$4,010.25
11-000-251-340 Purchased Technical Svcs.	\$31,001.00	\$18,296.00	.00	\$12,705.00
11-000-251-592 Misc Pur Serv(400-500 series)	\$2,500.00	\$1,954.78	\$150.00	\$395.22
11-000-251-600 Supplies and Materials	\$11,782.00	\$10,871.70	\$408.00	\$502.30
11-000-251-897 Shared Service Agreement - County Board of Freeholders	\$10,547.00	\$10,547.00	.00	.00
11-000-251-89X Other Objects	\$5,334.00	\$4,194.16	\$114.84	\$1,025.00
TOTAL	\$401,052.00	\$351,675.80	\$28,669.21	\$20,706.99
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$381,300.00	\$342,968.43	\$31,030.80	\$7,300.77
11-000-252-500 Other Pur Serv. (400-500 series)	\$48,854.89	\$42,527.53	\$1,359.70	\$4,967.66
11-000-252-600 Supplies and Materials	\$53,057.07	\$50,063.62	\$6,946.57	(\$3,953.12)
TOTAL	\$483,211.96	\$435,559.58	\$39,337.07	\$8,315.31
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$580,500.00	\$513,325.47	\$45,197.06	\$21,977.47
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$337,462.00	\$171,782.84	\$243,335.72	(\$77,656.56)
11-000-261-610 General Supplies	\$61,004.00	\$32,637.17	\$33,026.07	(\$4,659.24)
11-000-261-800 Other Objects	\$10,152.00	\$1,864.15	\$430.00	\$7,857.85
TOTAL	\$989,118.00	\$719,609.63	\$321,988.85	(\$52,480.48)
11-000-262-107 Salaries of Non-Instructional Aids	\$5,000.00	\$2,915.00	\$770.00	\$1,315.00
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$395,000.00	\$349,091.66	\$43,859.78	\$2,048.56
11-000-262-490 Other Purchased Property Svc.	\$65,000.00	\$53,419.31	\$4,543.74	\$7,036.95
11-000-262-520 Insurance	\$244,376.00	\$240,674.00	.00	\$3,702.00
11-000-262-621 Energy (Natural Gas)	\$125,013.00	\$34,795.05	\$75,204.95	\$15,013.00
11-000-262-622 Energy (Electricity)	\$483,048.00	\$283,258.37	\$199,636.43	\$153.20
TOTAL	\$1,317,437.00	\$964,153.39	\$324,014.90	\$29,268.71
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$15,502.00	\$3,395.47	.00	\$12,106.53

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 11 Month Period Ending 05/31/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-263-610 General Supplies	\$9,645.00	\$3,914.14	.00	\$5,730.86
TOTAL	\$25,147.00	\$7,309.61	\$0.00	\$17,837.39
--- Security ---				
11-000-266-100 Salaries	\$72,300.00	\$65,887.60	\$6,420.86	(\$8.46)
TOTAL	\$72,300.00	\$65,887.60	\$6,420.86	(\$8.46)
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$42,100.00	\$37,442.82	\$3,736.76	\$920.42
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$3,045.00	.00	\$899.59	\$2,145.41
11-000-270-512 Contr Svc(other btw home & sch)-vendors	\$28,594.00	\$26,114.01	\$1,030.00	\$1,449.99
11-000-270-514 Contract Svc (spec.ed.)-vendors	\$2,545.00	.00	.00	\$2,545.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$21,603.00	\$4,866.88	\$1,637.50	\$15,098.62
11-000-270-593 Misc. Purchased Svc.- Transp.	\$5,000.00	\$400.00	.00	\$4,600.00
11-000-270-610 General Supplies	\$2,030.00	.00	.00	\$2,030.00
11-000-270-800 Misc. Expenditures	\$2,000.00	.00	.00	\$2,000.00
TOTAL	\$106,917.00	\$68,823.71	\$7,303.85	\$30,789.44
--- Benefits ---				
11-XXX-XXX-210 Group Insurance	\$3,400.00	.00	.00	\$3,400.00
11-XXX-XXX-220 Social Security Contributions	\$277,043.00	\$217,026.56	\$44,117.53	\$15,898.91
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$277,830.00	\$278,167.53	\$741.78	(\$1,079.31)
11-XXX-XXX-250 Unemployment Compensation	\$50,005.00	\$39,897.03	\$3,754.69	\$6,353.28
11-XXX-XXX-260 Workman's Compensation	\$180,706.00	\$180,706.00	.00	.00
11-XXX-XXX-270 Health Benefits	\$1,763,404.93	\$1,465,805.45	\$168,474.03	\$129,125.45
11-XXX-XXX-280 Tuition Reimbursement	\$59,288.07	\$59,993.99	\$1.00	(\$706.92)
11-XXX-XXX-290 Other Employee Benefits	\$50,005.00	\$303.00	.00	\$49,702.00
TOTAL	\$2,661,682.00	\$2,241,899.56	\$217,089.03	\$202,693.41
 Total Undistributed expenditures	 \$8,980,527.33	 \$7,298,917.37	 \$1,234,316.85	 \$447,293.11
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$14,626,691.00	\$11,952,867.88	\$1,729,201.48	\$944,621.64
 *** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	 \$14,626,691.00	 \$11,952,867.88	 \$1,729,201.48	 \$944,621.64
	=====	=====	=====	=====

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 11 Month Period Ending 05/31/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
Undistributed exp. - student transportation				
12-XXX-X00-730 Special schools (all programs)	\$119,000.00	\$41,665.21	\$73,985.75	\$3,349.04
TOTAL	\$119,000.00	\$41,665.21	\$73,985.75	\$3,349.04
--- Facilities acquisition and construction services ---				
12-000-400-334 Architectural/Engineering Services	\$7,001.00	.00	.00	\$7,001.00
12-000-400-450 Construction services	\$101,000.00	.00	.00	\$101,000.00
12-000-400-800 Other objects	\$20,388.00	.00	.00	\$20,388.00
Facilits. Acqstn. Const. Sevr. -- TOTAL --	\$128,389.00	\$0.00	\$0.00	\$128,389.00
TOTAL	\$128,389.00	\$0.00	\$0.00	\$128,389.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$247,389.00	\$41,665.21	\$73,985.75	\$131,738.04
*** SPECIAL SCHOOLS ***				
--- Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	\$46,906.00	\$2,368.92	\$0.00	\$44,537.08
13-422-100-500 Other purchased services	\$1,000.00	\$300.00	.00	\$700.00
13-422-100-610 General supplies	\$4,001.00	.00	.00	\$4,001.00
TOTAL	\$5,001.00	\$300.00	\$0.00	\$4,701.00
TOTAL SUMMER SCHOOL	\$51,907.00	\$2,668.92	\$0.00	\$49,238.08
TOTAL SPECIAL SCHOOLS EXPENDITURES	\$51,907.00	\$2,668.92	\$0.00	\$49,238.08
*** EDUCATION STABILIZATION FUND **				
*** GOVERNMENT SERVICES FUND **				
*** EDUCATION JOBS FUND **				
TOTAL GENERAL FUND EXPENDITURES	\$14,925,987.00	\$11,997,202.01	\$1,803,187.23	\$1,125,597.76

For 11 Month Period Ending 05/31/2016

May 31, 2016

Date

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

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 11 Month Period Ending 05/31/16

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$11,410.28
	Accounts receivable:		
141	Intergovernmental - State	\$5,465.00	
			\$5,465.00

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

301	Estimated Revenues	\$1,041,311.00	
302	Less Revenues	(\$873,987.00)	
			\$167,324.00
	Total assets and resources		\$184,199.28

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REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 11 Month Period Ending 05/31/16

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LIABILITIES AND FUND EQUITY

=====

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

Other current liabilities	\$18,926.21
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TOTAL LIABILITIES	\$18,926.21
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F U N D B A L A N C E

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

753	Reserve for encumbrances - Current Year	\$133,828.22
-----	---	--------------

601	Appropriations	\$1,041,311.00
-----	----------------	----------------

602	Less: Expenditures	\$876,037.93
-----	--------------------	--------------

603	Encumbrances	\$133,828.22 (\$1,009,866.15)
-----	--------------	-------------------------------

	\$31,444.85
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TOTAL FUND BALANCE	\$165,273.07
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TOTAL LIABILITIES AND FUND EQUITY	\$184,199.28
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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 11 Month Period Ending 05/31/16

