

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
August 19, 2013

Call to Order

Mr. William Hyncik, Jr. called the meeting to order at 5:00 p.m. in the board conference room with the following members:

William Hyncik, Jr., President
William Dudeck, Vice President
Theodore Smith
Sarah Brennan
Dr. Kathleen Serafino

Also Present:

Dr. Chrys Harttraft, Superintendent of Schools
Diane Strober, Assistant Superintendent for Business/Board Secretary
Diane Ziegler, High School Principal, absent
Lisa Fittipaldi, Board Attorney, absent; Mallory Griffin
Robert Zaborowski, Somerset County Freeholder Liaison, arrived at 5:30 p.m.
Others: Andrew Coslit, Mathematics Teacher

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 Ms. Brennan, the minutes of the Regular Meeting and Executive Session held on June 24, 2013 were approved. Mr. Hyncik noted there was no July regular board of education meeting; and, therefore, no July minutes.

Correspondence

- Freeholder Patricia Walsh sent congratulatory letters to each of the SkillsUSA National Competition medal winners.

Old or Unfinished Business

Student of the Month

- None

Construction Projects Update

- The solar project is not operational yet; building upgrades and maintenance projects are being completed for the opening of school. Dr. Harttraft will schedule a walk through for the board members before the September board meeting.

Report of the Attorney

- Ms. Griffin reported that Ms. Fittipaldi prepared the custodial services extension contract and litigation items will be discussed during closed session.

Committee Reports

- Board of School Estimate (Mr. Dudeck) - None
- Curriculum/Grants (Mr. Smith) - None
- NJSBA Delegate, State Convention Legislative Committee (Mr. Dudeck) - None
- SCSBA Delegate (Mr. Dudeck) - None
- SCESC Representative (Mr. Smith) – Mr. Smith reported there was a board meeting last week. Ten bids were received for the project; Tekton was the low bidder and was awarded the contract at \$6,247,000; administrator Stacy Polack announced her retirement; and he noted his concern with Somerset County Educational Services Commissions; implementation of the Achieve NJ requirements for observations and evaluations.
- SCJIF Alternate Commissioner (Mrs. Strober) - Mrs. Strober reported on the June 26th Fund Commissioner's meeting at which Harry Yospin, Fund Attorney for litigation services with DiFrancesco, Bateman, Coley, Yospin, Kunzman, Davis, Lehrer & Flaum, PC, who has been with the Fund since its inception in 1994, announced he would be going "of counsel" after the next commissioner's meeting. Mr. Yospin also introduced his replacement, Steven Davis, who will represent the Fund as their trial/defense attorney. Mrs. Strober then reported on the July 24th Fund Commissioner's meeting at which M. Paige Berry, Fund Attorney for Administrative Services, updated the Commissioners that although both houses passed legislation S1778 expanding the Workers' Compensation Benefits for Public Safety Workers, the Governor did not approve it as presented due to Legislature's failure to pursue the responsible course of thoroughly reviewing the significant changes and corresponding impact of the proposal on taxpayers.
- Foundation (Mr. Hyncik) – The district has not received the final bank statement and reconciliation of account; we will contact the Foundation again and request the books.

School Communications Report

- Dr. Harttraft reported that one of our students, Natalie Stys, was recognized on the danceteacher.com website. She also noted that another one of our students, Preethi Govindarajan, was highlighted on the Careertech NJ website as a top student in one of their six selected programs.

Superintendent's Report

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

A. Employment of Full-Time Personnel – 2013-14 School Year

The Board of Education appointed Ms. Julia Kinsey to the position of Science Instructor (UPC #TCH-HS-SCNC-FL-04) at a salary of \$55,920.00* (masters stipend added to base), Step 8-9/B, effective September 1, 2013.

The Board of Education appointed Mr. Robert Setlock to the position of Plumbing Instructor (UPC #TCH-HS-PLUM-FL-01) at a salary of \$60,665.00*, Step 15/A, effective September 1, 2013.

The Board of Education appointed Mr. Brendan Downey to the position of English Instructor (UPC # TCH-HS-ENGL-FL-04) at a salary of \$50,190.00*, Step 1/A, effective September 1, 2013.

The Board of Education appointed Mr. Steven Charewycz to the position of Science Instructor (UPC# TCH-HS-SCNC-FL-06) at a salary of \$64,890.00* (masters stipend added to base), Step 15/B, effective September 1, 2013.

*Based upon 2011-12 Salary Guide

B. Leave Replacement

The Board of Education appointed Mr. Harvey Gross as Temporary LDT/C (leave replacement), Step 1-B at a salary of \$53,690.00* (prorated), effective September 6, 2013 through February 28, 2014.

*Based upon 2011-12 Salary Guide

C. Employment of Part-Time Hourly Personnel – Summer 2013

The Board of Education approved employment of the following part-time personnel for summer 2013:

Buildings & Grounds (150 hours unless otherwise noted)

Michael Remeta	Maintenance	\$ 10.00/hour
Kevin Leal	Maintenance	\$ 10.00/hour
Robert Santiago	Maintenance	\$ 10.00/hour
Austin Louise	Maintenance	\$ 10.00/hour
Matthew Kelly	Maintenance (100 hours)	\$ 10.00/hour
Eduardo Leal	Maintenance (100 hours)	\$ 10.00/hour
Anthony Menza	Maintenance (100 hours)	\$ 10.00/hour
Martin Fonseca	Maintenance	\$ 17.00/hour
<u>Twilight (corrected hourly rate previously approved 6/24/13)</u>		
Erick Bowers	Bus Monitor	\$ 21.00/hour
Jaime Morales	Bus Monitor	\$ 21.00/hour
James Strickhart	Bus Monitor	\$ 21.00/hour

D. Employment of Part-Time Hourly Personnel – 2013-14 School Year

The Board of Education approved employment of the following part-time personnel for the 2013-14 school year:

High School

Roberta Snead	Substitute Bus Driver	\$ 17.16/hour
Jeanine Colaluca	Substitute Bus Driver	\$ 17.16/hour

Performing Arts – Dance Performance/Dance Education

Kathleen Amalfitano	Dance (200 hours)	\$ 38.13/hour
Nora Cotter	Dance (200 hours)	\$ 38.13/hour
Svetlana Volf	Accompanist (123 hours)	\$ 28.47/hour
Christynn Cardino-Morris	Accompanist (215 hours)	\$ 28.47/hour
Catherine Allworthy	Costumier (120 hours)	\$ 28.47/hour
Danielle Ramon	Dance Substitute (on call/30 hours)	\$ 30.00/hour

Creative Arts

Sheila Buttermore	Adult Dance Evening Instructor (65 hours)	\$ 46.59/hour
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Performing Arts – Theater Arts (Acting/Music Vocal)

Andrea Arden	Acting (40 hours)	\$ 38.13/hour
Christynn Cardino-Morris	Accompanist (100 hours)	\$ 28.47/hour
John Conte	Accompanist (230 hours)	\$ 28.47/hour
Antu Yacob	Acting (455 hours)	\$ 38.13/hour
Catherine Allworthy	Costumier (30 hours)	\$ 28.47/hour
Holly McCrary-Tennessee	Costumier (210 hours)	\$ 28.47/hour
Anne Uhlich	Assistant Technical Director (260 hours)	\$ 20.00/hour

Twilight

Angela Maggs	Recruiter/Outreach Worker (25 hours/week)	\$ 20.00/hour
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NJ SkillsUSA

Peter Carey	State Director	\$4,853.33/month
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E. Employment of Substitutes – 2013-14 School Year

The Board of Education approved employment of the following substitutes at a rate of \$100.00/day for the 2013-14 school year:

Gayle Behot	Mary Behot	Stanley Bobrowski	Rafael Catalan
Cynthia Dailey	Maria DiMarco	Dawnell Gerow	Ramona Crisafi-DelRocco
Harvey Gross	Roseanne Gross	Barbara Liedl	Joseph Malyska
Sonal Patel	Neil Wendt	JaLisa Williamson	Augustine Pekanyande
Jackie Wilson	Jill Mahon	Adam Fulmore	Maria Corrales
Ronald Eichner			

F. Leave of Absence

The Board of Education approved the request of Ms. Kristen Blanchard, LDT/C for an unpaid leave of absence beginning on or about December 9, 2013 through February 28, 2014.

G. Extra-Curricular Appointments – 2013-14 School Year

The Board of Education approved the following appointments for extra-curricular activities for the 2013-14 school year:

Jill Mahon	JV Girls Soccer Co-Coach	\$1,485.50
Maria Corrales	JV Girls Soccer Co-Coach	\$1,485.50

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	X	

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

H. Harassment, Intimidation and Bullying Coordinator

The Board of Education appointed Ms. Diane Ziegler as the Harassment, Intimidation and Bullying Coordinator for the 2013-14 school year.

I. Harassment, Intimidation and Bullying Specialist

The Board of Education appointed Mr. Jaime Morales as the Harassment, Intimidation and Bullying Specialist for the 2013-14 school year.

J. Affirmative Action Officer

The Board of Education appointed Ms. Teresa Morelli as the Affirmative Action Officer for the 2013-14 school year.

K. Title IX Coordinator

The Board of Education appointed Ms. Teresa Morelli as the Coordinator of Title IX Amendment of 1972 for the 2013-14 school year.

L. Title 504 Coordinator

The Board of Education appointed Mr. Patrick Pelliccia as the Title 504 Coordinator of the Rehabilitation Act of 1973 for the 2013-14 school year.

M. Affirmative Action Committee

The Board of Education appointed the Affirmative Action Committee for the 2013-14 school year as follows (as required pursuant to N.J.A.C. 6A:7-1.5):

Teresa Morelli, Chair
Daysi Lakhliif, Academic Instructor
Jaime Morales, Non-Supervisory Coordinator of Student Discipline & Activities
Christopher Lemongelli, Supervisor

N. District Evaluation Committee

The Board of Education appointed the District Evaluation Committee for the 2013-14 school year as follows:

Patrick Pelliccia, Chair
William Hyncik, Jr., School Board Representative
Anna Murphy, Academic Teacher
Andrew Coslit, Academic Teacher
Kim Vasaturo, CTE Teacher
Diane Ziegler, Principal
Dr. Chrys Harttraft, Superintendent
Dr. Joseph Petrosino, Special Education Administrator/Parent
Maria Johnson, Administrator Conducting Evaluations
Teresa Morelli, Administrator Conducting Evaluations
Gary Parks, Data Analyst
Duane Wallace, Supervisor Information & Technology
Christopher Lemongelli, Administrator Conducting Evaluations
Christopher Miller, Academic Teacher
Miranda McMahon, Academic Teacher
Janeen Sortor, Special Education Instructor
Sheila Buttermore, CTE Teacher

O. School Improvement Panel

The Board of Education appointed the School Improvement Panel for the 2013-14 school year as follows:

Diane Ziegler, Principal
Patrick Pelliccia, Supervisor Curriculum & Instruction
Andrew Coslit, Teacher

P. School Safety Team

The Board of Education appointed the School Safety Team for the 2013-14 school year as follows (as required pursuant to Section 18 of P.L. 2010, c.122 (C.18A:37-21):

Diane Ziegler, Principal/HIB Coordinator
Jaime Morales, Chairperson, HIB Specialist
Teresa Morelli, Supervisor/Affirmative Action Officer
Christopher Lemongelli, Supervisor
Maureen Lawler, Guidance Counselor
Ahmed Mackey, School Resource Officer
Susan Santiago, Parent

Q. School Safety & Security Planning Team (Crisis/Emergency Management)

The Board of Education appointed the School Safety and Security Planning Team (Crisis/Emergency Management) for the 2013-14 school year as follows (as required pursuant to NJAC 6A:16-5.1):

Diane Ziegler, Principal
Maria Johnson, Supervisor
Teresa Morelli, Supervisor
Peggy Prezioso, School Nurse
Elaine Howe, Director School Based Programs
Duane Wallace, Supervisor of Learning & Technology
Robert Campanella, Supervisor of Information Technology
Michael Kuschyk, Director of Buildings & Grounds
Richard D'Alessandro, Building & Grounds Staff
Thomas D'Alessandro, Security
Ahmed Mackey, School Resource Officer
Kristen McNerney, Teacher Representative
Maura Lella, Front Office Staff Representative

R. Intervention and Referral Services (I&RS) Committee

The Board of Education appointed the Intervention and Referral Services Committee as follows:

Kristen Blanchard, LDT/C
 Dr. Joseph Petrosino, Director Pupil Services
 Elaine Howe, Director School Based Program
 Christopher Lemongelli, Supervisor
 Karen Winfield, Guidance Counselor
 Teresa Morelli, Supervisor
 Patrick Pelliccia, Supervisor/504 Officer
 Jaime Morales, Non-Supervisory Coordinator of Student Discipline & Activities

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	X	

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

S. Revised Job Description

The Board of Education approved the following revised job description as it appears on Addendum #1.
 Classroom Aide – Cosmetology Program

T. Job Descriptions

The Board of Education approved the following job descriptions as they appear on Addendum #2.
 Classroom Aide – Health Occupations Program
 NJ SkillsUSA State Director
 NJ SkillsUSA State Communications Assistant
 NJ SkillsUSA State Accountant

U. 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 #3.

V. District Curricula

The Board of Education approved the alignment of district curricula with the State Board of Education adopted Standards for implementation September 1, 2013 in the following content areas:

21st Century Life and Careers
 Fine Art: Dance, Music, Theatre and Visual Arts
 Health Occupations: Years 1-4
 Horticultural Technology: Years 1-4
 Integrated Technology Systems: Years 3-4
 Biology: Option Two
 Technology Education
 Spanish: Novice Mid and Novice High

W. New Board Policies and Regulations – First Reading

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

3232/R3232 Tutoring Services
 R5300 Automated External Defibrillators (AED)

- 7522 School District Provided Technology Devices to Staff Members
 7523 School District Provided Technology Devices to Pupils

X. Revised Board Policies and Regulations – First Reading

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

- 0000.02 Introduction
 R3232 Tutoring Services
 5120 Assignment of Pupils
 5300 Automated External Defibrillators (AED)
 5533 Pupil Smoking
 7434 Smoking in School Buildings and on School Grounds

Mr. Dudeck noted he will not be attending the NJSBA convention.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	X	

On recommendation of Dr. Harttraft and motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, agenda items Y and Z as follows:

Y. Application for Funds

The Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its August 19, 2013 meeting authorized application for funds for the following:

NJ Department of Education	NCLB (FY 2014)	\$ 73,574.00
	Title I Part A	\$63,027.00
	Title II Part A	\$10,290.00
	Title III	\$ 257.00*
*Consortium participation with South Bound Brook School District		
NJ Department of Education	IDEA (FY 2014)	\$105,710.00

Z. Acceptance of Funds

The Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its August 19, 2013 meeting authorized acceptance of funds for the following:

NJ Department of Education	NCLB (FY 2014)	\$ 73,574.00
	Title I Part A	\$63,027.00
	Title II Part A	\$10,290.00
	Title III	\$ 257.00*
*Consortium participation with South Bound Brook Township School District		
NJ Department of Education	Career and Technical Education Organization CTSO Grant Program Year 1 of 4 (SkillsUSA) (September 1, 2013 – August 31, 2014)	\$146,500.00
Somerset County Department of Human Services	Twilight Program (Summer 2013 & 2013-14 SY)	\$ 93,600.00

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	X	

On recommendation of Dr. Harttraft and motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, agenda items AA and BB as follows:

AA. Perkins Funding Application Statement of Assurances

The Board of Education approved submission of the Statement of Assurances for Perkins Funding to the NJDOE.

BB. School Self-Assessment for Determining Grades – Anti-Bullying Bill of Rights Act Statement of Assurances

The Board of Education approved submission of the Statement of Assurances for School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act to the NJDOE.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	X	

CC. Donation

On recommendation of Dr. Harttraft and motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education accepted the following donation:

<u>Item</u>	<u>Donor</u>
1999 Chrysler Town & Country Mini Van	Kathleen Warrick

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	X	

DD. NJSIAA Membership Renewal

On recommendation by Dr. Harttraft and motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education approved membership renewal into the New Jersey State Interscholastic Athletic Association (NJSIAA) athletic program.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	X	

Mr. Hyncik noted the annual membership dues for this year is \$1,250.00.

Superintendent's Update

- District/Superintendent Goals – Both the district and superintendent goals were outlined and a review of last year's achievement of goals was presented by both Dr. Harttraft and the administrators responsible for implementing the goals. 2013-14 district level goals are focused on: Professional Development/ Professional Learning Communities and New Teacher Evaluations; CTE revitalization; and developing a positive school climate.
- SCESC Career Center Update - SCESC and SCVTS held a joint meeting over the summer to discuss with select sending districts, the proposed programs and enrollment criteria. Districts present were able to provide input regarding their needs and expected outcomes. Program development continues for the three intended Career Center vocational programs, bids for construction companies were received, opened and the lowest bidder was selected to begin construction in September.

Submission of Bills

On motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education approved the bills list for June 28, 2013, July 22, 2013 and August 19, 2013 which were included in the board packet and are attached to the regular meeting minutes.

Fund 10	\$2,801,023.54
Fund 20	\$ 180,841.13
Fund 30	\$ 70,140.80
Fund 60	\$ 21,299.95
Fund 90	\$ 627,452.37
Fund 95	<u>\$ 36,386.48</u>
Total	\$3,737,144.27

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	X	

New Business

- None

Report of the Assistant Superintendent for Business/Board Secretary

A. Reports A-148 and A-149 – June 2013

On motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education adopted the monthly financial statement reports for the Assistant Superintendent for Business/Board Secretary for the month of June 2013 and the Treasurer of School Monies for the month of June 2013, 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)

Reports A-148 and A-149 – July 2013

On motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education adopted the monthly financial statement reports for the Assistant Superintendent for Business/Board Secretary for the month of July 2013 and the Treasurer of School Monies for the month of July 2013, 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. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	X	

On motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, agenda items B and C as follows:

B. Budget Transfers – 2012-2013 School Year

The Board of Education approved budget transfers for the 2012-13 school year as they appear on Addendum #7.

