

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

Regular Meeting
March 21, 2016

Call to Order

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

William Hyncik, Jr., President

Sarah Brennan, Vice President, arrived at 5:05 p.m.

Theodore Smith

Stephen Rodzinak, arrived at 5:02 p.m.

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, arrived at 5:03 p.m.

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 February 22, 2016 were approved.

Correspondence

- None

Student of the Month

- Brian Turck, Electrical Construction, Grade 10

CTE Stellar Students of the Month

- Agricultural Science – Agricultural Science, Grade 9
- Auto Body – John Alicea, Grade 12
- Automotive Diesel Technology – Max Lindvor, Grade 12
- Automotive Diesel Technology – Tyler Gist, Grade 10
- Cosmetology – Rebeca Blanco, Grade 12
- Cosmetology – Alexis Campbell, Grade 12
- Carpentry – Stiven Romero, Grade 12
- Culinary Arts – Miguel Santiago, Grade 10
- Electrical Construction – Brian Turck, Grade 10
- Graphic Communications – Megan Hickson, Grade 11
- Health Occupations – Amethyst Milochik, Grade 9
- Integrated Technology Systems – Hugo Camacho, Grade 11
- Law & Public Safety – Kimberly Vasquez, Grade 11
- Plumbing – John Dolan, Grade 9

- Theater Arts – Salvatore Gargiulo, Grade 11
- Welding – Rebecca Jackson, Grade 12

Educator of the Year

- Pratima Patil, a science instructor has been selected as the 2015-2016 Educator of the Year. Ms. Patil is known for being a giving, dedicated, and selfless instructor, who always puts the students first. When Superintendent Dr. Chrys Harttraft and Principal Diane Ziegler walked into Ms. Patil's classroom to announce the award, Patil was very surprised. "I was thrilled," said Patil. "The kids were also very excited." Patil graduated with bachelors and master's degrees in Zoology from the University of Bombay (currently the University of Mumbai). Since her graduation, Ms. Patil has served as a professor at the University of Bombay and for the past ten years as a science instructor at Somerset County Vocational & Technical High School. Patil also serves as an adjunct professor for Raritan Valley Community College, teaching SCVTHS students college level science courses.

Old or Unfinished Business

Construction Projects Update

- None
- Ethics Disclosure Statements are to be submitted no later than April 15, 2016. Ms. Catterson reported that all board of education members completed their Statements.

Report of the Attorney

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

Committee Reports

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

School Communications Report

Superintendent's Report

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

A. Resignation

The Board of Education accepted the resignation of Mrs. Angela Maggs, Special Education Instructor, for the purpose of retirement effective July 1, 2016.

B. Employment of Full-Time Personnel - 2015-16 School Year

The Board of Education appointed Ms. Lauren Cicale as Temporary Guidance Counselor (Leave Replacement), at a salary of \$56,684.00* (prorated), Step 1-2/B, retroactive to March 1, 2016 through May 31, 2016. (*Based upon 2014-15 salary guide)

C. Stipend Amount Revisions - 2015-16 School Year

The Board of Education in keeping with the recently approved 2015-16 school year salaries, approved the following revised stipend position amounts for the 2015-16 school year:

Teresa Morelli	Affirmative Action Officer	\$753.00/month
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Christopher Lemongelli	Child Study Team Case Manager for Social Assessments (School Social Worker) Special Education – IEP's	\$478.00/assessment
Elaine Howe	Emergency Preparedness Management Chair	\$193.00/month

D. Employment of Substitutes

The Board of Education approved employment of the following substitutes at a rate of \$100.00/day for the 2015-16 school year:

Christopher Ford Mickey Avenoso

E. Home Instruction Instructor (Correction)

The Board of Education approved Ms. Victoria Fulmer to provide home instruction to student ID#999004147 at a rate of \$41.00/hour. Instruction will be provided for approximately two (2) weeks at ten (10) hours per week. (Ms. Denise Gotti was incorrectly approved at the 2/22/16 BOE meeting.)

F. PARCC Assessment Portfolio Instructor – English Language Arts (ELA)

The Board of Education approved Mr. Christopher Miller, English Instructor, to provide instruction to the students who have not met the PARCC assessment graduation requirement. Instruction will be provided 1 period per day/5 days per week at his rate of \$56.86/period. (Instruction began February 16, 2016 and will continue until each student completes the appeal process. All student portfolio appeals must be completed and submitted to the NJDOE post-marked by May 13, 2016. Appeals post-marked after May 13, 2016 will be reviewed and scored by the NJDOE but they cannot ensure the results will be returned to the district or student before their graduation ceremony.)

G. 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 #1.

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

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

H. Home Instruction

The Board of Education extended home instruction to student ID #999004147 for an additional thirty (30) days.

The Board of Education approved home instruction to student ID#999002897. Instruction will be provided for approximately thirty (30) days at two (2) hours per day.

The Board of Education approved the contract with P.E.S.I. (Professional Educational Services, Inc.), Glassboro, New Jersey to provide bedside instruction at \$41.00 per hour.

I. Field Trips

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

J. Calendar 2016-17 School Year

The Board of Education adopted the High School calendar for the 2016-17 school year as it appears on Addendum #3.

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

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

K. Abolish Board Policy #2425 – Physical Education

The Board of Education abolished Policy #2425 – Physical Education.

L. New Board Policy – First Reading

The Board of Education approved the following new board policy at this first reading as it appears on Addendum #4.

5330.01/R5330.01 – Administration of Medical Marijuana

M. Revised Board Policies – First Reading

The Board of Education approved the following revised board policies at this first reading as they appear on Addendum #5.

0167 – Public Participation in Board Meetings

0168 – Recording Board Meetings

2422 – Health and Physical Education

2431 – Athletic Competition

R2431.2 – Medical Examination Prior to Participation on a School-Sponsored

Interscholastic or Intramural Team or Squad

5111/R5111 – Eligibility of Resident/Nonresident Students

530/R5310 – Health Services

5460 – High School Graduation

8462/R8462 – Reporting Potentially Missing or Abused Children

8550 – Outstanding Food Service Charges

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	X	
Mr. Hyncik	X	
Mr. Rodzinak	X	
Mr. Torres		abstain from policy #5460

N. Three-Year Comprehensive Equity Plan – 2016-17 - 2018-19

On recommendation of Dr. Harttraft and motion by Ms. Brennan, seconded by Mr. Smith and on roll call vote, the Board of Education approved and submitted the district's Three-Year Comprehensive Equity Plan to the New Jersey Department of Education. (Prepared by Teresa Morelli, Affirmative Action Officer.)

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

O. Application for Funds

On recommendation of Dr. Harttraft and motion by Ms. Brennan, seconded by Mr. Smith and on roll call vote, the Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its March 21, 2016 meeting authorized application for funds for the following:

NJ Department of Children and Families	School Based Program	\$346,477.00
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<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	X	
Mr. Hyncik	X	
Mr. Rodzinak	X	
Mr. Torres	X	

P. Harassment, Intimidation & Bullying Investigation Report

On recommendation of Dr. Harttraft and motion by Ms. Brennan, seconded by Mr. Smith and on roll call vote, the Board of Education acknowledged receipt of the HIB Investigation Report for the period February 20, 2016 through March 18, 2016.

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

Q. Superintendent's Update

- HIB- one case was submitted for March which was confirmed, details of the incident were distributed to each board member. Total year-to date incidents consist of 2 confirmed HIB cases and 2 student conflicts.
- A ceremony will be held on April 6th at SCVTS at which time the school will be presented with an artifact from the USS Arizona – Pearl Harbor, by the US Navy.
- On March 22nd the SCVTS Board of School Estimate will meet to vote on the school's budget. The County Freeholder's meeting on that same day will include recognition of three SCVTS heroic students.
- Mechatronics/ Engineering/ Advanced Manufacturing (MEAM) grant update: meetings have been held with representatives from RVCC to determine program logistics. A tour of the RVCC facility took place for SCVTS MEAM steering committee members. Next steps include hiring a teacher, developing the first year curriculum and strengthening industry partnerships.

Submission of Bills – March 2016

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

Fund 10	\$1,647,997.28
Fund 20	\$ 150,449.34
Fund 30	\$ 61,460.00
Fund 60	\$ 11,967.48
Fund 90	<u>\$ 644,772.55</u>
Total	\$2,516,664.65

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

Report of the School Business Administrator/Board Secretary

A. Reports A-148 and A-149 – February 2016

On motion by Ms. Brennan, seconded by Mr. Smith and on roll call vote, the Board of Education adopted the monthly financial statement reports for the School Business Administrator/Board Secretary for the month of February 2016 and the Treasurer of School Monies for the month of February 2016, after review of the secretary's monthly financial report (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge no major fund has been overextended in violation to N.J.A.C. 6:20-2A.10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (Addendum #6)

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

B. Budget Transfers – 2015-16 School Year

On motion by Ms. Brennan, seconded by Mr. Smith and on roll call vote, the Board of Education approved budget transfers for the 2015-16 school year as they appear on Addendum #7.

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

C. Travel and Related Expense Reimbursement – 2016-17 School Year

On motion by Ms. Brennan, seconded by Mr. Smith and on roll call vote, the Board of Education approved the following:

Whereas, the Somerset County Vocational & Technical Schools Board of Education recognizes school staff and board members will incur travel expenses related to and within the scope of their current

responsibilities and for travel that promotes the delivery of instruction or further the efficient operation of the school district, and

Whereas, N.J.A.C. 6A23A-7.2 et. seq. requires board members to receive approval of these expenses by a majority of the full voting membership of the board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the board, and Whereas, a Board of Education may establish, for regular district business travel as defined in N.J.A.C. 6A:23A-1.2, which includes attendance at regularly scheduled in-State professional development activities for which the registration fee does not exceed \$150 per employee or board member, where prior board approval shall not be required unless that annual threshold or a staff member exceeds \$1,500 in a given school year (July 1 through June 30), and

Whereas, the Somerset County Vocational & Technical Schools Board of Education established \$70,000 for the current school year and has expended \$7,365 as of this date, now

Therefore, be it resolved, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A7.3 to a maximum expenditures of \$35,000 for all staff and board members for the 2016-2017 school year.

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

On motion by Ms. Brennan, seconded by Mr. Smith and on roll call vote, agenda items D through G as follows:

D. Contract Award – Boys Locker Room Upgrades

The Board of Education awarded the contract for the Boys Locker Room Upgrades project to DeSapio Construction of Frenchtown, New Jersey in the amount of \$174,700.00 as recommended by the architect and reviewed and approved by the board attorney. Contract to be prepared by the board attorney.

E. Contract Award – Kitchen Equipment

The Board of Education awarded the contract for Kitchen Equipment to E&A Supply, Inc. of Plainfield, New Jersey in the amount of \$41,039.70 as reviewed and approved by the board attorney. Contract to be prepared by the board attorney.

F. 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 which are year to date amounts and in compliance with law.

CDW Government	Technology	\$171,267.00
Nickerson Corporation	Boys' Lockers	\$ 51,106.00

G. Professional Services Contract – 2016-17 School Year

The Board of Education received the following proposals for the 2016-17 school year School Based Program grant. Award will be made when grant funding has been received.

Middle Earth	Recreation/Outreach Coordinator	\$33,607.00
Family & Community Services of Somerset County	Mental Health Counselor (10 mo.)	\$44,824.00
Family & Community Services of Somerset County	Substance Abuse/Mental Health Counselor (12 mo.)	\$53,308.00

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

New Business

- The Somerset County Vocational Board of School Estimate meeting will be held March 22, 2016 at 3:00 p.m. in the Freeholder Conference Room at the Somerset County Administration Building, Somerville, New Jersey.

Next Meeting

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

April 25, 2016

5:00 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

Remarks from the Public

- None

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

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

Closed Session

On motion by Ms. Brennan, seconded by Mr. Smith and on roll call vote, the Board of Education went into closed session at 5:34 p.m.

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

Open Session

On motion by Ms. Brennan, seconded by Mr. Smith and on roll call vote, the Board of Education went into open session at 6:01 p.m.

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

Amend Resolution 2014-15/11-1 – Energy Savings Improvement Plan (ESIP)

On recommendation of Dr. Harttraft and motion by Ms. Brennan, seconded by Mr. Smith and on roll call vote, the Board of Education amended Resolution 2014-/15/11-1 which was approved on November 24, 2014.

Be it resolved, that the Somerset County Vocational Board of Education certifies, upon the recommendation of the Superintendent, that the money needed for the County of Somerset to bond for the Energy Savings Improvement Plan (ESIP) is \$2,756,000 pending bid results and approval by the Somerset County Vocational Board of Education.

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

Adjournment

On motion by Ms. Brennan, seconded by Mr. Torres and passed, the meeting adjourned at 6:02 p.m.

Raelene Catterson
Business Administrator/Board Secretary

Professional Seminars/Workshops/Travel Reimbursements
March 2016

	DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
1	April 6, 2016	Maria Johnson Diane Ziegler	\$199 ea.	NA	Fred Pryor Seminar	Allentown, PA
2	April 19, 2016	Bridget Donovan	\$165.00	NA	Trauma Care Training	Piscataway, NJ
3	April 28, 2016	Rebecca Hovey	\$239.00	\$17.50/mileage \$1.50/tolls	Google Tools	Newark, NJ
4	April 29, 2016	Donna Lenox	\$116.10	NA	Cognitive Distortions in School Age Children	Parsippany, NJ
5	May 11, 2016	Laura Borschel	\$129.00	NA	Practicing Multiculturalism	Parsippany, NJ
6	June 9, 2016	Laura Borschel	\$129.00	NA	Non-Suicidal Self-Injury	Long Beach Twp, NJ
7	June 30, 2016	Elaine Howe	\$299.99	NA	Child Development Conference	On-line
8	July 21 st to August 3 rd , 2016	Mary Lynne McAnally	\$300	\$417.00/lodging \$144.26/mileage \$168.50/meals	Jazz Dance Roots and Branches in Practice	Newport, RI
9	April 15, 2016	Chrys Harttraft Carene Jegou	\$325.00 \$225.00 (2 nd registrant discount price)	NA	Annual Tenure & Seniority Seminar	Edison, NJ
10	April 14, 2016	Raelene Catterson	\$50.00	NA	NJASBO	Rockaway, NJ
11	May 12, 2016	Michelle Fresco	\$50.00	\$20.03/mileage	NJASBO	Rockaway, NJ
12	June 8-10, 2016	Raelene Catterson	\$150.00	\$160.00/meals \$70.12/mileage \$200.00/hotel \$5.00/parking	NJASBO Annual Workshop	Atlantic City, NJ
13	April 28, 2016	Mike McClain	\$239.00	\$16.74/mileage	Making Best Use of Good Tools to Enhance Content Learning	Parsippany, NJ

March 2016
FIELD TRIPS

<u>Date of Trip</u>	<u>CTE Program/Other</u>	<u>Location</u>	<u>Cost Per Student/Paid by</u>	<u>Transportation Provided/Paid by</u>
3/24/2016	Student Ambassadors	BRMS Bridgewater, NJ	\$0.00	District
4/15/2016	Electrical Construction	Garden State Exhibit Center Somerset, NJ	\$0.00	District
5/20/2016	Culinary Arts	Ceaser's Palace Atlantic City, NJ	\$0.00	Outside Agency/District
6/6/2016	Theater Arts	John DeSotelle Studio New York, NY	\$100.00/Student Paid	District



SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

P.O. Box 6350 • 14 Vogt Drive • Bridgewater, NJ 08807-0350 • (908) 526-8900 • www.scvths.org

2016-2017 CALENDAR

September 2016

18

M	T	W	T	F	
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October 2016

19

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November 2016

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December 2016

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January 2017

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September 2016

- 1 STAFF IN-SERVICE
- 5 CLOSED.....Labor Day
- 6 STAFF IN-SERVICE
- 7 OPEN First Day of School
- 29 PARENT BACK TO SCHOOL NIGHT
- 30 10 AM DELAYED OPENING NO A-SESSION

October 2016

- 3 CLOSED Rosh Hashanah
- 12 CLOSED.....Yom Kippur

November 2016

- 10-11 CLOSED.....NJEA Convention
- 23 12 NOON DISMISSAL.....Thanksgiving
- 24-25 CLOSED.....Thanksgiving

December 2016

- 23 12 NOON DISMISSAL.....Holiday Recess
- 26-30 CLOSED.....Holiday Recess

January 2017

- 2 CLOSED Holiday Recess
- 16 CLOSED Staff In-Service

February 2017

- 4 OPEN HOUSE.....Staff Present
- 16-20 CLOSED Mid-Winter Recess

April 2017

- 7 12 NOON DISMISSAL.....Spring Recess
- 10-17 CLOSED Spring Recess

May 2017

- 29 CLOSED Memorial Day

June 2017

- 21 LAST DAY OF SCHOOL/GRADUATION

183 School Days
188 Staff (187 Staff Present + 1 Virtual Learning Moodle Day)

Approved:

NOTE: IN THE EVENT OF EMERGENCY CLOSING AND SCHOOL IS CLOSED IN EXCESS OF THREE DAYS, ADDITIONAL MAKE-UP DAYS WILL BE SCHEDULED IN THE FOLLOWING ORDER: FEB. 16TH (IF NEED IS KNOWN BY JAN. 23RD), APRIL 10th (IF NEED IS KNOWN BY MARCH 13th). ANY DAYS LOST BEYOND THAT WILL BE ADDED TO THE END OF THE SCHOOL YEAR. ANY DAYS NOT USED WILL BE TAKEN BACK AT THE END OF THE SCHOOL YEAR. LAST DAY/GRADUATION SUBJECT TO CHANGE.

February 2017

17

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March 2017

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April 2017

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May 2017

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June 2017

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Parent Back to School Night



Closed



10 am Delayed Opening



12 Noon Dismissal for Students & Teachers



Teachers and HS Office Staff Present



Staff In-Service

POLICY GUIDE

STUDENTS

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Administration of Medical Marijuana

Mar 16

M

[See **POLICY ALERT No. 208**]

5330.01 ADMINISTRATION OF MEDICAL MARIJUANA

The Board of Education, in accordance with the requirements of N.J.S.A. 18A:40-12.22, must adopt a Policy authorizing parents, guardians, and primary caregivers to administer medical marijuana to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event. The parent of a qualifying student patient requesting the administration of medical marijuana to the student while on school grounds, aboard a school bus, or attending a school-sponsored event must comply with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. and Policy and Regulation 5330.01.

A student enrolled in the school district must be authorized to engage in the medical use of marijuana and the primary caregiver, who may be the parent, must be authorized to administer medical marijuana to a qualifying student patient in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. The student and the primary caregiver must complete the registration process to obtain a Registry Identification Card from the New Jersey Department of Health in accordance with the requirements of N.J.S.A. 24:6I-4.