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
		_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$99,523.00	\$99,523.00		.00
3XXX	From State Sources	\$492,977.00	\$433,753.00		\$59,224.00
4XXX	From Federal Sources	\$448,811.00	\$340,711.00		\$108,100.00
		_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS		\$1,041,311.00	\$873,987.00		\$167,324.00
		=====	=====	=====	=====
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
		_____	_____	_____	_____
*** EXPENDITURES ***					
LOCAL PROJECTS:		\$99,523.00	\$90,290.53	\$7,128.54	\$2,103.93
STATE PROJECTS:					
Vocational education		\$146,500.00	\$108,352.13	\$35,647.01	\$2,500.86
Other special projects		\$346,477.00	\$315,328.56	\$29,606.70	\$1,541.74
		_____	_____	_____	_____
TOTAL STATE PROJECTS		\$492,977.00	\$423,680.69	\$65,253.71	\$4,042.60
FEDERAL PROJECTS:					
NCLB Title I		\$61,836.00	\$51,254.90	\$8,581.61	\$1,999.49
NCLB Title II - Part A/D		\$10,833.00	\$10,788.00	\$45.00	.00
I.D.E.A. Part B (Handicapped)		\$112,880.00	\$98,771.95	\$4,918.40	\$9,189.65
Vocational Education		\$263,262.00	\$201,251.86	\$47,900.96	\$14,109.18
		_____	_____	_____	_____
TOTAL FEDERAL PROJECTS		\$448,811.00	\$362,066.71	\$61,445.97	\$25,298.32
*** TOTAL EXPENDITURES ***		\$1,041,311.00	\$876,037.93	\$133,828.22	\$31,444.85
		=====	=====	=====	=====

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 11 Month Period Ending 05/31/16

	ESTIMATED	ACTUAL	UNREALIZED
	-----	-----	-----
--- LOCAL SOURCES ---			
1XXX Other Revenue from Local Sources	\$99,523.00	\$99,523.00	\$0.00
	-----	-----	-----
Total Revenues from Local Sources	\$99,523.00	\$99,523.00	\$0.00
	=====	=====	=====
--- STATE SOURCES ---			
3XXX Other State Aids	\$492,977.00	\$433,753.00	\$59,224.00
	-----	-----	-----
Total Revenue from State Sources	\$492,977.00	\$433,753.00	\$59,224.00
	=====	=====	=====
--- FEDERAL SOURCES ---			
4411-16 Title I	\$61,836.00	\$49,527.00	\$12,309.00
4451-55 Title II	\$10,833.00	\$10,833.00	.00
4420-29 I.D.E.A. Part B (Handicapped)	\$112,880.00	\$79,099.00	\$33,781.00
4430-39 Vocational Education	\$263,262.00	\$201,252.00	\$62,010.00
	-----	-----	-----
Total Revenues from Federal Sources	\$448,811.00	\$340,711.00	\$108,100.00
	=====	=====	=====
 TOTAL REVENUES/SOURCES OF FUNDS	 \$1,041,311.00	 \$873,987.00	 \$167,324.00
	=====	=====	=====

Somerset County Vocational Board of Ed.

SPECIAL REVENUE - FUND 20

SCHEDULE OF REVENUES

ACTUAL COMPARED WITH ESTIMATED

For 11 Month Period Ending 05/31/16

ESTIMATED	ACTUAL	UNREALIZED
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REPORT OF THE SECRETARY

TO THE BOARD OF EDUCATION

Somerset County Vocational Board of Ed.

Special Revenue Fund - Fund 20

STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS

COMPARED WITH EXPENDITURES AND ENCUMBRANCES

For 11 Month Period Ending 05/31/16

For 11 Month Period Ending 05/31/16

May 31, 2016

Date

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

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 11 Month Period Ending 05/31/16

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ASSETS AND RESOURCES

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

101	Cash in bank	\$186,167.59
	Accounts receivable:	
140	Intergovernmental - Accts. Recvble.	\$2,187,992.73
		\$2,187,992.73

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

301	Estimated Revenues	\$2,887,992.73
302	Less Revenues	(\$2,106,822.00)
		\$781,170.73

Total assets and resources	\$3,155,331.05
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REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Capital Projects Fund - Fund 30
 Interim Balance Sheet
 For 11 Month Period Ending 05/31/16

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LIABILITIES AND FUND EQUITY

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FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year		\$322,646.95
754	Reserve for encumbrances - Prior Year		\$38,552.22
601	Appropriations	\$3,398,659.03	
602	Less : Expenditures	\$2,431,320.71	
603	Encumbrances	\$361,199.17	(\$2,792,519.88)
			\$606,139.15
	Total Appropriated		\$967,338.32

--- Unappropriated ---

770	Fund balance	\$335,714.23
303	Budgeted Fund Balance	\$1,852,278.50

TOTAL FUND BALANCE \$3,155,331.05

TOTAL LIABILITIES AND FUND EQUITY \$3,155,331.05

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REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Capital Projects Fund - Fund 30
 INTERIM STATEMENTS COMPARING
 BUDGET REVENUE WITH ACTUAL TO DATE AND
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
 For 11 Month Period Ending 05/31/16

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$2,887,992.73	\$2,106,822.00		\$781,170.73
TOTAL REVENUE/SOURCES OF FUNDS	\$2,887,992.73	\$2,106,822.00		\$781,170.73
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-334 Agriculture/Engineering	\$2,184,968.73	\$1,909,979.32	\$113,495.47	\$161,493.94
30-000-4XX-450 Construction services	\$1,213,690.30	\$521,341.39	\$247,703.70	\$444,645.21
Total fac.acq.and constr. serv.	\$3,398,659.03	\$2,431,320.71	\$361,199.17	\$606,139.15
TOTAL EXPENDITURES	\$3,398,659.03	\$2,431,320.71	\$361,199.17	\$606,139.15
*** TOTAL EXPENDITURES AND TRANSFERS	\$3,398,659.03	\$2,431,320.71	\$361,199.17	\$606,139.15

For 11 Month Period Ending 05/31/16

Board Secretary/Business Administrator

Date

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

Report of the Treasurer
to the Board of Education

Somerset County Vocational
All Funds
For Month Ended: May 31, 2016

CASH REPORT

FUNDS	(1)	(2)	(3)	(4)
Governmental Funds	Adjusted Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$2,408,851.82	\$1,623,768.21	-\$1,189,961.36	\$2,842,658.67
Special Revenue Fund (20)	-\$6,652.53	\$153,663.50	-\$135,600.69	\$11,410.28
Capital Project Fund (30)	\$197,534.05	\$6,625.94	-\$17,992.40	\$186,167.59
Total Governmental Funds	<u>\$2,599,733.34</u>	<u>\$1,784,057.65</u>	<u>-\$1,343,554.45</u>	<u>\$3,040,236.54</u>
Summer Savings	\$116,243.20	\$12,736.02	\$0.00	\$128,979.22
Enterprise Fund (60) Cafeteria	\$12,929.42	\$9,925.24	-\$11,858.64	\$10,996.02
Payroll Fund (70)	\$0.00	\$478,778.15	-\$477,690.63	\$1,087.52
Agency Fund (90)	\$0.00	\$360,002.19	-\$360,002.19	\$0.00
Total Trust & Agency	<u>\$129,172.62</u>	<u>\$861,441.60</u>	<u>-\$849,551.46</u>	<u>\$141,062.76</u>
Grand Total for all Funds	<u>\$2,728,905.96</u>	<u>\$2,645,499.25</u>	<u>-\$2,193,105.91</u>	<u>\$3,181,299.30</u>
				\$3,181,299.30

Prepared and submitted by:

Michelle Fresco, Treasurer of School Moneys

6/22/2016

Somerset County Vocational Board of Ed.