C. Budget Transfers – 2013-2014 School Year

The Board of Education approved budget transfers for the 2013-14 school year as they appear on Addendum #8.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	X	

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

D. Award Purchases in Excess of Bid Threshold in Compliance with NJSA 18A:18A – 2012-13 School Year

The Board of Education awarded the following:

BSN Sports	Middlesex Regional ESC Co-Op	Athletic/Phys Ed supplies	\$43,833.50
KI	Middlesex Regional ESC Co-Op	Classroom Furniture	\$46,133.50

E. Award Purchases in Excess of Bid Threshold in Compliance with NJSA 18A:18A – 2013-14 School Year

The Board of Education awarded the following:

Nickerson Corporation	Middlesex Regional ESC Co-Op	Classroom Furniture	\$37,634.00
Nickerson Corporation	Middlesex Regional ESC Co-Op	Whiteboards	\$48,000.00
KI	Middlesex Regional ESC Co-Op	Classroom Desks, Chairs	\$45,000.00
Oak Security Group	Middlesex Regional ESC Co-Op	Classroom Doors	\$46,800.00

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	X	

F. Solicit Bids – Annual On-Call Maintenance Contracts for Plumbing, HVAC, Electrical and General Construction - 2013-2014 School Year

On motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education authorized public advertisement and solicitation of competitive bid proposals for the 2013-14 annual on-call maintenance contracts for plumbing, HVAC, electrical and general construction.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	X	

G. Student Interscholastic Sports Insurance Policy – 2013-2014 School Year

On motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education authorized obtaining a student interscholastic sports medical and accident insurance policy with a 70% coinsurance. (Due to the significant increase in the premium, our insurance agent, Hughes-Plumer & Associates, has recommended this coinsurance policy coverage.) The coinsurance does not affect the catastrophic coverage or disability for a permanent injury.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	X	

Discussion ensued on various scenarios such as a student not having health insurance or Medicare. Mrs. Strober explained that the portion not covered by our policy was the responsibility of the parent. With regard to the discussion on scenarios when a student is not covered on a health insurance plan, our insurance agent has informed us that there are no “easy” answers to these questions as each claim is reviewed on its own merits and there may be extraordinary cases where a lengthy investigation and legal review are required before a coverage determination is made. It is most difficult to answer hypotheticals as many factors influence the outcome.

H. Tuition Contracts – 2013-14 School Year

On motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education approved the tuition contract agreements for Alternative School, Academy, Academy Parent Paid Tuition, Special Education (out-of-county) and Regular Education (out-of-county), for the 2013-14 school year as they appear on Addendum #9.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	X	

Next Meeting

The next regular meeting of the Somerset County Vocational Board of Education will be held:
September 23, 2013

5:00 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

Remarks from the Public

- None

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

- A. This Board will go into closed session with the Board Counsel for the purpose of discussing matters within the provisions of 7A(11)c231.
- B. The general nature of matters to be discussed relates to litigation and the superintendent's 2012-2013 SY completed merit goals.
- C. Under the provisions of the above stated laws, the public shall be excluded from attendance at the portion of the meeting relating to the above matters.
- D. It is anticipated that the items discussed will be made public when the matters discussed are resolved.

Closed Session

On motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education went into closed session at 5:30 p.m.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	X	

Open Session

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

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	X	

Submission of Annual Superintendent Completed Merit Goals – 2012-13 SY

On recommendation of Dr. Harttraft and motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education approved the superintendent's completed 2012-13 SY merit goals and authorized submission to the Executive County Superintendent.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	X	

Adjournment

On motion by Mr. Dudeck, seconded by Ms. Brennan and passed, the meeting adjourned at 6:10 p.m.

Diane Strober

Assistant Superintendent for Business/Board Secretary

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

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CATEGORY: INSTRUCTIONAL SUPPORT

ADOPTED: MAY 19, 2008

Revised:

TITLE: CLASSROOM AIDE – COSMETOLOGY PROGRAM

NON CERTIFIED

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. New Jersey Cosmetologist License.
3. Substitute teaching certificate required.
4. Good work habits, communications skills and interpersonal skills.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: High School Principal or designee

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL: Assists teacher in assigned Cosmetology classroom.

PERFORMANCE RESPONSIBILITIES:

1. Assists teacher during class time and provide extra attention for students, including reviewing with students and helping with practical applications while the teacher is lecturing others.
2. Assists teacher with maintaining discipline and monitoring students as assigned.
3. Assists teacher with class records including attendance, student progress reports, recording students' class time hours, inventory and ordering supplies.
4. Monitors student behavior and encourages students to complete class assignments.
5. Works in a team fashion with other program staff.
6. Assists with extra-curricular activities such as field trips, competitions, fundraisers and community service events.
7. If the need arises, assumes lead responsibility for the absent teacher.
8. Exhibits a caring and professional demeanor that promotes student growth and learning.
9. Attends program meetings and activities, including parent meetings and other events outside of the regular schedule.
10. Performs such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Part-time, hourly position.

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

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

Page 1 of 1

CATEGORY: INSTRUCTIONAL SUPPORT

ADOPTED:

TITLE: CLASSROOM AIDE – HEALTH OCCUPATIONS PROGRAM

NON CERTIFIED

QUALIFICATIONS:

1. Sixty college credits.
2. Nursing or health care field background, preferred.
3. Substitute teaching certificate required.
4. Good work habits, communications skills and interpersonal skills.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: High School Principal or designee

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL: Assists teacher in the Health Occupations classroom.

PERFORMANCE RESPONSIBILITIES:

1. Assists teacher during class time and provide extra attention for students, including reviewing with students and helping with practical applications while the teacher is lecturing others.
2. Assists teacher with maintaining discipline and monitoring students as assigned.
3. Assists teacher with class records including attendance, student progress reports, recording students' class time hours, inventory and ordering supplies.
4. Monitors student behavior and encourages students to complete class assignments.
5. Works in a team fashion with other program staff.
6. Assists with extra-curricular activities such as field trips, competitions, fundraisers and community service events.
7. If the need arises, assumes lead responsibility for the absent teacher.
8. Exhibits a caring and professional demeanor that promotes student growth and learning.
9. Attends program meetings and activities, including parent meetings and other events outside of the regular schedule.
10. Performs such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Part-time, hourly position.

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

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

Page 1 of 2

CATEGORY: NON INSTRUCTIONAL SUPPORT

ADOPTED:

TITLE: NJ SKILLS USA STATE DIRECTOR

NON CERTIFIED

QUALIFICATIONS:

1. Bachelor's Degree.
2. Minimum five years experience in CTE Education.
3. Minimum five years experience in management of Career & Technical Student Organizations.
4. Excellent communication skills and public speaking.
5. Minimum five years experience in grants management.
6. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Superintendent or designee

SUPERVISES: NJ Skills USA State staff, coordinators and consultants.

JOB GOAL: Effective management of the Skills USA State Organization's membership development, leadership training, skill competitions, advisor training and grant management.

PERFORMANCE RESPONSIBILITIES:

1. Plans, organizes and manages statewide conferences for Skill competitions and leadership development.
2. Participates in meetings and activities with representatives from the Department of Education, as requested, to facilitate statewide planning and initiate for CTSO's.
3. Selects facilities used for conference events that are barrier-free for disabled students.
4. Arranges services for students with disabilities that are appropriate for the identified needs in their individual educational plan (IEP).
5. Prepares and submits state chapter reports to the national office including reports on finances, membership, projects and activities.
6. Provides leadership and training for all state officers.
7. Coordinates the activities of the state executive council (state officers and advisors) including assistance to state officers during meetings and operation of state conferences.
8. Establishes a coordinated public relations program to increase public awareness and understanding of Skills USA.
9. Develops support for student activities through the active involvement of business, industry and labor, to include fundraising, grants and in-kind contributions.
10. Establishes an advisory committee that meets regularly, with appropriate representation from business and industry, to give input into the activities of Skills USA.
11. Maintains close communication between the state executive council and the advisory committee.
12. Maintains open lines of communication with all local chapter advisors.

13. Serves as a resource person for local chapter advisors.
14. Ensures that any information regarding activities and events is published on the CTSO's website and updated regularly.
15. Identifies, recruits and trains volunteers and consultants to assist in the operation of the Skills USA Championships.
16. Recruits, trains and manages Skills USA alumni to provide volunteer support for conferences and other events.
17. Performs the duties of state advisor in accordance with the criteria established by National Skills USA's *Certified State Director* program, which establishes competency standards in the following categories:
 - a. Membership Development
 - b. Conference Planning and Management
 - c. Communications, Image and Media
 - d. Industry Partnerships
 - e. Personnel Management
 - f. Operations (Policy & Procedural Development) management
18. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Twelve-month grant funded part-time position.

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

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

Page 1 of 1

**CATEGORY: NON INSTRUCTIONAL
SUPPORT**

ADOPTED:

NON CERTIFIED

TITLE: NJ SKILLS USA STATE COMMUNICATIONS ASSISTANT

QUALIFICATIONS:

1. Minimum two years college education.
2. At least five years of experience in Graphic Design using current software.
3. Must have excellent language skills.
4. Must possess good interpersonal skills.
5. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: NJ Skills USA State Director

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL: To assist in the production of Skills USA communication projects.

PERFORMANCE RESPONSIBILITIES:

1. Designs layout of website, catalogs, brochures, social media, handbooks, newsletters, ads, posters, magazines and a variety of other special projects such as collages, posters and displays.
2. Produces, as required, publications for Advisors, students and business partners.
3. Oversees the printing and production of Skills USA publications, working with outside sources as required.
4. Assists when called upon to do so, in planning of regional and state conferences.
5. Develops and maintains positive relationships with members of Skills USA, as well as printers, suppliers and service people in the outside community
6. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Twelve-month grant funded part-time position.

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

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

Page 1 of 1

**CATEGORY: NON INSTRUCTIONAL
SUPPORT**

ADOPTED:

TITLE: NJ SKILLS USA STATE ACCOUNTANT

NON CERTIFIED

QUALIFICATIONS:

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

REPORTS TO: NJ Skills USA State Director

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL: Under the direction of the Skills USA State Director, the accountant is responsible for maintaining the Skills USA Grant by classifying expenditures, generating financial reports in compliance with generally accepted accounting principles applied on a consistent basis as required by law and in preparation for the annual school district audit.

PERFORMANCE RESPONSIBILITIES:

1. Verifies the accuracy of purchase orders, invoices, vouchers and bills list.
2. Enters receipts in general ledger, including cash, checks received, bank wires and transfers.
3. Analyzes revenues and expenditures monthly.
4. Summarizes financial data as requested for the purpose of managing specific accounts and budgets.
5. Organizes financial information and support documentation for annual school district audit as required by law.
6. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Twelve-month grant funded part-time position.

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

Professional Seminars/Workshops/Travel Reimbursements
August 2013

	DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
1	July 23, 2013	Carene Jegou Chryst Harttraft	N/A	\$9.16/mileage \$12.40/mileage	NJDOE Certification/PTP Teacher Professional Development Topics	Lawrenceville, NJ
2	August 13, 2013*	Angie Maggs	\$275.00	NA	Excel 2010 Fundamental Course	Iselin, NJ
3	August 14, 2013*	Angie Maggs	\$275.00	NA	Access 2010 Fundamental Course	Iselin, NJ
4	August 5 and 7 , 2013*	Kevin McManus	\$159.00	NA	Word 2010 Level 1	Edison, NJ
5	August 6,8,13,15, 2013*	Kevin McManus	\$159.00	NA	PowerPoint 2010 Level 1	Edison, NJ
6	July 5 and 12, 2013*	Sheila Buttermore	\$219.00	NA	Aerobics and Fitness Association of America	New York City, NY
7	August 23, 2013	Miranda McMahon Chris Miller Anna Murphy	NA	NA	Student Growth Objectives Training	Trenton, NJ
8	September 20, 2013	Joe Alfieri Linda Weber-Smith	NA	NA \$37.20 mileage \$10.00 parking	The National Business Media Trade Show	Philadelphia, PA
9	October 10 and 11, 2013	Andrew Coslit	\$299.00	\$41.14 mileage \$10.00 tolls	Fred Pryor Seminars	Freehold, NJ
10	October 16, 2013	Patty Morales Kim Vasaturo Peggy Prezioso	\$150.00 \$150.00 \$150.00	\$5.58 mileage \$5.58 mileage \$5.58 mileage	Annual APP/NJ School Health Conference	Somerset, NJ

11	October 24 and 25, 2013	Andrew Coslit	\$255.00	\$42.09 mileage \$10.00 tolls	Association of Math Teachers of NJ	East Windsor, NJ
12	October 22-24, 2013	Chrys Harttraft William Hyncik William Dudeck Theodore Smith Sarah Brennan Kathleen Serafino Diane Strober	\$1,000.00 Group Registration	\$190.00/person hotel (2 nights) \$55.49/mileage \$60.76/mileage \$82.15/mileage \$63.24/mileage \$65.10/mileage N/A N/A	NJSBA Conference & Workshop	Atlantic City, NJ

*Prior approval given by Superintendent due to time restraint/no July BOE meeting

POLICY GUIDE

TEACHING STAFF MEMBERS

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Tutoring Services

Jun 13

[See POLICY ALERT No. 199]

3232 TUTORING SERVICES

School staff members routinely provide time beyond their assigned responsibilities to pupils who need additional help in their academic programs. This additional help is provided by a staff member on school grounds during their free time during their workday or immediately before or after school hours. The time a staff member provides additional help to a pupil is an extension of their assigned school district responsibilities and a staff member may not charge a fee for providing this additional help to pupils.

However, the Board of Education recognizes a school staff member may be privately contracted to provide tutoring services to a pupil in addition to any additional help a pupil receives before, during, and/or after the school day. These tutoring services shall be provided to a pupil under a private agreement between the staff member and the parent and/or pupil. Private tutoring shall not take place on school grounds.

The Board of Education assumes no responsibility, liability, or obligations for the selection of the private tutor or the quality of the private tutoring services. School staff members shall not provide private tutoring services for a fee or any compensation to any pupil that is currently enrolled in their classes.

Adopted:



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TEACHING STAFF MEMBERS

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Tutoring Services

Mar 89

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[See POLICY ALERT No. 199]

R 3232 TUTORING SERVICES

A. **Additional Help** ~~Tutoring in the Academic Instructional and Athletic Programs~~

1. ~~Teachers or coaches~~ will make every reasonable effort to assist pupils assigned to them who need **additional** ~~extra~~ help in **their academic programs** ~~the reinforcement of skills~~.
2. **Additional help** ~~In-school tutoring or coaching assistance~~ may be given during the course of the **staff member's work** ~~school~~ day or during the periods immediately before or after the school **hours** ~~day~~.
3. **This additional help** ~~In-school tutoring and coaching~~ is an **extension of the part of a teaching staff member's assigned school district responsibilities** and no **staff member** ~~teacher or coach~~ may charge a fee for **providing this additional help to pupils** ~~such services~~.

B. **Private Tutoring Services or Coaching Outside the School**

1. A **staff member** ~~teacher or coach~~ who believes that a pupil **may** ~~would benefit~~ profit educationally by regularly scheduled outside ~~tutorial or coaching help from~~ **private tutoring services** in **addition to any additional help provided to a pupil as part of the staff member's assigned responsibilities** will so inform the Building Principal or designee. ~~No such recommendation may be made until the teacher or coach has offered extra help in accordance with paragraph A.~~
2. If the Building Principals or designee concurs ~~with~~ in the **staff member's** ~~teacher's~~ recommendation, he/she ~~or the staff member~~ will notify the pupil's parent(s) ~~or legal guardian(s)~~. **The Principal or designee will not recommend a private tutor or maintain a list of private tutors. The retention of a private tutor shall be the sole responsibility of the parent.**



REGULATION GUIDE

TEACHING STAFF MEMBERS

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Tutoring Services

3. The responsibility of ~~contracting securing~~ a **private** tutor or coach rests with ~~is the responsibility of~~ the parent or legal guardian, but the teacher or coach and, where applicable, ~~The Principal or designee~~ pupil's guidance counselor ~~will~~ should be prepared to discuss the pupil's performance and needs with the **pupil's** parent(s) or legal guardian(s).
4. On the parent's or legal guardian's written request (in accordance with Policy No. 8330), ~~The school staff member the teacher or coach should~~ **shall** cooperate with the **pupil** tutor or coach providing services, in providing information and materials used in class and in specifying ~~the areas where the pupil needs~~ skills needing **tutoring** reinforcement.
5. Private tutoring or coaching is to ~~shall not~~ take place on school grounds be provided off school premises, and any fees or compensation arrangements shall be made between the private tutor and the parent reimbursement is to be made by the pupil or parent(s) or legal guardian(s) directly to the tutor or coach. The Board of Education assumes no responsibility, liability, or obligations for the selection of a private tutor that is contracted by the parent or the quality of the tutoring services provided.
6. A school staff member may be contracted by a parent to provide tutoring services to a pupil. School staff members Teachers and coaches are prohibited from providing private tutoring or coaching services to pupils **currently enrolled in their classes assigned to them in the regular school program.** or A teacher or coach who ~~to a pupil~~ tutors or coaches a pupil privately may not participate ~~who the staff member participates as a member of the pupil's~~ an evaluation team or special review assessment team for that pupil.
7. ~~No tutoring or coaching for which a teacher or coach receives a fee shall be carried on in the school building.~~

Issued:



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PUPILS

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Automated External Defibrillators (AEDs)

Jun 13

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[See POLICY ALERT No. 199]

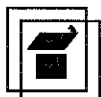
R 5300 AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS)

A. Automated External Defibrillator (AED)

1. Every school in the school district shall have an AED as defined in N.J.S.A. 2A:62A-24.
2. For the purposes of this Policy and Regulation, "automated external defibrillator" or "defibrillator" or "AED" means a medical device heart monitor and defibrillator that:
 - a. Has received approval of its pre-market notification filed pursuant to 21U.S.C.§360(k) from the United States Food and Drug Administration;
 - b. Is capable of recognizing the presence or absence of ventricular fibrillation or rapid ventricular tachycardia, and is capable of determining, without intervention by an operator, whether defibrillation should be performed; and
 - c. Upon determining that defibrillation should be performed, automatically charges and requests delivery of an electrical impulse to an individual's heart.

B. Location and Availability of AED

1. The AED shall be made available in an unlocked location on school property with an appropriate identifying sign.
2. The AED shall be accessible during the school day and any other time when a school-sponsored athletic event or team practice is taking place in which pupils of the school district are participating.
3. The AED shall be within reasonable proximity of the school athletic field or gymnasium, as applicable.