The parent of the student authorized to engage in the medical use of marijuana must submit a written request with supporting documentation to the Principal requesting approval to have a primary caregiver assist in the administration of medical marijuana to the student while on school grounds, aboard a school bus, or attending a school-sponsored event. The Principal, in consultation with the school nurse, the school physician, and the Superintendent of Schools, will review each request and upon approval will inform the parent in writing of the approval with details for the administration of medical marijuana to the qualifying student patient. The medical use of marijuana by a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event will only be authorized after the written approval from the Principal is provided to the parent.

Medical marijuana may only be administered to the qualifying student patient while the student is on school grounds, aboard a school bus, or attending a school-sponsored event by the primary caregiver in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. The prescribed medical marijuana must be in the possession of the primary caregiver at all times, except



POLICY GUIDE

STUDENTS

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Administration of Medical Marijuana

during the administration process. The primary caregiver shall comply with the requirements of the Principal's written approval for the administration of medical marijuana to the qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event.

All health records related to the administration of medical marijuana to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event shall be maintained in accordance with the requirements of N.J.A.C. 6A:16-2.4 and N.J.A.C. 6A:32-7.4.

No person shall be subject to arrest or prosecution for constructive possession, conspiracy, or any other offense for simply being in the presence or vicinity of the medical use of marijuana as authorized under N.J.S.A. 24:6I-1 et seq. or N.J.S.A. 18A:40-12.22. No custodial parent, guardian, or person who has legal custody of a qualifying student patient who is a minor shall be subject to arrest or prosecution for constructive possession, conspiracy, or any other offense for assisting the minor in the medical use of marijuana as authorized under N.J.S.A. 24:6I-1 et seq. or N.J.S.A. 18A:40-12.22.

N.J.S.A. 18A:40-12.22;

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

N.J.A.C. 6A:16-2.4; 6A:32-7.4

Adopted:



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[See **POLICY ALERT No. 208**]

R 5330.01 ADMINISTRATION OF MEDICAL MARIJUANA

A custodial parent, guardian, or person having legal custody of a student requesting the administration of medical marijuana to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event must comply with the procedures and requirements of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. and this Regulation.

A. Definitions

For the purposes of this Policy:

1. "Bona fide physician-patient relationship" means a relationship in which the physician has ongoing responsibility for the assessment, care, and treatment of a qualifying student patient's debilitating medical condition.
2. "Certification" means a statement signed by a physician with whom a qualifying student patient has a bona fide physician-patient relationship, which attests to the physician's authorization for the patient to apply for registration for the medical use of marijuana.
3. "Marijuana" has the meaning given in Section 2 of the "New Jersey Controlled Dangerous Substances Act," N.J.S.A. 24:21-2.
4. "Medical use of marijuana" means the acquisition, possession, transport, or use of marijuana or paraphernalia by a registered qualifying student patient as authorized by the New Jersey Compassionate Medical Marijuana Act (Act).
5. "Parent" means the custodial parent, guardian, or person who has legal custody of a qualifying student patient who may also be the primary caregiver registered and provided a Registry Identification Card by the New Jersey Department of Health to administer medical marijuana to a student in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-4.



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6. "Physician" means a person licensed to practice medicine and surgery pursuant to Title 45 of the Revised Statutes with whom the qualifying student patient has a bona fide physician-patient relationship and who is the primary care physician, hospice physician, or physician responsible for the ongoing treatment of a qualifying student patient's debilitating medical condition, provided; however, that the ongoing treatment shall not be limited to the provision of authorization for a qualifying student patient to use medical marijuana or consultation solely for that purpose.
7. "Primary caregiver" or "caregiver" means a resident of the State who:
 - a. Is at least eighteen years old;
 - b. Has agreed to assist with a registered qualifying student patient's medical use of marijuana, is not currently serving as primary caregiver for another qualifying patient, and is not the qualifying student patient's physician;
 - c. Has never been convicted of possession or sale of a controlled dangerous substance, unless such conviction occurred after the effective date [Oct. 1, 2010] of the Act and was for a violation of Federal law related to possession or sale of marijuana that is authorized under the Act;
 - d. Has registered with the Department of Health pursuant to N.J.S.A. 24:6I-4 and has satisfied the criminal history record background check requirement of N.J.S.A. 24:6I-4; and
 - e. Has been designated as primary caregiver on the qualifying student patient's application or renewal for a Registry Identification Card or in other written notification to the Department of Health.
8. "Qualifying student patient" means a resident of the State who is a student enrolled and attending school in this school district who has been provided with a certification by a physician pursuant to a bona fide physician-patient relationship and has been issued a Registry Identification Card by the New Jersey Department of Health for medical use of marijuana in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A 24:6I-4.



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9. "Qualifying patient" means a resident of the State who has been provided with a certification by a physician pursuant to a bona fide physician-patient relationship.
10. "Registry Identification Card" means a document issued by the Department of Health that identifies a person as a registered qualifying student patient or primary caregiver.

B. Registration – Qualifying Student Patient and Primary Caregiver

1. A qualifying student patient must be authorized to engage in the medical use of marijuana and the primary caregiver must be authorized to assist the qualifying student patient with the medical use of marijuana pursuant to the provisions of N.J.S.A. 24:6I-1 et seq.
2. A qualifying student patient and their primary caregiver must complete the registration process in accordance with the provisions of N.J.S.A. 24:6I-4 and any other requirements of the New Jersey Department of Health.
3. The qualifying student patient's parent shall be responsible to immediately inform the Principal of any change in the status of the student's Registry Identification Card that would deem the Registry Identification Card null and void due to any reason outlined in N.J.S.A. 24:6I-4e or for any other reason.
4. The qualifying student patient's primary caregiver shall be responsible to immediately inform the Principal of any change in the status of any primary caregiver's Registry Identification Card that would deem the Registry Identification Card null and void due to any reason outlined in N.J.S.A. 24:6I-4e or for any other reason.

C. Submission for Authorization for Administration of Medical Marijuana

1. A parent of a qualifying student patient requesting the administration of medical marijuana to the student while on school grounds, aboard a school bus, or attending a school-sponsored event must submit a written request to the Principal with a copy of



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a current New Jersey Department of Health Registry Identification Cards for the qualifying student patient and the primary caregiver and a copy of the physician's order or prescription indicating dosage information and the method of administration for the medical marijuana to the qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event.

The Principal may request the parent provide additional documentation from the physician that the medical marijuana must be administered during the time of the day when the student is on school grounds, aboard a school bus, or attending a school-sponsored event and the medical marijuana cannot be administered and/or will not be effective during alternate times when the student is not on school grounds, aboard a school bus, or attending a school-sponsored event.

- a. The parent's written request and all supporting documentation must be submitted to the Principal at least five school days before the first day of the requested administration.
2. The Principal shall review the submitted Registry Identification Cards and supporting documentation with the school physician, the school nurse, and the Superintendent of Schools.
3. Upon review and approval of the documentation submitted by the parent, the Principal will inform the parent or primary caregiver, if the parent is not the primary caregiver, in writing with the following information:
 - a. The location (school, office, etc.) where the primary caregiver shall report to administer the medical marijuana;
 - b. The school staff member(s) who the primary caregiver must see to coordinate the administration of medical marijuana;
 - c. The time the primary caregiver shall report to administer the medical marijuana;



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- d. The specific location where the medical marijuana shall be administered to the student; and
 - e. A copy of Policy and Regulation 5330.01 – Administration of Medical Marijuana.
- 4. In the event the Principal, after consultation with the school nurse, school physician, and Superintendent, has a question or concern regarding the Registry Identification Cards or supporting documentation submitted by the parent, the Principal or school physician will contact the parent with the question or concern.
 - 5. The administration of medical marijuana on school grounds, aboard a school bus, or at a school-sponsored event, pursuant to N.J.S.A. 18A:40-12.22, will only be authorized after the approval required by Policy and Regulation 5330.01.

D. Administration of Medical Marijuana

- 1. The medical marijuana shall only be administered by the primary caregiver and at the approved location, times, and method as indicated in the parent's request that was approved in writing by the Principal.
- 2. In accordance with the provisions of N.J.S.A. 18A:40-12.22.b.(5), medical marijuana cannot be administered to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event by smoking or other form of inhalation.
- 3. The prescribed medical marijuana must always be in the possession of the primary caregiver and may not be in the possession of the qualifying student patient at any time on school grounds, aboard a school bus, or at a school-sponsored event.
- 4. The Principal, after consultation with the school nurse, school physician, and the Superintendent, will determine a specific location for the administration of the medical marijuana to the qualifying student patient.



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- a. The Principal will designate a private area, if possible, for the primary caregiver to administer the medical marijuana to the qualifying student patient. The amount of privacy provided for the administration will depend on the approved method of administration and the designated location. The location may be a nurse's office, a private office, a private restroom facility, or any other location appropriate for the approved method of administration.
5. The primary caregiver shall report to the approved location prior to the scheduled time for the administration of medical marijuana to the qualifying student patient. The primary caregiver must show the Registry Identification Card and a second form of identification which shall be a photograph identification.
6. The Principal or supervising school staff member of a school-sponsored event may designate a school staff member to escort the primary caregiver to the qualifying student patient at the designated time to the designated location for the administration.
7. The Principal may designate a school staff member to observe the administration of the medical marijuana on school grounds, aboard a school bus, or at a school-sponsored event.
8. The primary caregiver shall assist in the administration of medical marijuana to the qualifying student patient in accordance with the method and dosage prescribed by the physician and included in the parent's request to the Principal.
9. The qualifying student patient shall return to his/her class or event as soon as possible after the administration.
10. The primary caregiver will be escorted outside the school building, away from the school bus, or away from the school-sponsored event, if applicable, by a school staff member after the administration.
 - a. The qualifying student patient and/or primary caregiver may be asked to remain at the location of the administration by the school staff member in the event the student needs some additional time after the administration and before returning to their class or event.



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11. The primary caregiver shall be responsible for the security of the medical marijuana on school grounds, aboard a school bus, or at a school-sponsored event before, during, and after the administration. At no time shall the qualifying student patient have the medical marijuana in their possession except during the administration process by the primary caregiver.

Issued:



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Public Participation in Board Meetings

Mar 16

[See POLICY ALERT Nos. 181, 197 and 208]

0167 PUBLIC PARTICIPATION IN BOARD MEETINGS

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

In order to permit the fair and orderly expression of such comment, the Board shall set aside a portion of every Board meeting, the length of the portion to be determined by the Board, for public comment on any school or school district issue that a member of the public feels may be of concern to the residents of the school district.

Public participation shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, **municipality** place of residence, and group affiliation, if applicable appropriate;

[Option – select one option for 2.

- ~~2. In the event it appears the public comment portion of the meeting may exceed _____ minutes, the presiding officer may limit each statement made by a participant to **(not less than three)** _____ minutes' duration;~~

or

- ☒ 2. Each statement made by a participant shall be limited to **(not less than three)** 3 minutes' duration;]

3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
4. All statements, **questions, or inquiries** shall be directed to the presiding officer; **and any questions or inquiries directed by a participant to another Board member shall be redirected to the presiding officer who shall determine if such statement, question, or inquiry shall be addressed by the presiding officer on behalf of the Board or by the individual Board member** ~~no participant may address or question Board members individually;~~



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5. The presiding officer may:
- a. Interrupt, warn, **and/or** terminate a participant's statement, **question, or inquiry** when ~~it the~~ statement is too lengthy, abusive, obscene, or irrelevant;
 - b. **Interrupt and/or warn a participant when the statement, question, or inquiry is abusive, obscene, or may be defamatory;**
 - cb. Request any **person** ~~individual~~ to leave the meeting when that person does not observe reasonable decorum;
 - de. Request the assistance of law enforcement officers in the removal of a disorderly person when **that person prevents or that person's conduct disrupts a meeting with an act that obstructs or** interferes with ~~the orderly progress of the~~ a meeting;
 - ed. Call for a recess or an adjournment to another time when the lack of public decorum ~~so~~ interferes with the orderly conduct of the meeting ~~as to warrant such action; and~~
 - fe. Waive these rules when necessary for the protection of privacy or **to maintain an the orderly operation of the Board meeting efficient** ~~administration of the Board's business.~~

N.J.S.A. 2C:33-8
N.J.S.A. 10:4-12

Adopted:



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Recording Board Meetings
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[See POLICY ALERT Nos. 111, 128, 170, 195 and 208]

0168 RECORDING BOARD MEETINGS

The Board of Education directs the creation and maintenance of an official record of the formal proceedings of the Board and will permit the unofficial recording of Board meetings in accordance with this Bylaw.

Minutes

The Board shall keep reasonably comprehensible minutes of all its meetings showing the time and place, the members present, the subject considered, the actions taken, the vote of each member, information sufficient to explain the actions taken, and any other information required to be shown in the minutes by law.

Minutes of public meetings shall be public records signed by the Board Secretary and filed in the Board Secretary's office in a minute book as the permanent record of the acts of this Board.

Minutes of executive meetings shall be filed in the Board Secretary's office in a place separate from the minute book until the time, if any, when the proceedings may be made public. At that time, the minutes shall be public records and shall be filed in the regular minute book.

The Board Secretary shall provide each Board member with a copy of the minutes prior to Board approval.

Optional

~~[Electronic Recording~~

~~The _____ shall make~~

~~_____ an audio tape recording~~

~~_____ a video tape recording~~

~~of each Board meeting~~



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Optional

[and Executive Session]

as an administrative aid in the preparation of minutes. The recording shall be

Choose only one of the following options:

_____ retained _____ (must be at least forty-five days) or until either summary or verbatim transcripts have been approved as minutes, whichever is longer, after which time they may be erased only if permission is granted by the New Jersey Department of State, Division of Archives and Record Management. All such recordings will be erased or destroyed in compliance with laws and rules for the destruction of public records.

The recording may not be able to be destroyed if a subject matter, vote, or Board action on the recording is the subject of litigation. The district will notify the New Jersey Division of Archives and Records Management when requesting permission that a recording be destroyed if the recording includes subject matter in litigation, or the district will not request permission to destroy such recording if the subject matter is in litigation.

_____ permanently preserved as a governmental record in accordance with the Open Public Records Act.

Recording by the Public

A member of the public may record the proceedings of a public meeting of the Board provided the audio or video recording process complies with reasonable guidelines as outlined in this Bylaw. These guidelines are adopted to ensure the recording of the public meeting does not interrupt the proceedings, inhibit the conduct of the meeting, or distract Board members or other observers present at the meeting.

The Board will permit the use of **audio or video recording devices by members of the public to record public meetings.**



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Prior notice to audio or video record a public meeting is not required provided the person operates the recording device while sitting in the area designated by the Board for public seating. The recording of a meeting from this area shall not obstruct or distract any member of the public from observing and listening to the proceedings of the meeting. If the recording is obstructing the view or is distracting to members of the public, the presiding officer or designee will require the person recording the meeting to relocate to another area of the meeting room.

In the event a member of the public wants or needs to audio or video record a public meeting from an area other than the area designated for public seating, the person shall provide notice of such request ~~only when notice of such intended use has been given~~ to the Board Secretary in advance of the meeting. The Board Secretary or designee shall review the ~~video~~ recording guidelines outlined in this Bylaw with the person requesting to ~~video~~ record the meeting. Prior notice is not required to audio record a meeting.

~~All audio and video recording devices shall be silent in operation, inoffensive, and unobtrusive.~~ Any member of the public wanting to use a ~~video~~ recording device from an area other than the area designated for public seating must be located and operated from inconspicuous locations in the meeting room as determined by the presiding officer or designee of the meeting. Prior to the meeting, the presiding officer or designee will determine the location of each recording device so ~~each~~ the video recording device can ~~video~~ record the meeting with an unobstructed view and each audio recording device can record a meeting so the speakers and meeting proceedings can be properly recorded. The location of any recording device operated from an area other than the area designated for public seating will be in an area of the meeting room that is not distracting or obtrusive to Board members, members of the public, or the orderly operation of the meeting. Any recording device used outside the area designated for public seating shall be located within a similar distance from the Board as the public seating area. The presiding officer or designee shall determine when the number of recording devices used outside the area designated for public seating interferes with the conduct of a Board meeting and may order that an interfering recording device be removed or relocated. ~~The presiding officer may permit a person wanting to video record the meeting using a small hand held video recording device to sit with their video recording device in the public seating area of the meeting room provided the person recording and/or the recording device is not distracting or obtrusive to the~~



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~~A person that wants to audio record a public meeting shall sit with their audio recording device in the public seating area of the meeting room and shall not be distracting or obtrusive to the meeting. Additional lighting shall not be used unless approved by the presiding officer or designee prior to the meeting. All recording devices and any related equipment must be battery operated or operational without the use of district electricity; as the district cannot will not permit such equipment to be connected to the school district's electrical service guarantee convenient availability or location of electric outlets in the meeting room.~~

~~The presiding officer or designee shall determine when the number of video recording devices or if an audio or video if a recording device interferes with the conduct of a Board meeting and may order that an interfering device be removed or relocated. The presiding officer may also limit the number of video recording devices if he/she determines the number and positioning of the video recording devices will be an unnecessary intrusion to the meeting. In this event, preference will be given based on the order in which prior notice requesting to record the meeting was provided to the Board Secretary.~~

~~Any person who video records a public meeting in accordance with the provisions of this Policy shall provide the Board the opportunity to obtain a copy of the recording at the Board's expense, but the Board shall have no power to edit or abridge the original recording.~~

N.J.S.A. 10:4-14

Adopted:



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[See POLICY ALERT Nos. 102, 139, 161, 172 and 208]

2422 HEALTH AND PHYSICAL EDUCATION

The Board of Education requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Department of Education Core Curriculum Content Standards (CCCS) that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the CCCS is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community. The mission of the CCCS for comprehensive health and physical education is knowledge of health and physical education concepts and skills to empower students to assume lifelong responsibility to develop physical, social, and emotional wellness.

The CCCS incorporate New Jersey statutes related to health and well-being of students in New Jersey schools. The following statutes incorporated into the CCCS include, but are not limited to, the following requirements:

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires instruction in accident and fire prevention. Regular courses of instruction in accident prevention and fire prevention shall be given in every public and private school in New Jersey. Instruction shall be adapted to the understanding of students at different grade levels.
2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires instruction on breast self-examination. The Board of Education shall operate an educational program for students in grades seven through twelve with instruction in breast self-examination. The instruction shall take place as part of the district's implementation of the CCCS in Comprehensive Health and Physical Education and the comprehensive health and physical education curriculum framework shall provide school districts with sample activities that may be used to support implementation of the instructional requirement.