Expense Account Adjustment Analysis By Account#

ADDENDUM #9

va_exaa1.082406

05/31/2016

Current Cycle : May

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
11-000-221-105-04-0001	SUBSTITUTES/O.T.	May Transfers	0057	05/31/2016	RCATTERSON	\$0.00	\$1,000.00	\$1,000.00
11-000-221-890-04-0000	MEMBERSHIPS	May Transfers	0057	05/31/2016	RCATTERSON	\$3,045.00	(\$1,000.00)	\$2,045.00
11-000-230-339-08-0000	PURCH PROF SVCS	May Transfers	0057	05/31/2016	RCATTERSON	\$12,900.00	\$3,000.00	\$15,900.00
11-000-230-530-08-0000	TELEPHONE - DISTRICT	May Transfers	0057	05/31/2016	RCATTERSON	\$43,543.00	(\$3,500.00)	\$40,043.00
11-000-230-580-08-0000	TRAVEL - SUPERINTENDENT	May Transfers	0057	05/31/2016	RCATTERSON	\$2,535.00	\$500.00	\$3,035.00
11-000-240-500-03-0001	DISPLAY ADS - HS	May Transfers	0057	05/31/2016	RCATTERSON	\$16,651.00	\$500.00	\$17,151.00
11-000-240-500-03-0002	OTHER PURCH SERV	May Transfers	0057	05/31/2016	RCATTERSON	\$2,553.00	(\$500.00)	\$2,053.00
11-000-252-500-16-0000	OTHER PURCH SCVS	May Transfers	0057	05/31/2016	RCATTERSON	\$18,854.89	\$1,500.00	\$20,354.89
11-000-252-500-16-0006	LICENSING FEES	May Transfers	0057	05/31/2016	RCATTERSON	\$11,350.00	(\$3,500.00)	\$7,850.00
11-000-252-580-16-0000	TRAVEL	May Transfers	0057	05/31/2016	RCATTERSON	\$2,000.00	(\$2,000.00)	\$0.00
11-000-252-610-16-0000	SUPPLIES AND MATERIALS	May Transfers	0057	05/31/2016	RCATTERSON	\$53,057.07	\$4,000.00	\$57,057.07
11-000-261-420-02-0001	INSPEC/MAINT - CHILLERS	May Transfers	0057	05/31/2016	RCATTERSON	\$2,800.00	(\$2,800.00)	\$0.00
11-000-261-420-02-0004	BOILER MAINTENANCE	May Transfers	0057	05/31/2016	RCATTERSON	\$12,000.00	(\$8,100.00)	\$3,900.00
11-000-261-420-02-0007	RIGHT-TO-KNOW COMPLIANCE	May Transfers	0057	05/31/2016	RCATTERSON	\$7,000.00	(\$3,100.00)	\$3,900.00
11-000-261-420-02-0011	REPAIR OF VEHICLES-SOMER	May Transfers	0057	05/31/2016	RCATTERSON	\$10,000.00	(\$9,000.00)	\$1,000.00
11-000-261-420-02-0012	EXTERMINATION SVS.	May Transfers	0057	05/31/2016	RCATTERSON	\$2,600.00	\$1,000.00	\$3,600.00
11-000-261-420-02-0014	ASBESTOS MANGE. SVSV	May Transfers	0057	05/31/2016	RCATTERSON	\$1,000.00	(\$1,000.00)	\$0.00
11-000-261-420-02-0016	INSPEC/MAINT/COMPRES AIR	May Transfers	0057	05/31/2016	RCATTERSON	\$4,900.00	(\$1,500.00)	\$3,400.00
11-000-261-420-02-0018	CONTIN. MAINT REP H.S.	May Transfers	0057	05/31/2016	RCATTERSON	\$58,645.00	(\$8,000.00)	\$50,645.00
11-000-261-420-02-0019	CONT. MAINT REPAIR BLDGS	May Transfers	0057	05/31/2016	RCATTERSON	\$36,548.00	(\$10,000.00)	\$26,548.00
11-000-261-420-02-0020	CONTIN. REPAIR - EQUIP.	May Transfers	0057	05/31/2016	RCATTERSON	\$36,548.00	\$160,000.00	\$196,548.00
11-000-261-420-02-0021	CONTIN REPAIR EQUIP BLDG	May Transfers	0057	05/31/2016	RCATTERSON	\$77,871.00	(\$15,500.00)	\$62,371.00
11-000-261-610-02-0000	MAINT SUPPL - B&G	May Transfers	0057	05/31/2016	RCATTERSON	\$61,004.00	\$5,000.00	\$66,004.00
11-000-261-800-02-0000	MEMBERSHIPS	May Transfers	0057	05/31/2016	RCATTERSON	\$10,152.00	(\$7,500.00)	\$2,652.00
11-000-262-490-02-0000	PUBLIC WATER & SEWER	May Transfers	0057	05/31/2016	RCATTERSON	\$65,000.00	(\$7,000.00)	\$58,000.00
11-000-262-520-08-0000	INSURANCE	May Transfers	0057	05/31/2016	RCATTERSON	\$75,008.00	(\$3,500.00)	\$71,508.00
11-000-262-621-02-0000	ENERGY - NATURAL GAS	May Transfers	0057	05/31/2016	RCATTERSON	\$125,013.00	(\$15,000.00)	\$110,013.00
11-000-263-420-02-0000	SNOW REMOVAL - SOMERSET	May Transfers	0057	05/31/2016	RCATTERSON	\$15,502.00	(\$12,000.00)	\$3,502.00
11-000-263-610-02-0000	SNOW REMOVAL - HS	May Transfers	0057	05/31/2016	RCATTERSON	\$9,645.00	(\$5,700.00)	\$3,945.00
11-000-266-100-02-0001	SUBSTITUTES/O.T.	May Transfers	0057	05/31/2016	RCATTERSON	\$1,400.00	\$100.00	\$1,500.00

Somerset County Vocational Board of Ed.

Expense Account Adjustment Analysis By Account#

va_exaa1.082406

05/31/2016

Current Cycle : May

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
11-000-270-162-02-0001	SUBSTITUTES/OT	May Transfers	0057	05/31/2016	RCATTERSON	\$3,200.00	\$1,000.00	\$4,200.00
11-000-270-517-03-0000	CONTRACT. SERV.(REG. STU	May Transfers	0057	05/31/2016	RCATTERSON	\$15,002.00	(\$7,061.92)	\$7,940.08
11-000-291-220-08-0000	SOCIAL SECURITY	May Transfers	0057	05/31/2016	RCATTERSON	\$277,043.00	(\$3,600.00)	\$273,443.00
11-000-291-241-08-0000	PERS CONTRIBUTION	May Transfers	0057	05/31/2016	RCATTERSON	\$277,830.00	\$1,500.00	\$279,330.00
11-000-291-280-08-0000	TUITION REIMBURSEMENT	May Transfers	0057	05/31/2016	RCATTERSON	\$59,288.07	\$1,000.00	\$60,288.07
11-140-100-320-16-0000	FIREWALL	May Transfers	0057	05/31/2016	RCATTERSON	\$31,968.00	(\$8,000.00)	\$23,968.00
11-140-100-610-03-0001	SUPPLIES - PHYSICAL ED	May Transfers	0057	05/31/2016	RCATTERSON	\$9,403.50	\$7,000.00	\$16,403.50
11-140-100-610-16-0000	HIGH SCH TECH SUPPLIES	May Transfers	0057	05/31/2016	RCATTERSON	\$13,001.00	\$1,000.00	\$14,001.00
11-150-100-101-05-0000	SALARIES - HOME INSTRUC	May Transfers	0057	05/31/2016	RCATTERSON	\$2,230.00	\$1,000.00	\$3,230.00
11-310-100-101-11-0001	VOC. SAL - SUBSITUTES	May Transfers	0057	05/31/2016	RCATTERSON	\$51,803.81	(\$5,500.00)	\$46,303.81
11-310-100-101-11-0002	EXTRA HOURS	May Transfers	0057	05/31/2016	RCATTERSON	\$14,199.19	\$3,000.00	\$17,199.19
11-310-100-500-10-0000	OTHER PUR SVC PERF ARTS	May Transfers	0057	05/31/2016	RCATTERSON	\$32,074.22	\$1,000.00	\$33,074.22
11-310-100-580-11-0000	TRAVEL	May Transfers	0057	05/31/2016	RCATTERSON	\$2,530.00	\$500.00	\$3,030.00
11-401-100-610-03-0000	SUPPLIES - HS	May Transfers	0057	05/31/2016	RCATTERSON	\$10,000.00	(\$2,500.00)	\$7,500.00
11-402-100-500-03-0001	PURCHASED SERVICES (300-	May Transfers	0057	05/31/2016	RCATTERSON	\$13,056.00	\$500.00	\$13,556.00
11-402-100-610-03-0000	SUPPLIES-ATHLETICS	May Transfers	0057	05/31/2016	RCATTERSON	\$6,139.50	\$4,000.00	\$10,139.50
11-402-100-800-03-0000	MEMBERSHIP DUES	May Transfers	0057	05/31/2016	RCATTERSON	\$4,300.00	(\$2,000.00)	\$2,300.00
13-422-100-101-00-0100	HOURLY - PART TIME	May Transfers	0057	05/31/2016	RCATTERSON	\$46,906.00	(\$44,537.08)	\$2,368.92
13-422-100-500-10-0000	CONTR. SVS. - PERF. ART	May Transfers	0057	05/31/2016	RCATTERSON	\$1,000.00	(\$700.00)	\$300.00
13-422-100-610-03-0100	SUPPLIES - SUMMER	May Transfers	0057	05/31/2016	RCATTERSON	\$4,001.00	(\$4,001.00)	\$0.00
Total Current Appr.								\$0.00