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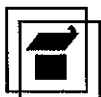
PUPILS

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Automated External Defibrillators (AEDs)

C. Training Requirements for Using an AED

1. A team coach, licensed athletic trainer, or other designated staff member if there is no coach or licensed athletic trainer, who is present during athletic events or team practices, shall be trained in cardio-pulmonary resuscitation and the use of the AED in accordance with the provisions of N.J.S.A. 2A:62A-25.a.
 - a. The school district shall be deemed to be in compliance with this requirement if a State-certified emergency services provider or other certified first responder is on site at the event or practice.
2. Prior to using an AED a school employee must have successfully completed and hold a current certification from the American Red Cross, American Heart Association, or other training programs recognized by the Department of Health and Senior Services in cardio-pulmonary resuscitation and the use of an AED.
 - a. The Board of Education shall not be liable for any act or omission of any lay person who uses the defibrillator in the rendering of emergency care.
3. Each AED shall be maintained and tested according to the manufacturer's operational guidelines.
4. The Principal or designee shall notify the appropriate first aid, ambulance, rescue squad, or other appropriate emergency medical services provider that the school has acquired an AED, the type acquired, and its location.
5. Prior to purchasing an AED, the Superintendent of Schools or designee will provide the prescribing licensed physician with documentation that the school district has a protocol in place to comply with the requirements of 2., 3., and 4. above.



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Automated External Defibrillators (AEDs)

D. Immunity from Civil Liability

1. Any person who uses an AED shall request emergency medical assistance from the appropriate first aid, ambulance, or rescue squad as soon as practicable. However, a lay person who, in good faith, fails to request such emergency medical assistance shall be immune from civil liability for any personal injury that results from that failure.
2. The school district and its employees shall be immune from civil liability in the acquisition and use of AEDs pursuant to the provisions of N.J.S.A. 2A:62A-27.
 - a. Any person or entity who, in good faith, acquires or provides an AED, renders emergency care or treatment by the use of an AED, assists in or supervises the emergency care or treatment by the use of an AED, attempts to use an AED for the purpose of rendering emergency care or treatment, and who has complied with the requirements of Policy and Regulation 5300, N.J.S.A. 18A:40-41.a and b, and N.J.S.A. 2A:62A-23 through 2A:62A-27 shall be immune from civil liability for any personal injury as a result of that care or treatment, or as a result of any acts or omissions by the person or entity in providing, rendering, assisting in, or supervising the emergency care or treatment.
 - b. A person or entity providing or maintaining an AED shall not be liable for any act or omission involving the use of an AED in the rendering of emergency care by a lay person.
3. The immunity provided in 2. above shall include the prescribing licensed physician and the person or entity who provided training in cardio-pulmonary resuscitation and use of the AED.
4. N.J.S.A. 2A:62A-27 shall not immunize a person for any act of gross negligence or willful or wanton misconduct. It shall not be considered gross negligence or willful or wanton misconduct to fail to use a defibrillator in the absence of an otherwise pre-existing duty to do so.



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Automated External Defibrillators (AEDs)

E. Emergency Action Plan

1. The Superintendent of Schools or designee shall establish and implement an Emergency Action Plan applicable to each school in the district for responding to a sudden cardiac event including, but not limited to, an event in which the use of an AED may be necessary.
 - a. The Emergency Action Plan shall be consistent with the provisions of N.J.S.A. 18A:40-41.a and, at a minimum, shall include a list of no less than five school employees, team coaches, or licensed athletic trainers in each school building who hold current certifications from the American Red Cross, American Heart Association, or other training programs recognized by the Department of Health and Senior Services in cardio-pulmonary resuscitation and in the use of the AED. This list shall be updated, if necessary, at least once in each semester of the school year.
 - b. The Emergency Action Plan shall also include detailed procedures on responding to a sudden cardiac event including, but not limited to:
 - (1) The identification of the persons in the school who will be responsible for responding to the person experiencing the sudden cardiac event;
 - (2) Calling 911;
 - (3) Starting cardio-pulmonary resuscitation;
 - (4) Retrieving and using the AED; and
 - (5) Assisting emergency responders in getting to the individual experiencing the sudden cardiac event.

Issued:



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School District Provided Technology Devices to
Staff Members

Jun 13

[See POLICY ALERT No. 199]

7522 SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO STAFF MEMBERS

The Board of Education may provide technology devices to staff members for the express purpose of enhancing productivity and improving operational efficiency. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to staff members. For the purposes of this Policy, "technology device" or "device" shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, or any other computing or electronic devices the school district provides to staff members to be used in their school business related responsibilities.

A technology device provided by the school district to a staff member may include pre-loaded software. A staff member shall not download additional software onto the technology device or tamper with software included on the technology device. Only school district authorized staff members may load or download software onto a school district provided technology device. A staff member(s) will be designated to administer and implement the issuance of school district technology devices to staff members.

In the event the Board of Education provides a technology device to a staff member, the staff member shall be required to sign an agreement with the Board of Education requiring the staff member to comply with certain provisions. These provisions may include, but are not limited to:

1. A technology device provided to a staff member shall be used for the sole and express purpose of conducting official school district business;
2. Use of all such devices is subject to the school district's acceptable use of technology policies and any other Board policies regarding appropriate and acceptable conduct by a staff member;



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School District Provided Technology Devices to Staff Members

3. All technology devices are considered the personal property of the Board of Education and shall be returned upon termination of employment with the school district or immediately upon request by the Superintendent of Schools or designee;
4. Technology devices provided by the school district to staff members may include the school district's software image and pre-loaded software for specific tasks. The installation of other software images or software on such technology devices may only be done by school district authorized staff members;
5. Staff members that are provided technology devices are expected to take all appropriate measures and precautions to prevent the loss, theft, damage, and/or unauthorized use of such technology devices. These appropriate measures and precautions for school district provided technology devices to staff members shall include, but are not limited to, the following:
 - a. Keep the technology device in a locked and secured environment when not being used;
 - b. Do not leave the technology device in a vehicle for prolonged periods of time, especially in extreme temperatures;
 - c. Keep food and drinks away from all technology devices and work areas;
 - d. Prohibit the use of any technology device by any other person except as authorized by the Superintendent or designee;
 - e. Do not leave the technology device unattended at any time in an unsecured location (e.g., an unlocked empty classroom or office); and
 - f. Keep the technology device in sight at all times while in public places, such as public transportation, airports, restaurants, etc.



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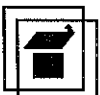
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School District Provided Technology Devices to
Staff Members

6. Should the staff member have reason to believe the technology device may have been stolen, the staff member must:
 - a. Immediately report the incident to his/her immediate supervisor;
 - b. File an official police report documenting the theft; and
 - c. Provide a copy of the police report to his/her immediate supervisor.

If a staff member fails to adhere to these procedures, the staff member will be held legally and financially responsible for the replacement of such technology device. A staff member may be financially responsible for the loss or damage of a technology device;

7. A staff member must contact the district designated staff member in the event the technology device is not functioning properly or for repairs and/or required maintenance;
8. The Board of Education is under no legal, financial, or other obligation to provide a replacement technology device to any employee whose device is lost, stolen, or damaged;
9. Any technology device provided to a staff member is the property of the Board of Education. As such, the staff member shall have no expectation of privacy in the use of such device. The technology device may have security settings, monitoring or auditing software, tracking technology, and any other software that could monitor the use of the technology device;
10. The staff member(s) designated to administer and implement the issuance of technology devices to staff members shall:



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School District Provided Technology Devices to Staff Members

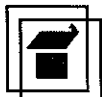
- a. Maintain direct oversight of the inventory of devices, service contracts, agreements, and internal controls for all school district provided technology devices provided to staff members; and
 - b. Ensure compliance with regulatory policies and procedures as applicable.
11. Any violation of Board of Education policies or procedures including, but not limited to, school district provided technology devices to staff members; acceptable use of computer networks, computers, and resources; and/or inappropriate staff conduct may result in appropriate disciplinary action.
 12. Other - _____

 13. Other - _____

 14. Other - _____

A copy of this Policy shall be attached to the agreement that shall be signed by any staff member who receives a technology device in accordance with the provisions of this Policy.

Adopted:



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School District Provided Technology Devices to Pupils

Jun 13

[See **POLICY ALERT No. 199**]

7523 SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS

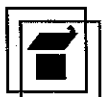
The Board of Education may provide technology devices to pupils in the district school district authorized use only. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to pupils of this district. For the purposes of this Policy, "technology device" or "device" shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, or any other computing or electronic devices the school district provides to pupils to be used as part of their educational program.

A technology device made available to pupils will not be considered a textbook or supply, as defined in N.J.S.A. 18A:34-1, mandatory to a successful completion of the classroom curriculum. Therefore, because a technology device defined in this Policy is not mandatory to a successful completion of a pupil's classroom curriculum, a pupil will not be required to obtain a technology device provided by the school district as defined in this Policy. In the event the school district provides a technology device that is deemed mandatory to a successful completion of the classroom curriculum, the district will provide pupils with such a technology device consistent with its textbook or supply policies. Nothing in this Policy prohibits a pupil from using their personal technology device in accordance with school rules and regulations.

A technology device provided by the school district may include pre-loaded software. A pupil is prevented from downloading additional software onto the technology device or tampering with software installed on the technology device. Only school district authorized staff members may load or download software onto a school district provided technology device.

To receive a school district provided technology device, the parent and pupil must sign a School District Provided Technology Device Form requiring the parent and the pupil to comply with certain provisions. These provisions may include, but are not limited to:

1. A school district provided technology device must be used only by the pupil for school district authorized use;



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School District Provided Technology Devices to Pupils

2. A pupil shall comply with the school district's acceptable use of technology policies, which shall be attached to the School District Provided Technology Device Form, in their use of any school district provided technology device;
3. Any school district provided technology device loaned to a pupil must be returned to the school district in the condition it was initially provided to the pupil considering reasonable use and care by the pupil;
4. The parent or pupil shall be responsible to reimburse the school district the cost of any technology device that is lost, damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be returned to the district in accordance with the terms of the School District Provided Technology Device Form;
5. The district may require, or offer as an option, depending on the type of technology device provided to the pupil, an insurance policy to be purchased by the parent or pupil that would cover certain losses or damage to a technology device during the time period the pupil has possession of the device. The parent or the pupil shall pay any insurance policy required deductibles in the event of a loss;
6. In the event the school district does not require the purchase of an insurance policy for a technology device or the parent or pupil elects not to purchase optional insurance, the parent and/or pupil shall be responsible for any loss or damage to the technology device in accordance with the terms of the School District Provided Technology Device Form;
7. A pupil will be required to report any hardware or software problems in the operation of the device to the school district staff member, designated on the School District Provided Technology Device Form, within two school days of the commencement of the problem;
8. A pupil must report to the school district staff member designated on the School District Provided Technology Device Form within two school days in the event the technology device has been damaged or is missing;



POLICY GUIDE

PROPERTY

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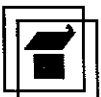
School District Provided Technology Devices to Pupils

9. A parent or pupil is required to immediately file a police report in the event it is believed the technology device has been stolen. Within one school day after filing a police report, a parent or pupil shall complete the School District Provided Technology Device Loss Form and submit the completed Loss Form and a copy of the police report to the Principal or designee;
10. A pupil shall be required to provide routine cleaning and care of the device in accordance with school district cleaning and care guidelines;
11. The pupil shall have the technology device in their possession in school as required; and
12. Any other provisions the Superintendent of Schools determines should be included on the School District Provided Technology Device Form.
13. Other - _____

14. Other - _____

15. Other - _____

The school district will provide the pupil and parent with written or electronic notification that the technology device provided by the school district may record or collect information on the pupil's activity or the pupil's use of the technology device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the pupil's activity or use of the device. This notification shall also include a statement that the school district shall not use any of the capabilities in a manner that would violate the privacy rights of the pupil or any individual residing with the pupil. The parent shall be required to acknowledge receipt of this notification and the parent acknowledgement shall be retained by the Principal or designee for as long as the pupil retains the use of the school district provided technology device. The parent



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School District Provided Technology Devices to Pupils

acknowledgement and a signed School District Provided Technology Device Form shall be required before the issuance of a technology device to a pupil. In accordance with the provisions of P.L. 2013, Chapter 44, a school district failing to provide this notification shall be subject to a fine of \$250 per pupil, per incident. The fine shall be remitted to the New Jersey Department of Education, and shall be deposited in a fund that shall be used to provide laptop or other portable computer equipment to at-risk pupils as defined in N.J.S.A. 18A:7F-45.

Pupils shall comply with all school district policies for the use of a school district provided technology device. A pupil shall be subject to consequences in the event the pupil violates any school district policy, including the district's acceptable use policies; pupil code of conduct; any provision of this Policy; or any provision of the School District Provided Technology Device Form.

N.J.S.A. 18A:34-1

P.L. 2013, Chapter 44 – “The Anti-Big Brother Act”

Adopted:



POLICY GUIDE

INTRODUCTION
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Mar 87
Jun 13
M

[See POLICY ALERT No. 199]

[For Districts with a Bylaw, Policy and Regulation Manual]

0000.02 INTRODUCTION

Definitions

The following terms used in these bylaws, policies, and regulations shall have the meanings set forth below unless the context requires a different meaning or a different definition is supplied:

“Board” means the Board of Education of Somerset County Vocational

“Bylaw” means a rule of the Board for its own operation.

“Chief School Administrator” means the Chief Executive Officer of this school district, whose title in this district is Superintendent (Superintendent or Chief School Administrator).

“Collective Bargaining”, “Negotiated Agreement”, or “Collective Bargaining Agreement” means a contract collectively negotiated by the Board of Education and a recognized bargaining unit.

“Commissioner” means the New Jersey State Commissioner of Education.

“Core Curriculum Content Standards” means the New Jersey Core Curriculum Content Standards and the Common Core State Standards initiatives coordinated by the Council of Chief State School Officers (CCSSO) and the National Governor’s Association (NGA) in partnership with other national organizations.

“County Superintendent” means the Executive County Superintendent of Schools designated by the Department of Education for _____ this school district County. “Executive County Superintendent” means the “County Superintendent.”

“Day” means a calendar day.

“Full Board” means the authorized number of voting members of the Board of Education.



POLICY GUIDE

INTRODUCTION
0000.02/page 2 of 5

“Meeting” means a gathering that is attended by or open to all of the members of the Board of Education, held with the intent on the part of the Board members present to discuss or act as a unit on the specific public business of the Board of Education.

~~“Collective Bargaining” or “Negotiated Agreement” means a contract collectively negotiated by the Board of Education and a recognized bargaining unit.~~

“Parent” means the **natural parent(s), adoptive parent(s), or legal guardian(s), foster parent(s), or parent surrogate(s) of a pupil.** ~~having legal custody and control of a pupil.~~ **Where parents are separated or divorced, “parent” means the person or agency who has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil provided such parental rights have not been terminated by a court of appropriate jurisdiction.**

“Policy” means a Statement, formally adopted by the Board of Education, in which the Board recognizes the mandates and constraints of law, establishes practices and standards binding on staff members and pupils, and gives direction to the Superintendent.

“President” means the President of the Board of Education.

“Principal” means the administrator in charge of a school building or facility; except where prohibited by law, “Principal **or designee**” also means the qualified person duly delegated by the Principal to discharge a particular duty in place of the Principal.

“Professional employee” means an employee who holds a position for which a certificate issued by the New Jersey State Board of Examiners is required.

“Pupil” or ~~“Pupil”~~ means a ~~person~~ **student** enrolled in a school in this district.

“Regulation” means a Statement developed and promulgated by the Superintendent that details the specific operations by which Board policy or a legal mandate is implemented.

“Secretary” means the Secretary of the Board of Education.

“Student” means a **pupil enrolled in a school in this district.**



POLICY GUIDE

INTRODUCTION
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“Superintendent” means the Chief School Administrator of this school district; except where prohibited by law, “Superintendent or designee” also means the qualified person duly delegated by the Superintendent to discharge a particular duty in place of the Superintendent.

“Support staff member” means an employee who holds a position for which no certificate issued by the New Jersey State Board of Examiners is required.

“Teaching staff member” means an employee who holds a position for which a certificate issued by the New Jersey State Board of Examiners is required.

“Treasurer” means the Treasurer of School Moneys for this school district.

Construction

The following rules of construction apply to these bylaws, policies and regulations:

1. Wherever possible, language shall be given its clear and ordinary interpretation;
2. Language shall be construed to have a meaning that complies with law;
3. In the event bylaws, policies and regulations conflict with one another, the later adopted bylaw, policy or regulation shall take precedence over the earlier, and the more specific bylaw, policy or regulation shall take precedence over the more general;
4. Except as otherwise provided by the context, the auxiliary verbs “shall,” “will,” and “must” indicate a mandated action, and the auxiliary verb “may” indicates an action that is permitted but is not mandated.

Effectuation

Except as may otherwise be expressly provided, a bylaw, policy or regulation will become effective on the date it is adopted and a revised bylaw, policy or regulation will become effective on the date it is revised.



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INTRODUCTION
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Citations

Bylaws, policies and regulations may contain citations to the following codifications of State and Federal laws and regulations:

1. United States Statutes
20 U.S.C.A. Education
2. United States Regulations
34 C.F.R. Education
3. New Jersey Statutes
N.J.S.A. 2C Code of Criminal Justice
N.J.S.A. 9 Children-Juvenile and Domestic Relations
N.J.S.A. 10 Civil Rights
N.J.S.A. 11 Civil Service
N.J.S.A. 17 Corporations and Institutions for Finance and Insurance
N.J.S.A. 18A Education
N.J.S.A. 19 Elections
N.J.S.A. 24 Food and Drug
N.J.S.A. 26 Health and Vital Statistics
N.J.S.A. 27 Highways
N.J.S.A. 30 Institutions and Agencies
N.J.S.A. 34 Labor and Worker's Compensation
N.J.S.A. 36 Legal Holidays
N.J.S.A. 39 Motor Vehicles and Traffic Regulation
N.J.S.A. 41 Oaths and Affidavits
N.J.S.A. 45 Professions and Affidavits
N.J.S.A. 47 Public Records
N.J.S.A. 52 State Government, Departments, and Officers
N.J.S.A. 53 State Police
N.J.S.A. 54 Taxation
N.J.S.A. 59 Tort Claims
4. New Jersey Administrative Code
N.J.A.C. 1 Administrative Law
N.J.A.C. 6 & 6A Education
N.J.A.C. 8 Health
N.J.A.C. 10 Human Services
N.J.A.C. 13 Law and Public Safety
N.J.A.C. 17 Treasury-General



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Severability

If any part of this manual is made invalid by judicial decision or legislative or administrative enactment, all other parts shall remain in full effect unless and until they are amended or repealed by the Board of Education or until regulations issued by the Superintendent are amended.