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3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs. The school district is encouraged to establish bullying prevention programs and other initiatives involving school staff, students, administrators, volunteers, parents, law enforcement, and community members. To the extent funds are appropriated for these purposes, the school district shall: (1) provide training on the school district's Harassment, Intimidation, or Bullying Policy to school employees and volunteers who have significant contact with students; and (2) develop a process for discussing the district's Harassment, Intimidation, or Bullying Policy with students. Information regarding the school district Policy against harassment, intimidation, or bullying shall be incorporated into the school's employee training program.
4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness. The Commissioner of Education, in consultation with the State school Boards, shall develop a cancer awareness program appropriate for school-aged children.
5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve. The school district shall incorporate dating violence education that is age appropriate into the health education curriculum as part of the district's implementation of the CCCS in Comprehensive Health and Physical Education for students in grades seven through twelve. The dating violence education shall include, but not be limited to, information on the definition of dating violence, recognizing dating violence warning signs, and the characteristics of healthy relationships.
6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse. The Board of Education may include instruction on the problems of domestic violence and child abuse in an appropriate place in the curriculum of elementary school, middle school, and



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high school students. The instruction shall enable students to understand the psychology and dynamics of family violence, dating violence, and child abuse; the relationship of alcohol and drug use to such violence and abuse; the relationship of animal cruelty to such violence and abuse; and to learn methods of nonviolent problem-solving.

7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students. A Board of Education that operates an educational program for elementary school students shall offer instruction in gang violence prevention and in ways to avoid membership in gangs. The instruction shall take place as part of the district's implementation of the CCCS in Comprehensive Health and Physical Education and the comprehensive health and physical education curriculum framework shall provide the school district with sample materials that may be used to support implementation of the instructional requirement.
8. Health, Safety, and Physical Education (N.J.S.A. 18A:35) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week. Every student, except Kindergarten students, attending the public schools, insofar as he or she is physically fit and capable of doing so, as determined by the medical inspector, shall take such courses, which shall be a part of the curriculum prescribed for the several grades. The conduct and attainment of the students shall be marked as in other courses or subjects, and the standing of the student in connection therewith shall form a part of the requirements for promotion or graduation. The time devoted to such courses shall aggregate at least two and one-half hours each school week, or proportionately less when holidays fall within the week.
9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines. Instructional programs on the nature of



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drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances, as defined in Section 2 of P.L.1970, c.226 (C.24:21-2), and their physiological, psychological, sociological, and legal effects on the individual, the family, and society shall be taught in the public school and in each grade from Kindergarten through grade twelve in a manner adapted to the age and understanding of the students. The programs shall be based upon the curriculum guidelines established by the Commissioner of Education and shall be included in the curriculum for each grade in such a manner as to provide a thorough and comprehensive treatment of the subject.

10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1) requires the development of Lyme disease curriculum guidelines. The guidelines shall emphasize disease prevention and sensitivity for victims of the disease. The Commissioner of Education shall periodically review and update the guidelines to insure that the curriculum reflects the most current information available.
11. Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve. The goals of the instruction shall be to:
 - a. Emphasize the benefits of organ and tissue donation to the health and well-being of society generally and to individuals whose lives are saved by organ and tissue donations, so that students will be motivated to make an affirmative decision to register as donors when they become adults.
 - b. Fully address myths and misunderstandings regarding organ and tissue donation.
 - c. Explain the options available to adults, including the option of designating a decision-maker to make the donation decision on one's behalf.
 - d. Instill an understanding of the consequences when an individual does not make a decision to become an organ donor and does not register or otherwise record a designated decision-maker.



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The instruction shall inform students that, beginning five years from the date of enactment of P.L.2008, c.48 (C.26:6-66 et al.), the New Jersey Motor Vehicle Commission will not issue or renew a New Jersey driver's license or personal identification card unless a prospective or renewing licensee or card holder makes an acknowledgement regarding the donor decision pursuant to Section 8 of P.L.2008, c.48 (C.39:3-12.4). The Commissioner of Education, through the non-public school liaison in the Department of Education, shall make any related instructional materials available to private schools educating students in grades nine through twelve, or any combination thereof. Such schools are encouraged to use the instructional materials at the school; however, nothing in N.J.S.A. 18A:7F-4.3 shall be construed to require such schools to use the materials.

12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program. The Department of Education in consultation with the advisory committee shall develop and establish guidelines for the teaching of sexual assault prevention techniques for utilization by local school districts in the establishment of a sexual assault prevention education program. Such program shall be adapted to the age and understanding of the students and shall be emphasized in appropriate places of the curriculum sufficiently for a full and adequate treatment of the subject.
13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the "AIDS Prevention Act of 1999," requires sex education programs to stress abstinence. Any sex education that is given as part of any planned course, curriculum, or other instructional program and that is intended to impart information or promote discussion or understanding in regard to human sexual behavior, sexual feelings and sexual values, human sexuality and reproduction, pregnancy avoidance or termination, HIV infection or sexually transmitted diseases, regardless of whether such instruction is described as, or incorporated into, a description of "sex education," "family life education," "family health education," "health education," "family living," "health," "self esteem," or any other course, curriculum program, or goal of



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education, and any materials including, but not limited, to handouts, speakers, notes, or audiovisuals presented on school property concerning methods for the prevention of acquired immune deficiency syndrome (HIV/AIDS), other sexually transmitted diseases, and of avoiding pregnancy, shall stress that abstinence from sexual activity is the only completely reliable means of eliminating the sexual transmission of HIV/AIDS and other sexually transmitted diseases and of avoiding pregnancy.

14. Suicide Prevention (N.J.S.A. 18A:6-111) requires instruction in suicide prevention in public schools. Instruction in suicide prevention shall be provided as part of any continuing education that public school teaching staff members must complete to maintain their certification; and inclusion of suicide prevention awareness shall be included in the CCCS in Comprehensive Health and Physical Education.
15. Cardiopulmonary Resuscitation (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires instruction in the use of automated external defibrillator for students. Instruction shall be provided in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student in a public school that includes grades nine through twelve prior to graduation as part of the district's implementation of the CCCS in Comprehensive Health and Physical Education. The instruction provided shall be modeled from an instructional program established by the American Heart Association, American Red Cross, or other nationally recognized association and shall include a hands-on learning component.
16. Other Statutory or Administrative Codes. The Board will incorporate into its health and physical education curriculum any other requirements of the New Jersey Department of Education's CCCS in Comprehensive Health and Physical Education.



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In accordance with the provisions of N.J.S.A. 18A:35-4.7, any student whose parent presents to the Principal a signed statement that any part of the instruction in health, family life, or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result.

A copy of the CCCS for Comprehensive Health and Physical Education and all related curriculum/course guides and instructional material shall be available for public inspection in each school.

Adopted:



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[See **POLICY ALERT** Nos. 102, 120, 139, 157, 164, 168, 196, 198 and 208]

2431 ATHLETIC COMPETITION

The Board of Education recognizes the value of a program of athletic competition for both boys and girls as an integral part of the total school experience. Game activities and practice sessions provide opportunities to learn the values of competition and good sportsmanship. Programs of athletic competition, both intrascholastic and interscholastic, offer students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that offered by the class or school or school district alone, and an opportunity for career and educational development.

For purpose of this Policy, programs of athletic competition include all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual students or teams of students when such events occur within or between schools within this district or with any schools outside this district. The programs of athletic competition shall include, but are not limited to, high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, and/or intramural athletic programs within a school or among schools in the district

[Optional Required for school districts with a cheerleading program

✓ and any cheerleading program or activity in the school district.]

Eligibility Standards

A student who wishes to participate in a program of athletic competition must submit, on a form provided by the district, the signed consent of his/her parent(s) or legal guardian(s). The consent of the parent(s) or legal guardian(s) of a student who wishes to participate in a program of athletic competition **will** ~~must~~ include an acknowledgment of the physical hazards that may be encountered in the activity.



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Athletic Competition

Student participation in a program of athletic competition shall be governed by the following eligibility standards:

[For School Districts with High School Students and NJSIAA Athletics]

1. To be eligible for participation in the interscholastic athletic program of a New Jersey State Interscholastic Athletic Association (NJSIAA) member school, all high school students must meet, at a minimum, all the eligibility requirements of the Constitution, Bylaws, and Rules and Regulations of the NJSIAA.]

[Home School Options for High School Students and NJSIAA Athletics]

_____ Home schooled children are not eligible to participate in the high school interscholastic athletic program of this district.

✓ _____ Home schooled children are eligible to participate in the high school interscholastic athletic program of this district only if the school district, the parent/guardian, and the home schooled child comply with the Guidelines, Constitution, Bylaws, Rules and Regulations of NJSIAA, and the policies and regulations of the Board of Education.]

[Options for School Districts with Elementary and Middle School Students]

2. ~~_____ A student in grades _____ through _____ is eligible for participation in school district sponsored programs of athletic competition if he/she passed all courses required for promotion or graduation in the preceding _____ (semester, marking period, or other).~~

~~_____ A student in grades _____ through _____ is eligible for participation in school district sponsored programs of athletic competition if he/she _____~~

~~_____

_____~~



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~~Home schooled children in grades _____ through _____ are
(☐ eligible ☐ not eligible) to participate in school district
sponsored programs of athletic competition of this district.]~~

[Options for All Students

3. ☒ A student in any grade must maintain a satisfactory record of attendance to be eligible for participation in school district sponsored programs of athletic competition. An attendance record is unsatisfactory if the number of unexcused absences exceed 4 school days in the (school year ☒ marking period semester other) prior to the student commencing participation in school district sponsored programs of athletic competition.

☒ A student who is absent (with an excused absence ☒ with an unexcused absence) for a school day may not participate in school district sponsored programs of athletic competition the afternoon or evening of that school day.

☒ A student who is serving an (in-school out-of-school ☒ in-school or out-of-school) suspension may not participate in school district sponsored programs of athletic competition while serving the suspension.]

[Optional

4. A student in any grade who fails to observe school rules for student conduct may forfeit his/her eligibility for participation in school district sponsored programs of athletic competition.]

Notice of the school district's eligibility requirements shall be available to students.

~~Health Requirements~~ Required Examinations – Interscholastic or Intramural Team or Squad

~~Good physical condition, freedom from injury, and full recovery from illness are prerequisites to participation in school district sponsored programs of athletic competition. Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq.~~



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Students enrolled in grades six to twelve must receive a medical examination, **in accordance with the provisions of N.J.S.A. 18A:40-41.7**, prior to participation ~~on a in school-sponsored interscholastic or intramural programs of athletic team or squad competition~~

[Optional Required for school districts with a cheerleading program

✓ and any cheerleading program or activity.]

~~A medical examination is the assessment of an individual's health status.~~ The examination shall be conducted within 365 days prior to the first **day of official practice session in an athletic season** with examinations being conducted at the medical home of the student. The "medical home" is defined as a health care provider and that provider's practice site chosen by the student's parent(s) ~~or legal guardian(s)~~ for the provision of health care. If a student does not have a medical home, the school district shall provide ~~the~~ **this** examination at the school physician's office or other comparably equipped facility. The parent(s) ~~or legal guardian(s)~~ may choose either the school physician or their own private physician to provide this medical examination. **The medical examination required prior to participation shall be in accordance with the requirements as outlined in N.J.A.C. 6A:16-2.2(h)1 and Regulation 2431.2 and shall be documented using the Preparticipation Physical Evaluation form required by the Department of Education.**

~~The findings of this examination shall be documented on a form that is approved by the Commissioner of Education and shall include: immunizations pursuant to N.J.A.C. 8:57 4.1 through 4.16; medical history including allergies, past serious illnesses, injuries, operations, medications, and current health problems; health screenings including height, weight, hearing, blood pressure, and vision; and physical examinations. A physical examination is the examination of the body by a professional licensed to practice medicine or osteopathy or an advanced practice nurse.~~

~~The medical examination shall also include a health history questionnaire completed and signed by the parent or legal guardian. A health history is a record of a person's past health events provided by the individual, a parent or legal guardian, or health care provider.~~



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~~The report of health findings of the medical examination for participation shall be documented on the Athletic Preparticipation Physical Examination Form approved by the Commissioner of Education to determine whether the student had or currently has any of the health conditions outlined in N.J.A.C. 6A:16-2.2(h)1.ii.(1) since their last physical. The medical examination shall be conducted in accordance with N.J.A.C. 6A:16-2.2 and Regulation 2431.2.~~

~~The medical report shall include, at a minimum, normalities as outlined in N.J.A.C. 6A:16-2.2(h)1.ii.(2). The medical report shall be provided to the school physician if the school physician did not conduct the medical examination. The medical report shall indicate whether the student is allowed or disallowed to participate in a program of athletic competition and must be completed and signed by the original examining physician, advanced practice nurse, or physician's assistant. A form that is incomplete shall be returned to the student's medical home for completion. A student that does not have a completed Athletic Preparticipation Physical Examination Form shall not be permitted to participate.~~

~~If the student's medical examination was completed more than sixty days prior to the first practice session, the student must provide a health history update of medical problems experienced since the last medical examination in accordance with N.J.A.C. 6A:16-2.2(h)1.iii. This health history update must be completed and signed by the parent(s) or legal guardian(s).~~

~~The school district will provide written notification to the parent(s) or legal guardian(s), signed by the school physician, stating approval of the student's participation, based solely on the medical report, or the written reasons for the school physician's disapproval of the student's participation. The school physician's signature on the notification indicates the medical report complies with the requirements of N.J.A.C. 6A:16-2.2(h)iv.~~

Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq. The health findings of this medical examination shall be maintained as part of the student's health record.

Optional

~~[In addition, the Board requires the medical examination include _____.]~~



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Emergency Procedures

Athletic coaches shall be trained in first aid to include sports-related concussion and head injuries, the use of a defibrillator, the identification of student athletes who are injured or disabled in the course of any athletic program or activity, and any other first aid procedures or other health related trainings required by law or the Superintendent.

The Superintendent shall prepare and present to the Board for its approval procedures for the emergency treatment of injuries and disabilities that occur in the course of any athletic program or activity. Emergency procedures shall be reviewed not less than once in each school year and shall be disseminated to appropriate staff members.

Interscholastic Standards

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board adopts the Constitution, Bylaws, Rules, and Regulations of the New Jersey State Interscholastic Athletic Association as Board policy and shall review such rules on a regular basis to ascertain they continue to be in conformity with the objectives of this Board.

[For School Districts with High School Students and NJSIAA Athletics]

The Superintendent shall annually prepare, approve, and present to the Board for its consideration a program of interscholastic athletics that includes a complete schedule of athletic events

Choose only one of the following alternatives:

☒ and shall inform the Board of changes in that schedule.

☐ and shall request Board approval of any changes in the schedule.]

N.J.S.A. 2C:21-11

N.J.S.A. 18A:11-3 et seq.

N.J.A.C. 6A:7-1.7; 6A:16-1.4; 6A:16-2.1 et seq.

Adopted:



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Medical Examination **Prior to Determine Fitness**
~~for Participation in Athletics on a School-~~
Sponsored Interscholastic or
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[See **POLICY ALERT Nos. 157, 198 and 208**]

R 2431.2 **MEDICAL EXAMINATION PRIOR TO DETERMINE FITNESS**
FOR PARTICIPATION IN ATHLETICS ON A SCHOOL-
SPONSORED INTERSCHOLASTIC OR
INTRAMURAL TEAM OR SQUAD

- A. Students are required to receive medical examinations in accordance with the provisions of N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.2(f). Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility.

The school district shall ensure students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and prior to participation on a school-sponsored interscholastic or intramural team or squad for students in grades six through twelve.

1. Required Medical Examination

- a. The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season and shall be conducted by a licensed physician, advanced practice nurse (APN), or physician assistant (PA).
- b. The physical examination shall be documented using the Preparticipation Physical Evaluation (PPE) form developed jointly by the American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine and is available online at, <http://www.state.nj.us/education/students/safety/health/records/athleticphysicalsform.pdf>, in accordance with N.J.S.A. 18A:40-41.7.



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Medical Examination **Prior to Determine Fitness**
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- (1) Prior to performing a preparticipation physical examination, the licensed physician, APN, or PA who performs the student-athlete's physical examination shall complete the Student-Athlete Cardiac Screening professional development module and shall sign the certification statement on the PPE form attesting to the completion, pursuant to N.J.S.A. 18A:40-41.d.
 - (a) If the PPE form is submitted without the signed certification statement and the school district has confirmed that the licensed physician, APN, or PA from the medical home did not complete the module, the student-athlete's parent may obtain a physical examination from a physician who can certify completion of the module or request that the school physician provides the examination.
 - (2) The medical report shall indicate if a student is allowed or not allowed to participate in the required sports categories and shall be completed and signed by the original examining physician, APN, or PA.
 - (3) An incomplete form shall be returned to the student's medical home for completion unless the school nurse can provide documentation to the school physician that the missing information is available from screenings completed by the school nurse or physician within the prior 365 days.
- c. Each student whose medical examination was completed more than ninety days prior to the first day of official practice in an athletic season shall provide a health history update questionnaire completed and signed by the student's parent. The completed health history update questionnaire



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**Medical Examination Prior to ~~Determine Fitness~~
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shall include information listed below as required by N.J.S.A. 18A:40-41.7.b. The completed health history update questionnaire shall be reviewed by the school nurse and, if applicable, the school athletic trainer and shall include information as to whether, in the time period since the date of the student's last preparticipation physical examination, the student has:

- (1) Been advised by a licensed physician, APN, or PA not to participate in a sport;
- (2) Sustained a concussion, been unconscious, or lost memory from a blow to the head;
- (3) Broken a bone or sprained, strained, or dislocated any muscles or joints;
- (4) Fainted or blacked out;
- (5) Experienced chest pains, shortness of breath, or heart racing;
- (6) Had a recent history of fatigue and unusual tiredness;
- (7) Been hospitalized, visited an emergency room, or had a significant medical illness;
- (8) Started or stopped taking any over the counter or prescribed medications; or
- (9) Had a sudden death in the family, or whether any member of the student's family under the age of fifty has had a heart attack or heart trouble.



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Medical Examination **Prior to Determine Fitness**
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- d. The school district shall provide to the parent written notification signed by the school physician stating approval of the student's participation in athletics based upon the medical report or the reasons for the school physician's disapproval of the student's participation.
- e. The Board of Education will not permit a student enrolled in grades six to twelve to participate on a school-sponsored interscholastic or intramural team or squad unless the student submits a PPE form signed by the licensed physician, APN, or PA who performed the physical examination and, if applicable, a completed health history update questionnaire, pursuant to N.J.S.A. 18A:40-41.7.c.
- f. The school district shall distribute to a student-athlete and his or her parent the sudden cardiac arrest pamphlet developed by the Commissioner of Education, in consultation with the Commissioner of Health, the American Heart Association, and the American Academy of Pediatrics, pursuant to N.J.S.A. 18A:40-41.
 - (1) A student-athlete and his or her parent annually shall sign the Commissioner-developed form that they received and reviewed the pamphlet, and shall return it to the student's school pursuant to N.J.S.A. 18A:40-41.d.
 - (2) The Commissioner shall update the pamphlet, as necessary, pursuant to N.J.S.A. 18A:40-41.b.
 - (3) The Commissioner shall distribute the pamphlet, at no charge, to all school districts and nonpublic schools, pursuant to N.J.S.A. 18A:40-41.b.