Somerset County Vocational & Technical High School

Price List 2016-2017

Student Breakfast	\$2.10	Adult Breakfast	\$2.50
Reduced Breakfast	\$0.30		
Student Lunch	\$3.10	Reduced Lunch	\$0.40
Adult Lunch	\$3.60	Entrée Only	\$2.60
		Pizza Slice	\$2.00
Milk	\$0.50		
Bottled Water 16 oz.	\$1.00	100% Juice 4 oz.	\$0.50
100% Juice 4 oz.	\$0.50	Fresh Brewed Coffee	\$1.00
Fresh or Chilled Fruit	\$0.50	Fresh Baked Cookie, small	\$0.40
Side Vegetable	\$0.50	Fresh Baked Cookie, large	\$1.00
		Baked Chips	\$0.75

Somerset County Vocational Technical Schools
Report of Awarded Contracts
2016-2017 School Year

Active Disposal	Hazardous Waste
Adobe Creative Cloud	Adobe Illustrator, Photoshop, After Effects, Premiere - 100 Seats
ADP	Easy Labor Management
Aesop	Substitute Placement and Absence Tracking System
American Appraisal Associates, Inc.	Fixed Asset Accounting
ATC	Fire & Burglar Alarm
Atlantic Tomorrow	Copier Lease
Cablevision Optimum	Internet Service Upgrade Ultra 101
CDWG	Annual Site License for MS Office 2013
Chalkboard (Web host)	SCVTHS.org Website and TeacherSites
Conner Strong & Buckalew	Broker of Record for Medical, Dental, Vision
Converge One Technologies	Phone System Definity G3
DeSapio Construction, Inc.	Boys Locker Room Renovation
DeSapio Construction, Inc.	Window Replacement Project
DIA General Construction, Inc.	On-Call General Construction
DiFrancesco, Bateman, Coley, Yospin, et al.	Legal Services
Doctor's Express	Health and Medical Services
E&A Supply, Inc.	Kitchen Equipment
E2Rate Exchange	E2Rate Funding Services (+ Level 2)
East Coast Elevators	Elevator Maintenance
Educere	Online Course Provider
Exacqvision	IP Camera Support
Family and Community Services	Substance Abuse/Mental Health Counseling
Faronics	Deep Freeze
FFP	Fire Alarm
Food Services Solutions	Point of Sale for Cafeteria
FSS	Food service support
Genesis Educational Services	Student Management Database
Glencom Systems, Inc.	VmWare Vsphere Vcenter 4 Proc
Glencom Systems, Inc.	ProLiand DL120 G7 2Yr Support
Glencom Systems, Inc.	P4300 G2 Storage 1YR Storage Care Service
GoGuardian	Chromebook Management

**Somerset County Vocational Technical Schools
Report of Awarded Contracts
2016-2017 School Year**

GoToAssist
Halecon, Inc.
Honeywell
Honeywell, International
Honeywell, Rapid Alert Notification
HP Server
Hutchins HVAC
Hutchins HVAC
IEP Direct
Ingersoll-Rand
J & J Floors
Jag Physical Therapy
Lightpath
Maschio's Food Services, Inc.
Mechanical Preservation Associates
Meraki Firewall Subscription
Microsoft
Middle Earth
Moodle
MPA
Naviance
New Wave
Nimble Storage Maintenance
Nuance
Pitney Bowes
PlanConnect
Pritchard Industries, Inc.
Safety Kleen
School Dude
Snap N Read
Somerset County
Somerset County Joint Insurance Fund

Remote Support Software
Campus Wide Paving Upgrades
Inspections/Maintenance Chillers
Energy Savings Improvement Plan
Emergency Communication
(3)DL380 Gen9 Maintenance
On-Call Maintenance - HVAC
HVAC PM Maintenance
IEP Software - Special Education
Compressors
Resurface Gym Floors
Athletic Trainer Services
Internet and Phone (500Mb Service)
Cafeteria Food Services
HVAC Upgrade
CIPA Filter and Management
Microsoft Office 2016 Suite
Recreational/Outreach Services
Moodle Rooms
Boiler Maintenance
Student College and Career Readiness
RTK Compliance
SAN support and maintenance
Speech Attendant for Phone System
Postage and Mailing
Third Party Administration Services
Custodial Cleaning Services
Fluid Cleaning System
Work Order/Facility Use Request System
Software for special ed. students/teachers
Vehicles Repairs /Gas
District-Wide Insurance

Somerset County Vocational Technical Schools
Report of Awarded Contracts
2016-2017 School Year

Stank
Strauss Esmay Associates, LLP
Suplee, Clooney & Company
Systems 3000
USA Architects
Vent-Tech
Veritme
Visix
Warshauer
Water Management

Integrated Pest Management
Board Policy and Regulation Updates
Audit/Consulting Services
Financial/Accounting Software
General Engineering Services
Kitchen Degrease
Attendance Software
Visual Communication System - Front door Signage
Emergency Generator
Water Treatment

Contracted Services for 2016-2017

Inspections/Maintenance Chillers	Honeywell	\$2,786.60
Fire Alarm	FFP	\$5,000.00
Fire & Burglar alarm	ATC	\$8,900.00
Boiler Maintenace	MPA	\$4,750.00
Resurface Gym Floors	J & J Floors	\$12,000.00
HVAC PM Maintenance	Hutchins HVAC	\$5,000.00
RTK Compliance	New Wave	\$3,150.00
Elevator Maintenance	East Coast Elevators	\$4,320.00
Kitchen Degrease	Vent-Tech	\$3,635.00
Vehicles Repairs /Gas	County	\$19,000.00
IPM	Stank	\$2,580.00
Water Treatment	Water Management	\$1,670.00
Emergency Generator	Warshauer	\$1,250.00
Compressors	Ingersoll-Rand	\$3,839.00
Fluid Cleaning System	Safety Kleen	\$4,878.68
Hazardous Waste	Active Disposal	\$20,000.00

SOFTWARE CONTRACTS

Vendor	Amount	Description of Services
ADP	\$3,600.00	Easy Labor Management
Pitney Bowes	\$4,668.00	Postage and Mailing
Strauss Esmay Associates, LLP	\$4,535.00	Board Policy Updates
Systems 3000	\$15,640.00	Financial / Accounting Software
Veritime	\$2,000.00	Veritime Attendance
Genesis Educational Services	\$14,585.00	Student Information System
Chalkboard (Web host)	\$2,810.00	SCVTHS.org Website and TeacherSites
Moodle	\$3,000.00	Moodle Rooms
Aesop	\$3,300.00	Substitute Placement and Absence Tracking System
Visix	\$400.00	Visual Communication System - Front door signage
Honeywell, Rapid Alert Notification	\$2,500.00	Emergency Communication
School Dude	\$1,990.00	Work Order Request System
IEP Direct	\$5,360.00	IEP Software - Special Ed.
Snap N Read	\$1,500.00	Software for special ed. students/teachers
Naviance	\$8,000.00	Student College and Career Readiness
Faronics	\$500.00	Deep Freeze
Microsoft	\$6,200.00	Microsoft Office 2016 Suite
Adobe Creative Cloud	\$2,500.00	Adobe Illustrator, photoshop, after effects, premiere - 100 seats
Meraki Firewall Subscription	\$7,500.00	CIPA filter and managment
Nimble Storage Maintance	\$4,000.00	SAN support and manintenance
HP Server	\$4,000.00	(3)DL380 Gen9 Maintenance
GoGuardian	\$1,500.00	Chromebook management
GoToAssist	\$900.00	Remote support software
Exacqvision	\$3,000.00	IP camera support
Cablevision Optimum	\$1,320.00	Internet Service Upgrade Ultra 101
CDWG	\$3,021.05	Annual Site License for MS Office 2013
E-Rate Exchange	\$3,850.00	E-Rate Funding Services (+ Level 2)
Food Services Solutions	\$1,290.00	Point of Sale for Cafeteria
Glencom Systems, Inc.	\$5,131.58	VmWare Vsphere Vcenter 4 Proc
Glencom Systems, Inc.	\$250.00	ProLiand DL120 G7 2Yr Support
Glencom Systems, Inc.	\$2,241.00	P4300 G2 Storage 1YR Storage Care Service
Lightpath	\$35,554.00	Internet and Phone (500Mb Service)
Converge One Technologies	\$12,450.88	Phone System Definity G3
Nuance	\$2,199.80	Speech Attendant for Phone System
FSS	\$3,700.00	Food service support

Case # 201516-006			
HIB Student ID	Outcome of Investigation	Consequence Under Pupil Code of Conduct	Intervention Services Provided
Alleged Victim(s) ID # 999004282 Grade 10 Alleged Offender(s) ID # 999003432 Grade 10	☐ Confirmed HIB Event A written report was submitted that alleged offender often calls him names such as Nazi or Jew and also makes fun of his boots. It was also reported that the offender will often steal his hats, sunglasses, and patches and make fun of [his] political beliefs on a regular basis. ☒ Non-HIB Event	☐ Admonishment ☐ Deprivation of Privileges: ☐ In-School Suspension ☐ Out-of-School Suspension: ☐ Return to District ☐ Other ☒ N/A	Counseling Ordered: ☐ I&RS Scheduled: ☐ Psychological ☒ Other (describe): Bi-Weekly through Linkages
			Training Established:
			Other Action Taken:

Somerset County Vocational Board of Ed.