Enactment

The official record of the adoption, issuance, amendment, or repeal of the bylaws, policies and regulations of this district shall be the minutes of meetings of the Board of Education. Such alterations shall be duly entered in this manual; a master copy of the bylaw, policy and regulation manual shall be maintained by the Superintendent and shall be the manual to which all others may be compared for accuracy.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3232/page 1 of 2

Tutorialng Services

Mar 89

Jun 13

[See POLICY ALERT No. 199]

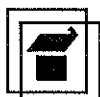
R 3232 TUTORIALNG SERVICES

A. **Additional Help Tutoring in the Academic Instructional and Athletic Programs**

1. Teachers or coaches will make every reasonable effort to assist pupils assigned to them who need **additional** extra help in **their academic programs** the reinforcement of skills.
2. **Additional help** In-school tutoring or coaching assistance may be given during the course of the **staff member's work** school day or during the periods immediately before or after the school **hours** day.
3. **This additional help** In-school tutoring and coaching is an **extension of the part of a teaching staff member's assigned school district responsibilities** and no **staff member** teacher or coach may charge a fee for **providing this additional help to pupils** such services.

B. **Private Tutoring Services or Coaching Outside the School**

1. A **staff member** teacher or coach who believes that a pupil **may** would **benefit** profit educationally by regularly scheduled outside tutorial or coaching help **from private tutoring services in addition to any additional help provided to a pupil as part of the staff member's assigned responsibilities** will so inform the **Building Principal or designee**. No such recommendation may be made until the teacher or coach has offered extra help in accordance with paragraph A.
2. If the **Building Principals or designee** concurs **with in** the **staff member's** teacher's recommendation, he/she **or the staff member** will notify the pupil's parent(s) or **legal guardian(s)**. The **Principal or designee will not recommend a private tutor or maintain a list of private tutors. The retention of a private tutor shall be the sole responsibility of the parent.**



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3232/page 2 of 2

Tutoring Services

3. The responsibility of **contracting** securing a **private** tutor or coach rests with **is the responsibility of the parent or legal guardian**, but the teacher or coach and, where applicable, **The Principal or designee** pupil's guidance counselor **will** should be prepared to discuss the pupil's performance and needs with the **pupil's** parent(s) or legal guardian(s).
4. On the parent's or legal guardian's written request (in accordance with Policy No. 8330), **The school staff member** the teacher or coach should **shall** cooperate with the **pupil** tutor or coach providing services, in providing information and materials used in class and in specifying **the areas where the pupil needs skills** needing **tutoring** reinforcement.
5. Private tutoring or coaching ~~is to~~ **shall not take place on school grounds** be provided off school premises, and **any fees or compensation arrangements shall be made between the private tutor and the parent** reimbursement is to be made by the pupil or parent(s) or legal guardian(s) directly to the tutor or coach. **The Board of Education assumes no responsibility, liability, or obligations for the selection of a private tutor that is contracted by the parent or the quality of the tutoring services provided.**
6. A school staff member may be contracted by a parent to **provide tutoring services to a pupil**. School staff members Teachers and coaches are prohibited from providing private tutoring or coaching services to pupils **currently enrolled in their classes** assigned to them in the regular school program. or A teacher or coach who **to a pupil** tutors or coaches a pupil privately may not participate **who the staff member participates** as a member of **the pupil's** an evaluation team or special review assessment team for that pupil.
7. ~~No tutoring or coaching for which a teacher or coach receives a fee shall be carried on in the school building.~~

Issued:



POLICY GUIDE

PUPILS

5120/page 1 of 2

Assignment of Pupils

Mar 87

Jun 13

M

[See POLICY ALERT Nos. 96 and 199]

5120 ASSIGNMENT OF PUPILS

The Board of Education directs the assignment of pupils to the schools, programs, and classes of this district consistent with the best interests of pupils and the best uses of the resources of this district.

~~Pupils shall generally attend the school located in the attendance area of their residence. The Superintendent may assign a pupil to a school other than that designated by the attendance area when such an exception is justified by circumstances and/or is in the best interests of the pupil. Every effort will be made to continue a pupil in the same elementary school once the pupil has been enrolled in that elementary school.~~

~~The Superintendent shall assign an incoming transfer pupils to the school in their attendance area of their residence provided the district's school or class size requirements can accommodate the pupil's enrollment that will afford the pupil the most appropriate educational opportunity. The Building Principal may assign pupils in his/her school to grades, classes, and groups on the basis of the needs of the pupil as well as the sound administration of the school.~~

~~In accordance with the provisions of N.J.S.A. 18A:36-38.a(1), a parent of twins or higher order multiples enrolled in the same kindergarten through eighth grade level at the same public school may request, in writing, the children be placed in the same classroom or in separate classrooms. The Principal shall make the classroom placement requested in accordance with the provisions of N.J.S.A. 18A:36-38.a.(1).~~

In accordance with the provisions of N.J.S.A. 18A:36-38a.(2), a parent of twins or higher order multiples enrolled in the same ninth through twelfth grade level at the same public school may request, in writing, the children be placed in the same classroom or in separate classrooms. The placement of such children shall be made at the discretion of the Principal in the best interest of the school and its pupils. The parent may appeal the Principal's classroom placement decision to the Board of Education, which shall make a final determination on the placement.



POLICY GUIDE

PUPILS
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Assignment of Pupils

The written request must be submitted to the Principal no later than fourteen days after the first day of each school year. Parents of twins or higher order multiples enrolling after the school year commences shall request the classroom placement in writing no later than fourteen days after the first day of attendance.

In accordance with the provisions of N.J.S.A. 18A:36-38.(2)(b), a Principal may, after consultation with the pupils' parent and teachers at the end of the initial grading period, request the Board make a different classroom placement determination for the twins or higher order multiples if the initial classroom placement is determined to be disruptive to any of the pupils in the class or classes, or if the Principal concludes the initial placement does not sufficiently support the pupils' academic or social development. Upon receiving such request, the Board shall make a final classroom placement determination.

"Higher order multiples" means triplets, quadruplets, quintuplets, or larger group siblings born at one birth. Provisions of N.J.S.A. 18A:36-38 do not apply to a school district which maintains only a single classroom for the grade level in which twins or higher order multiples are enrolled. ~~The parent shall be responsible for any additional pupil transportation costs that are incurred by the district as a result of providing the requested classroom placement, unless the district is in agreement with the placement.~~ In the event one of the twins or higher order multiples receives special education services, the requested placement shall not be accommodated if the placement is inconsistent with a pupil's Individualized Education Plan.

N.J.S.A. 18A:36-38

Adopted:



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PUPILS

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Automated External Defibrillators (AEDs)

Oct 02

Jun 13

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[See POLICY ALERT Nos. 162, 170 and 199]

5300 AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS)

The American Heart Association estimates many lives could be saved if defibrillators were more widely available. Due to technological advances, automated external defibrillators (AEDs) may be used by lay persons without any training to provide defibrillation within the first minutes of cardiac arrest thereby increasing the victim's chances of survival. In accordance with N.J.S.A. 18A:40-41.a, the Board of Education shall ensure every school in the school district has an AED as defined in N.J.S.A. 2A:62A-24. The AED shall be made available in an unlocked location on school property with an appropriate identifying sign. The AED shall be accessible during the school day and any other time when a school-sponsored athletic event or team practice is taking place in which pupils of the school district are participating. The AED shall be within reasonable proximity of the school athletic field or gymnasium, as applicable.

A team coach, licensed athletic trainer, or other designated staff member if there is no coach or licensed athletic trainer, who is present during athletic events or team practices, shall be trained in cardio-pulmonary resuscitation and the use of the AED in accordance with the provisions of N.J.S.A. 2A:62A-25.a. The school district shall be deemed to be in compliance with N.J.S.A. 2A:62A-25.a, if a State-certified emergency services provider or other certified first responder is on site at the event or practice.

Each AED in the school district shall be tested and maintained according to the manufacturer's operational guidelines. Notification shall be provided to the appropriate first aid, ambulance, rescue squad, or other appropriate emergency medical services provider regarding the AED, the type acquired, and its location in accordance with N.J.S.A. 2A:62A-25.b and c.

The school district and its employees shall be immune from civil liability in the acquisition and use of AEDs pursuant to the provisions of N.J.S.A. 2A:62A-27.

In accordance with the provisions of N.J.S.A. 18A:40-41.b, the Superintendent of Schools or designee shall establish and implement an Emergency Action Plan applicable to each school in the school district for responding to a sudden cardiac event including, but not limited to, an event in which the use of an AED may be



POLICY GUIDE

PUPILS

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Automated External Defibrillators (AEDs)

necessary. The Emergency Action Plan shall be consistent with the provisions of N.J.S.A. 18A:40-41.a and, at a minimum, shall include a list of no less than five school employees, team coaches, or licensed athletic trainers who hold current certifications from the American Red Cross, American Heart Association, or other training programs recognized by the Department of Health and Senior Services in cardio-pulmonary resuscitation and in the use of an AED. This list shall be updated, if necessary, at least once in each semester of the school year. The Emergency Action Plan shall also include detailed procedures on responding to a sudden cardiac event including, but not limited to, the identification of the persons in the school who will be responsible for responding to the person experiencing the sudden cardiac event; calling 911; starting cardio-pulmonary resuscitation; retrieving and using the AED; and assisting emergency responders in getting to the individual experiencing the sudden cardiac event.

N.J.S.A. 18A:40-41.a; 18A:40-41.b

Adopted:



POLICY GUIDE

PUPILS
5533/page 1 of 2
Pupil Smoking
Jul 89
Jun 13
M

[See POLICY ALERT Nos. 98, 158, 170, 188 and 199]

5533 PUPIL SMOKING

The Board of Education recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by the young may have lifelong deleterious harmful consequences.

For the purposes of this Policy, "smoking" means the burning of, inhaling the smoke from, ~~exhaling the smoke from,~~ **exhaling the smoke from,** or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, **including** ~~and~~ the use of smokeless tobacco and snuff, **or the inhaling or exhaling of smoke or vapor from an electronic smoking device.**

For the purpose of this Policy, "electronic smoking device" means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe.

For the purposes of this Policy, "school buildings" and "school grounds" means and includes land, portions of land, structures, buildings, and vehicles, owned, operated, or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, **such as school wastewater treatment facilities, generating facilities, and any other central facilities** including, but not limited to, ~~administrative buildings, kitchens, and maintenance shops, and garages.~~ "School buildings" and "school grounds" also include athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. "School buildings" and "school grounds" also includes other facilities as defined in N.J.A.C. 6A:26-1.2; playgrounds; and other recreational places owned by the local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.



POLICY GUIDE

PUPILS

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Pupil Smoking

The Board prohibits smoking by pupils at any time **in school buildings and** on any school grounds ~~as defined above~~, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board.

A sign indicating smoking is prohibited **in school buildings and** on school grounds ~~as defined above~~ will be posted at each public entrance **of a school building** in accordance with law. The sign shall also indicate violators are subject to a fine. Pupils who violate the provisions of this ~~P~~policy shall be subject to appropriate disciplinary measures **in accordance with the district's Pupil Discipline/Code of Conduct** and may be subject to fines in accordance with law.

[Optional

yes

In the event ~~the~~ a pupil is found to have violated this ~~P~~policy and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).]

[Optional

yes

A pupil found to have violated this ~~p~~Policy and the law may be required to participate in additional educational programs to help the pupil understand the **harmful deleterious** effects ~~of upon~~ **smoking** and to discourage the use of tobacco products. These programs may include, but are not limited to, counseling, smoking information programs, and/or smoking cessation programs sponsored by this school district or available through approved outside agencies.]

The Board directs that the health curriculum include instruction in the potential hazards of the use of tobacco. All school staff members shall, ~~by example and persuasion,~~ make every reasonable effort to discourage pupils from developing the habit of smoking.

The Board of Education will comply with any provisions of a municipal ordinance which provides restrictions on or prohibitions against smoking equivalent to, or greater than, those provided in N.J.S.A. 26:3D-55 through N.J.S.A. 26:3D-63.

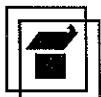
N.J.S.A. 18A:40A-1

N.J.S.A. 26:3D-55 through 26:3D-63

N.J.A.C. 6A:16-1.3

N.J.A.C. 8:6-7.2; 8:6-9.1 through 8:6-9.5

Adopted:



POLICY GUIDE

PROPERTY

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Smoking in School Buildings and
on School Grounds

Jul 89

Jun 13

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[See POLICY MEMO No. 23]

[See POLICY ALERT Nos. 98, 158, 168, 188 and 199]

7434 SMOKING IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

The Board of Education believes that the right of persons to smoke must be balanced against the right of nonsmokers to breathe air untainted by tobacco smoke.

For purposes of this Policy, "smoking" means the burning of, inhaling the smoke from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, **including the use of smokeless tobacco and snuff, or the inhaling or exhaling of smoke or vapor from an electronic smoking device.**

For the purpose of this Policy, "electronic smoking device" means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe.

For the purposes of this Policy, "school buildings" and "school grounds" means and includes land, portions of land, structures, buildings, and vehicles, owned, operated, or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, **such as school wastewater treatment facilities, generating facilities, and other central facilities** including, but not limited to, administrative buildings, kitchens, and maintenance shops, and garages. "School buildings" and "school grounds" also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. "School buildings" and "school grounds" also includes other facilities as defined in N.J.A.C. 6A:26-1.2; playgrounds; and other recreational places owned by the local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.



POLICY GUIDE

PROPERTY

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Smoking in School Buildings and on School Grounds

In accordance with **N.J.S.A. 26:3D-58 and N.J.A.C. 8:6-7.2** law, the Board prohibits smoking at all times anywhere **in school buildings or** on school grounds.

Notwithstanding any provision of this **Ppolicy**, smoking by pupils is **prohibited** and governed by Policy No. 5533.

A sign indicating smoking is prohibited **in school buildings and** on school grounds ~~as defined above~~ will be posted at each public entrance **of a school building** in accordance with law. The sign shall also indicate violators are subject to a fine. Pupils and district employees who violate the provisions of this **Ppolicy** shall be subject to appropriate disciplinary measures and may be subject to fines in accordance with law.

The Principal or designee may order the departure and removal of any person who continues to smoke in violation of this **Ppolicy and or the law** after being ordered to stop smoking **in school buildings or** on school grounds. **The Principal or designee** and may request the assistance of law enforcement to accomplish this departure and removal.

{Optional

In the event ~~the~~ **a** person is found to have violated this **Ppolicy** and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).**}**

The Board of Education will comply with any provisions of a municipal ordinance which provides restrictions on or prohibitions against smoking equivalent to, or greater than, those provided in N.J.S.A. 26:3D-55 through N.J.S.A. 26:3D-63.

N.J.S.A. 26:3D-55 through 26:3D-63

N.J.A.C. 6A:16-1.3

N.J.A.C. 8:6-7.2; 8:6-9.1 through 8:6-9.5

Adopted:



8/1 9:21am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10 (including 16, 17 & 18)
Interim Balance Sheet
For 12 Month Period Ending 06/30/2013

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$1,506,648.34
	Accounts receivable:		
132	Interfund	\$205,908.19	
141	Intergovernmental - State	\$19,366.27	
143	Intergovernmental - Other	(\$1,775.82)	
			\$223,498.64

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

		-----	-----
	Total assets and resources		\$1,730,146.98
			=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10 (including 16, 17 & 18)
Interim Balance Sheet
For 12 Month Period Ending 06/30/2013

=====

LIABILITIES AND FUND EQUITY

=====

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

421	Accounts Payable	\$4,236.52
	Other current liabilities	\$3,050.00
TOTAL LIABILITIES		\$7,286.52

=====

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	\$553,895.80
	Reserved fund balance:	
760	Reserved Fund Balance	\$72,100.00
	Total Appropriated	\$625,995.80

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

770	Fund Balance	\$1,096,864.66
	TOTAL FUND BALANCE	\$1,722,860.46
	TOTAL LIABILITIES AND FUND EQUITY	\$1,730,146.98

=====

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
	-----	-----	-----
Less: Adjust for prior year encumb.	(\$199,725.71)	(\$199,725.71)	
Budgeted Fund Balance	(\$199,725.71)	(\$199,725.71)	\$0.00
	=====	=====	=====

Recapitulation of Budgeted Fund Balance by Subfund

	Budgeted	Actual	Variance
	-----	-----	-----
Fund 10 (includes 10, 11, 12, and 13)	(\$199,725.71)	(\$199,725.71)	\$0.00
Fund 16 (Restricted ARRA-ESF)	\$0.00	\$0.00	\$0.00
Fund 17 (Restricted ARRA-GSF)	\$0.00	\$0.00	\$0.00
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00
TOTAL Budgeted Fund Balance	(\$199,725.71)	(\$199,725.71)	\$0.00
	=====	=====	=====

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 12 Month Period Ending 06/30/2013