Adopted:



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[See **POLICY ALERT** Nos. 96, 106, 139, 141, 147, 157, 170, 178, 204 and 208]

5310 HEALTH SERVICES

The Board of Education shall develop and adopt the following written policies, procedures, and mechanisms in accordance with N.J.A.C. 6A:16-2.1(a) for the provision of health, safety, and medical emergency services, and shall ensure staff are informed as appropriate:

1. The review of immunization records for completeness pursuant to N.J.A.C. 8:57-4.1 through 4.20 (Policy and Regulation 5320);
2. The administration of medication to students in the school setting in accordance with N.J.A.C. 6A:16-2.1(a)2. (Policy and Regulation 5330);
3. The review of Do Not Resuscitate (DNR) orders received from the student's parent or medical home (Policy 5332);
4. The provision of health services in emergency situations, including:
 - a. The emergency administration of epinephrine via Epi-pen auto-injector pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);
 - b. The emergency administration of glucagon pursuant to N.J.S.A. 18A:40-12.14 (Policy and Regulation 5338);
 - c. The care of any student who becomes injured or ill while at school or participating in school-sponsored functions (Policy and Regulation 8441);
 - d. The transportation and supervision of any student determined to be in need of immediate ~~medical~~ care (Policy and Regulation 8441); ~~and~~
 - e. The notification to parents of any student determined to be in need of immediate medical care (Policy and Regulation 8441);; **and**



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- f. The establishment and implementation of an emergency action plan for responding to a sudden cardiac event, including the use of an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41b (Policy and Regulation 5300).**
5. The treatment of asthma in the school setting in accordance with the provisions of N.J.A.C. 6A:16-2.1(a)5 (Policy 5335);
6. ~~The~~ Administration of student medical examinations, pursuant to N.J.S.A. 18A:40-4, N.J.S.A. 18A:35-4.8, and N.J.A.C. 6A:16-2.2 (Policy and Regulation 5310);
7. Utilization of sanitation and hygiene when handling blood and bodily fluids pursuant to N.J.A.C. 12:100-4.2, Safety and Health Standards for Public Employees, and in compliance with 29 CFR 1910.1030, Public Employees Occupational Safety and Health Program (PEOSH) Bloodborne Pathogens Standards (Policy and Regulation 7420);
8. Provision of nursing services to nonpublic schools located in the school district as required by N.J.S.A. 18A:40-23 et seq. and N.J.A.C. 6A:16-2.5 (Policy and Regulation 5306);
9. Self-administration of medication by a student for asthma or other potentially life-threatening allergic reaction pursuant to N.J.S.A. 18A:40-12.3, 12.5, and 12.6, and the self-management and care of a student's diabetes as needed pursuant to N.J.S.A. 18A:40-12.15 (Policy and Regulation 5330);
10. Development of an individual healthcare plan and individualized emergency healthcare plan for students with chronic medical conditions, including **life-threatening allergies, diabetes, and asthma**, and ~~diabetes, asthma, and life-threatening allergies~~, requiring special health services in accordance with N.J.S.A. 18A:40-12.11.c, 12.12, 12.13, and 12.15; and N.J.A.C. 6A:16-2.3(b)3xii (Policies and Regulations 5331 and 5338 **and Policy 5335**); and
11. Management of food allergies in the school setting and the emergency administration of epinephrine to students for anaphylaxis pursuant to N.J.S.A. 18A:40-12.6a through 12.6d (Policy and Regulation 5331).



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The Board of Education shall annually adopt the school district's nursing services plan at a regular meeting.

The Board of Education shall comply with the following required health services as outlined in N.J.A.C. 6A:16-2.2:

1. Immunization records shall be reviewed and updated annually pursuant to N.J.A.C. 8:57-4.1 through 4.24.
2. A Building Principal or designee shall not knowingly admit or retain in the school building any student whose parent has not submitted acceptable evidence of the child's immunization, according to the schedule specified in N.J.A.C. 8:57-4, Immunization of Pupils in School.
3. The school district shall perform tuberculosis tests on students using methods required by and when specifically directed to do so by the New Jersey Department of Health based upon the incidence of tuberculosis or reactor rates in specific communities or population groups pursuant to N.J.S.A. 18A:40-16.
4. The school district shall immediately report by telephone to the health officer of the jurisdiction in which the school is located any communicable diseases identified as reportable pursuant to N.J.A.C. 8:57-1, whether confirmed or presumed.
5. Each school in the district shall have and maintain for the care of students at least one nebulizer in the office of the school nurse or a similar accessible location, pursuant to N.J.S.A. 18A:40-12.7.
6. Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility pursuant to N.J.S.A. 18A:40-4.
7. The findings of ~~the medical~~ **required** examinations as ~~required~~ under 8.b., c., d., and e. below shall include the following components:



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- a. Immunizations pursuant to N.J.A.C. 8:57-4.1 through 4.24;
 - b. Medical history, including allergies, past serious illnesses, injuries, operations, medications, and current health problems;
 - c. Health screenings including height, weight, hearing, blood pressure, and vision; and
 - d. Physical examinations.
8. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and 6. above and:
- a. Prior to participation on a school-sponsored interscholastic ~~athletic team~~ or intramural ~~athletic team~~ or squad for students enrolled in any grades six to twelve in accordance with N.J.A.C. 6A:16-2.2(h)1;
 - b. Upon enrollment in school in accordance with N.J.A.C. 6A:16-2.2(h)2;
 - c. When applying for working papers in accordance with N.J.A.C. 6A:16-2.2(h)3;
 - d. For the purposes of the comprehensive Child Study Team evaluation pursuant to N.J.A.C. 6A:14-3.4 in accordance with N.J.A.C. 6A:16-2.2(h)4; and
 - e. When a student is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 in accordance with N.J.A.C. 6A:16-2.2(h)5.
9. **Each school shall have available and maintain an AED, pursuant to N.J.S.A. 18A:40-41a.a(1) and (3), and in accordance with N.J.A.C. 6A:16-2.2(i).**



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109. The Board of Education shall make accessible information regarding the New Jersey FamilyCare Program to students who are knowingly without medical coverage pursuant to N.J.S.A. 18A:40-34.
1110. Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq.
1211. The Board of Education shall ensure that students receive health screenings as outlined in N.J.A.C. 6A:16-2.2(kl).
1312. The school nurse or designee shall screen to ensure hearing aids worn by students who are deaf and/or hard of hearing are functioning properly. The school nurse or designee will ensure any FM hearing aid systems in classrooms or any school equipment in the school building used to assist students hear are functioning properly.

N.J.S.A. 18A:40-4 et seq.

N.J.A.C. 6A:16-1.3; ~~6A:16-2.1~~; 6A:16-2.2 et seq.

Adopted:



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[See POLICY ALERT Nos. 106, 139, 147, 157, 170, 178, 204 and 208]

R 5310 HEALTH SERVICES

A. Definitions – N.J.A.C. 6A:16-1.3

1. Advanced practice nurse (APN) – means a person who holds a current license as nurse practitioner/clinical nurse specialist from the State Board of Nursing.
2. Certified sSchool nNurse – means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an Educational Services Certificate, school nurse or school nurse/non-instructional endorsement from the Department of Education pursuant to N.J.A.C. 6A:9B-12.3 and 12.4 N.J.A.C. 6A:9-13.3 and 13.4.
3. ~~Medical Examination~~ – means the assessment of an individual's health status.
34. Medical hHome – means a health care provider, including New Jersey FamilyCare providers as defined by N.J.S.A. 30:4J-12 and the provider's practice site chosen by the student's parent for the provision of health care.
45. Non-certified nNurse – means a person who holds a current license as a professional nurse from the State Board of Nursing and is employed by a distriet Board of Education or nonpublic school, and who is not certified as a school nurse by the Department of Education.
5. Parent – means the natural parent(s), adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.



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- 6. **Physician assistant (PA)** – means a health care professional licensed to practice medicine with physician supervision.
- 76. **Physical Examination** – means the examination of the body by a professional licensed to practice medicine or osteopathy, or an advanced practice nurse, or **physician assistant**. The term includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.
- 87. **School Physician** – means a physician with a current license to practice medicine or osteopathy from the New Jersey Board of Examiners who works under a contract or as an employee of the school district. The physician is also referred to as the medical inspector as per N.J.S.A. 18A:40-1.

B. Medical Examinations – General Conditions

- 1. Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility pursuant to N.J.S.A. 18A:40-4.
- 2. The findings of required examinations under **D** through **G** below shall include the following components:
 - a1. Immunizations pursuant to N.J.A.C. 8:57-4.1 through 4.24;
 - b2. Medical history, including allergies, past serious illnesses, injuries, operations, medications, and current health problems;
 - c3. Health screenings including height, weight, hearing, blood pressure, and vision; and
 - d4. Physical examinations.
- 3. **Each school shall have available and maintain an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41a.a(1) and (3), that is:**



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- a. **In an unlocked location on school property, with an appropriate identifying sign;**
 - b. **Accessible during the school day and any other time when a school-sponsored athletic event or team practice is taking place in which students of the school district or nonpublic school are participating; and**
 - c. **Within a reasonable proximity of the school athletic field or gymnasium, as applicable.**
4. The Board of Education shall make accessible information regarding the New Jersey FamilyCare Program for students who are knowingly without medical coverage pursuant to N.J.S.A. 18A:40-34.
 5. Pursuant to N.J.S.A. 18A:40-4.4, a student who presents a statement signed by his/her parent that required examinations interfere with the free exercise of his/her religious beliefs shall be examined only to the extent necessary to determine whether the student is ill or infected with a communicable disease or under the influence of alcohol or drugs or is disabled or is fit to participate in any health, safety, or physical education course required by law.
 6. Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq.
- C. Medical Examinations - Prior to Participation on a School-Sponsored Interscholastic or Intramural Athletic Team or Squad for Students Enrolled in Any Grades Six to Twelve
1. The school district shall ensure that students receive medical examinations prior to participation on a school-sponsored interscholastic or intramural athletic team or squad for students enrolled in any grades six to twelve. **The examination shall be conducted within 365 days prior to the first day of official practice session in an athletic season and shall be conducted by a licensed physician, APN, or PA.**



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1. ~~The examination shall be conducted within 365 days prior to the first practice session.~~
2. ~~The medical examination shall include a health history questionnaire completed and signed by the parent.~~
 - a. ~~The report of health findings of the medical examination for participation shall be documented on the Athletic Preparticipation Physical Examination Form approved by the Commissioner of Education to determine whether the student had or currently has any of the following since their last physical:~~
 - (1) ~~Injuries;~~
 - (2) ~~Chronic or ongoing illness;~~
 - (3) ~~Need for prescribed medication;~~
 - (4) ~~Allergies;~~
 - (5) ~~Head related conditions;~~
 - (6) ~~Heart related conditions;~~
 - (7) ~~Eye, ear, nose, mouth, or throat conditions;~~
 - (8) ~~Neuromuscular/orthopedic conditions; or~~
 - (9) ~~General or exercise related conditions.~~
 - b. ~~The medical report shall include a determination concerning the student's participation that includes, at a minimum, the following normalities:~~
 - (1) ~~Measurement of weight, height, and blood pressure;~~
 - (2) ~~Examination of the skin to determine the presence of infection, scars from previous surgery or trauma, jaundice, a rash, and purpura;~~



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- (3) — ~~Examination of the eyes to determine visual acuity, use of eyeglasses or contact lenses, and examination of the sclera for the presence of jaundice;~~
- (4) — ~~Examination of the ears to determine the presence of acute or chronic infection, perforation of the eardrum and gross hearing loss;~~
- (5) — ~~Examination of the nose to assess the presence of deformity which may affect endurance;~~
- (6) — ~~Assessment of the neck, back, and spine to determine range of motion, the presence of pain associated with such motion, and abnormal curvature of the spine;~~
- (7) — ~~Examination of chest contour;~~
- (8) — ~~Auscultation and percussion of the lungs;~~
- (9) — ~~Assessment of the heart with attention to the presence of murmurs, noting rhythm and rate;~~
- (10) — ~~Assessment of the abdomen with attention to the possible presence of hepatomegaly, splenomegaly, or abnormal masses;~~
- (11) — ~~Examination of upper and lower extremities to determine abnormal mobility or immobility, deformity, instability, muscle weakness or atrophy, surgical scars and varicosities;~~
- (12) — ~~Examination of the testes to determine the presence and descent of testes, abnormal masses, or configurations, or hernia;~~
- (13) — ~~Assessment of physiological maturation; and~~
- (14) — ~~Neurological examination to assess balance and coordination.~~



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- e. ~~The medical report shall indicate if a student is allowed or disallowed to participate in the required sports categories and shall be completed and signed by the original examining physician, advanced practice nurse, or physician's assistant.~~
 - d. ~~An incomplete form shall be returned to the student's medical home for completion unless the school nurse can provide documentation to the school physician that the missing information is available from screenings completed by the school nurse or physician within the prior 365 days.~~
- 2. The physical examination shall be documented using the Preparticipation Physical Evaluation (PPE) form developed jointly by the American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine and is available online at <http://www.state.nj.us/education/students/safety/health/records/athleticphysicalsform.pdf> in accordance with N.J.S.A. 18A:40-41.7.**
- a. **Prior to performing a preparticipation physical examination, the licensed physician, APN, or PA who performs the student-athlete's physical examination shall complete the Student-Athlete Cardiac Screening professional development module and shall sign the certification statement on the PPE form attesting to the completion, pursuant to N.J.S.A. 18A:40-41d.**
 - (1) **If the PPE form is submitted without the signed certification statement and the school district has confirmed that the licensed physician, APN, or PA from the medical home did not complete the module, the student-athlete's parent may obtain a physical examination from a physician who can certify completion of the module or request that the school physician provides the examination.**



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- c. The Commissioner shall distribute the pamphlet, at no charge, to all school districts and nonpublic schools, pursuant to N.J.S.A. 18A:40-41.b.
3. ~~Each student whose medical examination was completed more than sixty days prior to the first practice session shall provide a health history update of medical problems experienced since the last medical examination. This shall be completed and signed by the parent. The health history update shall include the following information:~~
- a. ~~Hospitalization/operations;~~
 - b. ~~Illnesses;~~
 - c. ~~Injuries;~~
 - d. ~~Care administered by a physician of medicine or osteopathy, advanced practice nurse, or physician's assistant; and~~
 - e. ~~Medications.~~
4. ~~Each school district shall provide to the parent written notification signed by the school physician stating approval of the student's participation in athletics based upon the medical report or the reasons for the school physician's disapproval of the student's participation.~~
5. ~~A student who does not have a completed Athletic Preparticipation Physical Examination Form shall not be permitted to participate.~~
- D. Medical Examinations - Upon Enrollment in School
1. The school district shall ensure that students receive medical examinations upon enrollment in school. **The school district requires a parent to provide within thirty days of enrollment entry-examination documentation for each student** ~~parent shall be required to provide examination documentation of each student within thirty days of enrollment in the school.~~



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2. When a student transfers to another school, the sending school district shall ensure the entry-examination documentation is forwarded to the receiving school district pursuant to N.J.A.C. 6A:16-2.4(d).
 3. Students transferring into this school district from out-of-State or out-of-country may be allowed a thirty-day period to obtain entry-examination documentation.
 4. The school district shall notify parents through its website or other means about the importance of obtaining subsequent medical examinations of the student at least once during each developmental stage: at early childhood (pre-school through grade three), pre-adolescence (grades four through six), and adolescence (grades seven through twelve).
- E. Medical Examinations - When Students Apply for Working Papers
1. Pursuant to N.J.S.A. 34:2-21.7 and 21-3, **34:2-21.8(3)** the school district may provide for the administration of a medical examination for a student pursuing a certificate of employment.
 2. The school district shall not be held responsible for the costs for examinations at the student's medical home or other medical provider(s).
- F. Medical Examinations - For the Purposes of the Comprehensive Child Study Team Evaluation Pursuant to N.J.A.C. 6A:14-3.4
1. The school district shall ensure that students receive medical examinations for the purposes of the comprehensive Child Study Team evaluation pursuant to N.J.A.C. 6A:14-3.4.
- G. Medical Examinations - When a Student is Suspected of Being Under the Influence of Alcohol or Controlled Dangerous Substances pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3
1. If a student who is suspected of being under the influence of alcohol or controlled dangerous substances is reported to the certified school nurse, the certified school nurse shall monitor the student's vital signs and general health status for emergent issues and take appropriate action pending the medical examination pursuant to N.J.A.C. 6A:16-4.3.



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2. No school staff shall interfere with a student receiving a medical examination for suspicion of being under the influence of alcohol or controlled dangerous substances pursuant to N.J.A.C. 6A:16-4.3.

H. Health Screenings

The Board of Education shall ensure that students receive health screenings in accordance with N.J.A.C. 6A:16-2.2(1k).

1. Screening for height, weight, and blood pressure shall be conducted annually for each student in Kindergarten through grade twelve.
2. Screening for visual acuity shall be conducted biennially for students in Kindergarten through grade ten.
3. Screening for auditory acuity shall be conducted annually for students in Kindergarten through grade three and in grades seven and eleven pursuant to N.J.S.A. 18A:40-4.
4. Screening for scoliosis shall be conducted biennially for students between the ages of ten and eighteen pursuant to N.J.S.A. 18A:40-4.3.
5. Screenings shall be conducted by a school physician, school nurse, or other school personnel properly trained.
6. The school district shall **notify** ~~provide for the notification of~~ the parent of any student suspected of deviation from the recommended standard.

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[See POLICY ALERT Nos. 90, 95, 121 153, 157, 169, 186, 205 and 208]

5460 HIGH SCHOOL GRADUATION

The Board of Education will recognize the successful completion of the secondary school instructional program by the award of a State-endorsed diploma certifying the student has met all State and local requirements for high school graduation. The Board will annually certify to the Executive County Superintendent each student who has been awarded a diploma has met the requirements for graduation.

