

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
May 19, 2014

Call to Order:

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

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

Also Present:

Dr. Chrys Harttraft, Superintendent of Schools
Diane Strober, Assistant Superintendent for Business/Board Secretary
Diane Ziegler, High School Principal
Lisa Fittipaldi, Board Attorney
Robert Zaborowski, Somerset County Freeholder Liaison
Others: Michael Kuschyk, Director of Buildings and Grounds; Maria Johnson, Supervisor of Academics; Patrick Pelliccia, Supervisor of Curriculum and Instruction; Duane Wallace, Supervisor of Learning and Technology; Bob Campanella, Supervisor of Information Technology; Andrew Coslit, Mathematics Teacher; Carene Jegou, Administrative Assistant to the Superintendent; Michelle Fresco and Michele Sartori, SkillsUSA Advisors, SkillsUSA state medal winners; and parents.

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

Pledge of Allegiance

Approval of Minutes

On motion by Mr. Smith, seconded by Mr. Dudeck, the minutes of the regular meeting and executive session held on April 28, 2014 were approved.

Correspondence

- Thank you note from Cathy Fortunato thanking the board of education for the beautiful retirement gift.

Old or Unfinished Business

2014 SkillsUSA State Medal Winners

- Mrs. Ziegler presented the state SkillsUSA medal winners to the board of education. The students introduced themselves and shared with the board members the name of their competition and medal won. Mrs. Ziegler also introduced the SkillsUSA advisors, Michelle Fresco, Michael McClain, Pratima Patil and Michele Sartori and acknowledged the outstanding job the advisors have done throughout the year. Mr. Dudeck thanked the advisors who were present, Michelle Fresco and Michele Sartori, for their efforts and hard work and congratulated the students for their achievement. Mrs. Ziegler noted that the Somerset County Freeholders will be recognizing the SkillsUSA students and advisors at an upcoming Freeholder meeting.

Construction Projects

- Mrs. Strober reported the HVAC/Boiler Replacement project bids were opened on May 8th; we were pleased that not only the base bid could be awarded, but also the three alternates bids. A resolution to award this contract is on this agenda.

Report of the Attorney

- Ms. Fittipaldi reported that she reviewed the bid packages for the HVAC/Boiler Replacement contract; other 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) – He attended the May 17th delegate meeting at which action was taken on a number of resolutions; Mr. Dudeck informed the board that the resolutions presented do not pertain to vocational schools.
- SCSBA Delegate (Mr. Dudeck) – The next meeting will be held on May 20th.
- SCESC Representative (Mr. Smith) – Meetings are held every other month. Dr. Harttraft informed the board there will be a groundbreaking of the Career Center on May 21st at 2:30.
- SCJIF Commissioner (Mrs. Strober) – The next meeting will be held on May 28th; the annual safety committee breakfast will be held on June 4th.
- Foundation (Mr. Hyncik) – Mrs. Strober reported the IRS Form 990 was submitted as required by law.

School Communications Report

- Mr. Wallace included the *Jaguar Nation* newsletter in the board of education packets.

Superintendent's Report

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

A. Resignation

The Board of Education accepted the resignation of Mr. Robert Campanella, Supervisor of Information Technology, for the purpose of retirement, effective July 1, 2014.

The Board of Education accepted the resignation of Ms. Carole Cardinale, Administrative Secretary, for the purpose of retirement, effective September 1, 2014.

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

The Board of Education appointed Ms. Diane Mari as Interim Supervisor of Pupil Services, at a per diem rate of \$398.60 (based upon Step B/8-\$97,655.00), effective on or about May 20, 2014.

C. Employment Contract – Assistant Superintendent for Business/Board Secretary 2014-15 School Year

The Board of Education approved the annual employment contract and salary in the amount of \$130,337.70 for Ms. Diane Strober for the period July 1, 2014 through June 30, 2015. (As reviewed and approved by the Executive County Superintendent.)

D. Employment of Part-Time Personnel – Summer 2014

The Board of Education approved employment of the following part-time personnel for summer 2014:

High School

Laurie Reader	Tech Lighting/Inventory/Repair/Setup (185 hours)	\$36.85/hour
Christopher Miller	Curriculum – Option II English (8 hours)	\$35.00/hour
M. Cristina Perrone	Curriculum – Option II English (8 hours)	\$35.00/hour
Johanna Scholl	Curriculum – Option II Science (10 hours)	\$35.00/hour
Robert Carrig	Curriculum – Option II Social Studies (10 hours)	\$35.00/hour
Rachel Kinlan	Curriculum – Option II Physical Education (10 hours)	\$35.00/hour

Performing Arts – Dance Intensive

Danielle Ramon	Repertory/Modern Instructor (30 hours)	\$30.00/hour
Mary Lynne McAnally	Repertory/Jazz Instructor (32 hours)	\$40.03/hour

Performing Arts – Camp (3 hours/day)

Eugenia Grigorian	Student Teacher	\$10.00/hour
Leah Meszaros	Student Teacher	\$10.00/hour

Performing Arts – Dance

Catherine Allworthy	Costumier (50 hours/Preproduction Rainforest Project)	\$29.83/hour
Laurie Reader	Production Manager (35 hours/ Preproduction Rainforest Project)	\$36.85/hour

Creative Arts

Sheila Buttermore	Adult Dance Evening Instructor (13.5 hours)	\$48.91/hour
Jason Cohen	Recruiter/Outreach Worker (210 hours)	\$20.00/hour

E. Volunteer

The Board of Education approved Monica Gonzalez as a volunteer softball team assistant.

F. Extended Sick Leave Request

The Board of Education approved the request of an extended sick leave without pay, for Mr. Kevin McManus effective June 11, 2014 through June 30, 2014.

G. Professional Seminars/Workshops/Travel Reimbursements

The Board of Education approved requests for district staff and board of education members to attend professional seminars, workshops and travel reimbursements as they appear on Addendum #1.

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

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

H. Field Trips

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

I. Home Instruction

The Board of Education provided home instruction for a 12th grade student. Instruction will be provided through the end of the school year at seven (7) hours per week.

Ms. Victoria Fulmer will be the instructor at a rate of \$40.00/hr.

J. Job Description

The Board of Education approved the following job description as it appears on Addendum #3.

Academic Teacher/Athletic Coordinator

K. Revised Job Description

The Board of Education approved the following revised job description as it appears on Addendum #4.

Chairperson of the High School Safety Committee

L. Revised Calendar – 2014-15 School Year

The Board of Education revised the 2014-15 school year calendar as follows:

From:

Parent Back to School Night – September 11, 2014

10 AM Delayed Opening – September 12, 2014

To:

Parent Back to School Night – October 2, 2014

10AM Delayed Opening – October 3, 2014

M. Summer Arts Enrichment Programs

The Board of Education approved Summer Enrichment Performing Arts Camps beginning July 7 through July 31, 2014.

Performing Arts Camp July 7-10; July 14-17; July 21-31

Dance Intensive July 21-31

Mr. Smith requested an explanation of the new job description. Dr. Harttraft explained that the athletic coordinator position was a stipend position and it has now been collapsed in the job description with a teacher to handle increasing responsibilities for athletics.