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$12,424,240.00	\$12,260,979.09		\$163,260.91
3XXX	From State Sources	\$1,413,902.00	\$1,413,902.00		.00
TOTAL REVENUE/SOURCES OF FUNDS		\$13,838,142.00	\$13,674,881.09		\$163,260.91
		=====	=====	=====	=====
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$1,507,615.61	\$1,416,143.54	\$86,868.00	\$4,604.07
11-230-X00-XXX	Basic Skills - Remedial Instruction	\$100,017.70	\$95,673.78	\$1,798.70	\$2,545.22
11-240-X00-XXX	Bilingual Education - Instruction	\$63,197.19	\$60,364.44	\$1,189.10	\$1,643.65
11-3XX-100-XXX	Voc. Programs - Local - Instruction	\$3,523,439.89	\$3,093,404.31	\$169,622.76	\$260,412.82
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$40,278.02	\$40,217.86	.00	\$60.16
11-402-100-XXX	School-Spons. Athletics - Instruction	\$59,473.79	\$59,473.79	.00	.00
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-213-XXX	Health Services	\$183,518.49	\$172,071.66	\$8,048.39	\$3,398.44
11-000-218-XXX	Guidance	\$590,140.13	\$573,578.61	\$8,569.54	\$7,991.98
11-000-219-XXX	Child Study Teams	\$180,885.30	\$174,015.71	\$3,260.68	\$3,608.91
11-000-221-XXX	Improvement Of Inst./Other Support				
	Improvement of Inst. Serv.	\$194,177.71	\$176,071.47	\$1,805.42	\$16,300.82
11-000-222-XXX	Educational Media Serv/School Library	\$215,071.00	\$136,012.33	\$549.15	\$78,509.52
11-000-223-XXX	Instructional Staff Training Services	\$20,651.00	\$20,289.97	.00	\$361.03
11-000-230-XXX	Supp. Serv.-General Administration	\$528,816.31	\$512,282.53	\$885.50	\$15,648.28
11-000-240-XXX	Supp. Serv.-School Administration	\$619,571.63	\$537,562.87	\$3,213.62	\$78,795.14
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$713,852.44	\$693,505.46	\$9,472.75	\$10,874.23
11-000-261-XXX	Allowable Maint. for School Facilities	\$1,295,991.43	\$1,057,023.80	\$234,742.72	\$4,224.91
11-000-262-XXX	Custodial Services	\$1,176,448.82	\$1,174,299.82	.00	\$2,149.00
11-000-263-XXX	Care and Upkeep of Grounds	\$14,501.00	\$13,550.00	.00	\$951.00
11-000-266-XXX	Security	\$90,690.58	\$88,132.93	\$1,398.12	\$1,159.53
11-000-270-XXX	Student Transportation Services	\$111,720.79	\$62,707.05	\$699.06	\$48,314.68
11-000-291-XXX	Allocated and Unallocated Benefits	\$2,579,420.79	\$2,369,479.10	.00	\$209,941.69
TOTAL GENERAL CURRENT EXPENSE					
EXPENDITURES/USES OF FUNDS		\$13,809,479.62	\$12,525,861.03	\$532,123.51	\$751,495.08
		=====	=====	=====	=====

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 12 Month Period Ending 06/30/2013

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$49,044.57	\$49,044.57	\$0.00	\$0.00
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$184,436.52	\$163,783.87	\$20,375.00	\$277.65
	_____	_____	_____	_____
 TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	 \$233,481.09	 \$212,828.44	 \$20,375.00	 \$277.65
	=====	=====	=====	=====
 *** SPECIAL SCHOOLS ***				
13-422-100-XXX Summer school -instruction	\$67,007.00	\$64,349.18	\$1,397.29	\$1,260.53
	_____	_____	_____	_____
 TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	 \$67,007.00	 \$64,349.18	 \$1,397.29	 \$1,260.53
	=====	=====	=====	=====
 TOTAL GENERAL FUND EXPENDITURES	 \$14,109,967.71	 \$12,803,038.65	 \$553,895.80	 \$753,033.26
	=====	=====	=====	=====

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 12 Month Period Ending 06/30/2013

		ESTIMATED	ACTUAL	UNREALIZED
		-----	-----	-----
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,228,340.00	\$11,228,340.00	.00
1310	Tuition- From LEA's	\$684,000.00	\$741,923.18	(\$57,923.18)
1XXX	Miscellaneous	\$511,900.00	\$290,715.91	\$221,184.09
		-----	-----	-----
	TOTAL	\$12,424,240.00	\$12,260,979.09	\$163,260.91
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$286,297.00	\$286,297.00	.00
3176	Equalization	\$699,454.00	\$699,454.00	.00
3177	Categorical Security	\$61,725.00	\$61,725.00	.00
3178	Adjustment Aid	\$366,426.00	\$366,426.00	.00
		-----	-----	-----
	TOTAL	\$1,413,902.00	\$1,413,902.00	\$0.00
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$13,838,142.00	\$13,674,881.09	\$163,260.91
		=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,294,917.09	\$1,272,332.88	\$22,417.66	\$166.55
11-140-100-106 Other Salaries for Instruction	\$29,728.90	\$28,421.80	\$771.84	\$535.26
11-140-100-320 Purchased Prof.-Ed. Services	\$34,052.40	\$32,176.20	.00	\$1,876.20
11-140-100-500 Other Purchased Services	\$5,608.79	\$5,596.71	.00	\$12.08
11-140-100-610 General Supplies	\$130,965.14	\$65,934.16	\$63,017.00	\$2,013.98
11-140-100-640 Textbooks	\$10,343.29	\$9,681.79	\$661.50	.00
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$2,000.00	\$2,000.00	\$0.00	\$0.00
TOTAL	\$1,507,615.61	\$1,416,143.54	\$86,868.00	\$4,604.07
--- Basic skills/remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$94,463.75	\$90,139.00	\$1,798.70	\$2,526.05
11-230-100-610 General Supplies	\$5,553.95	\$5,534.78	.00	\$19.17
TOTAL	\$100,017.70	\$95,673.78	\$1,798.70	\$2,545.22
--- Bilingual education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$63,197.19	\$60,364.44	\$1,189.10	\$1,643.65
TOTAL	\$63,197.19	\$60,364.44	\$1,189.10	\$1,643.65
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$2,552,971.22	\$2,457,842.43	\$42,829.13	\$52,299.66
11-310-100-320 Purchased Prof.-Ed. Services	\$200,020.00	\$8,982.00	.00	\$191,038.00
11-310-100-500 Other Purchased Services	\$28,510.74	\$28,028.00	.00	\$482.74
11-310-100-610 General Supplies	\$428,266.19	\$318,392.51	\$100,028.46	\$9,845.22
11-310-100-640 Textbooks	\$36,114.02	\$18,769.89	\$17,340.12	\$4.01
11-310-100-800 Other Objects	\$10,928.22	\$5,647.97	\$4,430.25	\$850.00
Total	\$3,256,810.39	\$2,837,662.80	\$164,627.96	\$254,519.63
--- Special Vocational Programs - Instruction ---				
11-320-100-101 Salaries of Teachers	\$250,816.80	\$240,034.56	\$4,994.80	\$5,787.44
11-320-100-500 Other Purchased Services	\$1,000.00	\$899.49	.00	\$100.51
11-320-100-610 General Supplies	\$14,812.70	\$14,807.46	.00	\$5.24
Total	\$266,629.50	\$255,741.51	\$4,994.80	\$5,893.19

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$27,277.02	\$27,277.02	.00	.00
11-401-100-600 Supplies and Materials	\$13,001.00	\$12,940.84	.00	\$60.16
TOTAL	\$40,278.02	\$40,217.86	\$0.00	\$60.16
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$40,384.99	\$40,384.99	.00	.00
11-402-100-500 Purchased Services	\$13,240.75	\$13,240.75	.00	.00
11-402-100-600 Supplies and Materials	\$5,848.05	\$5,848.05	.00	.00
TOTAL	\$59,473.79	\$59,473.79	\$0.00	\$0.00
--- UNDISTRIBUTED EXPENDITURES ---				
--- Health services ---				
11-000-213-100 Salaries	\$154,407.16	\$148,137.06	\$2,918.39	\$3,351.71
11-000-213-300 Purchased Prof. & Tech. Svc.	\$17,676.00	\$17,629.27	.00	\$46.73
11-000-213-600 Supplies and Materials	\$11,035.33	\$5,905.33	\$5,130.00	.00
11-000-213-800 Other Objects	\$400.00	\$400.00	.00	.00
TOTAL	\$183,518.49	\$172,071.66	\$8,048.39	\$3,398.44
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$462,910.34	\$452,487.45	\$6,578.52	\$3,844.37
11-000-218-105 Sal Sec. & Clerical Asst.	\$104,206.00	\$98,067.37	\$1,991.02	\$4,147.61
11-000-218-500 Other Purchased Services	\$22,023.79	\$22,023.79	.00	.00
11-000-218-600 Supplies and Materials	\$1,000.00	\$1,000.00	.00	.00
TOTAL	\$590,140.13	\$573,578.61	\$8,569.54	\$7,991.98
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$75,697.00	\$72,848.24	\$1,453.38	\$1,395.38
11-000-219-105 Sal Sec. & Clerical Asst.	\$96,774.00	\$93,232.21	\$1,807.30	\$1,734.49
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$5,001.00	\$4,589.78	.00	\$411.22
11-000-219-500 Other Purchased Services	\$1,000.00	\$932.18	.00	\$67.82
11-000-219-600 Supplies and Materials	\$2,000.00	\$2,000.00	.00	.00
11-000-219-800 Other Objects	\$413.30	\$413.30	.00	.00
TOTAL	\$180,885.30	\$174,015.71	\$3,260.68	\$3,608.91

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$21,273.01	\$9,283.10	.00	\$11,989.91
11-000-221-104 Salaries Other Prof. Staff	\$66,846.18	\$66,298.50	.00	\$547.68
11-000-221-105 Sal Secr. & Clerical Asst.	\$95,557.52	\$90,282.10	\$1,805.42	\$3,470.00
11-000-221-500 Other Purchased Services	\$4,827.00	\$4,533.77	.00	\$293.23
11-000-221-600 Supplies and Materials	\$2,500.00	\$2,500.00	.00	.00
11-000-221-800 Other Objects	\$3,174.00	\$3,174.00	.00	.00
TOTAL	\$194,177.71	\$176,071.47	\$1,805.42	\$16,300.82
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$99,044.02	\$23,639.09	\$549.15	\$74,855.78
11-000-222-177 Salaries of Technology Coordinators	\$87,024.98	\$83,543.98	.00	\$3,481.00
11-000-222-500 Other Purchased Services	\$4,000.00	\$4,000.00	.00	.00
11-000-222-600 Supplies and Materials	\$20,898.28	\$20,725.54	.00	\$172.74
11-000-222-800 Other Objects	\$4,103.72	\$4,103.72	.00	.00
TOTAL	\$215,071.00	\$136,012.33	\$549.15	\$78,509.52
--- Instructional Staff Training Services ---				
11-000-223-500 Other Purchased Services	\$18,651.00	\$18,289.97	.00	\$361.03
11-000-223-600 Supplies and Materials	\$2,000.00	\$2,000.00	.00	.00
TOTAL	\$20,651.00	\$20,289.97	\$0.00	\$361.03
--- Support services-general administration ---				
11-000-230-100 Salaries	\$285,942.25	\$275,009.89	\$0.00	\$10,932.36
11-000-230-331 Legal Services	\$78,834.56	\$78,834.56	.00	.00
11-000-230-332 Audit Fees	\$34,955.00	\$34,955.00	.00	.00
11-000-230-339 Other Purchased Prof. Svc.	\$11,056.43	\$10,861.73	.00	\$194.70
11-000-230-530 Communications/Telephone	\$66,690.44	\$64,809.16	.00	\$1,881.28
11-000-230-590 Other Purchased Services	\$3,000.00	\$2,996.28	\$0.00	\$3.72
11-000-230-61X General Supplies	\$11,001.00	\$8,639.61	.00	\$2,361.39
11-000-230-630 BOE In-House Training/Meeting Supplies	\$3,500.00	\$3,500.00	.00	.00
11-000-230-890 Misc. Expenditures	\$26,898.26	\$25,926.55	\$885.50	\$86.21
11-000-230-895 BOE Membership Dues and Fees	\$6,938.37	\$6,749.75	.00	\$188.62
TOTAL	\$528,816.31	\$512,282.53	\$885.50	\$15,648.28
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$397,986.42	\$344,494.37	.00	\$53,492.05

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-240-105 Sal Secr. & Clerical Asst.	\$171,740.75	\$165,443.02	\$3,213.62	\$3,084.11
11-000-240-11X Other Salaries	\$21,080.48	\$627.13	.00	\$20,453.35
11-000-240-500 Other Purchased Services	\$16,501.00	\$16,242.95	.00	\$258.05
11-000-240-600 Supplies and Materials	\$9,262.98	\$9,262.98	.00	.00
11-000-240-800 Other Objects	\$3,000.00	\$1,492.42	.00	\$1,507.58
TOTAL	\$619,571.63	\$537,562.87	\$3,213.62	\$78,795.14
--- Central Services ---				
11-000-251-100 Salaries	\$331,126.63	\$325,731.12	.00	\$5,395.51
11-000-251-330 Purchased Prof. Svcs.	\$28,003.00	\$27,674.29	.00	\$328.71
11-000-251-340 Purchased Technical Svcs.	\$9,087.29	\$9,087.29	.00	.00
11-000-251-600 Supplies and Materials	\$11,779.66	\$7,267.17	\$4,489.69	\$22.80
11-000-251-890 Other Objects	\$2,841.03	\$2,575.15	.00	\$265.88
TOTAL	\$382,837.61	\$372,335.02	\$4,489.69	\$6,012.90
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$254,759.83	\$244,994.44	\$4,983.06	\$4,782.33
11-000-252-500 Other Pur Serv. (400-500 series)	\$60,253.00	\$60,174.00	.00	\$79.00
11-000-252-600 Supplies and Materials	\$16,002.00	\$16,002.00	.00	.00
TOTAL	\$331,014.83	\$321,170.44	\$4,983.06	\$4,861.33
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$589,443.27	\$567,420.44	\$18,288.63	\$3,734.20
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$661,319.84	\$444,375.04	\$216,454.09	\$490.71
11-000-261-610 General Supplies	\$37,880.91	\$37,880.91	.00	.00
11-000-261-800 Other Objects	\$7,347.41	\$7,347.41	.00	.00
TOTAL	\$1,295,991.43	\$1,057,023.80	\$234,742.72	\$4,224.91
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$347,272.77	\$347,272.77	.00	.00
11-000-262-490 Other Purchased Property Svc.	\$58,329.81	\$56,800.45	.00	\$1,529.36
11-000-262-520 Insurance	\$186,666.00	\$186,666.00	.00	.00
11-000-262-621 Energy (Natural Gas)	\$100,514.99	\$100,514.99	.00	.00
11-000-262-622 Energy (Electricity)	\$483,665.25	\$483,045.61	.00	\$619.64
TOTAL	\$1,176,448.82	\$1,174,299.82	\$0.00	\$2,149.00
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$14,501.00	\$13,550.00	.00	\$951.00
TOTAL	\$14,501.00	\$13,550.00	\$0.00	\$951.00

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Security ---				
11-000-266-100 Salaries	\$90,690.58	\$88,132.93	\$1,398.12	\$1,159.53
TOTAL	\$90,690.58	\$88,132.93	\$1,398.12	\$1,159.53
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$39,955.27	\$39,256.21	\$699.06	.00
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$3,000.00	\$415.82	.00	\$2,584.18
11-000-270-512 Contr Svc(other btw home & sch)-vendors	\$18,662.52	\$14,149.92	.00	\$4,512.60
11-000-270-514 Contract Svc (spec.ed.)-vendors	\$3,000.00	\$687.00	.00	\$2,313.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$29,602.00	\$6,198.10	.00	\$23,403.90
11-000-270-593 Misc. Purchased Svc.- Transp.	\$12,501.00	.00	.00	\$12,501.00
11-000-270-610 General Supplies	\$2,000.00	\$2,000.00	.00	.00
11-000-270-800 Misc. Expenditures	\$3,000.00	.00	.00	\$3,000.00
TOTAL	\$111,720.79	\$62,707.05	\$699.06	\$48,314.68
--- Benefits ---				
11-XXX-XXX-220 Social Security Contributions	\$235,385.91	\$235,385.91	.00	.00
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$311,929.86	\$258,897.92	.00	\$53,031.94
11-XXX-XXX-250 Unemployment Compensation	\$61,506.00	\$26,600.35	.00	\$34,905.65
11-XXX-XXX-260 Workman's Compensation	\$178,018.00	\$178,018.00	.00	.00
11-XXX-XXX-270 Health Benefits	\$1,748,559.15	\$1,641,115.80	.00	\$107,443.35
11-XXX-XXX-280 Tuition Reimbursement	\$30,003.00	\$15,442.25	.00	\$14,560.75
11-XXX-XXX-290 Other Employee Benefits	\$14,018.87	\$14,018.87	.00	.00
TOTAL	\$2,579,420.79	\$2,369,479.10	\$0.00	\$209,941.69
Total Undistributed expenditures	\$8,515,457.42	\$7,760,583.31	\$272,644.95	\$482,229.16
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$13,809,479.62	\$12,525,861.03	\$532,123.51	\$751,495.08
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$13,809,479.62	\$12,525,861.03	\$532,123.51	\$751,495.08
	=====	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
Special education - instruction				
12-310-100-730 Regular Voc.programs	\$49,044.57	\$49,044.57	.00	.00
Undistributed exp. - student transportation				
12-XXX-X00-730 Special schools (all programs)	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$49,044.57	\$49,044.57	\$0.00	\$0.00
--- Facilities acquisition and construction services ---				
12-000-400-450 Construction services	\$164,048.52	\$143,395.87	\$20,375.00	\$277.65
12-000-400-800 Other objects	\$20,388.00	\$20,388.00	.00	.00
Facilits. Acqstn. Const. Sevr. -- TOTAL --	\$184,436.52	\$163,783.87	\$20,375.00	\$277.65
TOTAL	\$184,436.52	\$163,783.87	\$20,375.00	\$277.65
TOTAL CAPITAL OUTLAY EXPENDITURES	\$233,481.09	\$212,828.44	\$20,375.00	\$277.65
*** SPECIAL SCHOOLS ***				
--- Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	\$62,006.00	\$62,006.00	\$0.00	\$0.00
13-422-100-610 General supplies	\$5,001.00	\$2,343.18	\$1,397.29	\$1,260.53
TOTAL	\$5,001.00	\$2,343.18	\$1,397.29	\$1,260.53
TOTAL SUMMER SCHOOL	\$67,007.00	\$64,349.18	\$1,397.29	\$1,260.53
TOTAL SPECIAL SCHOOLS EXPENDITURES	\$67,007.00	\$64,349.18	\$1,397.29	\$1,260.53
*** EDUCATION STABILIZATION FUND **				
*** GOVERNMENT SERVICES FUND **				
*** EDUCATION JOBS FUND **				
TOTAL GENERAL FUND EXPENDITURES	\$14,109,967.71	\$12,803,038.65	\$553,895.80	\$753,033.26

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

For 12 Month Period Ending 06/30/2013

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



Board Secretary/Business Administrator

June 30, 2013

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 12 Month Period Ending 06/30/13

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		(\$9,751.25)
	Accounts receivable:		
141	Intergovernmental - State	(\$5,440.00)	
142	Intergovernmental - Federal	\$5,440.00	
	Other Current Assets		\$18,926.00

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

Total assets and resources		\$9,174.75
		=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 12 Month Period Ending 06/30/13

=====

LIABILITIES AND FUND EQUITY

=====

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

Other current liabilities

\$9,174.75

TOTAL LIABILITIES

\$9,174.75

=====

F U N D B A L A N C E

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

TOTAL LIABILITIES AND FUND EQUITY

\$9,174.75

=====

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 12 Month Period Ending 06/30/13