A. High School Graduation Requirements

A graduating student must have earned a minimum of 127.5 (four-year high school: no fewer than one hundred twenty credits) credits in courses designed to meet all of the New Jersey Core Curriculum Content Standards including, but not limited to, the following credits:

1. 20 (At least twenty) credits in language arts literacy aligned to grade nine through twelve standards;
2. 15 (At least fifteen) credits in mathematics, including Algebra I or the content equivalent ("content equivalent" is defined at N.J.A.C. 6A:8-1.3) including geometry or the content equivalent ~~effective with the 2010-2011 grade nine class~~; and a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares students for college and 21st century careers effective with the 2012-2013 grade nine class;
3. 15 (At least fifteen) credits in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 18A:35-2; five credits in world history; and the integration of civics, economics, geography, and global content in all course offerings;
4. 15 (At least fifteen) credits in science, including at least five credits in laboratory biology/life science or the content equivalent ~~effective with the 2008-2009 grade nine class~~; one additional laboratory/inquiry-based science course, which shall include chemistry, environmental science, or physics ~~effective with the 2010-2011 grade nine class~~; and one additional laboratory/inquiry-based science course effective with 2012-2013 grade nine class;



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5. 5 (At least three and three-quarters) credits in health, safety, and physical education during each year of enrollment, distributed as one hundred fifty minutes per week, as required by N.J.S.A. 18A:35-5, 7, and 8; *(1 1/4 Health / 3 3/4 Physical Education)*
6. 5 (At least five) credits in visual and performing arts;
7. 5 (At least five) credits in world languages or student demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a)2ii(2);
8. 2.5 (At least two and one-half) credits in financial, economic, business, and entrepreneurial literacy, ~~effective with 2010-2011 grade nine class;~~
9. Technological literacy, consistent with the Core Curriculum Content Standards, integrated throughout the curriculum;
10. 30 (At least five) credits in 21st century life and careers, or career-technical education; and
11. Electives as determined by the high school program sufficient to total a minimum of ~~(must be at least one hundred twenty)~~ credits.

As defined in N.J.A.C. 6A:8-1.3, "credit" means the award for the equivalent of a class period of instruction which meets for a minimum of forty minutes, one time per week during the school year or as approved through N.J.A.C. 6A:8-5.1(a)2.

The high school graduation credit requirement may be met in whole or in part through program completion of a range of experiences that enable students to pursue a variety of personalized learning opportunities, as follows:

1. The district shall establish a process to approve individualized student learning opportunities that meet or exceed the Core Curriculum Content Standards.
 - a. Individualized student learning opportunities in all Core Curriculum Content Standards areas include, but are not limited, to the following:
 - (1) Independent study;



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- (2) Online learning;
 - (3) Work-based programs, internships, apprenticeships;
 - (4) Study abroad programs;
 - (5) Student exchange programs; and
 - (6) Structured learning experiences, including, but not limited to, work-based programs, internships, apprenticeships, and service learning experiences.
 - b. Individualized student learning opportunities based upon specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards shall:
 - (1) Be based on student interest and career goals as reflected in the Personalized Student Learning Plans;
 - (2) Include demonstration of student competency;
 - (3) Be certified for completion based on the district process adopted according to 2. below; and
 - (4) Be on file in the school district and subject to review by the Commissioner or designee.
 - c. Group programs based upon specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards shall be permitted and shall be approved in the same manner as other approved courses.
2. The district shall establish a process for granting of credits through successful completion of assessments that verify student achievement in meeting or exceeding the Core Curriculum Content Standards at the high school level, including standards achieved by means of the individualized student learning opportunities enumerated as outlined in N.J.A.C. 6A:8-5.1(a)2. Such programs or assessments may occur all or in part prior to a student's high school enrollment; no such locally administered assessments shall preclude or exempt student participation in applicable Statewide assessments at grades three through twelve.



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- a. The district shall choose assessments that are aligned with or exceed the Core Curriculum Content Standards and may include locally designed assessments.
- b. The district shall choose from among the following assessment options to determine if students have achieved the level of language proficiency designated as Novice-High as defined by the American Council on the Teaching of Foreign Languages (ACTFL) and recognized as fulfilling the world languages requirement of the Core Curriculum Content Standards:
 - (1) The Standards-based Measurement of Proficiency (STAMP) online assessment;
 - (2) The ACTFL Oral Proficiency Interview (OPI) or Modified Oral Proficiency Interview (MOPI); or
 - (3) Department-approved locally designed competency-based assessments.
3. The district shall establish a process to approve post-secondary learning opportunities that may consist of: **(select one or more options)**
 - ☐ Advanced Placement (AP) courses;
 - ☐ the College-Level Examination Program (CLEP); or
 - ☒ concurrent/dual enrollment at accredited higher education institutions.
- a. The district shall award credit for successful completion of an approved, accredited college course that assures achievement of knowledge and skills that meets or exceeds the Core Curriculum Content Standards.

B. Additional Graduation Requirements

1. Attendance requirements as indicated in Policy and Regulation 5200;



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2. Other requirements established by the Board of Education as indicated below:

requirements of CTE programs through the senior year (minimum 30 credits required for CTE certificate)

3. Any statutorily mandated requirements for earning a high school diploma; and
4. Any Statewide assessment graduation requirements as determined by the New Jersey Department of Education, and as outlined in C. below.

C. Statewide Assessment Graduation Requirements

1. The New Jersey Department of Education (NJDOE) is transitioning from the High School Proficiency Assessment (HSPA) to the Partnership for the Assessment of Readiness for College and Careers (PARCC) End-of-Course assessments for students, including students with disabilities, in the classes of 2016, 2017, and 2018.
2. Students in the classes of 2016, 2017, and 2018 will be able to demonstrate proficiencies in English Language Arts (ELA) and Mathematics required by State statute by either meeting the "cut score" on the PARCC assessments or meeting the "cut score" on a substitute assessment or by meeting the criteria of the NJDOE portfolio appeal process.
3. A student with a disability, whose Individualized Educational Plan (IEP) team determines the student is exempt from these requirements, would be required to achieve the alternative proficiency in his/her IEP.
4. The NJDOE has developed "concordant" cut scores for additional substitute assessments. For the classes of 2016, 2017, and 2018, students will be able to demonstrate proficiency in both ELA and Mathematics by meeting one of the criteria under English Language Arts and Mathematics as indicated below:



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a. English Language Arts

- ~~Passing score on a PARCC ELA Grade 9~~ **≥ 750 (Level 4)**; or
- ~~Passing score on a PARCC ELA Grade 10~~ **≥ 750 (Level 4)**; or
- ~~Passing score on a PARCC ELA Grade 11~~ **≥ 725 (Level 3)**; or
- **SAT Reading*** ≥ 400 ; or
- **ACT Reading or ACT PLAN Reading** ≥ 16 ; or
- Accuplacer Write Placer ≥ 6 ; or
- **PSAT10 Reading or PSAT/NMSQT Reading**** ≥ 40 ; or
- **PSAT10 Reading or PSAT/NMSQT Reading***** ≥ 22 ; or
- **ACT Aspire Reading** ≥ 422 ; or
- **ASVAB – AFQT Composite** ≥ 31 ; or
- Meet the Criteria of the NJDOE Portfolio Appeal

b. Mathematics

- ~~Passing score on a PARCC Algebra I~~ **≥ 750 (Level 4)**; or
- ~~Passing score on a PARCC Geometry~~ **≥ 725 (Level 3)**; or
- ~~Passing score on a PARCC Algebra II~~ **≥ 725 (Level 3)**; or
- **SAT Math*** ≥ 400 ; or
- **ACT or ACT PLAN Math** ≥ 16 ; or
- Accuplacer Elementary Algebra ≥ 76 ; or
- **PSAT10 Math or PSAT/NMSQT Math**** ≥ 40 ; or
- **PSAT10 Math or PSAT/NMSQT Math***** ≥ 22 ; or
- **ACT Aspire Math** ≥ 422 ; or
- **ASVAB – AFQT Composite** ≥ 31 ; or
- Meet the Criteria of the NJDOE Portfolio Appeal

Note: *SAT taken prior to March 2016; ** PSAT taken prior to October 2015; * PSAT taken after October 2015. The College Board will establish new “threshold scores” in May 2016 for the new SAT.**

D. Attendance

Regular attendance is required for the successful completion of a course of study and graduation. Students are expected to be present in every scheduled class except as their attendance is excused in accordance with Board Policy 5200.



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E. Students with Disabilities

1. Through the IEP process and pursuant to N.J.A.C. 6A:14-4.11 - Graduation, the district may specify alternate requirements for a State-endorsed diploma for individual students with disabilities as defined in N.J.A.C. 6A:14-1.3.
 - a. The district shall specifically address any alternate requirements for graduation in a student's IEP, in accordance with N.J.A.C. 6A:14-4.11.
 - b. The district shall develop and implement procedures for assessing whether a student with a disability has met any alternate requirements for graduation individually determined in an IEP.
2. If a student with a disability attends a school other than that of the school district of residence, which is empowered to grant a diploma, the student shall have the choice of receiving the diploma of the school attended or the diploma of the school district of residence.
 - a. If the school the student is attending declines to issue a diploma to the student, the district of residence Board of Education shall issue the student a diploma if the student has satisfied all State and local graduation requirements, as specified in the student's IEP.
3. Students with disabilities who meet the standards for graduation according to the school district's graduation requirements shall have the opportunity to participate in graduation exercises and related activities on a nondiscriminatory basis.
4. A student with a disability whose IEP prescribes continued special education programs beyond the fourth year of high school shall be permitted to participate in commencement ceremonies with his/her graduating class and shall receive a certificate of attendance, provided the student has attended four years of high school.



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5. When a student with a disability graduates or exceeds the age of eligibility, the student shall be provided a written summary of his or her academic achievement and functional performance prior to the date of the student's graduation or the conclusion of the school year in which he or she exceeds the age of eligibility. The summary shall include recommendations to assist the child in meeting his or her postsecondary goals.

F. High School Diploma

1. The Board of Education shall award a State-endorsed high school diploma to prospective graduates who have met all of the requirements adopted in accordance with State and local Board of Education requirements.
2. The Board of Education shall not issue a high school diploma to any student not meeting the criteria specified in State and local requirements.
 - a. The district shall provide students exiting grade twelve without a diploma the opportunity for continued high school enrollment to age twenty, or until the requirements for a State-endorsed diploma have been met, whichever comes first.
 - b. The district shall allow any out-of-school individual to age twenty who has otherwise met all State and local graduation requirements, but has failed to meet the Statewide assessment graduation requirements, to return to school at scheduled times for the purpose of meeting the Statewide assessment graduation requirements. Upon certification of meeting these requirements, a State-endorsed diploma shall be granted by the high school of record.
3. The Commissioner of Education shall award a State-issued high school diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2(c) and (d).



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4. The Board of Education shall award a State-endorsed high school diploma to any currently enrolled student formally requesting an early award of the diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2(e) and Board Policy 5465.

G. Notification

Each student who enters or transfers into the high school and the student's parent(s) will be provided a copy of the school district's requirements for a State-endorsed diploma, and the programs available to assist students in attaining the State-endorsed diploma, in accordance with N.J.S.A. 18A:7C-5.

H. Reporting

The Superintendent, in accordance with N.J.S.A. 18A:7C-7 and 18A:7E-3, shall report annually to the Board of Education and to the Commissioner of Education the number of students who completed the twelfth grade course requirements and were denied a diploma and the number of students who received State endorsed diplomas.

- I. The Superintendent shall provide to the Executive County Superintendent the district's graduation requirements each year they are evaluated through the Quality Single Accountability Continuum (QSAC) and update the filed copy each time the graduation policy and requirements are revised.

N.J.S.A. 18A:7C-1 et seq.; 18A:35-1;

18A:35-4.9; 18A:35-7; 18A:36-17

N.J.A.C. 6A:8-1 et seq.; 6A:8-5.1; 6A:8-5.2; 6A:14-4.11 et seq.

Adopted:



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[See **POLICY MEMO No. 56**]

[See **POLICY ALERT Nos. 94, 97, 100, 106, 133, 169, 180, 203 and 208**]

8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN

The Board of Education recognizes early detection of missing, abused, or neglected children is important in protecting the health, safety, and welfare of all children. In recognition of the importance of early detection of missing, abused, or neglected children, the Board of Education adopts this Policy pursuant to the requirements of N.J.S.A. 18A:36-24 and 18A:36-25. The Board provides this Policy for its employees, volunteers, or interns to provide for the early detection of missing, abused, or neglected children through notification of, reporting to, and cooperation with the appropriate law enforcement and child welfare authorities pursuant to N.J.S.A. 18A:36-24 and 18A:36-25 et seq., N.J.A.C. 6A:16-11.1, and N.J.S.A. 9:6-8.10.

Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE **or to any other telephone number designated by the appropriate child welfare authorities**. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

The person having reason to believe that a child may be missing or may have been abused or neglected may inform the Principal or other designated school official(s) prior to notifying designated child welfare authorities if the action will not delay immediate notification. The person notifying designated child welfare authorities shall inform the Principal or other designated school official(s) of the notification, if such had not occurred prior to the notification. Notice to the Principal or other designated school official(s) need not be given when the person believes that such notice would likely endanger the reporter or student involved or when the person believes that such disclosure would likely result in retaliation against the student or in discrimination against the reporter with respect to his or her employment.

The Principal or other designated school official(s) upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities. Notification to appropriate law enforcement authorities shall be made for all



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reports by employees, volunteers, or interns working in the school district. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

School district officials will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children in accordance with the provisions of N.J.A.C. 6A:16-11.1(a)5.

The district designates the Director of Pupil Services as the school district's liaison to designated child welfare authorities to act as the primary contact person between the school district and child welfare authorities with regard to general information sharing and the development of mutual training and other cooperative efforts. The district designates the Superintendent or designee as the school district's liaison to law enforcement authorities to act as the primary contact person between the school district and law enforcement authorities, pursuant to N.J.A.C. 6A:16-6.2(b)1, consistent with the Memorandum of Understanding, pursuant to N.J.A.C. 6A:16-6.2(b)13.

An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights, including those rights defined in N.J.A.C. 6A:16-11.1(a)9.

The Superintendent or designee shall provide training to school district employees, volunteers, or interns on the district's policy and procedures for reporting allegations of missing, abused, or neglected child situations. All new school district employees, volunteers, or interns working in the district shall receive the required information and training as part of their orientation.

There shall be no reprisal or retaliation against any person who, in good faith, reports or causes a report to be made of a potentially missing-, abused-, or neglected-child situation pursuant to N.J.S.A. 9:6-8.13.



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Any employee, volunteer, or intern with reasonable cause to suspect or believe **that** a student has attempted or ~~contemplated~~ **completed** suicide, shall report **the** such information to the Department of **Human Services, Division of Mental Health and Addiction Services** ~~Children and Families, Division of Child Protection and Permanency~~, in a form and manner prescribed by the Division of **Mental Health and Addiction Services** ~~Child Protection and Permanency~~ pursuant to N.J.S.A. 30:9A-24.a.

N.J.S.A. 18A:36-24; 18A:36-25 et seq.

N.J.A.C. 6A:16-11.1

Adopted:



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[See POLICY ALERT Nos. 97, 100, 133, 169, 180, 203 and 208]

R 8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN

A. Definitions

1. An "abused child" as defined in N.J.S.A. 9:6-8.9, is a child under the age of eighteen years whose parent, guardian, or other person having his/her custody and control:
 - a. Inflicts or allows to be inflicted upon such child physical injury by other than accidental means which causes or creates a substantial risk of death, or serious or protracted disfigurement, or protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ;
 - b. Creates or allows to be created a substantial or ongoing risk of physical injury to such child by other than accidental means which would be likely to cause death or serious protracted disfigurement, or protracted loss or impairment of the function of any bodily organ;
 - c. Commits or allows to be committed an act of sexual abuse against the child;
 - d. Or a child whose physical, mental, or emotional condition has been impaired or is in imminent danger of becoming impaired as the result of the failure of his/her parent, guardian, or other person having his/her custody and control, to exercise a minimum degree of care: (1) in supplying the child with adequate food, clothing, shelter, education, medical, or surgical care though financially able to do so or though offered financial or other reasonable means to do so;; or (2) in providing the child the proper supervision or guardianship, by unreasonably inflicting or allowing to be inflicted harm, or substantial risk thereof, including the infliction of excessive corporal punishment or using excessive physical restraint under circumstances which do not indicate that the child's behavior is harmful to himself/herself, others or property, or by any other act of similarly serious nature requiring the aid of the court;



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- e. Or a child who has been willfully abandoned by his/her parent, guardian, or other person having his/her custody and control; or
- f. Or a child who is in an institution as defined under N.J.S.A. 9:6-8.21 and: (1) has been so placed inappropriately for a continued period of time with the knowledge that the placement has resulted and may continue to result in harm to the child's mental or physical well-being; or (2) has been willfully isolated from ordinary social contact under circumstances which indicate emotional or social deprivation.

A child shall not be considered abused under N.J.S.A. 9:6-8.9 if the acts or omissions described therein occur in a day school as defined in N.J.S.A. 9:6-8.21.

- 2. An "Intern" means a post-secondary student or graduate student in a professional field gaining supervised practical experience.

B. Indications of Child Abuse and/or Neglect

- 1. The suspicion of child abuse and/or neglect may be based on the complaints of the child or on the direct observations of the employee, volunteer, or intern. A person should suspect child abuse and/or neglect when certain conditions appear to be present. The conditions may be, but are not limited to, whenever:
 - a. There is evidence of physical injury to a student not likely to have been caused by an accident, regardless of the student's explanation of the injury;
 - b. A student complains of having been injured or having been sexually molested, with or without external signs of physical injury;
 - c. A student appears to be malnourished;
 - d. A student's general condition indicates a persistent want of care, such as clothing inadequate for the weather, inadequate hygiene, lack of sleep, decayed and broken teeth, and the like;



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Reporting Potentially Missing or Abused Children

- e. A student complains of or indicates by other means that he/she has been subjected to threats or emotional abuse;
- f. A student is excessively apprehensive, fearful, withdrawn, or aggressive;
- g. A student is afraid to go home after school or arrives to school unreasonably early;
- h. A parent or the caretaker of a child admits having abused the child;
- i. The removal from school by the parent, guardian, or other person having custody and control of the child that may be an indicator of additional grievous abuses; or
- j. School district personnel have any other reason to believe that a child has been subject to child abuse and/or neglect, to include but not be limited to, physical abuse, sexual abuse, neglect, educational abuse, and educational neglect.

C. Notification Requirements for School District Employees, Volunteers, or Interns

- 1. Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, or neglected children.
 - a. The person having reason to believe that a child may be missing or may have been abused or neglected may inform the Principal or other designated school official(s) prior to notifying designated child welfare authorities if the action will not delay immediate notification.
 - b. The person notifying designated child welfare authorities shall inform the Principal or other designated school official(s) of the notification, if such had not occurred prior to the notification.



REGULATION GUIDE

OPERATIONS

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Reporting Potentially Missing or Abused Children

- (1) Notice to the Principal or other designated school official(s) need not be given when the person believes the notice would likely endanger the reporter or student involved or when the person believes the disclosure would likely result in retaliation against the student or in discrimination against the reporter with respect to his or her employment.
2. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE **or to any other telephone number designated by the appropriate child welfare authorities.** If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

D. School District's Notification to Law Enforcement

1. The Principal or other designated school official(s) upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities of incidents of potentially missing, abused, or neglected child situations.
 - a. Notification procedures to child welfare authorities and law enforcement authorities regarding alleged incidents of missing, abused, or neglected children shall be consistent with the Memorandum of Agreement between education and law enforcement authorities pursuant to N.J.A.C. 6A:16-6.2(b)13.
 - b. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district.
 - (1) The notification to appropriate law enforcement authorities on behalf of a student attending a receiving school shall be made to the law enforcement authorities identified in the receiving school's Memorandum of Agreement as required by N.J.A.C. 6A:16-6.2(b)13.