Summary Check Register By Check#

Posted Checks : Selected Cycle : June

06/30/2016
va_chkr8.081205

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
POSTED CHECKS				
General Account -Check Series #1				
69124	06/09/2016	10795	SHOP RITE OF SOMERVILLE	\$215.92
69125	06/16/2016	10795	SHOP RITE OF SOMERVILLE	\$109.94
69126	06/16/2016	1465	Wegmans	\$172.25
69127	06/16/2016	8247	Horizon Blue Cross & Blue Shield	\$161,861.58
69128	06/16/2016	2665	PUBLIC SERVICE ELECTRIC &	\$11,869.35
69129	06/16/2016	3174	UNITED PARCEL SERVICE	\$300.00
69130	06/27/2016	10255	Active Disposal Services, Inc	\$987.80
69131	06/27/2016	9891	Atlantic A Program of DeLage	\$1,214.77
69132	06/27/2016	8439	Atlantic Tomorrow's Office	\$2,283.36
69133	06/27/2016	5824	Automatic Data Processing	\$297.35
69134	06/27/2016	9946	Benefit Express	\$43.97
69135	06/27/2016	10351	Cablevision Lightpath, Inc	\$3,165.49
* 69137	06/27/2016	9912	Christine Harttraft	\$234.21
69138	06/27/2016	9886	Defined Contribution Retirement	\$269.25
69139	06/27/2016	1513	DELTA DENTAL PLAN OF	\$9,788.49
69140	06/27/2016	2092	DIFRANCESCO,BATEMAN P.C.	\$6,760.53
69141	06/27/2016	10569	Doctors Express	\$700.00
69142	06/27/2016	1850	Family & Community Services of	\$8,924.77
69143	06/27/2016	6405	Federal Fire Protection	\$250.00
69144	06/27/2016	10804	Honeywell Building Solutions	\$515,880.00
69145	06/27/2016	10726	LBB Services, LLC	\$359.29
69146	06/27/2016	2318	Middle Earth	\$2,800.58
69147	06/27/2016	1666	NJ American Water	\$2,081.25
69148	06/27/2016	2855	NORTHWESTERN MUTUAL LIFE	\$718.59
69149	06/27/2016	10732	Praxair Distribution, Inc	\$378.50
69150	06/27/2016	5936	Pritchard Industries	\$31,051.28
69151	06/27/2016	2877	Safety Kleen Corporation	\$1,711.04
69152	06/27/2016	10463	Schindler Elevator Corporation	\$928.98
69153	06/27/2016	10043	Success Communication Group	\$2,231.35
69154	06/27/2016	10079	Christine Harttraft	\$64.19
69155	06/27/2016	10079	Raelene Catterson	\$435.12
69156	06/27/2016	10079	Meghan O'Reilly	\$10.91
69157	06/27/2016	10079	George Byrd	\$63.98
69158	06/27/2016	10079	Tom Heinbach	\$165.23
69159	06/27/2016	10079	Peter Carey	\$78.74
69160	06/27/2016	7264	Somerset County Educational Services Com	\$376.00
69161	06/27/2016	2942	SOMERSET CTY. TREASURER	\$526.14
69162	06/27/2016	4286	SOUTH JERSEY ENERGY	\$11,088.81
69163	06/27/2016	10256	Stank Environmental	\$215.00
69164	06/27/2016	10353	Sunlight General Somerset Solar, LLC	\$4,634.60
69165	06/27/2016	6242	USA Architects Planners + ID	\$25,261.81
69166	06/27/2016	1251	VERIZON	\$889.19
69167	06/27/2016	8515	VERIZON BUSINESS	\$130.90
69168	06/27/2016	7866	Verizon Wireless	\$835.49
69169	06/27/2016	3191	VISION SERVICE PLAN INC.	\$2,146.50
69170	06/27/2016	3863	XEROX CAPITAL SERVICES LLC	\$332.35
69171	06/27/2016	8002	Alarm & Communications Technologies	\$939.60
69172	06/27/2016	6630	Allied Building Products Corp.	\$581.65
69173	06/27/2016	7130	American Wear	\$472.00
69174	06/27/2016	8767	Anthony And Sons Bakery, Inc	\$58.69
69175	06/27/2016	10789	Arts & Education Center	\$315.00
69176	06/27/2016	9974	Bai Lar Interior Services, Inc.	\$1,833.30

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POSTED CHECKS				
General Account -Check Series #1				
69177	06/27/2016	5189	Beacon Graphics	\$104.88
69178	06/27/2016	10689	Breakdown Products	\$198.00
69179	06/27/2016	1283	Burmax Company, Inc.	\$2,238.79
69180	06/27/2016	6376	CDW Government	\$9,503.45
69181	06/27/2016	7013	Cream O Land Dairies	\$463.76
69182	06/27/2016	10781	David Tamaki	\$150.00
69183	06/27/2016	8799	Door Hardware Installation	\$3,458.00
69184	06/27/2016	4426	Doors Plus, Inc.	\$680.00
69185	06/27/2016	10097	Educere LLC	\$2,327.00
69186	06/27/2016	10679	Nasco	\$258.44
69187	06/27/2016	4200	Flaghouse Physical Education	\$77.72
69188	06/27/2016	4871	Foley, Inc.	\$893.85
69189	06/27/2016	7836	Fran D. Valcheck, Inc.	\$450.00
69190	06/27/2016	9863	Fred Pryor Seminars	\$99.00
69191	06/27/2016	6140	George L. Bartlett Hunter Parts&Service	\$126.00
69192	06/27/2016	10508	Global Industries, Inc.	\$14,058.00
69193	06/27/2016	5875	Grainger	\$3,883.16
69194	06/27/2016	5238	Herff Jones	\$535.60
69195	06/27/2016	1931	Hionis Greenhouses, Inc.	\$307.00
69196	06/27/2016	10042	JAG Physical Therapy	\$70.00
69197	06/27/2016	10802	JENKINSON'S	\$125.00
69198	06/27/2016	2088	Jostens	\$1,234.03
69199	06/27/2016	10486	Julianna Lichtman	\$150.00
69200	06/27/2016	9229	Kensington Bus Company, Inc	\$337.50
69201	06/27/2016	10726	LBB Services, LLC	\$115.31
69202	06/27/2016	5165	Loumarc Signs	\$969.80
69203	06/27/2016	7629	Lowes Home Centers, Inc.	\$59.96
69204	06/27/2016	6974	Maschio's Food Services	\$65.39
69205	06/27/2016	10373	Memory Book Company	\$448.87
69206	06/27/2016	5183	MGL Printing Solutions	\$408.00
69207	06/27/2016	7817	National Technical Honor Society	\$39.00
69208	06/27/2016	8896	NEW JERSEY JUVENILE OFFICER'S ASSOC INC.	\$300.00
69209	06/27/2016	9964	NJ E-Z Pass Customer Service Center	\$400.00
69210	06/27/2016	10175	NJ Sports Assigning Bureau	\$356.00
69211	06/27/2016	6485	NJASBO	\$150.00
69212	06/27/2016	5751	NJSBA	\$299.00
69213	06/27/2016	4236	NOCTI	\$60.00
69214	06/27/2016	8479	Northern Nurseries, Inc.	\$225.00
69215	06/27/2016	10457	Ohio Technical College	\$150.00
69216	06/27/2016	4998	Oriental Trading Company	\$123.74
69217	06/27/2016	10754	Passaic Valley Coaches	\$1,300.00
69218	06/27/2016	7695	Passaic Valley Coach Lines	\$1,040.00
69219	06/27/2016	8317	PATTY MORALES	\$125.00
69220	06/27/2016	7885	Paul O'Connor	\$1,000.00
69221	06/27/2016	10269	PDQ Auto Supply	\$161.68
69222	06/27/2016	9640	Peggy Prezioso	\$125.00
69223	06/27/2016	5497	Peoplecare Center	\$75.00
69224	06/27/2016	5774	PESI, Inc.	\$199.00
69225	06/27/2016	7996	Pro Beauty Supply	\$757.12
69226	06/27/2016	10509	Rotary Lift	\$4,551.43
69227	06/27/2016	3298	Russell Reid	\$99.00
69228	06/27/2016	9969	Rutgers DIMACS	\$165.00