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
		_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$141,375.00	\$141,375.00		.00
3XXX	From State Sources	\$351,277.00	\$351,277.00		.00
4XXX	From Federal Sources	\$634,636.00	\$634,636.00		.00
		_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS		\$1,127,288.00	\$1,127,288.00		\$0.00
		=====	=====	=====	=====
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
		_____	_____	_____	_____
*** EXPENDITURES ***					
LOCAL PROJECTS:		\$141,375.00	\$141,375.00	.00	.00
STATE PROJECTS:					
Other special projects		\$351,277.00	\$351,277.00	\$0.00	\$0.00
		_____	_____	_____	_____
TOTAL STATE PROJECTS		\$351,277.00	\$351,277.00	\$0.00	\$0.00
FEDERAL PROJECTS:					
NCLB Title I		\$48,981.00	\$48,981.00	.00	.00
NCLB Title II - Part A/D		\$10,380.00	\$10,380.00	.00	.00
I.D.E.A. Part B (Handicapped)		\$110,489.00	\$110,489.00	.00	.00
Vocational Education		\$275,524.00	\$275,524.00	.00	.00
ARRA/Other (450-469)		\$189,262.00	\$189,262.00	.00	.00
		_____	_____	_____	_____
TOTAL FEDERAL PROJECTS		\$634,636.00	\$634,636.00	\$0.00	\$0.00
*** TOTAL EXPENDITURES ***		\$1,127,288.00	\$1,127,288.00	\$0.00	\$0.00
		=====	=====	=====	=====

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

For 12 Month Period Ending 06/30/13

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



Board Secretary/Business Administrator

June 30, 2013

Date

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

=====

ASSETS AND RESOURCES

=====

Total assets and resources	\$521,402.20
	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 12 Month Period Ending 06/30/13

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LIABILITIES AND FUND EQUITY

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

402	Interfund accounts payable	\$117,919.95
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	TOTAL LIABILITIES	\$117,919.95
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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 ---

751,752,76X	Other reserves	\$142,567.79
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	Total Appropriated	\$142,567.79
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--- U n a p p r o p r i a t e d ---

770	Fund balance	\$260,914.46
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	TOTAL FUND BALANCE	\$403,482.25
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	TOTAL LIABILITIES AND FUND EQUITY	\$521,402.20
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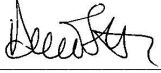
REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Capital Projects Fund - Fund 30
 INTERIM STATEMENTS COMPARING
 BUDGET REVENUE WITH ACTUAL TO DATE AND
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
 For 12 Month Period Ending 06/30/13

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$1,297,567.79	\$1,174,651.13		\$122,916.66
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$1,297,567.79	\$1,174,651.13		\$122,916.66
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-450 Construction services	\$1,376,855.29	\$1,024,877.68	.00	\$351,977.61
	_____	_____	_____	_____
Total fac.acq.and constr. serv.	\$1,376,855.29	\$1,024,877.68	\$0.00	\$351,977.61
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$1,376,855.29	\$1,024,877.68	\$0.00	\$351,977.61
*** TOTAL EXPENDITURES AND TRANSFERS	\$1,376,855.29	\$1,024,877.68	\$0.00	\$351,977.61
	=====	=====	=====	=====

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

For 12 Month Period Ending 06/30/13

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



Board Secretary/Business Administrator

June 30, 2013

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: June 30, 2013

CASH REPORT

FUNDS	(1)	(2)	(3)	(4)
Governmental Funds	Adjusted Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$1,850,109.16	\$1,038,984.83	-\$1,382,445.65	\$1,506,648.34
ARRA-ESF Fund (16)	\$0.00	\$0.00	\$0.00	\$0.00
ARRA-GSF Fund (17)	\$0.00	\$0.00	\$0.00	\$0.00
Fund (18)	\$0.00	\$0.00	\$0.00	\$0.00
Special Revenue Fund (20)	\$31,872.17	\$39,283.00	-\$80,906.42	-\$9,751.25
Capital Project Fund (30)	\$31,046.66	\$119,423.49	-\$696.70	\$149,773.45
Debt Services Fund (40)	\$0.00	\$0.00	\$0.00	\$0.00
Enterprise Fund (61)	\$78,813.49	\$0.00	\$0.00	\$78,813.49
Total Governmental Funds	\$1,991,841.48	\$1,197,691.32	-\$1,464,048.77	\$1,725,484.03
Summer Savings	\$79,104.35	\$9,365.84	\$0.00	\$88,470.19
Enterprise Fund (60) Cafeteria	\$25,882.94	\$12,846.44	-\$21,299.95	\$17,429.43
Payroll Fund (70)	\$0.00	\$491,245.99	-\$579,666.72	-\$88,420.73
Agency Fund (90)	\$0.00	\$362,305.78	-\$362,305.78	\$0.00
Total Trust & Agency	\$104,987.29	\$875,764.05	-\$963,272.45	\$17,478.89
Grand Total for all Funds	\$2,096,828.77	\$2,073,455.37	-\$2,427,321.22	\$1,742,962.92
				\$1,742,962.92

Prepared and submitted by:

Michelle Fresco

Michelle Fresco, Treasurer of School Moneys

7/24/2013

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10 (including 16 & 17)
Interim Balance Sheet
For 1 Month Period Ending 07/31/2013

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$1,731,294.94
121	Tax levy receivable		\$10,632,883.00
	Accounts receivable:		
132	Interfund	\$205,908.19	
141	Intergovernmental - State	\$1,280,652.24	
143	Intergovernmental - Other	(\$1,775.82)	
			\$1,484,784.61

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

301	Estimated Revenues	\$13,967,006.00	
302	Less Revenues	(\$12,897,577.09)	
			\$1,069,428.91

	Total assets and resources		\$14,918,391.46
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REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10 (including 16 & 17)
Interim Balance Sheet
For 1 Month Period Ending 07/31/2013

=====

LIABILITIES AND FUND EQUITY

=====

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

421	Accounts Payable	\$4,236.52
	Other current liabilities	\$3,050.00
TOTAL LIABILITIES		\$7,286.52

=====

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	\$10,387,196.31
754	Reserve for encumbrance - Prior Year	\$553,895.80
	Reserved fund balance:	
760	Reserved Fund Balance	\$72,100.00
601	Appropriations	\$14,565,464.80
602	Less : Expenditures	\$778,761.52
603	Encumbrances	\$10,941,092.11 (\$11,719,853.63)
		\$2,845,611.17
	Total Appropriated	\$13,858,803.28

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

770	Fund Balance	\$1,096,864.66
303	Budgeted Fund Balance	(\$44,563.00)
	TOTAL FUND BALANCE	\$14,911,104.94
	TOTAL LIABILITIES AND FUND EQUITY	\$14,918,391.46

=====

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$14,565,464.80	\$11,719,853.63	\$2,845,611.17
Revenues	(\$13,967,006.00)	(\$12,897,577.09)	(\$1,069,428.91)
	\$598,458.80	(\$1,177,723.46)	\$1,776,182.26
Less: Adjust for prior year encumb.	(\$553,895.80)	(\$553,895.80)	
Budgeted Fund Balance	\$44,563.00	(\$1,731,619.26)	\$1,776,182.26

=====

Recapitulation of Budgeted Fund Balance by Subfund	Budgeted	Actual	Variance
Fund 10 (includes 10, 11, 12, and 13)	\$44,563.00	(\$1,731,619.26)	\$1,776,182.26
Fund 16 (Restricted ARRA-ESF)	\$0.00	\$0.00	\$0.00
Fund 17 (Restricted ARRA-GSF)	\$0.00	\$0.00	\$0.00
TOTAL Budgeted Fund Balance	\$44,563.00	(\$1,731,619.26)	\$1,776,182.26

=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16 & 17)
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 1 Month Period Ending 07/31/2013

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$12,553,104.00	\$11,483,675.09		\$1,069,428.91
3XXX	From State Sources	\$1,413,902.00	\$1,413,902.00		.00
TOTAL REVENUE/SOURCES OF FUNDS		\$13,967,006.00	\$12,897,577.09		\$1,069,428.91
		=====	=====	=====	=====
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$1,479,562.00	\$11,253.69	\$1,262,824.74	\$205,483.57
11-230-X00-XXX	Basic Skills - Remedial Instruction	\$97,157.70	.00	\$95,733.70	\$1,424.00
11-240-X00-XXX	Bilingual Education - Instruction	\$61,588.10	\$42.47	\$60,601.63	\$944.00
11-3XX-100-XXX	Voc. Programs - Local - Instruction	\$3,761,346.94	\$64,658.92	\$2,843,421.43	\$853,266.59
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$55,405.00	.00	\$44,235.47	\$11,169.53
11-402-100-XXX	School-Spons. Athletics - Instruction	\$63,441.00	\$440.00	\$37,827.00	\$25,174.00
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-213-XXX	Health Services	\$187,749.39	\$7,458.70	\$146,509.32	\$33,781.37
11-000-218-XXX	Guidance	\$524,859.54	\$17,701.05	\$436,640.29	\$70,518.20
11-000-219-XXX	Child Study Teams	\$179,299.68	\$14,254.16	\$154,756.77	\$10,288.75
11-000-221-XXX	Improvement Of Inst./Other Support				
	Improvement of Inst. Serv.	\$310,919.42	\$23,549.26	\$238,423.21	\$48,946.95
11-000-222-XXX	Educational Media Serv/School Library	\$181,565.15	\$8,482.74	\$118,773.90	\$54,308.51
11-000-223-XXX	Instructional Staff Training Services	\$113,123.00	\$2,952.83	\$8,783.93	\$101,386.24
11-000-230-XXX	Supp. Serv.-General Administration	\$537,473.57	\$33,188.97	\$435,819.34	\$68,465.26
11-000-240-XXX	Supp. Serv.-School Administration	\$553,435.74	\$52,316.27	\$471,905.27	\$29,214.20
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$755,872.48	\$70,546.06	\$560,549.43	\$124,776.99
11-000-261-XXX	Allowable Maint. for School Facilities	\$1,326,952.51	\$71,869.79	\$999,216.61	\$255,866.11
11-000-262-XXX	Custodial Services	\$1,320,557.00	\$145,378.03	\$1,045,839.15	\$129,339.82
11-000-263-XXX	Care and Upkeep of Grounds	\$15,500.00	.00	.00	\$15,500.00
11-000-266-XXX	Security	\$88,583.06	\$7,025.40	\$81,557.66	.00
11-000-270-XXX	Student Transportation Services	\$120,591.06	\$410.59	\$35,432.67	\$84,747.80
11-000-291-XXX	Allocated and Unallocated Benefits	\$2,574,704.17	\$247,232.59	\$1,800,018.52	\$527,453.06
TOTAL GENERAL CURRENT EXPENSE					
EXPENDITURES/USES OF FUNDS		\$14,309,686.51	\$778,761.52	\$10,878,870.04	\$2,652,054.95
		=====	=====	=====	=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 GENERAL FUND - FUND 10 (including 16 & 17)
 INTERIM STATEMENTS COMPARING
 BUDGET REVENUE WITH ACTUAL TO DATE AND
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
 For 1 Month Period Ending 07/31/2013

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
 *** CAPITAL OUTLAY ***				
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$194,381.00	.00	\$60,463.00	\$133,918.00
	_____	_____	_____	_____
 TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$194,381.00	\$0.00	\$60,463.00	\$133,918.00
	=====	=====	=====	=====
 *** SPECIAL SCHOOLS ***				
13-422-100-XXX Summer school -instruction	\$61,397.29	.00	\$1,759.07	\$59,638.22
	_____	_____	_____	_____
 TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	\$61,397.29	\$0.00	\$1,759.07	\$59,638.22
	=====	=====	=====	=====
 TOTAL GENERAL FUND EXPENDITURES	\$14,565,464.80	\$778,761.52	\$10,941,092.11	\$2,845,611.17
	=====	=====	=====	=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 GENERAL FUND - FUND 10 (including 16 & 17)
 SCHEDULE OF REVENUES
 ACTUAL COMPARED WITH ESTIMATED
 For 1 Month Period Ending 07/31/2013

		ESTIMATED	ACTUAL	UNREALIZED
		_____	_____	_____
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,452,904.00	\$11,452,904.00	.00
1310	Tuition- From LEA's	\$592,800.00	\$13,680.00	\$579,120.00
1XXX	Miscellaneous	\$507,400.00	\$17,091.09	\$490,308.91
		_____	_____	_____
	TOTAL	\$12,553,104.00	\$11,483,675.09	\$1,069,428.91
		=====	=====	=====
--- 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
3XXX	Other State Aids	\$108,616.00	\$108,616.00	\$0.00
		_____	_____	_____
	TOTAL	\$1,413,902.00	\$1,413,902.00	\$0.00
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$13,967,006.00	\$12,897,577.09	\$1,069,428.91
		=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16 & 17)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 1 Month Period Ending 07/31/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,195,639.66	\$10,229.56	\$1,136,677.90	\$48,732.20
11-140-100-106 Other Salaries for Instruction	\$39,363.84	.00	\$39,363.84	.00
11-140-100-320 Purchased Prof.-Ed. Services	\$40,000.00	.00	.00	\$40,000.00
11-140-100-500 Other Purchased Services	\$5,584.00	\$1,024.13	\$1,266.83	\$3,293.04
11-140-100-610 General Supplies	\$165,180.00	.00	\$82,824.67	\$82,355.33
11-140-100-640 Textbooks	\$13,661.50	.00	\$661.50	\$13,000.00
11-140-100-800 Other Objects	\$18,103.00	.00	.00	\$18,103.00
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$2,030.00	\$0.00	\$2,030.00	\$0.00
TOTAL	\$1,479,562.00	\$11,253.69	\$1,262,824.74	\$205,483.57
--- Basic skills/remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$93,157.70	\$0.00	\$91,733.70	\$1,424.00
11-230-100-610 General Supplies	\$4,000.00	.00	\$4,000.00	.00
TOTAL	\$97,157.70	\$0.00	\$95,733.70	\$1,424.00
--- Bilingual education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$61,588.10	\$42.47	\$60,601.63	\$944.00
TOTAL	\$61,588.10	\$42.47	\$60,601.63	\$944.00
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$2,763,924.13	\$59,088.75	\$2,392,306.13	\$312,529.25
11-310-100-320 Purchased Prof.-Ed. Services	\$203,020.00	.00	.00	\$203,020.00
11-310-100-500 Other Purchased Services	\$52,332.00	\$1,104.03	\$1,322.55	\$49,905.42
11-310-100-610 General Supplies	\$414,169.64	\$3,319.19	\$173,395.95	\$237,454.50
11-310-100-640 Textbooks	\$33,582.12	.00	\$18,378.90	\$15,203.22
11-310-100-800 Other Objects	\$12,992.25	.00	\$4,430.25	\$8,562.00
Total	\$3,480,020.14	\$63,511.97	\$2,589,833.78	\$826,674.39
--- Special Vocational Programs - Instruction ---				
11-320-100-101 Salaries of Teachers	\$269,145.80	\$1,146.95	\$253,587.65	\$14,411.20
11-320-100-500 Other Purchased Services	\$1,015.00	.00	.00	\$1,015.00
11-320-100-610 General Supplies	\$11,166.00	.00	.00	\$11,166.00

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16 & 17)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 1 Month Period Ending 07/31/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
Total	\$281,326.80	\$1,146.95	\$253,587.65	\$26,592.20
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$42,209.00	.00	\$42,209.00	.00
11-401-100-600 Supplies and Materials	\$13,196.00	.00	\$2,026.47	\$11,169.53
TOTAL	\$55,405.00	\$0.00	\$44,235.47	\$11,169.53
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$43,000.00	\$280.00	\$37,827.00	\$4,893.00
11-402-100-500 Purchased Services	\$15,000.00	\$160.00	.00	\$14,840.00
11-402-100-600 Supplies and Materials	\$5,441.00	.00	.00	\$5,441.00
TOTAL	\$63,441.00	\$440.00	\$37,827.00	\$25,174.00
--- UNDISTRIBUTED EXPENDITURES ---				
--- Health services ---				
11-000-213-100 Salaries	\$153,153.39	\$7,458.70	\$141,379.32	\$4,315.37
11-000-213-300 Purchased Prof. & Tech. Svc.	\$22,969.00	.00	.00	\$22,969.00
11-000-213-600 Supplies and Materials	\$11,221.00	.00	\$5,130.00	\$6,091.00
11-000-213-800 Other Objects	\$406.00	.00	.00	\$406.00
TOTAL	\$187,749.39	\$7,458.70	\$146,509.32	\$33,781.37
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$418,218.52	\$9,405.15	\$342,580.17	\$66,233.20
11-000-218-105 Sal Sec. & Clerical Asst.	\$105,626.02	\$8,295.90	\$93,246.12	\$4,084.00
11-000-218-600 Supplies and Materials	\$1,015.00	.00	\$814.00	\$201.00
TOTAL	\$524,859.54	\$17,701.05	\$436,640.29	\$70,518.20
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$75,453.38	\$6,055.76	\$68,066.87	\$1,330.75
11-000-219-105 Sal Sec. & Clerical Asst.	\$92,172.30	\$7,530.40	\$84,641.90	.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$5,076.00	.00	\$2,048.00	\$3,028.00
11-000-219-500 Other Purchased Services	\$1,015.00	\$668.00	.00	\$347.00
11-000-219-600 Supplies and Materials	\$2,030.00	.00	.00	\$2,030.00
11-000-219-800 Other Objects	\$3,553.00	.00	.00	\$3,553.00