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

On recommendation of Dr. Harttraft and motion by Mr. Smith, seconded by Mr. Dudeck and on roll call vote, agenda items N and O as follows:

N. New Board Policies – First Reading

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

1581	Victim of Domestic or Sexual Violence Leave
6511	Direct Deposit
8507	Breakfast Offer Versus Service (OVS)
8508	Lunch Offer Versus Serve (OVS)

O. Revised Board Policies – First Reading

The Board of Education approved the following revised board policies at this first reading as they appear on Addendum #6.

3125	Employment of Teaching Staff Members
3230	Outside Activities
3240/R3240	Professional Development for Teachers and School Leaders
4125	Employment of Support Staff Members
4230	Outside Activities
6620	Petty Cash

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

P. Acceptance of Funds

On recommendation of Dr. Harttraft and motion by Mr. Smith, seconded by Mr. Dudeck and on roll call vote, the Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its May 19, 2014 meeting authorized acceptance of funds for the following:

NJ Department of Children & Families	School Based Program (2014-15 SY)	\$346,477.00
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Dr. Harttraft explained this “Linkages” grant provides services for the entire population, but mostly at risk students.

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

Q. Superintendent's Update

- HIB - 1 case was submitted for May; YTD 1 report.
- DEAC - Dr. Harttraft provided a meeting update; the next meeting is scheduled for June 5th at 2:30. Topics discussed included the following: professional development days for next year, evaluations for educational professionals other than teachers and principal, selecting the new evaluation tools, training for those using the new tools and continued training on the Danielson Model for teachers.
- Atlantic City Cook Off - The event took place on Friday, May 9th at the New Jersey Council Association of Counties. Our school sent a team of eight students who competed in the cook-off and were judged on taste and presentation by three separate judging groups. Our students won two bronze medals and one silver medal.
- There are a number of new laws being introduced in support of vocational education, including additional state aid for new programs, partnerships, additional students above 10% and/or 75 students.

Submission of Bills

On motion by Mr. Smith, seconded by Dr. Serafino, the Board of Education approved the bills list for May 2014 which is included in the board packet and is attached to the regular meeting minutes.

Fund 10	\$808,757.14
Fund 20	\$ 36,768.09
Fund 30	\$ 10,560.00
Fund 60	\$ 9,858.16
Fund 90	<u>\$123,975.74</u>
Total	\$991,919.13

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

New Business

- Mr. Smith asked Mr. Dudeck to speak with Mr. Hyncik regarding the deadline for the superintendent evaluation and the board of education self-evaluation. Mr. Smith asked if information was available from school boards and if Mrs. Strober would forward the same to board members. Mrs. Strober replied that she would e-mail NJSBA *School Board Notes* to all board members.

Report of the Assistant Superintendent for Business/Board Secretary

A. Reports A-148 and A-149

On motion by Mr. Smith, seconded by Mr. Dudeck 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 April 2014 and the Treasurer of School Monies for the month of April 2014, 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 #7)

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

B. Budget Transfer – 2013-14 School Year

On motion by Mr. Smith, seconded by Mr. Dudeck, and on roll call vote, the Board of Education approved the following budget transfer for the 2013-14 school year:

From:	11-310-100-640-03-0404	(\$5,500.00)	Vocational program textbooks
To:	12-000-100-730-00-0000	\$5,500.00	Replacement LED exposing unit (Graphic Arts program)

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

C. Contract Award – Boilers and HVAC Replacement

On motion by Mr. Smith, seconded by Mr. Dudeck and on roll call vote, the Board of Education awarded the contract for the Boilers and HVAC Replacement project to Sunnyfield Corporation of Ocean, New Jersey in the following amount as recommended by the architect and review by the board attorney (contract to be prepared by the board attorney).

Base Bid	\$1,213,000.00	Central boilers/HVAC units
Alternate Bid #1 - Add	\$ 173,000.00	Building B pipes
Alternate Bid #2 - Add	\$ 79,000.00	Building G water heater
Alternate Bid #3 - Add	<u>\$ 83,700.00</u>	Building H boiler
Total Award	\$1,548,000.00	

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

D. Change Order Resolution 2014-15 School Year

On motion by Mr. Smith, seconded by Mr. Dudeck and on roll call vote, the Board of Education approved the following Change Order Resolution for the 2014-15 school year.

Whereas, Somerset County Vocational Board of Education has been authorized by the Somerset County Freeholders to complete various capital projects, and

Whereas, in the course of completing various capital projects, it is not unusual to find that changes in work are necessary because of unanticipated circumstances, and

Whereas, the Board of Education committee of the whole has recommended a plan for delegating such authority and responsibility, and

Now, therefore be it resolved, that any changes in work, known as Change Orders, whether it is an increase or decrease in cost that have been reviewed and recommended by the architect and board attorney may be approved by the superintendent, assistant superintendent for business and the polling of the full board of education with the majority of the full board of education's approval.

Be it further resolved, that the change orders will be subsequently ratified by the board of Education at the next public meeting, and

Be it further resolved, that no authority to exceed the total construction budget is granted to any party. Depending upon experience as to the frequency and value of change orders, the authority granted herein

may require review in order to efficiently carry out the intent of the resolution.

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

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

- E. Food Service Management Contract – 2014-15 School Year
The Board of Education entered into year one (1) of a four (4) year contract with Maschio's Food Services, Inc. of Chester, New Jersey. The food service management fee will be \$11,726.00 per year or \$1,172.60 per month for 10 months and guarantee a no-cost operation or breakeven. (Contract extension to the base bid will be reviewed and approved by the board attorney.)
- F. Cafeteria Price List 2014-15 School Year
The Board of Education approved the cafeteria price list for the 2014-15 school year as it appears on Addendum #8.
- G. Obsolete Equipment
The Board of Education approved the following equipment as obsolete and no longer needed for educational purposes:
- | <u>Item</u> | <u>Asset #</u> | <u>Date Purchased</u> |
|-------------------|----------------|-----------------------|
| Rotary Floor Lift | 00346 | January 1991 |
- H. Award Purchases in Excess of Bid Threshold in Compliance with NJSA 18A:18A – 2014-15 School Year
The Board of Education awarded the following purchases for the 2014-15 school year:
DIA Contracting Girls locker room safety supervision renovation/upgrades \$78,890.00
Mrs. Strober reported that the food service management fee has increased by only 1%; and the cafeteria price list has not increased. She also reported that the rotary floor lift was identified in the Somerset County Joint Insurance Fund Loss Control Report as a safety concern; an inspection was performed, the equipment failed the inspection, is unsafe for use and will be disposed of. Mrs. Strober again noted that the award purchases in excess of the bid threshold resolution are year to date amounts and are in compliance with law.

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

Next Meeting

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

June 23, 2014

5:00 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

Remarks from the Public

- Dr. Harttraft thanked Bob Campanella for his exemplary service to our district; commented on his incredible work ethic and his commitment to our school. Mrs. Strober also shared with the board how Mr. Campanella has brought to the district the infrastructure, hardware and software necessary to provide

automated systems. He worked nights, weekends and holidays in order to keep our systems updated. She also noted he has been a pleasure to work with over the last twelve years. Mr. Dudeck thanked him and wished him well during his retirement.

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 SCVTEA negotiations, litigation, arbitration and superintendent's contract (no action to be taken).
- C. Under the provisions of the above stated laws, the public shall be excluded from attendance at the portion of the meeting relating to the above matters.
- D. It is anticipated that the items discussed will be made public when the matters discussed are resolved.

Closed Session

On motion by Mr. Smith, seconded by Mr. Dudeck and passed on roll call vote, the Board of Education went into closed session at 5:45p.m.