REGULATION GUIDE

OPERATIONS

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Reporting Potentially Missing or Abused Children

2. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.
- E. School District Cooperation with Designated Law Enforcement Authorities
1. The school district will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children.
 - a. Accommodations shall be made permitting the child welfare and law enforcement investigators to interview the student in the presence of the Principal or other designated school official(s).
 - (1) If the student is intimidated by the presence of the school representative, the student shall be requested to name an employee, volunteer, or intern working in the school district, whom he or she feels will be supportive, and who will be allowed to accompany the student during the interview.
 - b. District administrative and/or supervisory staff members will assist designated child welfare and law enforcement authorities in scheduling interviews with any employee, volunteer, or intern working in the school district who may have information relevant to the investigation.
 - c. In accordance with N.J.A.C. 6A:16-11.1(a)5.iii., the district will release all records of the student who is the subject of the investigation that are deemed to be relevant to the assessment or treatment of a potentially missing, abused, or neglected child pursuant to N.J.S.A. 18A:36-19, N.J.S.A. 9:8-8.40 and allowable under the Family Education Rights and Privacy Act (FERPA), 34 CFR Part 99.



REGULATION GUIDE

OPERATIONS

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Reporting Potentially Missing or Abused Children

- d. In accordance with N.J.A.C. 6A:16-11.1(a)5.iv., the district will ensure the maintenance, security, and release of all confidential information about potential missing, abused, or neglected child situations is in accordance with N.J.S.A. 18A:36-19, N.J.S.A. 9:8-8.40, and N.J.A.C. 6A:32-7.
 - (1) All information regarding allegations of potentially missing, abused, or neglected children reported to authorities about an employee, volunteer, or intern working in the school district shall be considered confidential and may be disclosed only as required in order to cooperate in investigations pursuant to N.J.A.C. 6A:16-11.1(a)2. and 3. or by virtue of a Court Order. Records pertaining to such information shall be maintained in a secure location separate from other employee personnel records and accessible only to the Superintendent or designee.
- e. In accordance with N.J.A.C. 6A:16-11.1(a)5.v., the district will release the student to child welfare authorities while school is in session when it is necessary to protect the student or take the student to a service provider.
 - (1) Such removal shall take place only after the Principal or other designated school official(s) has been provided, either in advance or at the time removal is sought, with appropriate documentation that the child welfare authority has already removed, or has appropriate authority to remove, the student from his or her home, as specified in N.J.S.A. 9:6-8.27 through 8.30.
- f. The district will cooperate in the transfer of a student who has been removed from his or her home by designated child welfare authorities for proper care and protection pursuant to N.J.S.A. 9:6-8.28 and 8.29 to another school.



REGULATION GUIDE

OPERATIONS

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Reporting Potentially Missing or Abused Children

F. Due Process Rights of a School Employee, Volunteer, or Intern Named As a Suspect

1. An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing-, abused-, or neglected-child situation shall be entitled to due process rights.
2. Temporary reassignment or suspension of an employee, volunteer, or intern working in the school district named as a suspect pursuant to N.J.A.C. 6A:16-11.1-(a)2 shall occur only if there is reason to believe that the life or health of the alleged victim or other student is in jeopardy due to continued contact between the employee, volunteer, or intern and the student.
3. All references to a notification to the designated child welfare authorities of a potential missing-, abused-, or neglected-child situation involving a school district employee, shall be removed from the employee's personnel records immediately following the receipt of an official notice from child welfare authorities that the allegation was unfounded pursuant to N.J.S.A. 18A:6-7a.

Adopted:



POLICY GUIDE

OPERATIONS

8550/page 1 of 2

Outstanding Food Service Charges

Mar 16

[See POLICY ALERT Nos. 206 and 208]

8550 OUTSTANDING FOOD SERVICE CHARGES

The Board of Education understands a student may forget to bring breakfast or lunch, as applicable, or money to purchase breakfast or lunch to school on a school day. When this happens, the food service program will provide the student with breakfast or lunch with an expectation payment will be made the next school day or shortly thereafter. However, there may be circumstances when payment is not made and a student's school breakfast/lunch bill is in arrears. The school district will manage a student's breakfast or lunch bill that is in arrears in accordance with the provisions of N.J.S.A. 18A:33-21 and this Policy.

In the event a student's school lunch or breakfast bill is in arrears, the Principal or designee shall contact the student's parent to provide notice of the amount in arrears and shall provide the parent a period of ten school days to pay the full amount due. If the student's parent does not make full payment to the Principal or designee by the end of the ten school days, the Principal or designee shall again contact the student's parent to provide a second notice that their child's lunch or breakfast bill is in arrears. If payment in full is not made within one week from the date of the second notice, the student

[Select one option]

- ☐ will not be served school breakfast or lunch, as applicable, beginning the eighth calendar day from the date of the second notice.
- ☒ will be provided a basic lunch that will contain the essentials in balanced nutritional selections as prescribed by the Bureau of Child Nutrition Programs, New Jersey Department of Agriculture beginning the eighth calendar day from the date of the second notice.]

A parent who has received a second notice their child's lunch or breakfast bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or designee to discuss and resolve the matter. ~~In the event the parent refuses to meet with the Principal or designee or is unable to resolve the matter the Principal or designee will report the parent's failure to provide breakfast or lunch, as applicable, for the child, to the New Jersey Department of Children and Families, Division of Child Protection and Permanency.~~



POLICY GUIDE

OPERATIONS

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Outstanding Food Service Charges

A parent's refusal to meet or take other steps to resolve the matter may be indicative of more serious issues in the family or household. In these situations, the Principal or designee shall consult with and seek necessary services from both the County Board of Social Services and the Department of Children and Families, Division of Child Protection and Permanency, as appropriate.

When a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

~~The~~ This provisions of N.J.S.A. 18A:33-21 and this Policy will be made available to parents of all children in the school district in a manner as determined by the Superintendent.

N.J.S.A. 18A:33-21

Adopted:



3/3 10:40am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10
Interim Balance Sheet
For 8 Month Period Ending 02/29/2016

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$2,311,361.01
121	Tax levy receivable		\$4,361,840.00
	Accounts receivable:		
132	Interfund	\$40,926.21	
141	Intergovernmental - State	\$600,321.07	
143	Intergovernmental - Other	\$6,840.00	
			\$648,087.28

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

301	Estimated Revenues	\$14,425,987.00	
302	Less Revenues	(\$14,086,317.87)	
			\$339,669.13

	Total assets and resources		\$7,660,957.42
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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 8 Month Period Ending 02/29/2016

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year		\$4,226,142.82
	Reserved fund balance:		
760	Reserved Fund Balance		\$714,590.22
601	Appropriations	\$14,925,987.00	
602	Less : Expenditures	\$8,338,424.01	
603	Encumbrances	\$4,226,142.82	(\$12,564,566.83)
			\$2,361,420.17
	Total Appropriated		\$7,302,153.21

--- Unappropriated ---

770	Fund Balance		\$858,804.21
303	Budgeted Fund Balance		(\$500,000.00)
	TOTAL FUND BALANCE		\$7,660,957.42
	TOTAL LIABILITIES AND FUND EQUITY		\$7,660,957.42

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$14,925,987.00	\$12,564,566.83	\$2,361,420.17
Revenues	(\$14,425,987.00)	(\$14,086,317.87)	(\$339,669.13)
	\$500,000.00	(\$1,521,751.04)	\$2,021,751.04
Less: Adjust for prior year encumb.	\$0.00	\$0.00	
Budgeted Fund Balance	\$500,000.00	(\$1,521,751.04)	\$2,021,751.04

Recapitulation of Budgeted Fund Balance by Subfund

Fund 10 (includes 10, 11, 12, and 13)	\$500,000.00	(\$1,521,751.04)	\$2,021,751.04
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00
TOTAL Budgeted Fund Balance	\$500,000.00	(\$1,521,751.04)	\$2,021,751.04

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 8 Month Period Ending 02/29/2016

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$12,991,498.00	\$12,651,828.87		\$339,669.13
3XXX	From State Sources	\$1,434,489.00	\$1,434,489.00		.00
TOTAL REVENUE/SOURCES OF FUNDS		\$14,425,987.00	\$14,086,317.87		\$339,669.13
		=====	=====	=====	=====
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$1,875,245.58	\$972,373.16	\$583,244.77	\$319,627.65
11-230-X00-XXX	Basic Skills - Remedial Instruction	\$8,400.00	.00	.00	\$8,400.00
11-240-X00-XXX	Bilingual Education - Instruction	\$6,400.00	.00	.00	\$6,400.00
11-3XX-100-XXX	Voc. Programs - Local - Instruction	\$3,704,061.59	\$2,041,284.70	\$1,103,110.35	\$559,666.54
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$70,390.00	\$31,682.53	\$15,699.90	\$23,007.57
11-402-100-XXX	School-Spons. Athletics - Instruction	\$95,141.50	\$50,787.06	\$37,782.77	\$6,571.67
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-213-XXX	Health Services	\$183,704.92	\$113,508.06	\$59,114.54	\$11,082.32
11-000-216-XXX	Speech, OT,PT & Related Svcs	\$3,666.00	\$1,316.00	\$2,350.00	.00
11-000-218-XXX	Guidance	\$742,154.28	\$464,177.43	\$227,117.45	\$50,859.40
11-000-219-XXX	Child Study Teams	\$240,169.00	\$140,881.09	\$76,320.44	\$22,967.47
11-000-221-XXX	Improvement Of Inst./Other Support				
	Improvement of Inst. Serv.	\$164,297.23	\$109,838.89	\$48,479.26	\$5,979.08
11-000-222-XXX	Educational Media Serv/School Library	\$61,215.69	\$37,905.76	\$14,810.04	\$8,499.89
11-000-223-XXX	Instructional Staff Training Services	\$109,916.00	\$27,882.79	\$15,451.76	\$66,581.45
11-000-230-XXX	Supp. Serv.-General Administration	\$556,202.00	\$332,041.45	\$154,430.91	\$69,729.64
11-000-240-XXX	Supp. Serv.-School Administration	\$838,562.25	\$551,246.24	\$267,464.26	\$19,851.75
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$873,263.96	\$581,901.09	\$249,517.71	\$41,845.16
11-000-261-XXX	Allowable Maint. for School Facilities	\$1,015,918.00	\$544,594.81	\$216,537.68	\$254,785.51
11-000-262-XXX	Custodial Services	\$1,317,437.00	\$742,838.26	\$541,120.69	\$33,478.05
11-000-263-XXX	Care and Upkeep of Grounds	\$25,147.00	\$4,352.67	\$569.92	\$20,224.41
11-000-266-XXX	Security	\$76,000.00	\$46,025.02	\$25,683.44	\$4,291.54
11-000-270-XXX	Student Transportation Services	\$108,717.00	\$44,839.57	\$25,482.04	\$38,395.39
11-000-291-XXX	Allocated and Unallocated Benefits	\$2,650,682.00	\$1,496,278.51	\$561,854.89	\$592,548.60
TOTAL GENERAL CURRENT EXPENSE					
EXPENDITURES/USES OF FUNDS		\$14,726,691.00	\$8,335,755.09	\$4,226,142.82	\$2,164,793.09
		=====	=====	=====	=====

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 8 Month Period Ending 02/29/2016

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$19,000.00	\$0.00	\$0.00	\$19,000.00
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$128,389.00	.00	.00	\$128,389.00
	_____	_____	_____	_____
 TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	 \$147,389.00	 \$0.00	 \$0.00	 \$147,389.00
	=====	=====	=====	=====
*** 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	 \$8,338,424.01	 \$4,226,142.82	 \$2,361,420.17
	=====	=====	=====	=====

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 8 Month Period Ending 02/29/2016

		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	\$276,350.00	\$329,088.00
1XXX	Miscellaneous	\$743,300.00	\$732,718.87	\$10,581.13
		-----	-----	-----
	TOTAL	\$12,991,498.00	\$12,651,828.87	\$339,669.13
		=====	=====	=====
--- 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	\$14,086,317.87	\$339,669.13
		=====	=====	=====

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 8 Month Period Ending 02/29/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				

REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,637,228.75	\$857,184.57	\$543,718.35	\$236,325.83
11-140-100-106 Other Salaries for Instruction	\$83,000.00	\$46,627.56	\$31,085.04	\$5,287.40
11-140-100-320 Purchased Prof.-Ed. Services	\$31,968.00	.00	.00	\$31,968.00
11-140-100-500 Other Purchased Services	\$11,933.83	\$6,355.05	\$3,243.00	\$2,335.78
11-140-100-610 General Supplies	\$84,084.00	\$47,752.02	\$5,198.38	\$31,133.60
11-140-100-640 Textbooks	\$15,001.00	\$12,731.96	.00	\$2,269.04
11-140-100-800 Other Objects	\$10,000.00	\$861.00	.00	\$9,139.00
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$2,030.00	\$861.00	\$0.00	\$1,169.00
TOTAL	\$1,875,245.58	\$972,373.16	\$583,244.77	\$319,627.65

Basic skills/remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$6,400.00	\$0.00	\$0.00	\$6,400.00
11-230-100-610 General Supplies	\$2,000.00	.00	.00	\$2,000.00
TOTAL	\$8,400.00	\$0.00	\$0.00	\$8,400.00

Bilingual education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$6,400.00	\$0.00	\$0.00	\$6,400.00
TOTAL	\$6,400.00	\$0.00	\$0.00	\$6,400.00

Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$2,929,793.78	\$1,604,291.99	\$1,015,174.56	\$310,327.23
11-310-100-106 Other Salaries for Instruction	\$185,301.12	\$49,664.68	\$48,158.80	\$87,477.64
11-310-100-320 Purchased Prof.-Ed. Services	\$203,040.00	\$184,950.00	\$1.00	\$18,089.00
11-310-100-500 Other Purchased Services	\$52,149.22	\$32,834.60	\$7,482.18	\$11,832.44
11-310-100-610 General Supplies	\$310,142.47	\$161,714.81	\$32,293.81	\$116,133.85
11-310-100-640 Textbooks	\$12,060.00	\$861.52	.00	\$11,198.48
11-310-100-800 Other Objects	\$11,575.00	\$6,967.10	.00	\$4,607.90
Total	\$3,704,061.59	\$2,041,284.70	\$1,103,110.35	\$559,666.54

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	(\$350.00)	\$276.00	\$15,074.00
11-401-100-600 Supplies and Materials	\$10,000.00	\$1,871.87	\$797.23	\$7,330.90

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 8 Month Period Ending 02/29/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$70,390.00	\$31,682.53	\$15,699.90	\$23,007.57
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$68,592.00	\$30,662.72	\$35,133.28	\$2,796.00
11-402-100-500 Purchased Services	\$16,110.00	\$12,653.50	\$1,922.50	\$1,534.00
11-402-100-600 Supplies and Materials	\$6,139.50	\$5,320.84	\$726.99	\$91.67
11-402-100-800 Other Objects	\$4,300.00	\$2,150.00	.00	\$2,150.00
TOTAL	\$95,141.50	\$50,787.06	\$37,782.77	\$6,571.67
--- UNDISTRIBUTED EXPENDITURES ---				
--- Health services ---				
11-000-213-100 Salaries	\$158,100.00	\$99,130.74	\$55,433.44	\$3,535.82
11-000-213-300 Purchased Prof. & Tech. Svc.	\$19,098.24	\$10,738.89	\$3,508.35	\$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	\$3,629.75	\$172.75	\$2,289.50
11-000-213-800 Other Objects	\$406.00	.00	.00	\$406.00
TOTAL	\$183,704.92	\$113,508.06	\$59,114.54	\$11,082.32
--- Speech, OT,PT & Related Svcs ---				
11-000-216-320 Purchased Prof. Ed. Services	\$3,666.00	\$1,316.00	\$2,350.00	.00
TOTAL	\$3,666.00	\$1,316.00	\$2,350.00	\$0.00
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$327,526.00	\$190,864.93	\$97,569.98	\$39,091.09
11-000-218-105 Sal Sec. & Clerical Asst.	\$108,120.00	\$67,263.20	\$33,631.60	\$7,225.20
11-000-218-110 Other Salaries	\$287,802.00	\$189,342.40	\$94,671.20	\$3,788.40
11-000-218-320 Purchased Prof. - Ed. Services	\$619.36	\$615.73	.00	\$3.63
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	\$742,154.28	\$464,177.43	\$227,117.45	\$50,859.40
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$136,593.00	\$83,563.95	\$47,573.25	\$5,455.80
11-000-219-105 Sal Sec. & Clerical Asst.	\$96,930.00	\$55,457.02	\$27,661.28	\$13,811.70

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 8 Month Period Ending 02/29/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
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	\$235.80	\$1,035.91	\$758.29
11-000-219-800 Other Objects	\$2,000.00	\$474.00	\$50.00	\$1,476.00
TOTAL	\$240,169.00	\$140,881.09	\$76,320.44	\$22,967.47
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-104 Salaries Other Prof. Staff	\$100,201.06	\$71,874.42	\$28,326.64	.00
11-000-221-105 Sal Secr. & Clerical Asst.	\$55,330.00	\$36,016.64	\$18,008.32	\$1,305.04
11-000-221-500 Other Purchased Services	\$4,099.98	\$1,924.84	\$2,143.30	\$31.84
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	\$164,297.23	\$109,838.89	\$48,479.26	\$5,979.08
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$30,600.00	\$17,547.64	\$11,631.76	\$1,420.60
11-000-222-500 Other Purchased Services	\$4,199.00	\$1,174.96	\$2,152.75	\$871.29
11-000-222-600 Supplies and Materials	\$22,356.69	\$19,150.16	\$1,025.53	\$2,181.00
11-000-222-800 Other Objects	\$4,060.00	\$33.00	.00	\$4,027.00
TOTAL	\$61,215.69	\$37,905.76	\$14,810.04	\$8,499.89
--- Instructional Staff Training Services ---				
11-000-223-102 Salaries Superv. of Instruction	\$71,200.00	\$27,247.64	\$14,431.76	\$29,520.60
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$20,002.00	\$99.00	\$500.00	\$19,403.00
11-000-223-500 Other Purchased Services	\$16,684.00	\$536.15	\$520.00	\$15,627.85
11-000-223-600 Supplies and Materials	\$2,030.00	.00	.00	\$2,030.00
TOTAL	\$109,916.00	\$27,882.79	\$15,451.76	\$66,581.45
--- Support services-general administration ---				
11-000-230-100 Salaries	\$308,016.71	\$207,569.43	\$100,447.28	\$0.00
11-000-230-331 Legal Services	\$76,141.00	\$42,162.82	\$33,978.18	.00
11-000-230-332 Audit Fees	\$34,700.00	\$34,700.00	.00	.00
11-000-230-339 Other Purchased Prof. Svc.	\$7,500.00	\$4,535.00	.00	\$2,965.00
11-000-230-530 Communications/Telephone	\$80,014.00	\$14,834.20	\$18,620.09	\$46,559.71
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	\$1,535.00	\$1,065.00	\$75.00	\$395.00