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16 & 17)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 1 Month Period Ending 07/31/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$179,299.68	\$14,254.16	\$154,756.77	\$10,288.75
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$90,300.00	\$8,650.86	\$81,626.69	\$22.45
11-000-221-104 Salaries Other Prof. Staff	\$76,900.00	\$7,375.84	\$69,514.76	\$9.40
11-000-221-105 Sal Secr. & Clerical Asst.	\$133,060.42	\$7,522.56	\$84,553.86	\$40,984.00
11-000-221-500 Other Purchased Services	\$5,076.00	.00	\$2,727.90	\$2,348.10
11-000-221-600 Supplies and Materials	\$2,538.00	.00	.00	\$2,538.00
11-000-221-800 Other Objects	\$3,045.00	.00	.00	\$3,045.00
TOTAL	\$310,919.42	\$23,549.26	\$238,423.21	\$48,946.95
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$65,549.15	\$175.00	\$28,006.65	\$37,367.50
11-000-222-177 Salaries of Technology Coordinators	\$86,760.00	\$8,307.74	\$78,452.25	\$0.01
11-000-222-500 Other Purchased Services	\$4,060.00	.00	.00	\$4,060.00
11-000-222-600 Supplies and Materials	\$21,136.00	.00	\$12,000.00	\$9,136.00
11-000-222-800 Other Objects	\$4,060.00	.00	\$315.00	\$3,745.00
TOTAL	\$181,565.15	\$8,482.74	\$118,773.90	\$54,308.51
--- Instructional Staff Training Services ---				
11-000-223-104 Salaries Other Prof. Staff	\$50,400.00	\$2,800.00	.00	\$47,600.00
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$41,847.00	.00	.00	\$41,847.00
11-000-223-500 Other Purchased Services	\$18,846.00	\$152.83	\$7,976.93	\$10,716.24
11-000-223-600 Supplies and Materials	\$2,030.00	.00	\$807.00	\$1,223.00
TOTAL	\$113,123.00	\$2,952.83	\$8,783.93	\$101,386.24
--- Support services-general administration ---				
11-000-230-100 Salaries	\$280,855.07	\$24,746.51	\$256,032.56	\$76.00
11-000-230-331 Legal Services	\$76,133.00	.00	\$76,133.00	.00
11-000-230-332 Audit Fees	\$33,500.00	.00	\$33,380.00	\$120.00
11-000-230-339 Other Purchased Prof. Svc.	\$3,045.00	\$626.40	.00	\$2,418.60
11-000-230-530 Communications/Telephone	\$76,132.00	\$4,662.82	\$48,258.18	\$23,211.00
11-000-230-590 Other Purchased Services	\$13,000.00	\$585.84	\$0.00	\$12,414.16
11-000-230-610 General Supplies	\$11,166.00	.00	.00	\$11,166.00
11-000-230-630 BOE In-House Training/Meeting Supplies	\$3,553.00	.00	.00	\$3,553.00
11-000-230-890 Misc. Expenditures	\$32,354.50	\$2,567.40	\$15,265.85	\$14,521.25
11-000-230-895 BOE Membership Dues and Fees	\$7,735.00	.00	\$6,749.75	\$985.25

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16 & 17)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 1 Month Period Ending 07/31/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$537,473.57	\$33,188.97	\$435,819.34	\$68,465.26
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$338,500.00	\$32,177.37	\$306,000.00	\$322.63
11-000-240-105 Sal Secr. & Clerical Asst.	\$166,213.62	\$13,390.04	\$150,504.58	\$2,319.00
11-000-240-11X Other Salaries	\$7,022.93	.00	.00	\$7,022.93
11-000-240-500 Other Purchased Services	\$26,704.00	\$6,748.86	\$6,105.00	\$13,850.14
11-000-240-600 Supplies and Materials	\$10,450.19	.00	\$8,450.19	\$2,000.00
11-000-240-800 Other Objects	\$4,545.00	.00	\$845.50	\$3,699.50
TOTAL	\$553,435.74	\$52,316.27	\$471,905.27	\$29,214.20
--- Central Services ---				
11-000-251-100 Salaries	\$334,155.73	\$28,892.13	\$305,263.60	.00
11-000-251-330 Purchased Prof. Svcs.	\$29,000.00	\$17,448.80	\$6,774.32	\$4,776.88
11-000-251-340 Purchased Technical Svcs.	\$17,000.00	\$3,000.00	\$2,876.00	\$11,124.00
11-000-251-600 Supplies and Materials	\$13,489.69	.00	\$4,949.69	\$8,540.00
11-000-251-890 Other Objects	\$6,091.00	\$442.45	\$1,042.55	\$4,606.00
TOTAL	\$399,736.42	\$49,783.38	\$320,906.16	\$29,046.88
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$254,136.06	\$20,762.68	\$233,373.38	.00
11-000-252-500 Other Pur Serv. (400-500 series)	\$85,000.00	.00	.00	\$85,000.00
11-000-252-600 Supplies and Materials	\$17,000.00	.00	\$6,269.89	\$10,730.11
TOTAL	\$356,136.06	\$20,762.68	\$239,643.27	\$95,730.11
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$604,866.80	\$53,199.39	\$547,181.91	\$4,485.50
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$685,541.71	\$17,909.60	\$437,189.52	\$230,442.59
11-000-261-610 General Supplies	\$26,393.00	\$760.80	\$14,820.18	\$10,812.02
11-000-261-800 Other Objects	\$10,151.00	.00	\$25.00	\$10,126.00
TOTAL	\$1,326,952.51	\$71,869.79	\$999,216.61	\$255,866.11
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$360,000.00	\$29,495.00	\$324,577.18	\$5,927.82
11-000-262-490 Other Purchased Property Svc.	\$70,000.00	\$2,807.33	\$25,265.67	\$41,927.00
11-000-262-520 Insurance	\$225,557.00	\$105,466.00	\$120,091.00	.00
11-000-262-621 Energy (Natural Gas)	\$170,000.00	\$7,609.70	\$80,905.30	\$81,485.00
11-000-262-622 Energy (Electricity)	\$495,000.00	.00	\$495,000.00	.00
TOTAL	\$1,320,557.00	\$145,378.03	\$1,045,839.15	\$129,339.82

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16 & 17)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 1 Month Period Ending 07/31/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
	_____	_____	_____	_____
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$15,500.00	.00	.00	\$15,500.00
TOTAL	\$15,500.00	\$0.00	\$0.00	\$15,500.00
--- Security ---				
11-000-266-100 Salaries	\$88,583.06	\$7,025.40	\$81,557.66	.00
TOTAL	\$88,583.06	\$7,025.40	\$81,557.66	\$0.00
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$40,699.06	\$218.43	\$35,432.67	\$5,047.96
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	\$26,091.00	.00	.00	\$26,091.00
11-000-270-514 Contract Svc (spec.ed.)-vendors	\$3,045.00	.00	.00	\$3,045.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$29,947.00	\$192.16	.00	\$29,754.84
11-000-270-593 Misc. Purchased Svc.- Transp.	\$12,689.00	.00	.00	\$12,689.00
11-000-270-610 General Supplies	\$2,030.00	.00	.00	\$2,030.00
11-000-270-800 Misc. Expenditures	\$3,045.00	.00	.00	\$3,045.00
TOTAL	\$120,591.06	\$410.59	\$35,432.67	\$84,747.80
--- Benefits ---				
11-XXX-XXX-220 Social Security Contributions	\$200,000.00	\$18,060.40	\$181,939.60	.00
11-XXX-XXX-241 Other Retirement Contrb. - Regular	\$323,691.27	\$374.14	\$5,125.77	\$318,191.36
11-XXX-XXX-250 Unemployment Compensation	\$62,429.00	\$9,408.37	\$25,608.63	\$27,412.00
11-XXX-XXX-260 Workman's Compensation	\$180,688.00	\$87,650.00	\$87,650.00	\$5,388.00
11-XXX-XXX-270 Health Benefits	\$1,727,895.90	\$131,739.68	\$1,493,134.52	\$103,021.70
11-XXX-XXX-280 Tuition Reimbursement	\$30,000.00	.00	.00	\$30,000.00
11-XXX-XXX-290 Other Employee Benefits	\$50,000.00	.00	\$6,560.00	\$43,440.00
TOTAL	\$2,574,704.17	\$247,232.59	\$1,800,018.52	\$527,453.06
Total Undistributed expenditures	\$8,791,185.77	\$702,366.44	\$6,534,226.07	\$1,554,593.26
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$14,309,686.51	\$778,761.52	\$10,878,870.04	\$2,652,054.95
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$14,309,686.51	\$778,761.52	\$10,878,870.04	\$2,652,054.95
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REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16 & 17)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 1 Month Period Ending 07/31/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
 --- Facilities acquisition and construction services ---				
12-000-400-334 Architectural/Engineering Services	\$7,000.00	.00	.00	\$7,000.00
12-000-400-450 Construction services	\$155,943.00	.00	\$60,463.00	\$95,480.00
12-000-400-800 Other objects	\$31,438.00	.00	.00	\$31,438.00
Facilits. Acqstn. Const. Sevr. -- TOTAL --	\$194,381.00	\$0.00	\$60,463.00	\$133,918.00
TOTAL	\$194,381.00	\$0.00	\$60,463.00	\$133,918.00
 TOTAL CAPITAL OUTLAY EXPENDITURES				
	\$194,381.00	\$0.00	\$60,463.00	\$133,918.00
 *** SPECIAL SCHOOLS ***				
--- Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	\$55,000.00	\$0.00	\$0.00	\$55,000.00
13-422-100-610 General supplies	\$6,397.29	.00	\$1,759.07	\$4,638.22
TOTAL	\$6,397.29	\$0.00	\$1,759.07	\$4,638.22
 TOTAL SUMMER SCHOOL				
	\$61,397.29	\$0.00	\$1,759.07	\$59,638.22
 TOTAL SPECIAL SCHOOLS EXPENDITURES				
	\$61,397.29	\$0.00	\$1,759.07	\$59,638.22

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 GENERAL FUND - FUND 10 (including 16 & 17)
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 1 Month Period Ending 07/31/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
	_____	_____	_____	_____
*** EDUCATION STABILIZATION FUND **				
*** GOVERNMENT SERVICES FUND **				
TOTAL GENERAL FUND EXPENDITURES	\$14,565,464.80	\$778,761.52	\$10,941,092.11	\$2,845,611.17

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

For 1 Month Period Ending 07/31/2013

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

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 SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 1 Month Period Ending 07/31/13

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ASSETS AND RESOURCES

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

101	Cash in bank		\$12,866.44
	Accounts receivable:		
141	Intergovernmental - State	(\$5,440.00)	
142	Intergovernmental - Federal	\$5,440.00	
	Other Current Assets		\$18,926.00

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

301	Estimated Revenues	\$944,224.00	
302	Less Revenues	(\$57,746.00)	
			\$886,478.00
	Total assets and resources		\$918,270.44
			=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 1 Month Period Ending 07/31/13

=====

LIABILITIES AND FUND EQUITY

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

Other current liabilities	\$9,174.75
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TOTAL LIABILITIES	\$9,174.75
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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	\$359,044.15
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601	Appropriations	\$944,224.00
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602	Less: Expenditures	\$35,128.31
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603	Encumbrances	\$359,044.15 (\$394,172.46)
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	\$550,051.54
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TOTAL FUND BALANCE	\$909,095.69
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TOTAL LIABILITIES AND FUND EQUITY	\$918,270.44
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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 1 Month Period Ending 07/31/13

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
		_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$114,000.00	.00		\$114,000.00
3XXX	From State Sources	\$328,200.00	\$57,746.00		\$270,454.00
4XXX	From Federal Sources	\$502,024.00	.00		\$502,024.00
		_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS		\$944,224.00	\$57,746.00		\$886,478.00
		=====	=====	=====	=====
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
		_____	_____	_____	_____
*** EXPENDITURES ***					
LOCAL PROJECTS:		\$114,000.00	\$17,696.84	\$32,850.66	\$63,452.50
STATE PROJECTS:					
Other special projects		\$328,200.00	\$11,375.71	\$259,580.00	\$57,244.29
		_____	_____	_____	_____
TOTAL STATE PROJECTS		\$328,200.00	\$11,375.71	\$259,580.00	\$57,244.29
FEDERAL PROJECTS:					
NCLB Title I		\$63,027.00	.00	.00	\$63,027.00
NCLB Title II - Part A/D		\$10,290.00	.00	.00	\$10,290.00
I.D.E.A. Part B (Handicapped)		\$85,000.00	\$6,055.76	\$66,613.49	\$12,330.75
Vocational Education		\$235,000.00	.00	.00	\$235,000.00
ARRA/Other (450-469)		\$108,707.00	.00	.00	\$108,707.00
		_____	_____	_____	_____
TOTAL FEDERAL PROJECTS		\$502,024.00	\$6,055.76	\$66,613.49	\$429,354.75
*** TOTAL EXPENDITURES ***		\$944,224.00	\$35,128.31	\$359,044.15	\$550,051.54
		=====	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 1 Month Period Ending 07/31/13

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

For 1 Month Period Ending 07/31/13

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

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 SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 1 Month Period Ending 07/31/13

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ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$149,773.45
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$371,628.75	
			\$371,628.75

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

301	Estimated Revenues	\$2,601,227.12	
			\$2,601,227.12
	Total assets and resources		\$3,122,629.32
			=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 1 Month Period Ending 07/31/13

=====

LIABILITIES AND FUND EQUITY

=====

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

402	Interfund accounts payable	\$117,919.95
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TOTAL LIABILITIES

\$117,919.95

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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	\$70,140.80
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751,752,76X	Other reserves	\$142,567.79
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601	Appropriations	\$2,601,227.12
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603	Encumbrances	\$70,140.80	(\$70,140.80)	
		\$2,531,086.32		

Total Appropriated

\$2,743,794.91

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

770	Fund balance	\$260,914.46
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TOTAL FUND BALANCE

\$3,004,709.37

TOTAL LIABILITIES AND FUND EQUITY

\$3,122,629.32

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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 1 Month Period Ending 07/31/13

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$2,601,227.12	\$0.00		\$2,601,227.12
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$2,601,227.12	\$0.00		\$2,601,227.12
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-450 Construction services	\$2,601,227.12	.00	\$70,140.80	\$2,531,086.32
	_____	_____	_____	_____
Total fac.acq.and constr. serv.	\$2,601,227.12	\$0.00	\$70,140.80	\$2,531,086.32
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$2,601,227.12	\$0.00	\$70,140.80	\$2,531,086.32
*** TOTAL EXPENDITURES AND TRANSFERS	\$2,601,227.12	\$0.00	\$70,140.80	\$2,531,086.32
	=====	=====	=====	=====

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

For 1 Month Period Ending 07/31/13

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

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: July 31, 2013

CASH REPORT

FUNDS	(1)	(2)	(3)	(4)
Governmental Funds	Adjusted Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$1,506,648.34	\$1,033,879.09	-\$809,232.49	\$1,731,294.94
ARRA-ESF Fund (16)	\$0.00	\$0.00	\$0.00	\$0.00
ARRA-GSF Fund (17)	\$0.00	\$0.00	\$0.00	\$0.00
Fund (18)	\$0.00	\$0.00	\$0.00	\$0.00
Special Revenue Fund (20)	-\$9,751.25	\$57,746.00	-\$35,128.31	\$12,866.44
Capital Project Fund (30)	\$149,773.45	\$0.00	\$0.00	\$149,773.45
Debt Services Fund (40)	\$0.00	\$0.00	\$0.00	\$0.00
Enterprise Fund (61)	\$78,813.49	\$0.00	\$0.00	\$78,813.49
Total Governmental Funds	\$1,725,484.03	\$1,091,625.09	-\$844,360.80	\$1,972,748.32
Summer Savings	\$88,470.19	\$0.00	-\$44,210.38	\$44,259.81
Enterprise Fund (60) Cafeteria	\$17,429.43	\$4,714.76	\$0.00	\$22,144.19
Payroll Fund (70)	-\$88,420.73	\$287,032.01	-\$242,821.63	-\$44,210.35
Agency Fund (90)	\$0.00	\$154,074.06	-\$154,074.06	\$0.00
Total Trust & Agency	\$17,478.89	\$445,820.83	-\$441,106.07	\$22,193.65
Grand Total for all Funds	\$1,742,962.92	\$1,537,445.92	-\$1,285,466.87	\$1,994,941.97
				\$1,994,941.97

Prepared and submitted by:

Michelle Fresco, Treasurer of School Moneys

8/8/2013

Somerset County Vocational Board of Ed.