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POSTED CHECKS				
General Account -Check Series #1				
	69229	06/27/2016	10145 Rutgers The State University of NJ	\$200.00
	69230	06/27/2016	10281 Salon Centric	\$605.21
	69231	06/27/2016	10564 Silvergate Prep	\$2,337.00
	69232	06/27/2016	7387 SkillsUSA	\$129.64
*	69234	06/27/2016	9648 SkillsUSA c/o E Group	\$562.00
	69235	06/27/2016	7264 Somerset County Educational Services Com	\$1,555.38
	69236	06/27/2016	8717 Somerset County Culinary Arts	\$430.00
	69237	06/27/2016	5828 Sysco Metro New York	\$4,015.84
	69238	06/27/2016	10793 Thomas D. Hartigan	\$2,510.70
	69239	06/27/2016	10782 Treasurer - State of New Jersey	\$30.00
	69240	06/27/2016	10049 Unique Photo	\$2,245.90
	69241	06/27/2016	8063 W.B. Mason	\$407.93
	69242	06/27/2016	9847 Warshauer Generator, LLC	\$392.28
	69243	06/27/2016	6406 Water Management Services of PA	\$2,285.00
	69244	06/27/2016	1465 Wegmans	\$359.46
	69245	06/27/2016	10775 WSR Technical Services, Inc.	\$1,970.00
	69246	06/27/2016	10355 CablevisionSystems Corporation	\$149.94
	69247	06/27/2016	7976 NJ SkillsUSA	\$575.00
	69248	06/30/2016	10726 LBB Services, LLC	\$56.57
	69249	06/30/2016	10677 Betsy M. Thottham	\$50.00
	69250	06/30/2016	10677 Glen R. Amerman	\$50.00
	69251	06/30/2016	10677 Kirankumar Dalal	\$50.00
	69252	06/30/2016	10677 Lester D'Costa	\$50.00
	69253	06/30/2016	10677 Pranav H. Desai	\$50.00
	69254	06/30/2016	10677 Sally D. Foster	\$50.00
	69255	06/30/2016	10677 Vaidyanathan Gurushankar	\$50.00
	69256	06/30/2016	10677 Igor Idak/Svitlana Chechel	\$50.00
	69257	06/30/2016	10677 Suzan Srouji	\$50.00
	69258	06/30/2016	10677 Margaret M. Kramer	\$50.00
	69259	06/30/2016	10677 Evangeline Loyola	\$50.00
	69260	06/30/2016	10677 Ghassan Marhaba	\$100.00
	69261	06/30/2016	10677 Carlos Martinez	\$50.00
	69262	06/30/2016	10677 Raghu Mechineni	\$50.00
	69263	06/30/2016	10677 Rajat Parikh	\$50.00
	69264	06/30/2016	10677 Prashant J. Patel	\$50.00
	69265	06/30/2016	10677 Preeti Kulkarni	\$50.00
	69266	06/30/2016	10677 Keerti Purohit	\$50.00
	69267	06/30/2016	10677 Mindy J. Buckner	\$50.00
	69268	06/30/2016	10677 Janum Management, LLC	\$50.00
	69269	06/30/2016	10677 David J. Sullivan	\$50.00
	69270	06/30/2016	10677 Jeena Suresh	\$50.00
	69271	06/30/2016	10677 Irum Chaudhary	\$50.00
	69272	06/30/2016	10677 Thierry Taunay/Nathalie Le Duc	\$50.00
	69273	06/30/2016	10677 Ramana Yalamanchili	\$50.00
	69274	06/30/2016	10677 Paula Clark	\$15.00
	69275	06/30/2016	10677 Bentia Hill	\$15.00
	69276	06/30/2016	10677 Vincent Natividad, Jr.	\$15.00
	69277	06/30/2016	10677 Rajat Rustagi	\$15.00
	69278	06/30/2016	10677 Henry Lee Atkins	\$15.00
	69279	06/30/2016	10677 Anthony Cordi	\$15.00
	69280	06/30/2016	10677 David or Svetlana Gershater	\$120.00
	69281	06/30/2016	10677 Joanne Deignan	\$120.00

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POSTED CHECKS				
General Account -Check Series #1				
69282	06/30/2016	10677	Pei-Tuna Jen	\$120.00
69283	06/30/2016	10677	Thomas Kinst	\$50.00
69284	06/30/2016	10677	Jagrut or Nipa Patel	\$120.00
69285	06/30/2016	10677	Mohan or Chitra Pillai	\$120.00
69286	06/30/2016	10677	Ian De Los Reyes	\$25.00
69287	06/30/2016	10677	Spiro Megaloudis	\$25.00
69288	06/30/2016	10677	Maresh Patel	\$225.00
69289	06/30/2016	10677	Manish Shah	\$225.00
69290	06/30/2016	10677	Alicia Sosidko	\$225.00
69291	06/30/2016	10677	Josephine Infante-Meehan	\$399.00
69292	06/30/2016	10677	Monica Conover	\$399.00
69293	06/30/2016	10677	Olga Kukoff	\$399.00
69294	06/30/2016	10677	Georgiann Belskie	\$399.00
69295	06/30/2016	10677	Michelle Rutigliano	\$399.00
69296	06/30/2016	10677	Renee Perovich	\$399.00
69297	06/30/2016	10677	Christine Tricarico	\$399.00
69298	06/30/2016	10043	Success Communication Group	\$1,230.09
69299	06/30/2016	7264	Somerset County Educational Services Com	\$94.00
69300	06/30/2016	2942	SOMERSET CTY. TREASURER	\$1,207.28
69301	06/30/2016	8767	Anthony And Sons Bakery, Inc	\$78.74
69302	06/30/2016	6869	B & H	\$2,282.75
69303	06/30/2016	10258	BSN Sports	\$5,184.00
69304	06/30/2016	3968	CAREY, PETER	\$1,264.25
69305	06/30/2016	6376	CDW Government	\$9,107.33
69306	06/30/2016	10711	Chhange	\$45.00
69307	06/30/2016	7013	Cream O Land Dairies	\$58.63
69308	06/30/2016	6972	E & A Restaurant Supply	\$41,039.70
69309	06/30/2016	10791	Four Winds Hospital	\$1,514.81
69310	06/30/2016	8748	JAMES STICKHART	\$324.50
69311	06/30/2016	4572	Lorco Petroleum Services	\$149.00
69312	06/30/2016	2318	Middle Earth	\$295.00
69313	06/30/2016	7687	Mike McClain	\$324.50
69314	06/30/2016	6650	New Jersey Motor Vehicle Commission	\$25.00
69315	06/30/2016	5774	PESI, Inc.	\$26.94
69316	06/30/2016	5064	Positive Promotions, Inc	\$189.45
69317	06/30/2016	2622	Post Hardware	\$122.41
69318	06/30/2016	9379	Pratima Patil	\$324.50
69319	06/30/2016	5936	Pritchard Industries	\$136.00
69320	06/30/2016	10808	Randee Holz	\$324.50
69321	06/30/2016	9164	SHEILIA RICK	\$1,262.13
69322	06/30/2016	10564	Silvergate Prep	\$656.00
69323	06/30/2016	7264	Somerset County Educational Services Com	\$265.00
69324	06/30/2016	5828	Sysco Metro New York	\$1,056.62
69325	06/30/2016	10796	T & L Catering	\$448.75
69326	06/30/2016	4748	The Tab Group	\$576.13
69327	06/30/2016	10782	Treasurer - State of New Jersey	\$44.00
69328	06/30/2016	8063	W.B. Mason	\$2,783.47
69329	06/30/2016	1465	Wegmans	\$14.96
69330	06/30/2016	10255	Active Disposal Services, Inc	\$409.16
69331	06/30/2016	10807	Building Systems & Service, Inc	\$578.00
69332	06/30/2016	9213	DESAPIO CONSTRUCTION, INC	\$18,362.89
69333	06/30/2016	10790	Franklin Griffith, LLC	\$226.79