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

Open Session

On motion by Mr. Smith, seconded by Mr. Dudeck and passed on roll call vote, the Board of Education went into open session at 6:30 p.m.

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

Adjournment

On motion by Mr. Smith, seconded by Mr. Dudeck and passed, the meeting adjourned at 6:33 p.m.

Diane Strober

Assistant Superintendent for Business/Board Secretary

Professional Seminars/Workshops/Travel Reimbursements
May 2014

	DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
1	May 20, 2014*	Andrew Coslit	NA	\$35.65/mileage \$10.00/tolls	Statewide CTE Conference--- Student Growth Objectives Session	Ewing, NJ
2	May 28, 2014	Andrew Coslit Anna Murphy Pat Pelliccia	NA	NA	Increasing SGO Quality through Better Assessments and Target Setting	Branchburg, NJ
3	June 2 and 3, 2014*	Hind Albana	\$295.00	NA	2014 NJ Association for College Admission Counseling	Long Branch, NJ
4	June 3, 2014*	Maureen Lawler Karen Winfield	\$170.00 ea.	NA \$29.14/mileage	2014 NJ Association for College Admission Counseling	Long Branch, NJ
5	July 22- 24, 2014*	Tom Heinbach	\$300.00	NA	D&I Student Training Plans	Piscataway, NJ
6	July 29, 2014*	Tom Heinbach	\$100.00	NA	NJ Wage HR Laws/Payment & Child Labor Laws	Piscataway, NJ
7	July 30, 2014*	Tom Heinbach	\$100.00	NA	Federal W&H Child Labor Laws	Piscataway, NJ
8	June 1 to 15, 2014	Rachel Kinlan	\$399.00	NA	Fitness Nutrition Specialist	West Orange, NJ
9	June 15 to July 1, 2014	Rachel Kinlan	\$399.00	NA	Weight Management Specialist	West Orange, NJ
10	June 4-6, 2014	Diane Strober	\$150.00	NA	NJSBO Conference	Atlantic City, NJ
11	June 23-28, 2014	Pratima Patil Michele Sartori Michelle Fresco Mark Mastrobattista Donald Smith (chaperones & advisors)		Travel/Lodging – \$1,715/pp Meals - \$335.50/pp	SkillsUSA National Leadership Conference	Kansas City, MO
13	November 5- 9 , 2014*	Sheila Buttermore Maureen Glennon MaryLynne McAnally	\$360.00 ea.	\$800/hotel ea. \$420/airfare ea.	National Dance Educators Conference	Chicago, IL
14	November 5- 9 , 2014*	Kathleen Amalfitano	\$360.00	NA	National Dance Educators Conference	Chicago, IL

*Prior approval given by Superintendent

Field Trips

<u>Date of Trip</u>	<u>CTE Program / Other</u>	<u>Location</u>	<u>Cost Per Student/Paid by</u>	<u>Transportation Provided/Paid by</u>
5/29/2014	Culinary Arts	The Palace Somerset, NJ	\$0.00	SCVTS/District
6/4/2014	TOPS	Camden Aquarium Camden, NJ	\$7.00/Program Paid	SCVTS/District
6/4/2014	AHMS Freshmen	I Play America Theme Park Freehold, NJ	\$0.00	SCVTS/District
6/6/2014	TOPS	AMC Bridgewater Bridgewater, NJ	\$10.00/Program Paid	SCVTS/District
6/6/2014	English/Sophomores	Manville 12 PLEX Manville, NJ	\$10.00/Student Paid	SCVTS/District
6/7/2014	Seniors	Hornblower Landing Manhattan, NY	\$50.00/Student Paid	SCVTS/Student Paid
6/12/2014	TOPS	White Oak Park Branchburg, NJ	\$0.00	SCVTS/District
6/13/2014	TOPS	Maggiano's Bridgewater, NJ	\$12.00/Program Paid	SCVTS/District
6/23/2014	9-12 Class Trip	Dorney Park Allentown, PA	\$35.00/Student Paid	SCVTS/District Outside Agency/Student Paid
7/2/2014	Linkages	Jenkinson Beach and Boardwalk Point Pleasant, NJ	\$2.00/Student Paid	SCVTS/Linkages
7/9/2014	Linkages	Medieval Times Lyndhurst, NJ	\$10.00/Student Paid	SCVTS/Linkages
7/16/2014	Linkages	Branchburg Sports Complex Branchburg, NJ	\$5.00/Student Paid	SCVTS/Linkages
7/23/2014	Linkages	Monster Mini Golf Edison, NJ	\$5.00/Student Paid	SCVTS/Linkages
7/30/2014	Linkages	Stomp New York, NY	\$10.00/Student Paid	SCVTS/Linkages

*Prior approval given
by Superintendent

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

JOB DESCRIPTION

CATEGORY: FACULTY

ADOPTED:

TITLE: ACADEMIC TEACHER/ATHLETIC COORDINATOR

CERTIFIED

QUALIFICATIONS:

1. Valid and appropriate New Jersey Teacher Certificate.
2. Experience as a coach of an athletic team.
3. Demonstrated ability to work with staff and students to establish working relationships that result in an effective sport program.
4. Evidence of organizational skill and/or experience that would be required to operate a program of athletics.
- 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: Faculty member shall provide effective instruction and be responsible for the academic and professional requirements within their instructional areas. To provide each enrolled student an opportunity to participate in extra curricular athletic programs that will foster physical skills, a sense of worth and competence, a knowledge and understanding of sport and the principles of fair play.

PERFORMANCE RESPONSIBILITIES:

1. Prepares assignments and examinations for all students in assigned classes.
2. Maintains classroom records including attendance records and grades.
3. Prepares daily lesson plans designed to incorporate Core Standards.
4. Maintains current course content outlines.
5. Provides academic counseling, establishes and maintains clearly-stated expectations.
6. Prepares and conducts relevant laboratory/classroom experiences, as applicable.
7. Carries out assigned duties of enforcing student discipline according to school policies and regulations.
8. Advises appropriate administrator when student referral appears necessary.
9. Assists in preparation of instructional supplies/equipment requisitions and assists with inventory procedures.
- 10.Maintains professional competence through in-service education provided by the district, and/or in self-selected professional growth activities.
- 11.Assists in selection of all instructional materials, i.e., textbooks, workbooks, etc.
- 12.Remains abreast of current trends and technological advances in education and within content area.
- 13.Serves on in-school committees.
- 14.Arranges fields trips.
- 15.Assists in Open House, Graduation and other school functions that promote student recruitment.
- 16.Demonstrates professionalism at all times, contributing to a positive learning environment and culture.
- 17.Identifies and utilizes multiple measures of student growth and progress.
- 18.Establishes student growth objectives based on national, state, local and industry standards, in collaboration with supervisor.
- 19.Participates in Professional Learning Communities to enhance instructional practice and measure student achievement through quality student growth objectives (SGO's).
- 20.Maintains appropriate communication with students, parents and colleagues to enhance student growth and development and ensure quality educational experiences.
- 21.Complies with policies and district procedures when necessary in performance of duties.
- 22.Provides well-managed, healthy, safe and organized learning environment.
- 23.Provides directions, information and appropriate lesson plans for substitute teachers.