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 8 Month Period Ending 02/29/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-230-61X General Supplies	\$11,167.00	\$3,878.93	\$19.98	\$7,268.09
11-000-230-630 BOE In-House Training/Meeting Supplies	\$957.29	\$60.00	.00	\$897.29
11-000-230-890 Misc. Expenditures	\$27,360.00	\$14,543.07	\$1,290.38	\$11,526.55
11-000-230-895 BOE Membership Dues and Fees	\$6,781.00	\$6,781.00	.00	.00
TOTAL	\$556,202.00	\$332,041.45	\$154,430.91	\$69,729.64
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$610,734.00	\$407,758.99	\$200,202.32	\$2,772.69
11-000-240-105 Sal Secr. & Clerical Asst.	\$174,930.00	\$114,200.64	\$57,100.32	\$3,629.04
11-000-240-11X Other Salaries	\$6,400.00	\$854.76	.00	\$5,545.24
11-000-240-500 Other Purchased Services	\$25,402.25	\$17,034.06	\$4,003.00	\$4,365.19
11-000-240-600 Supplies and Materials	\$13,051.00	\$5,457.79	\$6,158.62	\$1,434.59
11-000-240-800 Other Objects	\$8,045.00	\$5,940.00	.00	\$2,105.00
TOTAL	\$838,562.25	\$551,246.24	\$267,464.26	\$19,851.75
--- Central Services ---				
11-000-251-100 Salaries	\$335,385.00	\$218,386.98	\$108,428.80	\$8,569.22
11-000-251-330 Purchased Prof. Svcs.	\$11,003.00	\$4,243.18	\$1,781.22	\$4,978.60
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)	\$2,000.00	\$1,834.75	.00	\$165.25
11-000-251-600 Supplies and Materials	\$8,782.00	\$4,690.24	\$863.42	\$3,228.34
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	\$4,334.00	\$3,804.40	\$104.60	\$425.00
TOTAL	\$403,052.00	\$261,802.55	\$111,178.04	\$30,071.41
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$378,300.00	\$249,544.35	\$124,123.20	\$4,632.45
11-000-252-500 Other Pur Serv. (400-500 series)	\$48,854.89	\$37,998.23	\$4,679.00	\$6,177.66
11-000-252-600 Supplies and Materials	\$43,057.07	\$32,555.96	\$9,537.47	\$963.64
TOTAL	\$470,211.96	\$320,098.54	\$138,339.67	\$11,773.75
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$650,500.00	\$372,890.67	\$180,788.24	\$96,821.09
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$319,262.00	\$145,940.42	\$33,025.98	\$140,295.60
11-000-261-610 General Supplies	\$36,004.00	\$24,301.73	\$2,723.46	\$8,978.81
11-000-261-800 Other Objects	\$10,152.00	\$1,461.99	.00	\$8,690.01
TOTAL	\$1,015,918.00	\$544,594.81	\$216,537.68	\$254,785.51

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 8 Month Period Ending 02/29/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-262-107 Salaries of Non-Instructional Aids	\$5,000.00	\$1,330.00	\$1,960.00	\$1,710.00
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$395,000.00	\$254,039.10	\$138,487.34	\$2,473.56
11-000-262-490 Other Purchased Property Svc.	\$65,000.00	\$18,374.93	\$36,153.07	\$10,472.00
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	\$12,148.39	\$97,851.61	\$15,013.00
11-000-262-622 Energy (Electricity)	\$483,048.00	\$216,271.84	\$266,668.67	\$107.49
TOTAL	\$1,317,437.00	\$742,838.26	\$541,120.69	\$33,478.05
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$15,502.00	\$438.53	\$569.92	\$14,493.55
11-000-263-610 General Supplies	\$9,645.00	\$3,914.14	.00	\$5,730.86
TOTAL	\$25,147.00	\$4,352.67	\$569.92	\$20,224.41
--- Security ---				
11-000-266-100 Salaries	\$76,000.00	\$46,025.02	\$25,683.44	\$4,291.54
TOTAL	\$76,000.00	\$46,025.02	\$25,683.44	\$4,291.54
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$45,900.00	\$24,256.31	\$14,947.04	\$6,696.65
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$3,045.00	.00	.00	\$3,045.00
11-000-270-512 Contr Svc(other btw home & sch)-vendors	\$26,594.00	\$15,934.26	\$8,005.00	\$2,654.74
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	\$4,249.00	\$2,530.00	\$14,824.00
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	\$108,717.00	\$44,839.57	\$25,482.04	\$38,395.39
--- 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	\$153,140.55	\$108,003.54	\$15,898.91
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$277,830.00	\$3,308.48	\$1,738.79	\$272,782.73
11-XXX-XXX-250 Unemployment Compensation	\$50,005.00	\$20,251.74	\$22,311.34	\$7,441.92
11-XXX-XXX-260 Workman's Compensation	\$180,706.00	\$180,706.00	.00	.00
11-XXX-XXX-270 Health Benefits	\$1,752,404.93	\$1,083,578.25	\$425,503.64	\$243,323.04
11-XXX-XXX-280 Tuition Reimbursement	\$59,288.07	\$54,990.49	\$4,297.58	.00
11-XXX-XXX-290 Other Employee Benefits	\$50,005.00	\$303.00	.00	\$49,702.00
TOTAL	\$2,650,682.00	\$1,496,278.51	\$561,854.89	\$592,548.60

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 8 Month Period Ending 02/29/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
	_____	_____	_____	_____
Total Undistributed expenditures	\$8,967,052.33	\$5,239,627.64	\$2,486,305.03	\$1,241,119.66
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$14,726,691.00	\$8,335,755.09	\$4,226,142.82	\$2,164,793.09
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$14,726,691.00	\$8,335,755.09	\$4,226,142.82	\$2,164,793.09
	=====	=====	=====	=====

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 8 Month Period Ending 02/29/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
Special education - instruction				
12-310-100-730 Regular Voc.programs	\$19,000.00	.00	.00	\$19,000.00
TOTAL	\$19,000.00	\$0.00	\$0.00	\$19,000.00
 --- 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				
	\$147,389.00	\$0.00	\$0.00	\$147,389.00
 *** 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	 \$8,338,424.01	 \$4,226,142.82	 \$2,361,420.17

For 8 Month Period Ending 02/29/2016

February 29, 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 8 Month Period Ending 02/29/16

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ASSETS AND RESOURCES

=====

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

101	Cash in bank		(\$73,155.44)
	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	(\$406,506.00)	
			\$634,805.00
	Total assets and resources		\$567,114.56
			=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Special Revenue Fund - Fund 20
 Interim Balance Sheet
 For 8 Month Period Ending 02/29/16

=====

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	\$415,914.67
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601	Appropriations	\$1,041,311.00
-----	----------------	----------------

602	Less: Expenditures	\$493,122.65
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603	Encumbrances	\$415,914.67 (\$909,037.32)
-----	--------------	--------------------------------

		\$132,273.68
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TOTAL FUND BALANCE	\$548,188.35
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TOTAL LIABILITIES AND FUND EQUITY	\$567,114.56
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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 8 Month Period Ending 02/29/16

		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	\$259,857.00		\$233,120.00
4XXX	From Federal Sources	\$448,811.00	\$47,126.00		\$401,685.00
		_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS		\$1,041,311.00	\$406,506.00		\$634,805.00
		=====	=====	=====	=====
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
		_____	_____	_____	_____
*** EXPENDITURES ***					
LOCAL PROJECTS:		\$99,523.00	\$88,326.12	\$1,309.00	\$9,887.88
STATE PROJECTS:					
Vocational education		\$146,500.00	\$76,717.93	\$62,307.70	\$7,474.37
Other special projects		\$346,477.00	\$210,864.84	\$129,860.65	\$5,751.51
		_____	_____	_____	_____
TOTAL STATE PROJECTS		\$492,977.00	\$287,582.77	\$192,168.35	\$13,225.88
FEDERAL PROJECTS:					
NCLB Title I		\$61,836.00	\$25,347.30	\$1,904.96	\$34,583.74
NCLB Title II - Part A/D		\$10,833.00	\$9,801.46	\$728.00	\$303.54
I.D.E.A. Part B (Handicapped)		\$112,880.00	\$79,098.25	\$24,592.10	\$9,189.65
Vocational Education		\$263,262.00	\$2,966.75	\$195,212.26	\$65,082.99
		_____	_____	_____	_____
TOTAL FEDERAL PROJECTS		\$448,811.00	\$117,213.76	\$222,437.32	\$109,159.92
*** TOTAL EXPENDITURES ***		\$1,041,311.00	\$493,122.65	\$415,914.67	\$132,273.68
		=====	=====	=====	=====

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 8 Month Period Ending 02/29/16

	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	\$259,857.00	\$233,120.00
	-----	-----	-----
Total Revenue from State Sources	\$492,977.00	\$259,857.00	\$233,120.00
	=====	=====	=====
--- FEDERAL SOURCES ---			
4411-16 Title I	\$61,836.00	\$15,153.00	\$46,683.00
4451-55 Title II	\$10,833.00	\$7,381.00	\$3,452.00
4420-29 I.D.E.A. Part B (Handicapped)	\$112,880.00	\$24,592.00	\$88,288.00
4430-39 Vocational Education	\$263,262.00	.00	\$263,262.00
	-----	-----	-----
Total Revenues from Federal Sources	\$448,811.00	\$47,126.00	\$401,685.00
	=====	=====	=====
 TOTAL REVENUES/SOURCES OF FUNDS	 \$1,041,311.00	 \$406,506.00	 \$634,805.00
	=====	=====	=====

For 8 Month Period Ending 02/29/16

February 29, 2016

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

3/3 10:40am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 8 Month Period Ending 02/29/16

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank	\$166,016.41
	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	(\$1,973,965.35)
		\$914,027.38

	\$3,268,036.52
Total assets and resources	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 8 Month Period Ending 02/29/16

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year		\$150,217.77
754	Reserve for encumbrances - Prior Year		\$41,305.90
601	Appropriations	\$3,398,659.03	
602	Less : Expenditures	\$2,318,615.24	
603	Encumbrances	\$191,523.67	(\$2,510,138.91)
			\$888,520.12
	Total Appropriated		\$1,080,043.79

--- Unappropriated ---

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

TOTAL FUND BALANCE \$3,268,036.52

TOTAL LIABILITIES AND FUND EQUITY \$3,268,036.52

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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 8 Month Period Ending 02/29/16

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$2,887,992.73	\$1,973,965.35		\$914,027.38
TOTAL REVENUE/SOURCES OF FUNDS	\$2,887,992.73	\$1,973,965.35		\$914,027.38
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-334 Agriculture/Engineering	\$2,184,968.73	\$1,902,494.18	\$44,578.83	\$237,895.72
30-000-4XX-450 Construction services	\$1,213,690.30	\$416,121.06	\$146,944.84	\$650,624.40
Total fac.acq.and constr. serv.	\$3,398,659.03	\$2,318,615.24	\$191,523.67	\$888,520.12
TOTAL EXPENDITURES	\$3,398,659.03	\$2,318,615.24	\$191,523.67	\$888,520.12
*** TOTAL EXPENDITURES AND TRANSFERS	\$3,398,659.03	\$2,318,615.24	\$191,523.67	\$888,520.12

For 8 Month Period Ending 02/29/16

February 29, 2016

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: February 29, 2016

CASH REPORT

FUNDS	(1)	(2)	(3)	(4)
Governmental Funds	Adjusted Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$1,896,811.69	\$1,544,982.13	-\$1,130,432.81	\$2,311,361.01
Special Revenue Fund (20)	-\$14,368.75	\$28,873.00	-\$87,659.69	-\$73,155.44
Capital Project Fund (30)	\$220,709.11	\$76,866.06	-\$131,558.76	\$166,016.41
Total Governmental Funds	<u>\$2,103,152.05</u>	<u>\$1,650,721.19</u>	<u>-\$1,349,651.26</u>	<u>\$2,404,221.98</u>
Summer Savings	\$73,904.83	\$14,178.91	\$0.00	\$88,083.74
Enterprise Fund (60) Cafeteria	\$14,467.45	\$10,137.51	-\$10,997.18	\$13,607.78
Payroll Fund (70)	\$0.00	\$477,946.18	-\$477,946.18	\$0.00
Agency Fund (90)	\$0.00	\$366,415.64	-\$366,415.64	\$0.00
Total Trust & Agency	<u>\$88,372.28</u>	<u>\$868,678.24</u>	<u>-\$855,359.00</u>	<u>\$101,691.52</u>
Grand Total for all Funds	<u>\$2,191,524.33</u>	<u>\$2,519,399.43</u>	<u>-\$2,205,010.26</u>	<u>\$2,505,913.50</u>
				\$2,505,913.50

Prepared and submitted by:

Michelle Fresco, Treasurer of School Moneys

3/14/2016

Somerset County Vocational Board of Ed.

Expense Account Adjustment Analysis By Account#

ADDENDUM #7

va_exaa1.082406

02/29/2016

Current Cycle : February

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
11-000-219-104-05-0001	SUMMER WORK/EXTRA WORK	February Transfers	0047	02/29/2016	RCATTERSON	\$1,818.25	\$1,500.00	\$3,318.25
11-000-219-105-05-0000	SALARIES - SECRETARIES	February Transfers	0047	02/29/2016	RCATTERSON	\$98,430.00	(\$2,000.00)	\$96,430.00
11-000-219-105-05-0001	SUBSTITUTES/O.T.	February Transfers	0047	02/29/2016	RCATTERSON	\$0.00	\$500.00	\$500.00
11-000-222-100-03-0000	SALARIES - LIBRARIANS	February Transfers	0047	02/29/2016	RCATTERSON	\$30,550.00	(\$300.00)	\$30,250.00
11-000-222-100-03-0001	SUBSTITUTES/O.T.	February Transfers	0047	02/29/2016	RCATTERSON	\$50.00	\$300.00	\$350.00
11-000-230-530-08-0000	TELEPHONE - DISTRICT	February Transfers	0047	02/29/2016	RCATTERSON	\$44,643.00	(\$1,100.00)	\$43,543.00
11-000-230-585-08-0000	BOE - TRAVEL/REGISTRATIO	February Transfers	0047	02/29/2016	RCATTERSON	\$1,030.00	\$1,000.00	\$2,030.00
11-000-230-890-08-0001	MEMBERSHIPS - SUPT.	February Transfers	0047	02/29/2016	RCATTERSON	\$12,966.00	\$100.00	\$13,066.00
11-000-240-500-03-0001	DISPLAY ADS - HS	February Transfers	0047	02/29/2016	RCATTERSON	\$14,601.00	\$50.00	\$14,651.00
11-000-240-610-03-0000	OFFICE SUPPLIES - HS	February Transfers	0047	02/29/2016	RCATTERSON	\$9,676.00	\$2,000.00	\$11,676.00
11-000-240-890-03-0000	MEMBERSHIPS H.S.	February Transfers	0047	02/29/2016	RCATTERSON	\$3,045.00	\$3,500.00	\$6,545.00
11-000-251-890-08-0002	OTHER FEES	February Transfers	0047	02/29/2016	RCATTERSON	\$500.00	\$500.00	\$1,000.00
11-000-252-500-16-0000	OTHER PURCH SCVS	February Transfers	0047	02/29/2016	RCATTERSON	\$16,854.89	\$2,000.00	\$18,854.89
11-000-252-500-16-0002	E-RATE CONSULTING	February Transfers	0047	02/29/2016	RCATTERSON	\$4,350.00	\$1,000.00	\$5,350.00
11-000-252-610-16-0000	SUPPLIES AND MATERIALS	February Transfers	0047	02/29/2016	RCATTERSON	\$35,057.07	\$8,000.00	\$43,057.07
11-000-266-100-02-0000	UE S SALS OF SEC G & INV	February Transfers	0047	02/29/2016	RCATTERSON	\$75,300.00	(\$500.00)	\$74,800.00
11-000-266-100-02-0001	SUBSTITUTES/O.T.	February Transfers	0047	02/29/2016	RCATTERSON	\$700.00	\$500.00	\$1,200.00
11-000-291-241-08-0000	PERS CONTRIBUTION	February Transfers	0047	02/29/2016	RCATTERSON	\$292,830.00	(\$15,000.00)	\$277,830.00
11-000-291-270-08-0000	MEDICAL PREMIUM	February Transfers	0047	02/29/2016	RCATTERSON	\$1,370,240.93	(\$15,000.00)	\$1,355,240.93
11-000-291-280-08-0000	TUITION REIMBURSEMENT	February Transfers	0047	02/29/2016	RCATTERSON	\$29,288.07	\$30,000.00	\$59,288.07
11-140-100-101-03-0002	EXTRA HOURS	February Transfers	0047	02/29/2016	RCATTERSON	\$15,541.47	\$10,000.00	\$25,541.47
11-140-100-610-03-0008	SUPPLIES - PHOTOGRAPHY	February Transfers	0047	02/29/2016	RCATTERSON	\$0.00	\$2,000.00	\$2,000.00
11-140-100-640-03-0000	TEXTBOOKS - REG INSTRU	February Transfers	0047	02/29/2016	RCATTERSON	\$10,001.00	\$2,000.00	\$12,001.00
11-310-100-101-44-0000	SALARIES OF TEACHERS/ESC	February Transfers	0047	02/29/2016	RCATTERSON	\$250,000.00	(\$31,050.00)	\$218,950.00
Total Current Appr.								\$0.00

Case #201516-004			
HIB Student ID	Outcome of Investigation	Consequence Under Pupil Code of Conduct	Intervention Services Provided
Alleged Victim ID # 999003483 Grade 10 Alleged Offender ID # 999003512 Grade 10	X Confirmed HIB Event A written report was submitted that alleged offender made and wrote insulting, hurtful and sexually inappropriate comments towards alleged victim. ☐ Non-HIB Event	☐ Admonishment ☐ Deprivation of Privileges: ☐ In-School Suspension X Out-of-School Suspension: 5 day suspension ☐ Return to District	Counseling Ordered: ☐ I&RS Scheduled: ☐ Psychological Assessment Required: X Other (describe): Services provided by Linkages Department Training Established: Other Action Taken: Student placed on a Behavioral Contract

Somerset County Vocational Board of Ed.