Expense Account Adjustment Analysis By Adjustment#

ADDENDUM #7

va_exaa2.082406

06/30/2013

Current Cycle : June

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
0122	2013 YE TFR	11-000-213-300-07-0000	PURCHASED PROFESSIONAL A	06/30/2013	DSTROBER	\$9,750.00	(\$5,034.33)	\$4,715.67
	2013 YE TFR	11-000-213-600-03-0336	SUPPLIES HEALTH SERVICES	06/30/2013	DSTROBER	\$6,001.00	\$5,034.33	\$11,035.33
	2013 YE TFR	11-000-230-331-01-0502	LEGAL SERVICES	06/30/2013	DSTROBER	\$75,008.00	\$3,826.56	\$78,834.56
	2013 YE TFR	11-000-230-332-01-0000	AUDIT FEES	06/30/2013	DSTROBER	\$33,503.00	\$1,452.00	\$34,955.00
	2013 YE TFR	11-000-230-339-01-0503	OTHER PROF FEES/AUDITORS	06/30/2013	DSTROBER	\$12,508.43	(\$1,452.00)	\$11,056.43
	2013 YE TFR	11-000-230-530-01-0211	COMMUNICATIONS/TELEPHONE	06/30/2013	DSTROBER	\$44,004.00	(\$3,826.56)	\$40,177.44
	2013 YE TFR	11-000-251-340-01-0000	PURCHASED TECHNICAL SERV	06/30/2013	DSTROBER	\$16,002.00	(\$1,618.69)	\$14,383.31
	2013 YE TFR	11-000-251-600-01-0000	SUPPLIES AND MATERIALS	06/30/2013	DSTROBER	\$10,160.97	\$1,618.69	\$11,779.66
	2013 YE TFR	11-000-261-420-02-0216	R&M-BLDG HS	06/30/2013	DSTROBER	\$41,435.85	\$43,019.06	\$84,454.91
	2013 YE TFR	11-000-261-420-02-0218	R&M-EQUIP HS	06/30/2013	DSTROBER	\$202,152.40	(\$3,446.07)	\$198,706.33
	2013 YE TFR	11-000-261-420-02-0221	MAINT CONTR-B&G	06/30/2013	DSTROBER	\$202,664.19	(\$7,888.26)	\$194,775.93
	2013 YE TFR	11-000-261-610-02-0349	MAINT SUPPL - B&G	06/30/2013	DSTROBER	\$36,318.91	\$1,562.00	\$37,880.91
	2013 YE TFR	11-000-261-800-02-0709	MISC EXP - B&G	06/30/2013	DSTROBER	\$8,503.81	(\$1,156.40)	\$7,347.41
	2013 YE TFR	11-000-262-490-00-0225	WATER & SEWER - HS	06/30/2013	DSTROBER	\$27,003.00	(\$1,562.00)	\$25,441.00
	2013 YE TFR	11-000-262-621-02-0000	ENERGY - NATURAL GAS	06/30/2013	DSTROBER	\$111,508.57	(\$10,993.58)	\$100,514.99
	2013 YE TFR	11-000-262-622-02-0000	ENERGY - ELECTRICITY	06/30/2013	DSTROBER	\$503,200.00	(\$19,534.75)	\$483,665.25
	2013 YE TFR	11-140-100-500-00-0202	OTH PURC SRV-TRV-ALT SCH	06/30/2013	DSTROBER	\$5,001.00	\$107.79	\$5,108.79
	2013 YE TFR	11-140-100-610-03-3333	SUPPLIES - SOC. STUDIES	06/30/2013	DSTROBER	\$6,001.00	(\$107.79)	\$5,893.21
Total for Adjustment # 0122							\$0.00	
0123	2013 YE TFR	11-000-291-290-00-0610	EMPLOYEE BENEFITS	06/30/2013	DSTROBER	\$48,401.00	(\$34,382.13)	\$14,018.87
	2013 YE TFR	11-140-100-610-03-0301	SUPPLIES - PHYSICAL ED	06/30/2013	DSTROBER	\$10,702.35	\$6,536.13	\$17,238.48
	2013 YE TFR	11-310-100-610-03-0000	SUPPLIES - GENERAL	06/30/2013	DSTROBER	\$6,911.68	\$27,846.00	\$34,757.68
Total for Adjustment # 0123							\$0.00	
0124	2013 YE TFR	11-000-291-241-00-0602	OTHER RETIRE CONT-OTHER	06/30/2013	DSTROBER	\$349,956.18	(\$38,395.73)	\$311,560.45
	2013 YE TFR	11-140-100-610-03-0301	SUPPLIES - PHYSICAL ED	06/30/2013	DSTROBER	\$17,238.48	\$30,192.55	\$47,431.03
	2013 YE TFR	11-140-100-610-03-3335	SUPPLIES - MATH	06/30/2013	DSTROBER	\$5,001.00	\$8,203.18	\$13,204.18
Total for Adjustment # 0124							\$0.00	
0125	2013 YE TFR	11-000-218-500-00-0000	OTHER PURCHASED SERVICES	06/30/2013	DSTROBER	\$26,800.00	(\$4,776.21)	\$22,023.79
	2013 YE TFR	11-000-230-890-01-0705	MISC. EXP. - SUPT OFFICE	06/30/2013	DSTROBER	\$15,002.00	(\$4,105.74)	\$10,896.26
	2013 YE TFR	11-000-251-340-01-0000	PURCHASED TECHNICAL SERV	06/30/2013	DSTROBER	\$14,383.31	(\$5,296.02)	\$9,087.29
	2013 YE TFR	11-000-291-241-00-0602	OTHER RETIRE CONT-OTHER	06/30/2013	DSTROBER	\$311,560.45	(\$9,430.59)	\$302,129.86
	2013 YE TFR	11-310-100-610-00-0000	SUPPLIES-TECHNOLOGY	06/30/2013	DSTROBER	\$4,001.00	(\$1,020.03)	\$2,980.97
	2013 YE TFR	11-310-100-610-03-0313	SUPPLIES-BEAUTY I	06/30/2013	DSTROBER	\$10,190.73	\$14,944.61	\$25,135.34
	2013 YE TFR	11-310-100-610-03-0314	SUPPLIES-BEAUTY II	06/30/2013	DSTROBER	\$11,128.29	\$14,638.69	\$25,766.98
	2013 YE TFR	11-310-100-610-03-0315	SUPPLIES - CARPENTRY	06/30/2013	DSTROBER	\$10,355.51	(\$1,442.84)	\$8,912.67
	2013 YE TFR	11-310-100-610-03-0327	SUPPL-HEALTH OCCUPATIONS	06/30/2013	DSTROBER	\$3,966.54	\$9,975.00	\$13,941.54
	2013 YE TFR	11-310-100-610-03-0333	SUPPLIES - SMALL ENGINES	06/30/2013	DSTROBER	\$6,139.26	(\$1,057.89)	\$5,081.37
	2013 YE TFR	11-310-100-610-10-0324	SUPPL - PERFORMING ARTS	06/30/2013	DSTROBER	\$14,863.74	(\$1,702.00)	\$13,161.74
	2013 YE TFR	11-401-100-100-03-0114	SAL - CO-CURRICULAR	06/30/2013	DSTROBER	\$38,004.00	(\$10,726.98)	\$27,277.02

Somerset County Vocational Board of Ed.

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

06/30/2013

Current Cycle : June

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Total for Adjustment # 0125							\$0.00	
0126	2013 YE TFR	11-000-213-300-07-0000	PURCHASED PROFESSIONAL A	06/30/2013	DSTROBER	\$4,715.67	(\$1,540.67)	\$3,175.00
	2013 YE TFR	11-000-219-800-05-0000	OTHER OBJECTS	06/30/2013	DSTROBER	\$3,500.00	(\$3,086.70)	\$413.30
	2013 YE TFR	11-000-230-530-01-0211	COMMUNICATIONS/TELEPHONE	06/30/2013	DSTROBER	\$40,177.44	(\$4,490.00)	\$35,687.44
	2013 YE TFR	11-000-230-895-00-0000	NJSBA DUES	06/30/2013	DSTROBER	\$7,621.00	(\$682.63)	\$6,938.37
	2013 YE TFR	11-000-291-241-00-0602	OTHER RETIRE CONT-OTHER	06/30/2013	DSTROBER	\$302,129.86	\$9,800.00	\$311,929.86
Total for Adjustment # 0126							\$0.00	
0128	2013 YE TFR	11-000-251-100-01-0000	SALARIES-BUSINESS OFFICE	06/30/2013	DSTROBER	\$340,000.00	(\$11,250.00)	\$328,750.00
	2013 YE TFR	11-140-100-320-00-0000	REG INSTR-PURCH PROF ED	06/30/2013	DSTROBER	\$41,052.40	(\$7,000.00)	\$34,052.40
	2013 YE TFR	11-140-100-610-03-0000	SUPPLIES - ENGLISH	06/30/2013	DSTROBER	\$2,001.00	\$6,000.00	\$8,001.00
	2013 YE TFR	11-140-100-610-03-3333	SUPPLIES - SOC. STUDIES	06/30/2013	DSTROBER	\$5,893.21	\$6,000.00	\$11,893.21
	2013 YE TFR	11-140-100-610-03-3335	SUPPLIES - MATH	06/30/2013	DSTROBER	\$13,204.18	\$6,250.00	\$19,454.18
Total for Adjustment # 0128							\$0.00	
Total Current Appropriation Adjustments							\$0.00	

Somerset County Vocational Board of Ed.

Expense Account Adjustment Analysis By Adjustment#

ADDENDUM #8

va_exaa2.082406

07/29/2013

All Cycles

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
0001	twilight budgt	20-005-200-200-14-0000	UNITED WAY C/O-BEN	07/24/2013	VHART	\$0.00	\$4,090.00	\$4,090.00
	twilight budgt	20-008-100-101-14-0000	HUMAN SVC-SAL INSTR	07/24/2013	VHART	\$104,000.00	(\$85,756.00)	\$18,244.00
	twilight budgt	20-008-100-610-14-0000	HUMAN SVC-SUPPLIES	07/24/2013	VHART	\$0.00	\$17,282.25	\$17,282.25
	twilight budgt	20-008-100-800-14-0000	HUMAN SVC STUDENT STIPEN	07/24/2013	VHART	\$0.00	\$18,240.00	\$18,240.00
	twilight budgt	20-008-200-100-14-0000	HUMAN SVC NON-INSTR SAL	07/24/2013	VHART	\$0.00	\$6,576.00	\$6,576.00
	twilight budgt	20-008-200-103-14-0000	HUMAN SVC-SAL DIRECTOR	07/24/2013	VHART	\$0.00	\$8,074.00	\$8,074.00
	twilight budgt	20-008-200-105-14-0000	HUMAN SVC-SAL	07/24/2013	VHART	\$0.00	\$9,871.25	\$9,871.25
	twilight budgt	20-008-200-110-14-0000	HUMAN SVC BUS DRIVER SAL	07/24/2013	VHART	\$0.00	\$6,213.25	\$6,213.25
	twilight budgt	20-008-200-516-14-0000	HUMAN SVC-TRANSPORTATION	07/24/2013	VHART	\$0.00	\$4,820.00	\$4,820.00
	twilight budgt	20-008-200-610-14-0000	SUPPLIES AND MATERIALS	07/24/2013	VHART	\$0.00	\$189.25	\$189.25
Total for Adjustment # 0001							(\$10,400.00)	
0002	twilight budgt	20-008-200-200-14-0000	HUMAN SVC-BENEFITS	07/24/2013	VHART	\$0.00	\$4,090.00	\$4,090.00
0003	twilight budgt	20-009-100-101-14-0000	JUVENILE JUSTICE-SAL	07/24/2013	VHART	\$10,000.00	\$108.00	\$10,108.00
	twilight budgt	20-009-100-610-14-0000	GENERAL SUPPLIES	07/24/2013	VHART	\$0.00	\$1,905.00	\$1,905.00
	twilight budgt	20-009-100-800-14-0000	JUVENILE JUSTICE-STIPEND	07/24/2013	VHART	\$0.00	\$4,560.00	\$4,560.00
	twilight budgt	20-009-200-105-14-0000	NON-INSTRUCTIONAL SALARI	07/24/2013	VHART	\$0.00	\$123.75	\$123.75
	twilight budgt	20-009-200-110-14-0000	NON-INSTRUCTIONAL SALARI	07/24/2013	VHART	\$0.00	\$161.50	\$161.50
	twilight budgt	20-009-200-200-14-0000	JUVENILE JUSTICE-BENEFIT	07/24/2013	VHART	\$0.00	\$831.00	\$831.00
	twilight budgt	20-009-200-516-14-0000	CONTR SERV-TRANS.(OTHER	07/24/2013	VHART	\$0.00	\$2,400.00	\$2,400.00
	twilight budgt	20-009-200-610-14-0000	SUPPLIES AND MATERIALS	07/24/2013	VHART	\$0.00	\$310.75	\$310.75
Total for Adjustment # 0003							\$10,400.00	
0004	reclass salaries	11-000-218-104-00-0116	SAL - GUIDANCE	07/29/2013	DSTROBER	\$465,000.00	(\$53,360.00)	\$411,640.00
	reclass salaries	11-000-221-102-07-0118	ALT SCH-DIRECTOR	07/29/2013	DSTROBER	\$89,000.00	\$1,300.00	\$90,300.00
	reclass salaries	11-000-221-104-00-0000	SAL OF OTHER PROFESSIONA	07/29/2013	DSTROBER	\$76,000.00	\$900.00	\$76,900.00
	reclass salaries	11-000-222-177-16-0000	SALARY-TECH COORDINATORS	07/29/2013	DSTROBER	\$86,000.00	\$760.00	\$86,760.00
	reclass salaries	11-000-223-104-00-0000	SALARIES OF OTHER PROFES	07/29/2013	DSTROBER	\$0.00	\$50,400.00	\$50,400.00
Total for Adjustment # 0004							\$0.00	
0005	reclass salaries	11-000-218-105-00-0116	SAL - GUIDANCE SEC	07/29/2013	DSTROBER	\$142,000.00	(\$38,365.00)	\$103,635.00
	reclass salaries	11-000-219-105-00-0000	SALARIES OF SECRETARIAL	07/29/2013	DSTROBER	\$52,000.00	\$38,365.00	\$90,365.00
Total for Adjustment # 0005							\$0.00	
0006	reclass salaries	11-000-251-100-01-0000	SALARIES-BUSINESS OFFICE	07/29/2013	DSTROBER	\$323,000.00	\$11,155.73	\$334,155.73
	reclass salaries	11-000-252-100-16-0000	SALARIES-TECHNOLOGY	07/29/2013	DSTROBER	\$194,000.00	\$55,153.00	\$249,153.00
	reclass salaries	11-000-291-241-00-0602	OTHER RETIRE CONT-OTHER	07/29/2013	DSTROBER	\$390,000.00	(\$66,308.73)	\$323,691.27
Total for Adjustment # 0006							\$0.00	
0007	reclass salaries	11-000-230-100-01-0122	SALARY - SUP'T OFFICE	07/29/2013	DSTROBER	\$274,000.00	\$1,779.07	\$275,779.07
	reclass salaries	11-000-240-103-00-0124	SALARIES - PRINCIPALS	07/29/2013	DSTROBER	\$327,000.00	\$11,500.00	\$338,500.00
	reclass salaries	11-000-240-110-00-0126	SAL-WORK STUDY STDS, HS	07/29/2013	DSTROBER	\$20,302.00	(\$13,279.07)	\$7,022.93

Somerset County Vocational Board of Ed.

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

07/29/2013

All Cycles

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Total for Adjustment # 0007							\$0.00	
0008	adjust budget	11-000-240-600-03-0347	OFFICE SUPPLIES - HS	07/29/2013	DSTROBER	\$8,121.00	\$329.19	\$8,450.19
	adjust budget	11-000-261-100-02-0127	BUILDING & GROUND DIR.	07/29/2013	DSTROBER	\$93,000.00	\$578.17	\$93,578.17
	adjust budget	11-000-261-420-02-0216	R&M-BLDG HS	07/29/2013	DSTROBER	\$32,483.00	\$26,155.62	\$58,638.62
	adjust budget	11-000-266-100-02-0000	UE S SALS OF SEC G & INV	07/29/2013	DSTROBER	\$71,000.00	\$16,184.94	\$87,184.94
	adjust budget	11-000-291-270-00-0605	MEDICAL BENEFITS	07/29/2013	DSTROBER	\$1,575,000.00	(\$57,159.10)	\$1,517,840.90
	adjust budget	11-140-100-106-07-0000	OTHER SAL-ALT SCHOOL	07/29/2013	DSTROBER	\$36,222.00	\$2,370.00	\$38,592.00
	adjust budget	11-310-100-610-03-0317	SUPPLIES - PRINTING	07/29/2013	DSTROBER	\$18,272.00	\$1,056.52	\$19,328.52
	adjust budget	11-310-100-610-03-0325	SUPPL-CISCO	07/29/2013	DSTROBER	\$7,000.00	\$1,275.66	\$8,275.66
	adjust budget	11-401-100-100-03-0114	SAL - CO-CURRICULAR	07/29/2013	DSTROBER	\$33,000.00	\$9,209.00	\$42,209.00
Total for Adjustment # 0008							\$0.00	
0009	adjust budget	11-000-291-270-00-0605	MEDICAL BENEFITS	07/29/2013	DSTROBER	\$1,517,840.90	(\$49,875.00)	\$1,467,965.90
	adjust budget	11-140-100-610-03-0000	SUPPLIES - ENGLISH	07/29/2013	DSTROBER	\$5,076.00	\$16,625.00	\$21,701.00
	adjust budget	11-140-100-610-03-3333	SUPPLIES - SOC. STUDIES	07/29/2013	DSTROBER	\$6,091.00	\$16,625.00	\$22,716.00
	adjust budget	11-140-100-610-03-3335	SUPPLIES - MATH	07/29/2013	DSTROBER	\$8,000.00	\$16,625.00	\$24,625.00
Total for Adjustment # 0009							\$0.00	
Total Current Appropriation Adjustments							\$4,090.00	

Tuition Contracts – 2013-2014 School Year

Academy

Bedminster Township Board of Education	1 student	\$ 2,650.00
Bernards Township Board of Education	1 student	\$ 2,650.00
Branchburg Township Board of Education	6 students	\$ 15,900.00
Bridgewater-Raritan Regional Board of Education	25 students	\$ 66,250.00
Delaware Valley Regional Board of Education	7 students	\$ 22,050.00
Franklin Township Board of Education	11 students	\$ 21,150.00
Hillsborough Township Board of Education	19 students	\$ 50,350.00
Hunterdon Central Regional Board of Education	9 students	\$ 28,350.00
Manville Borough Board of Education	1 students	\$ 2,650.00
Montgomery Township Board of Education	3 students	\$ 7,950.00
North Hunterdon/Voorhees Regional Board of Education	2 students	\$ 6,300.00
North Plainfield Borough Board of Education	7 students	\$ 18,550.00
Somerville Board of Education	1 students	\$ 2,650.00
South Bound Brook Board of Education	4 students	\$ 10,600.00
Watchung Hills Regional Board of Education	<u>4 students</u>	<u>\$ 10,600.00</u>
Total	101 students	\$276,650.00

Academy Parent Paid

Bedminster Township	1 student	\$ 800.00
Bernards Township	1 student	\$ 200.00
Branchburg Township	6 students	\$ 2,400.00
Bridgewater-Raritan	25 students	\$ 14,500.00
Delaware Valley	7 students	\$ 4,100.00
Franklin Township	11 students	\$ 5,400.00
Hillsborough Township	19 students	\$ 10,400.00
Hunterdon Central	9 students	\$ 3,600.00
Manville Borough	1 student	\$ 700.00
Montgomery Township	3 students	\$ 1,900.00
North Hunterdon/Voorhees	2 students	\$ 1,300.00
North Plainfield Borough	7 students	\$ 2,900.00
Somerville	1 student	\$ 600.00
South Bound Brook	4 students	\$ 1,800.00
Watchung	<u>4 students</u>	<u>\$ 2,400.00</u>
Total	101 students	\$ 53,000.00

Special Education Vocational

Hunterdon Central Regional Board of Education	<u>2 Share Time</u> - Performing Arts, Electrical	<u>\$ 13,000.00</u>
Total	2 students	\$ 13,000.00

Regular Vocational

Hamilton Township Board of Education	1 Full Time - Performing Arts	\$ 10,000.00
North Hunterdon/Voorhees Regional Board of Education	3 Share Time - Performing Arts	\$ 15,000.00
Westfield Board of Education	2 Share Time - Performing Arts	\$ 10,000.00
Hunterdon Central Regional Board of Education	<u>3 Share Time - Performing Arts</u>	<u>\$ 15,000.00</u>
Total	9 students	\$ 50,000.00

Alternative

Bridgewater-Raritan Board of Education	9 students	\$205,200.00
Franklin Township Board of Education	4 students	\$ 91,200.00
Hillsborough Township Board of Education	4 students	\$ 91,200.00
Somerville Board of Education	<u>6 students</u>	<u>\$136,800.00</u>
Total	23 students	\$524,400.00