24. Selects appropriate channels for resolving professional concerns.
25. Maintains contact, effective communication and works collaboratively with Administration and staff members.
26. Reviews student records and implements individual educational plans, instructional guides and related materials and modifications in accordance with State and district regulations, policies and procedures.
27. Ensures coaching staff possess all proper credentials and required trainings, i.e. CPR/AED, concussion, EPI pen.
28. Mentors coaching staff to ensure all requirements for coaching are met.
29. Assists the coaching staff in promoting the team and school spirit.
30. Ensures coaches update and post game results and statistics as required, i.e. njschoolsports.com.
31. Attends and serves as the official school representative at any and all athletic meetings including, but not limited to, NJTAC & NJSIAA.
32. Creates season schedules for athletic teams in collaboration with coaches.
33. Responsible for presenting to the principal or designee records of student's athletic eligibility.
34. Monitors student academic/behavior/attendance throughout the seasons.
35. Responsible for the coordination of the transportation for the athletic teams.
36. Notifies opposing team of cancellation in case of inclement weather or school closing.
37. Responsible for creating and presenting athletic program budget to the principal.
38. Informs and submits requests to the principal or designee for ordering supplies and equipment.
39. Compiles an annual report for the principal or designee which will include the inventory of equipment and the status of the athletic programs.
40. Orders field maintenance supplies, i.e. turf builder, clay and infield mix, etc.
41. Responsible for the scheduling, processing of paperwork and bookkeeping for payment of referees, umpires, etc.
42. Oversees and facilitates with outside contractor concussion test for players.
43. Inspects fields and gymnasium floor for maintenance repairs and safety.
44. Requests set up for fields and gymnasium for athletic events.
45. Collaborates with Building & Grounds staff to ensure that the fields and the athletic equipment is in good working order and ready for athletic competition.
46. Organizes end of season team banquets in collaboration with coaches, i.e. awards, menu, tickets.
47. Organizes and host tournaments as fundraising endeavor.
48. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

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

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

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

CATEGORY: FACULTY

ADOPTED: January 23, 1989 Revised

NON CERTIFIED

TITLE: CHAIRPERSON OF THE HIGH SCHOOL SAFETY COMMITTEE

QUALIFICATIONS:

1. Knowledge of labor laws as outlined by the State of New Jersey's Department of Labor and Workforce Development.
2. Knowledge of NJDOE Core Curriculum Content Standards: 21st Century Life and Careers, Standard 9.4 Career and Technical Education.
3. Knowledge of the NJDOE Safe Schools Manual.
4. Experience working with students and instructional staff in secondary CTE programs.
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.

PERFORMANCE RESPONSIBILITIES:

1. Assists instructional staff and students with implementation of NJDOE Core Curriculum Content Standards: 21st Century Life and Careers, Standard 9.4 Career and Technical Education.
2. Assists staff with monitoring safety in all instructional areas as outlined in the Safe Schools Manual developed by NJDOE – Office of CTE.
3. Creates and implements a school wide safety program and related activities which increases safety awareness among staff and students.
4. Establishes a Safety Committee comprised of staff and student representatives who will assist in the planning and implementation of safety related activities.
5. Conducts periodic safety inspections of the general school facility and designated CTE instructional areas for the purpose of identifying and eliminating potential safety hazards.
6. Conducts an annual evaluation of all aspects of the Safety Education Program in conjunction with the Annual Facilities Checklist 7.6 and prepare the annual Health and Safety Report of School Buildings.
7. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

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

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

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Victim of Domestic or Sexual Violence Leave

Apr 14

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[See **POLICY ALERT No. 202**]

1581 VICTIM OF DOMESTIC OR SEXUAL VIOLENCE LEAVE

In accordance with the provisions of N.J.S.A. 34:11C-1 et seq., an employee who was a victim of an incident of domestic violence as defined in Section 3 of P.L.1991, c.261 (C.2C:25-19) or a sexually violent offense as defined in Section 3 of P.L.1998, c.71 (C.30:4-27.26), or whose child, parent, spouse, domestic partner, or civil union partner was a victim shall be entitled to unpaid leave of no more than twenty days in one twelve-month period, to be used in the twelve-month period following any incident of domestic violence or any sexually violent offense as provided in N.J.S.A. 34:11C-1 et seq.

For the purposes of N.J.S.A. 34:11C-1 et seq. and this Policy, an "employee" means a person who is employed for at least twelve months by the Board of Education, with respect to whom benefits are sought under N.J.S.A. 34:11C-1 et seq. – "NJ SAFE Act" for not less than 1,000 hours during the immediately preceding twelve-month period.

For the purposes of N.J.S.A. 34:11C-3 and this Policy, each incident of domestic violence or any sexually violent offense shall constitute a separate offense for which an employee is entitled to unpaid leave, provided the employee has not exhausted the allotted twenty days for the twelve-month period. The unpaid leave may be taken intermittently in intervals of no less than one day, as needed for the purpose of engaging in any of the following activities as they relate to the incident of domestic violence or a sexually violent offense:

1. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's child, parent, spouse, domestic partner, or civil union partner;
2. Obtaining services from a victim services organization for the employee or the employee's child, parent, spouse, domestic partner, or civil union partner;
3. Obtaining psychological or other counseling for the employee or the employee's child, parent, spouse, domestic partner, or civil union partner;



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Victim of Domestic or Sexual Violence Leave

4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's child, parent, spouse, domestic partner, or civil union partner from future domestic or sexual violence or to ensure economic security;
5. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, including preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic or sexual violence; or
6. Attending, participating in, or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, was a victim.

An eligible employee may elect, or the Board of Education may require the employee, to use any of the accrued paid vacation leave, personal leave, or medical or sick leave (in accordance with the provisions of N.J.S.A. 18A:30-1) during any part of the twenty-day period of unpaid leave provided under N.J.S.A. 34:11C-1 et seq. In such case, any paid leave provided by the Board, and accrued pursuant to established policies of the Board, shall run concurrently with the unpaid leave provided under N.J.S.A. 34:11C-1 et seq. and, accordingly, the employee shall receive pay pursuant to the Board's applicable paid leave policy during the period of otherwise unpaid leave. If an employee requests leave for a reason covered by both N.J.S.A. 34:11C-1 et seq. and the "Family Leave Act," P.L.1989, c.261 (C.34:11B-1 et seq.) or the Federal "Family and Medical Leave Act of 1993," Pub.L.103-3 (29 U.S.C. § 2601 et seq.), the leave shall count simultaneously against the employee's entitlement under each respective law.

Leave granted under N.J.S.A. 34:11C-1 et seq. and this Policy shall not conflict with any rights pursuant to the "Family Leave Act," P.L.1989, c.261 (C.34:11B-1 et seq.), the "Temporary Disability Benefits Law," P.L.1948, c.110 (C.43:21-25 et seq.), or the Federal "Family and Medical Leave Act of 1993," Pub.L.103-3 (29 U.S.C. § 2601 et seq.).



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Victim of Domestic or Sexual Violence Leave

Prior to taking this leave an employee shall, if the necessity for the leave is foreseeable, provide the Superintendent of Schools with written notice of the need for the leave. The notice shall be provided as far in advance as is reasonable and practical under the circumstances.