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POSTED CHECKS

General Account -Check Series #1

69334	06/30/2016	10732	Praxair Distribution, Inc	\$379.50
69335	06/30/2016	10463	Schindler Elevator Corporation	\$928.98
69336	06/30/2016	5653	Accu Scan	\$3,694.65
69337	06/30/2016	8002	Alarm & Communications Technologies	\$478.38
69338	06/30/2016	10290	Blackboard Inc	\$1,210.00
69339	06/30/2016	4914	Blaise of Color	\$840.32
69340	06/30/2016	10807	Building Systems & Service, Inc	\$6,788.05
69341	06/30/2016	10792	GL Group, Inc	\$11,550.00
69342	06/30/2016	8196	Hutchins HVAC Inc.	\$3,280.00
69343	06/30/2016	10344	New Wave Engineering, LLC	\$5,777.00
69344	06/30/2016	10464	New Wave Engineering,LLC	\$3,900.00
69345	06/30/2016	10794	SHT CORPORATION	\$604.56
69346	06/30/2016	6399	Najee Holden	\$162.00
69347	06/30/2016	10386	Somerset County Rads & Bridge Division	\$4,423.99
69348	06/30/2016	5653	Accu Scan	\$414.25

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POSTED VOIDED CHECK(S)

General Account -Check Series #1

69136	06/27/2016	10355	CablevisionSystems Corporation	\$299.88
69233	06/27/2016	6646	SkillsUSA	\$575.00
Total Current Cycle Voided Checks				\$874.88

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POSTED VOIDED PRIOR CYCLE CHECKS

General Account -Check Series #1

67996	07/30/2015	6399	Najee Holden	\$162.00
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Total Prior Cycle Voided Checks				\$162.00
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Total for General Account Check Series #1				\$1,037,382.38
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POSTED CHECKS

Agency Check -Check Series #2

20327	06/15/2016	10498	New Jersey Family Support Payment Center	\$136.50
20328	06/22/2016	10498	New Jersey Family Support Payment Center	\$136.50
20329	06/30/2016	9772	NEW JERSEY EDUCATION ASSOCIATION	\$10,297.22
20330	06/30/2016	9780	PRUDENTIAL INSURANCE	\$975.42

Total for Agency Check Check Series #2

\$11,545.64

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POSTED CHECKS					
Hand Checks					
	3	06/08/2016	10461	Deluxe Bus Sys. Bus Prods	\$173.59
	4	06/01/2016	9849	Fulton Bank Of New Jersey	\$1,975.05
*	686	06/20/2016	6974	Maschio's Food Services	\$13,206.10
	687	06/30/2016	6974	Maschio's Food Services	\$676.40
*	3785	06/01/2016	10397	Frattellos Ristorante & Pizzeria	\$35.00
*	3787	06/01/2016	9344	E Group, Inc	\$326.04
*	3789	06/01/2016	10592	Nigel Francis	\$250.00
*	3791	06/01/2016	7544	JULIE STROBER	\$280.58
	3792	06/01/2016	10809	Madsion Hendershot	\$100.00
	3793	06/01/2016	10809	Taylor Vaughn	\$100.00
	3794	06/01/2016	10809	Danielle Russo	\$100.00
	3795	06/01/2016	10809	Alexis Campbell	\$100.00
	3796	06/01/2016	5539	GLOUCESTER COUNTY INST.OF TECH	\$750.00
	3797	06/01/2016	8861	Citrix Systems INC.	\$1,305.00
	3798	06/01/2016	7885	Paul O'Connor	\$59.95
	3799	06/01/2016	10818	Katelyn Onufrey	\$50.00
*	3801	06/01/2016	10189	Victoria Kress	\$250.00
	3802	06/01/2016	10814	Ilenestargerproductions. In	\$150.00
	3803	06/01/2016	10815	Peggy Becker	\$150.00
	3804	06/01/2016	10194	Michelle Strenberger	\$50.00
	3805	06/01/2016	10816	Achilles Tsakiridis	\$50.00
	3806	06/01/2016	10817	Kim Pedell	\$50.00
	3807	06/02/2016	10193	Lori Danziger	\$50.00
	3808	06/02/2016	10716	Royce Brook	\$12,583.60
	3809	06/02/2016	10624	Rimmele's Flower Shop	\$450.00
	3810	06/22/2016	10586	Edward Graf	\$105.92
	3811	06/09/2016	4998	Oriental Trading Company	\$75.96
	3812	06/09/2016	10074	Elaine Howe	\$139.49
	3813	06/09/2016	1931	Hionis Greenhouses, Inc.	\$146.50
	3814	06/09/2016	10152	Crown Awards	\$296.46
	3815	06/09/2016	10819	Samaritan Homeless Interim Program	\$753.00
	3816	06/09/2016	9344	E Group, Inc	\$364.00
	3817	06/09/2016	10809	Erica DeProspo	\$250.00
	3818	06/09/2016	10809	Rachel Yoo	\$250.00
	3819	06/09/2016	7544	JULIE STROBER	\$75.84
*	3821	06/09/2016	10809	Jaqueline Gassler	\$1,500.00
*	3823	06/09/2016	10809	Daniel Lopez	\$1,000.00
	3824	06/09/2016	10722	Denise Mihalik	\$90.00
	3825	06/09/2016	10809	Kiran Raja	\$250.00
	3826	06/09/2016	10809	Jonathan Garaffa	\$250.00
*	3828	06/09/2016	10809	Anthony Santana	\$500.00
	3829	06/09/2016	4579	NASSP	\$385.00
	3830	06/09/2016	6035	LINDA WEBER-SMITH	\$422.57
	3831	06/09/2016	10284	SOS Student Organizational Software	\$21.13
	3832	06/09/2016	10820	Twanda Muslim	\$70.00
	3833	06/09/2016	10809	Dyamond Hobbs	\$100.00
	3834	06/09/2016	10809	Yvette Bedeau	\$100.00
*	3836	06/09/2016	10556	Elegant Engagements	\$224.00
	3837	06/10/2016	4983	MCC ATHLETIC TRUST 21	\$550.00
	3838	06/10/2016	9746	David White	\$400.00
	3839	06/10/2016	10821	James Lubrano	\$50.00
	3840	06/10/2016	10809	Harleen Singh	\$150.00

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POSTED CHECKS					
Hand Checks					
	3841	06/10/2016	10809	Erin Kopecky	\$150.00
	3842	06/14/2016	10579	Small Ambassador	\$618.80
	3843	06/14/2016	10822	Christine Sconda	\$500.00
	3844	06/16/2016	10707	Bryant Jefopoulos	\$419.00
	3845	06/14/2016	10823	Autism Foundation of New Jersey	\$500.00
	3846	06/14/2016	7387	SkillsUSA	\$660.00
	3847	06/14/2016	4998	Oriental Trading Company	\$173.60
	3848	06/14/2016	7877	Deborah Gichan	\$725.00
	3849	06/14/2016	10459	Rutgers School of Health Related Profess	\$400.00
	3850	06/14/2016	7831	Dorney Park	\$3,360.00
	3851	06/15/2016	10809	Lizzie Sherman	\$50.00
	3852	06/15/2016	10809	Julie deDiego	\$50.00
	3853	06/16/2016	10809	Ryan Cook	\$50.00
	3854	06/15/2016	10809	Dylan Yosafat	\$50.00
	3855	06/15/2016	10809	Tom Pastor	\$50.00
	3856	06/15/2016	10824	The Red Nose Day Fund	\$260.00
	3857	06/15/2016	10380	Sandee Rinehart	\$500.00
	3858	06/15/2016	7264	Somerset County Educational Services Com	\$3,544.40
	3859	06/16/2016	10397	Frattellos Ristorante & Pizzeria	\$57.00
*	3862	06/16/2016	10189	Victoria Kress	\$150.00
	3863	06/16/2016	9618	Dancewear Solutions	\$8.50
*	3865	06/16/2016	10809	Mary Heath	\$150.00
*	3867	06/16/2016	10809	Sam Bucek	\$100.00
*	3869	06/16/2016	10809	Anthony Santana	\$100.00
	3870	06/16/2016	10809	Dana DePirri	\$100.00
	3871	06/16/2016	10809	Giannie Cintron	\$100.00
	3872	06/16/2016	10809	Christoper Nila	\$100.00
	3873	06/16/2016	10809	Cody Adams	\$100.00
	3874	06/16/2016	10809	Julie Fendt	\$100.00
	3875	06/16/2016	10809	Allison Hovey	\$100.00
*	3878	06/16/2016	10809	Erin Kopecky	\$100.00
*	3880	06/16/2016	10809	Joseph Blass	\$100.00
	3881	06/16/2016	10809	Sabrina Oliveri	\$100.00
	3882	06/16/2016	10809	Destiny Gist	\$100.00
	3883	06/16/2016	10809	Jaquelin Ortega	\$100.00
	3884	06/16/2016	10809	Jay Patel	\$100.00
	3885	06/16/2016	10809	Jacqueline Guillen	\$100.00
	3886	06/16/2016	10809	Steven Rogolifoi	\$100.00
	3887	06/16/2016	10809	Rececca Jackson	\$100.00
	3888	06/16/2016	10809	John Alicea	\$100.00
	3889	06/16/2016	10809	Robert Camacho	\$100.00
	3890	06/16/2016	10809	Giannie Cintron	\$100.00
	3891	06/16/2016	10809	Mahogany Hayes	\$100.00
	3892	06/16/2016	10809	Diana Mendoza	\$100.00
	3893	06/16/2016	10809	Amanda Lamperti	\$750.00
	3894	06/16/2016	10809	William Guevara	\$100.00
	3895	06/16/2016	10809	Cody Adams	\$150.00
	3896	06/16/2016	10809	Samyak Gupta	\$150.00
*	3899	06/16/2016	10809	Jonathan Garaffa	\$200.00
	3900	06/16/2016	10809	Erin Kopecky	\$200.00
	3901	06/16/2016	10809	Alexandra Lilly	\$100.00
*	3903	06/17/2016	10809	Ryan Zaborowski	\$250.00

Somerset County Vocational Board of Ed.