04/22/2016
va_chkr8.081205

Summary Check Register By Check#

Posted Checks : Selected Cycle : March

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
POSTED CHECKS				
General Account -Check Series #1				
68784	03/03/2016	8247	Horizon Blue Cross & Blue Shield	\$159,032.74
68785	03/03/2016	5828	Sysco Metro New York	\$795.63
68786	03/21/2016	9891	Atlantic A Program of DeLage	\$1,214.77
68787	03/21/2016	5824	Automatic Data Processing	\$297.35
68788	03/21/2016	9946	Benefits Express	\$43.97
68789	03/21/2016	10351	Cablevision Lightpath, Inc	\$3,167.95
68790	03/21/2016	10355	CablevisionSystems Corporation	\$299.88
68791	03/21/2016	9886	Defined Contribution Retirement	\$232.53
68792	03/21/2016	1513	DELTA DENTAL PLAN OF	\$9,961.50
68793	03/21/2016	2092	DIFRANCESCO,BATEMAN P.C.	\$2,387.90
68794	03/21/2016	10569	Doctors Express	\$855.00
68795	03/21/2016	1850	Family & Community Services of	\$8,924.73
68796	03/21/2016	6405	Federal Fire Protection	\$515.00
68797	03/21/2016	9229	Kensington Bus Company, Inc	\$2,695.00
68798	03/21/2016	10726	LBB Services, LLC	\$327.08
68799	03/21/2016	2318	Middle Earth	\$2,800.58
68800	03/21/2016	1666	NJ American Water	\$2,172.12
68801	03/21/2016	2855	NORTHWESTERN MUTUAL LIFE	\$718.59
68802	03/21/2016	10732	Praxair Distribution, Inc	\$497.39
68803	03/21/2016	5936	Pritchard Industries	\$31,051.28
68804	03/21/2016	2877	Safety Kleen Corporation	\$806.02
68805	03/21/2016	10463	Schindler Elevator Corporation	\$928.98
68806	03/21/2016	10079	Tom Heinbach	\$99.51
68807	03/21/2016	10079	Andrew Coslit	\$17.69
68808	03/21/2016	10079	Kristen McNerney	\$71.94
68809	03/21/2016	10275	Angela Maggs	\$840.00
68810	03/21/2016	4286	SOUTH JERSEY ENERGY	\$11,411.37
68811	03/21/2016	10256	Stank Environmental	\$325.00
68812	03/21/2016	10353	Sunlight General Somerset Solar, LLC	\$2,533.86
* 68814	03/21/2016	1251	VERIZON	\$883.47
68815	03/21/2016	8515	VERIZON BUSINESS	\$94.43
68816	03/21/2016	7866	Verizon Wireless	\$821.82
68817	03/21/2016	3191	VISION SERVICE PLAN INC.	\$2,227.50
68818	03/21/2016	3863	XEROX CAPITAL SERVICES LLC	\$576.55
68819	03/21/2016	10739	ABC for Dance	\$500.00
68820	03/21/2016	6552	American Museum of Natural History	\$855.50
68821	03/21/2016	8767	Anthony And Sons Bakery, Inc	\$42.96
68822	03/21/2016	4226	ASCD	\$89.00
68823	03/21/2016	6869	B & H Photo-Video	\$6,599.00
68824	03/21/2016	7954	Barnes and Noble Booksellers	\$52.72
68825	03/21/2016	10317	Bethanie Wampol	\$500.00
68826	03/21/2016	10689	Breakdown Products	\$198.00
68827	03/21/2016	10258	BSN Sports	\$4,272.37
68828	03/21/2016	1286	Bureau of Education & Research	\$478.00
68829	03/21/2016	10747	CareerSafe, LLC	\$5,375.00
68830	03/21/2016	6376	CDW Government	\$128,415.92
68831	03/21/2016	7155	Cheapestees.com	\$351.36
68832	03/21/2016	10753	Cross Country Education, LLC	\$179.00
68833	03/21/2016	10523	Directional Ad-Vantage Holdings, LLC	\$650.00
68834	03/21/2016	1574	Dorell & Sons Locksmiths	\$135.00
68835	03/21/2016	9592	E-Rate Exchange LLC	\$929.54
68836	03/21/2016	10294	Ferrell Gas	\$123.67

Somerset County Vocational Board of Ed.

Summary Check Register By Check#

Posted Checks : Selected Cycle : March

04/22/2016
va_chkr8.081205

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
POSTED CHECKS				
General Account -Check Series #1				
68837	03/21/2016	1725	Ferris Brothers	\$67.80
68838	03/21/2016	10554	First Choice Auto Equipment	\$1,603.18
68839	03/21/2016	10512	Follett School Solutions	\$99.66
68840	03/21/2016	6925	Food Services Solutions, Inc	\$6,560.00
68841	03/21/2016	10749	G & G Technologies	\$5,361.00
68842	03/21/2016	5875	Grainger	\$1,766.93
68843	03/21/2016	10389	Griffith Electric Supply	\$132.16
68844	03/21/2016	8196	Hutchins HVAC Inc.	\$1,952.50
68845	03/21/2016	10042	JAG Physical Therapy	\$227.50
68846	03/21/2016	10752	John Simon Instrument Company, Inc.	\$836.00
68847	03/21/2016	9229	Kensington Bus Company, Inc	\$1,237.50
68848	03/21/2016	10726	LBB Services, LLC	\$276.00
68849	03/21/2016	4572	Lorco Petroleum Services	\$75.00
68850	03/21/2016	7629	Lowes Home Centers, Inc.	\$2,820.84
68851	03/21/2016	10092	Master Repair, Inc.	\$895.00
68852	03/21/2016	8282	Mechanical Preservation Associates	\$3,900.00
68853	03/21/2016	2687	Middlesex Power Equipment, Inc	\$357.41
68854	03/21/2016	10179	NAPA Auto and Truck Parts	\$284.93
68855	03/21/2016	10347	National Center For Construct	\$137.00
68856	03/21/2016	10161	New Jersey Builders Association	\$100.00
68857	03/21/2016	10464	New Wave Engineering,LLC	\$775.00
68858	03/21/2016	10727	NJ Advance Media, LLC	\$855.00
68859	03/21/2016	8538	NJAHPERD	\$120.00
68860	03/21/2016	8453	NJCCVTS	\$300.00
68861	03/21/2016	10759	NJPSA/FEA Legal One	\$40.00
68862	03/21/2016	4236	NOCTI	\$3,125.00
68863	03/21/2016	9659	Paul Adams	\$1,904.95
68864	03/21/2016	2622	Post Hardware	\$79.97
68865	03/21/2016	8166	PSAT/NMSQT	\$2,043.00
68866	03/21/2016	3214	Raritan Valley Community College	\$146,695.00
68867	03/21/2016	9264	RS Phillips Steel	\$725.00
68868	03/21/2016	3298	Russell Reid	\$50.00
68869	03/21/2016	3337	School Health Supply Company	\$14.40
68870	03/21/2016	4180	School Health Corporation	\$172.75
68871	03/21/2016	10744	Scotchman Industries	\$268.07
68872	03/21/2016	10043	Courier News	\$106.55
68873	03/21/2016	10043	Success Communication Group	\$897.32
68874	03/21/2016	10090	GEORGE BYRD	\$196.36
68875	03/21/2016	7264	Somerset County Educational Services Com	\$420.50
68876	03/21/2016	10386	Somerset County Rads & Bridge Division	\$2,956.94
68877	03/21/2016	8717	Somerset County Culinary Arts	\$30.00
68878	03/21/2016	10736	Stage Light Electric, LLC	\$135.00
68879	03/21/2016	9699	Staples	\$105.98
68880	03/21/2016	7375	Storr Tractor Company	\$350.05
68881	03/21/2016	5828	Sysco Metro New York	\$2,865.83
68882	03/21/2016	4054	SYSTEMS 3000, INC.	\$968.35
68883	03/21/2016	4748	THE TAB GROUP	\$1,277.94
68884	03/21/2016	10714	Tiara Pitre	\$832.79
68885	03/21/2016	10348	Treasurer, State of New Jersey	\$415.00
68886	03/21/2016	10049	Unique Photo	\$669.99
68887	03/21/2016	3594	United States Postal Service	\$2,000.00
68888	03/21/2016	8063	W.B. Mason	\$7,331.82

Somerset County Vocational Board of Ed.

Summary Check Register By Check#

Posted Checks : Selected Cycle : March

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

General Account -Check Series #1

68889	03/21/2016	1465	Wegmans	\$236.12
68890	03/21/2016	6242	USA Architects Planners + ID	\$16,199.00
68891	03/21/2016	8439	Atlantic Tomorrow's Office	\$2,002.69
68892	03/21/2016	3936	Carene Jegou	\$45.00
68893	03/21/2016	6376	CDW Government	\$4,321.34
68894	03/21/2016	9912	Christine Harttraft	\$229.08
68895	03/21/2016	7013	Cream O Land Dairies	\$435.09
68896	03/21/2016	4236	NOCTI	\$306.00
68897	03/21/2016	3808	W.B. Law & Son, Inc.	\$463.68
68898	03/21/2016	8063	W.B. Mason	\$321.94
68899	03/16/2016	2665	PUBLIC SERVICE ELECTRIC &	\$23,567.59

Somerset County Vocational Board of Ed.

Summary Check Register By Check#

Posted Checks : Selected Cycle : March

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

General Account -Check Series #1

68813	03/21/2016	6242	USA Architects Planners + ID	\$16,199.00
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Total Current Cycle Voided Checks				\$16,199.00
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Total for General Account Check Series #1				\$654,922.67
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Somerset County Vocational Board of Ed.

Summary Check Register By Check#

Posted Checks : Selected Cycle : March

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

Agency Check -Check Series #2

20313	03/15/2016	10498	New Jersey Family Support Payment Center	\$136.50
20314	03/17/2016	9776	NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$42.15
20315	03/24/2016	10498	New Jersey Family Support Payment Center	\$136.50
20316	03/24/2016	9772	NEW JERSEY EDUCATION ASSOCIATION	\$10,399.30
20317	03/24/2016	9780	PRUDENTIAL INSURANCE	\$933.74

Total for Agency Check Check Series #2

\$11,648.19

Somerset County Vocational Board of Ed.

04/22/2016
va_chkr8.081205

Summary Check Register By Check#

Posted Checks : Selected Cycle : March

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount	
POSTED CHECKS					
Hand Checks					
	1	03/31/2016	9849	Fulton Bank Of New Jersey	\$64.99
*	318	03/18/2016	10461	Deluxe Bus Sys. Bus Prods	\$95.22
*	683	03/14/2016	6974	Maschio's Food Services	\$11,902.49
*	3586	02/08/2016	10060	Mike Pariso	\$137.00
*	3623	03/03/2016	10060	Alex Dobrowoski	\$58.00
	3624	03/03/2016	10060	Greg Chapkowski	\$58.00
	3625	03/03/2016	1725	Ferris Brothers	\$50.00
*	3627	03/03/2016	9164	SHEILIA RICK	\$60.60
	3628	03/03/2016	9599	Treasurer, State of New Jersey	\$65.00
*	3630	03/03/2016	10284	SOS Student Organizational Software	\$1,259.63
	3631	03/03/2016	9344	E Group, Inc	\$104.03
*	3633	03/03/2016	10397	Frattellos Ristorante & Pizzeria	\$35.00
	3634	03/02/2016	10543	Epic Sports	\$312.39
	3635	03/02/2016	6752	Bodek and Rhodes	\$4,023.42
	3636	03/04/2016	10397	Frattellos Ristorante & Pizzeria	\$10.00
	3637	03/04/2016	10761	Anthony Bianciella	\$289.01
	3638	03/04/2015	9599	Treasurer, State of New Jersey	\$243.00
	3639	03/07/2016	10060	Mike Pariso	\$248.00
	3640	03/10/2016	10762	MCTS-Sypek	\$3,750.00
	3641	03/10/2016	10537	All About Apparel	\$101.92
	3642	03/10/2016	10556	Elegant Engagements	\$250.00
	3643	03/15/2016	7155	Cheapestees.com	\$56.00
	3644	03/15/2016	9229	Kensington Bus Company, Inc	\$550.00
	3645	03/15/2016	9344	E Group, Inc	\$524.81
	3646	03/15/2016	8063	W.B. Mason	\$576.95
	3647	03/15/2016	10152	Crown Awards	\$117.14
	3648	03/24/2016	10771	Kaitylyn Gargirello	\$16.00
	3649	03/24/2016	1962	GARDEN STATE CONVENTION CENTER	\$20,350.00
	3650	03/24/2016	9344	E Group, Inc	\$796.84
	3651	03/24/2016	1283	Burmax Company, Inc.	\$1,450.40
	3652	03/24/2016	5539	GLOUCESTER COUNTY INST.OF TECH	\$2,367.50
	3653	03/24/2016	8468	Gertrude Hawk Chocolates	\$576.00
	3654	03/24/2016	10772	UNICEF	\$215.00
*	10041	03/15/2016	9717	Prudential Insurance	\$348.82
	10042	03/15/2016	9773	INTERNAL REVENUE SERVICE	\$30,713.41
	10043	03/21/2016	4869	State of NJ Division of Pensions-PERS	\$272,682.00
	10044	03/15/2016	9849	Fulton Bank Of New Jersey	\$124.04
	10045	03/30/2016	9717	Prudential Insurance	\$335.68
	10046	03/30/2016	9773	INTERNAL REVENUE SERVICE	\$28,061.38
	10047	03/29/2016	9946	Benefits Express	\$523.00
	10048	03/30/2016	4869	State of NJ Division of Pensions-PERS	\$15,463.40
	10049	03/30/2016	7972	State of NJ Division of Pensions-TPAF	\$41,548.81
	10050	03/17/2016	9773	INTERNAL REVENUE SERVICE	\$823.58
*	31516	03/15/2016	3099	Treasurer Somerset County	\$419,168.54
*	31716	03/17/2016	3099	Treasurer Somerset County	\$10,697.57
*	32416	03/24/2016	3099	Treasurer Somerset County	\$384,493.72
*	903151601	03/15/2016	9778	PRUDENTIAL RETIREMENT SERVICES	\$988.33
	903151602	03/15/2016	9769	PLAN CONNECT-EQUITABLE	\$10,712.08
	903151602	03/15/2016	9770	PLAN CONNECT_VALIC	\$150.00
	903151602	03/15/2016	9771	PLAN CONNECT-MET LIFE	\$75.00
	903151602	03/15/2016	10733	PLAN CONNECT-FORESTERS INVESTORS-PAYROLL	\$50.00
	903151603	03/15/2016	9773	INTERNAL REVENUE SERVICE	\$107,133.01

Somerset County Vocational Board of Ed.

Summary Check Register By Check#

Posted Checks : Selected Cycle : March

Check Number	Check Date	Vendor No.	Check Vendor Name	Check Amount
POSTED CHECKS				
Hand Checks				
903151604	03/15/2016	9774	NJ DIVISION OF REVENUE	\$2,108.13
903151605	03/15/2016	9774	NJ DIVISION OF REVENUE	\$12,104.19
903151606	03/15/2016	9775	PENNSYLVANIA DEPARTMENT OF REVENUE	\$841.17
* 903171601	03/17/2016	9776	NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$547.88
903171602	03/17/2016	9773	INTERNAL REVENUE SERVICE	\$2,309.46
903171603	03/17/2016	9774	NJ DIVISION OF REVENUE	\$54.02
903171604	03/17/2016	9774	NJ DIVISION OF REVENUE	\$148.96
903171605	03/17/2016	9775	PENNSYLVANIA DEPARTMENT OF REVENUE	\$46.26
* 903301601	03/30/2016	9777	NJ DIV OF PENSIONS AND BENEFITS - PERS	\$272,682.00
* 903311603	03/31/2016	9778	PRUDENTIAL RETIREMENT SERVICES	\$951.11
903311604	03/31/2016	9769	PLAN CONNECT-EQUITABLE	\$10,712.08
903311604	03/31/2016	9770	PLAN CONNECT_VALIC	\$150.00
903311604	03/31/2016	9771	PLAN CONNECT-MET LIFE	\$75.00
903311604	03/31/2016	10733	PLAN CONNECT-FORESTERS INVESTORS-PAYROLL	\$50.00
903311605	03/31/2016	9768	SOMERSET COUNTY BOARD OF EDUCATION	\$38,904.22
903311606	03/31/2016	9768	SOMERSET COUNTY BOARD OF EDUCATION	\$851.36
903311607	03/31/2016	9761	AFLAC	\$195.12
903311608	03/31/2016	9761	AFLAC	\$624.73
903311609	03/31/2016	9773	INTERNAL REVENUE SERVICE	\$99,523.58
903311610	03/31/2016	9774	NJ DIVISION OF REVENUE	\$1,899.03
903311611	03/31/2016	9774	NJ DIVISION OF REVENUE	\$11,417.66
903311612	03/31/2016	9775	PENNSYLVANIA DEPARTMENT OF REVENUE	\$807.77
903311613	03/31/2016	9776	NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$41,548.81
903311614	03/31/2016	9777	NJ DIV OF PENSIONS AND BENEFITS - PERS	\$15,463.40

Somerset County Vocational Board of Ed.

Summary Check Register By Check#

Posted Checks : Selected Cycle : March

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

Hand Checks

318	03/18/2016	9849	Fulton Bank Of New Jersey	\$95.22
3638	03/04/2016	9599	Treasurer, State of New Jersey	\$2,430.00
903311601	03/31/2016	9776	NJ DIV OF PENSIONS AND BENEFITS - TPAF	\$41,549.89
903311602	03/31/2016	9777	NJ DIV OF PENSIONS AND BENEFITS - PERS	\$15,494.49
Total Current Cycle Voided Checks				\$59,569.60
Total for Hand Checks				\$1,888,822.65
Total Posted Checks				\$2,631,162.11

Somerset County Vocational Board of Ed.

Summary Check Register By Check#

Posted Checks : Selected Cycle : March

Fund Summary

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	10				\$38,053.25	\$38,053.25
10	11	\$472,340.84		\$1,137,603.19		\$1,609,944.03
Fund 10	TOTAL	\$472,340.84		\$1,137,603.19	\$38,053.25	\$1,647,997.28
20	20	\$121,121.83		\$29,327.51		\$150,449.34
30	30	\$61,460.00				\$61,460.00
60	60			\$11,967.48		\$11,967.48
90	90		\$11,648.19		\$633,124.36	\$644,772.55
95	95				\$38,746.86	\$38,746.86
GRAND	TOTAL	\$654,922.67	\$11,648.19	\$1,178,898.18	\$709,924.47	\$2,555,393.51

* Total Prior Cycle Checks Voided in selected cycle(s):	\$0.00
Total Checks from selected cycle(s) voided in the selected cycle(s):	\$75,768.60