Nothing contained in N.J.S.A. 34:11C-1 et seq. and this Policy shall be construed to prohibit the Superintendent from requiring that a period of this leave be supported by the employee with documentation of the domestic violence or a sexually violent offense which is the basis for the leave. If documentation is required, the employee shall be regarded as having provided sufficient documentation if the employee provides one or more of the following:

1. A domestic violence restraining order or other documentation of equitable relief issued by a court of competent jurisdiction;
2. A letter or other written documentation from the county or municipal prosecutor documenting the domestic violence or a sexually violent offense;
3. Documentation of the conviction of a person for the domestic violence or a sexually violent offense;
4. Medical documentation of the domestic violence or a sexually violent offense;
5. Certification from a certified Domestic Violence Specialist or the director of a designated domestic violence agency or Rape Crisis Center, stating that the employee or employee's child, parent, spouse, domestic partner, or civil union partner is a victim of domestic violence or a sexually violent offense; or
6. Other documentation or certification of the domestic violence or a sexually violent offense provided by a social worker, member of the clergy, shelter worker, or other professional who has assisted the employee or employee's child, parent, spouse, domestic partner, or civil union partner in dealing with the domestic violence or a sexually violent offenses.



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Victim of Domestic or Sexual Violence Leave

For the purposes of N.J.S.A. 34:11C-1 et seq. and this Policy, "Certified Domestic Violence Specialist" means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals; and "designated domestic violence agency" means a county-wide organization with a primary purpose to provide services to victims of domestic violence, and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the division for the express purpose of providing the services.

For the purposes of N.J.S.A. 34:11C-1 et seq. and this Policy, "Rape Crisis Center" means an office, institution, or center offering assistance to victims of sexual offenses through crisis intervention, medical and legal information, and follow-up counseling.

The Board shall display conspicuous notice of its employees' rights and obligations pursuant to the provisions of N.J.S.A. 34:11C-1 et seq., in such form and in such manner as the Commissioner of Labor and Workforce Development shall prescribe, and use other appropriate means to keep its employees so informed.

No provision of N.J.S.A. 34:11C-1 et seq. and this Policy shall be construed as requiring or permitting the Board to reduce employment benefits provided by the Board or required by a collective bargaining agreement which are in excess of those required by N.J.S.A. 34:11C-1 et seq. Nor shall any provision of N.J.S.A. 34:11C-1 et seq. be construed to prohibit the negotiation and provision through collective bargaining agreements of leave policies or benefit programs which provide benefits in excess of those required by N.J.S.A. 34:11C-1 et seq. This provision shall apply irrespective of the date that a collective bargaining agreement takes effect.

Nothing contained in N.J.S.A. 34:11C-1 et seq. and this Policy shall be construed as permitting the Board to:

1. Rescind or reduce any employment benefit accrued prior to the date on which the leave taken pursuant to N.J.S.A. 34:11C-1 et seq. commenced; or



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Victim of Domestic or Sexual Violence Leave

2. Rescind or reduce any employment benefit, unless the rescission or reduction of the benefit is based on changes that would have occurred if an employee continued to work without taking the leave provided pursuant to N.J.S.A. 34:11C-1 et seq.

All information and/or documentation provided to the Board or Superintendent of Schools pursuant to N.J.S.A. 34:11C-1 et seq., any information regarding a leave taken pursuant to N.J.S.A. 34:11C-1 et seq., and any failure of an employee to return to work, shall be retained in the strictest confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is required by a Federal or State law, rule, or regulation.

The Board of Education shall not discharge, harass or otherwise discriminate or retaliate or threaten to discharge, harass or otherwise discriminate or retaliate against an employee with respect to the compensation, terms, conditions or privileges of employment on the basis that the employee took or requested any leave to which the employee was entitled pursuant to N.J.S.A. 34:11C-3 or on the basis that the employee refused to authorize the release of information deemed confidential pursuant to N.J.S.A. 34:11C-3.f.

N.J.S.A. 34:11C-1 et seq.

Adopted:



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FINANCES
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Direct Deposit
Apr 14

[See POLICY ALERT No. 202]

6511 DIRECT DEPOSIT

The Board of Education may determine to have the net pay of all school district employees directly deposited in a specific banking institution in a checking account, savings account, or share account designated in writing by the employee in accordance with the provisions of N.J.S.A. 52:14-15h.

If the Board approves a direct deposit program, compliance by an employee shall be mandatory. However, the Board may grant an exemption from the mandatory requirements of N.J.S.A. 52:14-15h on such terms and conditions as the Board deems necessary. The Board may grant an exemption for seasonal and temporary employees as the Board deems necessary.

The Board shall make available for those employees required to have their net pay direct deposited in accordance with the provisions of N.J.S.A. 52:14-15h, all information concerning net pay, any accompanying information approved for distribution with net pay, and W-2 forms in accordance with applicable Federal law, only on the Internet with restricted access and policies and procedures to protect the integrity and confidentiality of the information. The Board will continue to complete the payroll check distribution verification process as required in N.J.A.C. 6A:23A-5.7 and Policy 6510.

In the event the Board of Education determines to implement a mandatory direct deposit program in accordance with N.J.S.A. 52:14-15h, the Board shall annually adopt a resolution to implement the direct deposit requirements of N.J.S.A. 52:14-15h. The Board approved resolution shall designate the school district's banking institution that shall be used to implement the direct deposit program and shall indicate any employee group or category that are exempt from the Board's direct deposit requirements.

N.J.S.A. 52:14-15h
N.J.A.C. 6A:23A-5.7

Adopted:



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OPERATIONS

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Breakfast Offer Versus Serve (OVS)

Apr 14

[See **POLICY ALERT No. 202**]

[For School Districts that Implement a Breakfast Offer Versus Serve Policy]

8507 BREAKFAST OFFER VERSUS SERVE (OVS)

The Board of Education, to be in compliance with the Healthy Hunger Free Kids Act (HHFKA) of 2010, adopts this Offer Versus Serve (OVS) Policy. Offer Versus Serve is a Policy for Federally reimbursable meals that allows students to decline a certain number of food components in the meal to reduce plate waste and food cost. Board of Education approval to implement a Breakfast OVS Policy is optional at all grade levels. The provisions of the Breakfast OVS Policy shall be in accordance with the requirements of the HHFKA of 2010.

A school breakfast eligible for Federal reimbursement shall offer four food items from the three food components in the appropriate amounts per grade grouping:

- Fruit or vegetable or juice;
- Milk; and
- Grains (including optional meat/meat alternate).

Students must select at least one half cup of fruit or vegetable with a reimbursable meal.

Students are allowed to decline one of the four food items offered.[^] A student's decision to accept all four food items or to decline one food item shall not affect the price charged for the meal as the breakfast is priced as a unit. If students do not choose enough food items to comprise a reimbursable meal, a la carte prices will be charged.

School staff members cannot make exceptions to the Policy, such as requiring every student to take a particular food component. It is the student's choice to select any three or all four food items of the reimbursable meal.

At each school implementing this OVS Policy, school food service staff members will be trained annually on the provisions of the district's Breakfast OVS Policy.



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Breakfast Offer Versus Serve (OVS)

[Select One Option]

☐ Breakfast OVS will be implemented at the following schools: (List all schools in the district that will implement a Breakfast OVS Policy)

☒ Breakfast OVS will be implemented in all schools in the district.]