06/30/2016
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Summary Check Register By Check#

Posted Checks : Selected Cycle : June

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
POSTED CHECKS				
Hand Checks				
3904	06/17/2016	4998	Oriental Trading Company	\$144.34
3905	06/17/2016	10810	Ryan Canuel	\$15.00
3906	06/17/2016	8063	W.B. Mason	\$136.27
3907	06/17/2016	10811	Doctors with Borders	\$50.90
3908	06/21/2016	10809	Shanaya Shah	\$500.00
3909	06/21/2016	10812	Casey Masterson	\$545.00
3910	06/21/2016	10809	Kiran Raja	\$200.00
3911	06/25/2016	10060	Rico Sciortino	\$60.00
3912	06/25/2016	10060	Kurt Kuberiet	\$76.00
3913	06/25/2016	10060	Fred Partridge	\$70.00
3914	06/25/2016	10060	Rick Malwitz	\$76.00
3915	06/25/2016	10060	Brian Kane	\$75.00
3916	06/25/2016	10060	John Perrotta	\$81.00
3917	06/25/2016	10060	Joe Galayda	\$76.00
3918	06/25/2016	10060	Rich Sarnie	\$81.00
3919	06/25/2016	10060	Andy Mazer	\$58.00
3920	06/25/2016	10060	Bob Pucciarello	\$70.00
3921	06/25/2016	10060	Nick Sinko	\$60.00
3922	06/25/2016	10060	Antwan Johnson	\$139.00
3923	06/25/2016	10581	Mario Peluso	\$50.00
3924	06/25/2016	10397	Frattellos Ristorante & Pizzeria	\$56.00
3925	06/25/2016	1876	FedEx	\$25.52
3926	06/25/2016	4998	Oriental Trading Company	\$65.03
* 10062	06/15/2016	9717	Prudential Insurance	\$433.67
10063	06/15/2016	9773	INTERNAL REVENUE SERVICE	\$32,648.81
10064	06/15/2016	9849	Fulton Bank Of New Jersey	\$128.08
10065	06/22/2016	9717	Prudential Insurance	\$211.47
10066	06/22/2016	9773	INTERNAL REVENUE SERVICE	\$27,521.40
10067	06/30/2016	9717	Prudential Insurance	\$255.37
10068	06/30/2016	9773	INTERNAL REVENUE SERVICE	\$2,714.72
10069	06/30/2016	5973	SCVTS STUDENT ACTIVITY ACCOUNT	\$897.66
* 61516	06/15/2016	3099	Treasurer Somerset County	\$444,191.86
* 62215	06/22/2016	3099	Treasurer Somerset County	\$377,021.64
* 62816	06/30/2016	3099	Treasurer Somerset County	\$35,486.80
* 906151601	06/15/2016	9778	PRUDENTIAL RETIREMENT SERVICES	\$1,228.71
906151602	06/15/2016	9769	PLAN CONNECT-EQUITABLE	\$10,829.08
906151602	06/15/2016	9770	PLAN CONNECT_VALIC	\$150.00
906151602	06/15/2016	9771	PLAN CONNECT-MET LIFE	\$175.00
906151602	06/15/2016	10733	PLAN CONNECT-FORESTERS INVESTORS-PAYROLL	\$50.00
906151603	06/15/2016	9773	INTERNAL REVENUE SERVICE	\$113,632.19
906151604	06/15/2016	9774	NJ DIVISION OF REVENUE	\$939.61
906151605	06/15/2016	9774	NJ DIVISION OF REVENUE	\$12,476.32
906151606	06/15/2016	9775	PENNSYLVANIA DEPARTMENT OF REVENUE	\$865.77
* 906221601	06/22/2016	9778	PRUDENTIAL RETIREMENT SERVICES	\$599.15
906221602	06/22/2016	9769	PLAN CONNECT-EQUITABLE	\$10,829.08
906221602	06/22/2016	9770	PLAN CONNECT_VALIC	\$150.00
906221602	06/22/2016	9771	PLAN CONNECT-MET LIFE	\$175.00
906221602	06/22/2016	10733	PLAN CONNECT-FORESTERS INVESTORS-PAYROLL	\$50.00
906221603	06/22/2016	9773	INTERNAL REVENUE SERVICE	\$97,494.88
906221604	06/22/2016	9774	NJ DIVISION OF REVENUE	\$528.26
906221605	06/22/2016	9774	NJ DIVISION OF REVENUE	\$11,174.94
906221606	06/22/2016	9775	PENNSYLVANIA DEPARTMENT OF REVENUE	\$817.82

Somerset County Vocational Board of Ed.

Summary Check Register By Check#

Posted Checks : Selected Cycle : June

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

Hand Checks

*	906301601	06/30/2016	9776	NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$41,002.77
	906301602	06/30/2016	9777	NJ DIV OF PENSIONS AND BENEFITS - PERS	\$15,654.60
	906301603	06/30/2016	9778	PRUDENTIAL RETIREMENT SERVICES	\$723.55
	906301604	06/30/2016	9768	SOMERSET COUNTY BOARD OF EDUCATION	\$38,242.57
	906301605	06/30/2016	9768	SOMERSET COUNTY BOARD OF EDUCATION	\$851.36
	906301606	06/30/2016	9761	AFLAC	\$195.12
	906301607	06/30/2016	9761	AFLAC	\$504.08
	906301608	06/30/2016	9773	INTERNAL REVENUE SERVICE	\$8,138.95
	906301609	06/30/2016	9774	NJ DIVISION OF REVENUE	\$138.71
	906301610	06/30/2016	9774	NJ DIVISION OF REVENUE	\$541.28
	906301611	06/30/2016	9775	PENNSYLVANIA DEPARTMENT OF REVENUE	\$37.58

Somerset County Vocational Board of Ed.

Summary Check Register By Check#

Posted Checks : Selected Cycle : June

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

Hand Checks

3790	06/01/2016	10556	Elegant Engagements	\$224.00
3800	06/01/2016	10813	Jamie Anderson	\$50.00
3845	06/14/2016	10823	Autism Foundation of New Jersey	\$500.00
3859	06/16/2016	10397	Frattellos Ristorante & Pizzeria	\$570.00
3871	06/16/2016	10809	Giannie Cintron	\$100.00
3998	06/16/2016	10809	Jay Patel	\$150.00
Total Current Cycle Voided Checks				<u>\$1,594.00</u>

Somerset County Vocational Board of Ed.

Summary Check Register By Check#

Posted Checks : Selected Cycle : June

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

Hand Checks

3422	10/05/2015	10677	Jacqueline Hutchins	\$4.00
3481	11/17/2015	7155	Cheapestees.com	\$683.70
3500	11/24/2015	8063	W.B. Mason	\$41.29
3524	12/14/2015	9344	E Group, Inc	\$164.03

Total Prior Cycle Voided Checks	\$893.02
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Total for Hand Checks	\$1,350,735.40
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Total Posted Checks	\$2,403,187.32
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Somerset County Vocational Board of Ed.

Summary Check Register By Check#

Posted Checks : Selected Cycle : June

Fund Summary

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	10				\$37,147.63	\$37,147.63
10	11	\$374,646.33		\$849,866.03		\$1,224,512.36
10	12	\$2,099.99				\$2,099.99
Fund 10	TOTAL	\$376,746.32		\$849,866.03	\$37,147.63	\$1,263,759.98
20	20	\$81,412.84		\$34,497.82		\$115,910.66
30	30	\$579,223.22				\$579,223.22
60	60			\$13,882.50		\$13,882.50
90	90		\$11,545.64		\$368,196.38	\$379,742.02
95	95				\$47,145.04	\$47,145.04
GRAND	TOTAL	\$1,037,382.38	\$11,545.64	\$898,246.35	\$452,489.05	\$2,399,663.42

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

\$1,055.02

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

\$2,468.88

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