Adopted:



POLICY GUIDE

OPERATIONS

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Lunch Offer Versus Serve (OVS)

Apr 14

[See **POLICY ALERT No. 202**]

[For School Districts with High School Grades and Optional for all Other School Districts]

8508 LUNCH OFFER VERSUS SERVE (OVS)

The Board of Education, to be in compliance with the Healthy Hunger Free Kids Act (HHFKA) of 2010, adopts this Offer Versus Serve (OVS) Policy. Offer Versus Serve is a Policy for Federally reimbursable meals that allows students to decline a certain number of food components in the meal to reduce plate waste and food cost. Board of Education approval to implement a Lunch OVS Policy is required at the high school level and is optional at all other grade levels. The provisions of the Lunch OVS Policy shall be in accordance with the requirements of the HHFKA of 2010.

A school lunch eligible for Federal reimbursement shall offer five food components in the appropriate amounts per grade grouping:

- Fruit;
- Vegetable;
- Milk;
- Grain; and
- Meat/Meat Alternate.

Students are allowed to decline two of the five required food components, but must select at least a half cup of either fruit (or fruit combination) or a half cup of vegetable (or vegetable combination) or half cup of a fruit/vegetable combination.

After selecting the half cup fruit or vegetable requirement, students must select at least two additional full components in the full amounts (per age/grade grouping required amounts) to count toward the reimbursable offer versus serve meal.

The student's decision to accept all five food components or to decline two food components shall not affect the price charged for the meal as the lunch is priced as a unit. If students do not choose enough food items to comprise a reimbursable meal, a la carte prices will be charged.



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Lunch Offer Versus Serve (OVS)

School staff members cannot make exceptions to the Policy, such as requiring every child to take a particular food component. It is the student's choice to select any three, four, or all five components of the reimbursable meal.

At each school implementing this Lunch OVS Policy, food service staff members will be trained annually on the provisions of the district's Lunch OVS Policy.

[Select One Option

_____ Lunch OVS will be implemented at the following schools: (List all schools in the district that will implement the Lunch OVS Policy – all high school grade level schools must be listed below)

_____	_____
_____	_____
_____	_____
_____	_____

☒ Lunch OVS will be implemented in all schools in the district.]

Adopted:



POLICY GUIDE

TEACHING STAFF MEMBERS

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Employment of Teaching Staff Members

Apr 14

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[See **POLICY MEMO** Nos. 35 and 74]

[See **POLICY ALERT** Nos. 79, 85, 95, 103, 116, 135, 149, 156,
166 and 202]

3125 EMPLOYMENT OF TEACHING STAFF MEMBERS

The Board of Education believes it is vital to the successful operation of the school district that teaching staff member positions be filled with highly qualified and competent professionals.

In accordance with the provisions of N.J.S.A. 18A:27-4.1, the Board shall appoint, transfer, remove, or renew a certificated or non-certificated officer or employee only upon the recommendation of the Superintendent of Schools and by a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons. The Board shall approve the employment, fix the compensation, and establish the term of employment for every teaching staff member employed by this district.

No teaching staff member shall be employed unless he/she is a holder of a valid certificate in accordance with the New Jersey Department of Education and applicable statutes and administrative codes. The Superintendent shall require proof of any candidate's certification or pending application for certification.

The Board will employ substitutes for absent teachers in order to ensure continuity in the instructional program and will annually approve a list of substitutes and rate of pay. The Superintendent or designee shall select substitutes from the list approved by the Board to serve in the place of an absent teaching staff member.

The Board may use a private contractor to secure a substitute teacher in accordance with N.J.A.C. 6A:9 et seq.

The Board shall approve the employment, fix the compensation, and set the term of employment for each person employed in a summer school program. The Board will employ only those candidates recommended by the Superintendent. Service as a summer school teacher will not count toward the accrual of tenure or seniority.



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TEACHING STAFF MEMBERS

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Employment of Teaching Staff Members

The Superintendent shall recommend to the Board the employment of qualified coaches for the district's interscholastic and/or intramural athletic programs. The Board will employ as athletic coaches only those persons who have experience in and knowledge of the specific sport, are properly certified, and possess the personal characteristics that qualify them to serve as role models to students.

Any teaching staff member in the employ of the Board of Education shall be permitted to organize public school students for purposes of coaching or for conducting games, events, or contests in physical education or athletics. In accordance with the provisions of N.J.A.C. 6A:9-5.18(b), the Superintendent may recommend to the Board the employment of a qualified candidate for an interscholastic athletic coaching position who is a holder of either a New Jersey teaching certificate or a substitute credential, pursuant to N.J.A.C. 6A:9-6.5, to work in the interscholastic athletic program provided the position has been advertised. The twenty day limitation noted in N.J.A.C. 6A:9-6.5(b) shall not apply to coaching situations.

An athletic coach employed by this district who is not a regular employee of this district shall be employed only for the duration of the specific sport season. He/She shall be paid the stipend and no out-of-district athletic coach shall be eligible for tenure or for employment benefits.

An athletic trainer shall possess an educational services certificate issued by the State Board of Examiners pursuant to N.J.S.A. 18A:26-2.4 and 18A:26-2.5.

The Board of Education shall not employ for pay or contract for the paid services of any teaching staff member or any other person serving in a position which involves regular contact with students unless the Board has first determined, consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 et seq., that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

An individual employed by the Board in any substitute capacity or position shall be required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1b.



POLICY GUIDE

TEACHING STAFF MEMBERS

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Employment of Teaching Staff Members

An individual, except as provided in N.J.S.A. 18A:6-7.1g, shall be permanently disqualified from employment or service in the school district if the criminal history record check reveals a record of conviction for any crime or offense as defined in N.J.S.A. 18A:6-7.1 et seq.

The Board or contracted service provider may employ an applicant on an emergent basis for a period not to exceed three months, pending completion of a criminal history record check if the Board or contracted service provider demonstrates to the Commissioner of Education that special circumstances exist which justify the emergent employment as prescribed in N.J.S.A. 18A:6-7.1c. In the event the criminal history record check is not completed for an emergent hired employee within three months, the Board or contracted service provider may petition the Commissioner for an extension of time, not to exceed two months, in order to retain the employee.

No criminal history record check shall be performed unless the applicant shall have furnished written consent to such a check. The applicant shall bear the cost for the criminal history record check, including all costs for administering and processing the check. The district will deny employment to an applicant if the applicant is required and refuses to submit to a criminal history record check.

The Board of Education prohibits any relative of a Board member or Superintendent of Schools from being employed in an office or position in the school district in accordance with the provisions of N.J.A.C. 6A:23A-6.2 and Board Policy 0142.1 – Nepotism.

A teaching staff member's misstatement of fact material to his/her qualifications for employment or the determination of his/her salary will be considered by the Board to constitute grounds for dismissal.

N.J.S.A. 18A:6-5; 18A:6-6; 18A:6-7.1; 18A:6-7.1b; 18A:6-7.1c; 18A:6-7.2;
18A:16-1 et seq.; 18A:26-1 et seq.; 18A:27.1 et seq.; 18A:27-4.1;
18A:27-7; 18A:27-8

N.J.S.A. 18A:54-20 [vocational districts]

N.J.A.C. 6A:9-5.18; 6A:9-5.19

Adopted:



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TEACHING STAFF MEMBERS

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Outside Activities

Apr 14

[See POLICY ALERT Nos. 198 and 202]

3230 OUTSIDE ACTIVITIES

The Board of Education recognizes that teaching staff members enjoy a private life outside their job responsibilities in the school district. The Board believes the role of the teaching profession is such that teachers exert a continuing influence away from the school district. Accordingly, the Board reserves the right to determine if activities outside the teaching staff member's job responsibilities interfere with their professional performance and the discharge of the member's responsibilities to the **students pupils** of this district.

The Board directs that Aall teaching staff members **are advised to** be governed in the conduct of personal activities by the following guidelines:

- ~~1. Teaching staff members are advised to refrain from conduct, associations, and offensive speech that, if given publicity, would tend to have an adverse or harmful effect upon pupils or the school community;~~
21. Teaching staff members shall not devote time during their work day to an outside private enterprise, business, or business organization. They shall not solicit or accept customers for a private enterprise, business, and/or business organization on school grounds during their work day without the express permission of the Superintendent;
32. The Board does not endorse, support, or assume liability in any way for any staff member of this district who takes **students pupils** on trips not approved by the Board or Superintendent, and shall not be liable for the welfare of **students pupils** who travel on such trips. Any staff member who takes **students pupils** of this district on a trip not approved by the Board or Superintendent shall clearly and concisely inform the parent(s) of any **student pupil** solicited and/or attending such a trip that the trip is not endorsed, supported, approved, or authorized by the Board of Education. A staff member shall not solicit **students pupils on school grounds of this district** for trips not approved by the Board or Superintendent ~~on school grounds of the district without permission of the Superintendent;~~



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TEACHING STAFF MEMBERS

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Outside Activities

3. The Board does not endorse, support, or assume liability in any way for any teaching staff member of this district who conducts a private activity in which students or employees of this district participate;
4. Teaching staff members shall not ~~campaign on school grounds during their work day~~, send campaign literature home with ~~students~~ pupils, or request, direct, or have ~~students~~ pupils distribute campaign literature on behalf of any candidate for local, State, or national office or for any bond issue, proposal, or any public question submitted at any general, municipal, or school election. No student shall be requested or directed by any teaching staff member to engage in any activity which tends to promote, favor, or oppose any such candidacy, bond issue, proposal, or public question;
5. Teaching staff members shall not privately tutor ~~students~~ pupils for compensation that are currently enrolled in their classes; and
6. Copyrights and patents to materials or equipment developed, written, prepared, processed, or tested by teaching staff members in the performance of their professional duties reside with and may be claimed by the Board.

N.J.S.A. 18A:42-4

N.J.S.A. 19:1.1 et seq.

Adopted:



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TEACHING STAFF MEMBERS

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Professional Development for Teachers
and School Leaders

Apr 14

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[See POLICY ALERT Nos. 145, 187 and 202]

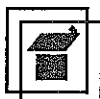
3240 PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS

The Board of Education encourages all teaching staff members to pursue a program of continuing professional development by course work or matriculation in institutions of higher learning, participation in workshops and conferences, membership in professional organizations, and/or independent scholarship.

Teaching staff members may be permitted to: visit other schools and classrooms; attend local, regional, or national conferences; participate in committees, workshops, and panels, both within and outside the district. Requests for participation in such professional development activities must be submitted in writing to the Superintendent or designee for approval. In addition, the Board of Education must approve all travel expenditures in accordance with N.J.S.A. 18A:11-12 and the State of New Jersey Department of the Treasury, Office of Management and Budget Circulars 08-19-OMB and 06-14-OMB (OMB Circulars) and any superseding circulars and any additional requirements set forth in N.J.A.C. 6A:23A-7 et seq.

A teaching staff member who has been granted time off and/or approved to be reimbursed for a professional development activity shall submit to the Superintendent or designee, with a copy to the School Business Administrator/Board Secretary, within **ten working days** _____ (~~number of working days, weeks~~), a brief written report that includes the primary purpose of the travel, the key issues addressed at the event, and their relevance to improving instruction or the operations of the school district.

All active teachers, defined as staff whose positions require possession of the instructional or educational services certificates in accordance with N.J.A.C. 6A:9-8, 10, 11, and 13 and all active school leaders serving on a permanent or interim basis whose positions require possession of the Chief School Administrator, Principal, or Supervisor endorsement in accordance with N.J.A.C. 6A:9-12 shall comply with the professional development requirements as outlined in N.J.A.C. 6A:9-15.1 et seq. ~~Each active teacher shall be required to complete 100 clock hours of State approved continuing~~



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TEACHING STAFF MEMBERS

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Professional Development for Teachers
and School Leaders

~~professional development and/or in-service every five years pursuant with N.J.A.C. 6A:9-15.2 et seq. Professional activities/meetings referenced in this Policy shall align with the Professional Standards for Teachers as set forth in N.J.A.C. 6A:9-3.3.~~

To meet the professional development requirement, each teacher shall be guided by an individual Professional Development Plan (PDP), which shall include at least twenty hours per year of qualifying activities as outlined in N.J.A.C. 6A:9-15.4. The PDP shall be developed by each teacher's supervisor in consultation with the teacher and shall align with the Professional Standards for Teachers in N.J.A.C. 6A:9-3 and the Standards for Professional Learning in N.J.A.C. 6A:9-15.3. The PDP shall be effective for one year and shall include, at least the minimum requirements outlined in N.J.A.C. 6A:9-15.4(c).

School-level professional development planning and implementation shall be in accordance with the requirements of N.J.A.C. 6A:9-15.5. District-level professional development planning and implementation shall be in accordance with N.J.A.C. 6A:9-15.6.

Implementation of the professional development requirement for school leaders shall be in accordance with N.J.A.C. 6A:9-15.7 and 15.8.

The Board of Education shall comply with the monitoring and assistance requirements as outlined in N.J.A.C. 6A:9-15.9.

The Board shall monitor and enforce the professional development requirements for teachers and school leaders set forth in N.J.A.C. 6A:9-15 et seq. and shall actively assist and support the provision of opportunities and resources, and the efforts by teachers and school leaders to meet the professional development requirements.

~~The Superintendent shall prepare and distribute to all teaching staff members regulations governing professional development activities. The Superintendent shall report regularly to the Board on the professional development activities of teaching staff members.~~

N.J.S.A. 18A:31-2; 18A:6-111

N.J.A.C. 6A:9-3.3; 6A:9-15.2; 6A:9-15.3; 6A:13-2.1; 6A:9-15.1 et seq.

Adopted:



REGULATION GUIDE

TEACHING STAFF MEMBERS

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Professional Development for Teachers and

School Leaders

Apr 14

[See POLICY ALERT Nos. 145, 187 and 202]

R 3240 PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS

A. Professional Development – Definition (N.J.A.C. 6A:9-15.2)

1. Professional development shall be comprised of professional learning opportunities aligned with student learning and educator development needs; and school, school district, and/or State improvement goals.
2. Professional development shall have as its primary focus the improvement of teachers' and school leaders' effectiveness in assisting all students to meet the Core Curriculum Content Standards (CCCS).
3. Professional development shall include the work of established collaborative teams of teachers, school leaders, and other administrative, instructional, and educational services staff members who commit to working together to accomplish common goals and who are engaged in a continuous cycle of professional improvement focused on:
 - a. Evaluating student learning needs through ongoing reviews of data on student performance; and
 - b. Defining a clear set of educator learning goals based on the rigorous analysis of these data.
4. Professional learning shall incorporate coherent, sustained, and evidenced-based strategies that improve educator effectiveness and student achievement, including job-embedded coaching or other forms of assistance to support educators' transfer of new knowledge and skills to their work.



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Professional Development for Teachers and
School Leaders

5. Professional development may be supported by external expert assistance or additional activities that:
 - a. Address defined student and educator learning goals;
 - b. Advance primarily ongoing school-based professional development; and
 - c. Include, but are not limited to, courses, workshops, institutes, networks, and conferences provided by for-profit and nonprofit entities outside the school such as universities, educational service agencies, technical assistance providers, networks of content specialists, and other education organizations and associations.
 6. Professional development shall align with the professional standards for teachers and school leaders in N.J.A.C. 6A:9-3 and the Standards for Professional Learning in N.J.A.C. 6A:9-15.3.
- B. Standards for Professional Learning (N.J.A.C. 6A:9-15.3)
1. Professional learning that increases educator effectiveness and improves results for all students shall be guided by the following standards:
 - a. Learning communities: Occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment;
 - b. Leadership: Requires skillful leaders who develop capacity, advocate, and create support systems for professional learning;
 - c. Resources: Requires prioritizing, monitoring, and coordinating resources for educator learning;
 - d. Data: Uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning;



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Professional Development for Teachers and
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- e. Learning designs: Integrates theories, research, and models of human learning to achieve its intended outcomes;
 - f. Implementation: Applies research on change and sustains support for implementation of professional learning for long-term change; and
 - g. Outcomes: Aligns its outcomes with educator performance and student curriculum standards.
 - 2. The standards in 1.a. through g. above shall serve as indicators to guide the policies, activities, facilitation, implementation, management, and evaluation of professional development.
- C. Requirements for Individual Teacher Professional Development Planning and Implementation (N.J.A.C. 6A:9-15.4)
- 1. To meet the professional development requirement, each teacher shall be guided by an individualized Professional Development Plan (PDP), which shall include at least twenty hours per year of qualifying activities. The twenty-hour annual requirement shall be reduced by a pro rata share reflecting the use of family or medical leave.
 - 2. The content of each PDP shall be developed by each teacher's supervisor, in consultation with the teacher, and shall align with the Professional Standards for Teachers in N.J.A.C. 6A:9-3 and the Standards for Professional Learning in N.J.A.C. 6A:9-15.3.
 - 3. The PDP shall be effective for one year and shall specify, at a minimum:
 - a. One area for development of professional practice derived from the results of observations and evidence accumulated through the teacher's annual performance evaluation;
 - b. As appropriate, an additional area for development of professional practice aligned to the teacher's role as a member of his or her collaborative professional learning team in accordance with N.J.A.C. 6A:9-15.2;



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Professional Development for Teachers and
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- c. As appropriate, an additional area for development of professional practice aligned with school and/or district improvement goals as set forth in N.J.A.C. 6A:9-15.5 and 15.6; and
 - d. Any requirements for professional development stipulated elsewhere in statute or regulation.
- 4. The progress of each teacher in meeting the goals of the PDP must be determined annually and aligned to the district or applicable nonpublic school process for teacher evaluation.
 - 5. Progress on the PDP must be discussed during a minimum of one annual conference between the teacher and his or her supervisor.
 - 6. Each teacher shall provide evidence of progress toward meeting the requirements of his or her individual PDP, and this evidence must be reviewed as part of each conference.
 - 7. The PDP shall be revised at a minimum annually, but may be adjusted as necessary to support the teacher's progress.
 - 8. All teachers governed by the professional development requirements shall have an individual PDP within thirty instructional days of the beginning of their respective teaching assignments.
 - 9. The Board of Education shall ensure all teachers receive the necessary opportunities, support, and resources to engage in ongoing professional learning and to complete the requirements of their respective PDPs.
 - 10. A teacher's individual PDP goals may necessitate more than the recommended minimum requirements outlined in N.J.A.C. 6A:9-15 et seq.
 - 11. Additional hours of qualifying activities may be required for teachers in low-performing schools, as determined by the Commissioner of Education.



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Professional Development for Teachers and
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D. Requirements for School-Level Professional Development Planning and Implementation (N.J.A.C. 6A:9-15.5)

1. The Principal shall oversee the development and implementation of a plan for school-level professional development.
2. The school-level professional development plan shall include a description of school-level and team-based professional learning aligned with identified school goals, and teacher and student learning needs.
3. The school-level plan shall become part of the district's professional development plan reviewed by the Board of Education pursuant to N.J.A.C. 6A:9-15.6.
4. The school-level professional development plan shall go into effect for the 2013-2014 school year.
5. The Principal shall ensure all teachers receive the necessary opportunities, support, and resources to complete professional development requirements in accordance with N.J.A.C. 6A:9-15.4(a).

E. Requirements for District-Level Professional Development Planning and Implementation (N.J.A.C. 6A:9-15.6)

1. The Superintendent of Schools or designee shall oversee the development and implementation of plans to address the school district's professional development needs. School districts sending to the same middle and/or high school may form a regional consortium to develop one district-wide plan based on the sending schools' plans.
2. The Superintendent shall:
 - a. Review school-level professional development plans;



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Professional Development for Teachers and
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- b. Assess the learning needs of students, teachers, and school leaders based on educator evaluation data, school-level plan, and data from school- and district-level performances;
 - c. Plan, support, and implement professional development activities that address the CCCS, and that align with the Standards for Professional Learning in N.J.A.C. 6A:9-15.3 and the Professional Standards for Teachers and School Leaders in N.J.A.C. 6A:9-3; and
 - d. Develop and update, as necessary, the district mentoring plan for new teachers in accordance with N.J.A.C. 6A:9-8.4.
 - 3. The Superintendent shall review on an annual basis the school district plan to assess its effectiveness and revise it as necessary to meet the school district's learning goals for students, teachers, and school leaders.
 - 4. The school district plan shall provide information on school-level and district-wide professional development opportunities, the resources being allocated toward their support, and a justification for the expenditures.
 - 5. The school district plan shall include any professional development required by statute or regulation.
 - 6. The Superintendent shall be responsible for the content and implementation of the district professional development plan. The Superintendent shall present the plan to the Board of Education to review for fiscal impact.
- F. Implementation of the Professional Development Requirement for School Leaders (N.J.A.C. 6A:9-15.7)
- 1. The Board of Education shall oversee and review for the Superintendent professional development that links to individual, school, and district professional development goals and to the school district's professional development plan.



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TEACHING STAFF MEMBERS

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Professional Development for Teachers and School Leaders

2. The Superintendent shall oversee and review for each Principal and Supervisor professional development that links to individual, school, and district professional development goals and the school district's professional development plan.
3. The Superintendent, Principals, and Supervisors shall fulfill the professional development requirement through the creation, implementation, and completion of a professional development plan that:
 - a. Aligns with the Professional Standards for School Leaders set forth in N.J.A.C. 6A:9-3.4 and the Standards for Professional Learning in N.J.A.C. 6A:9-15.3;
 - b. Derives from the results of observations, evidence, and recommendations included in the annual performance evaluation of the Superintendent, Principals, or Supervisors;
 - c. Identifies professional goals that address specific individual, school, or school district goals; and
 - d. Grounds professional development activities in objectives related to improving teaching, learning, and student achievement, and in support of the school and/or school district professional development plan.
4. Each active school leader shall be required to provide evidence of progress toward fulfillment of his or her plan. Evidence shall include:
 - a. A narrative account detailing plan goals and their achievement; and
 - b. Documentation of professional growth activities such as school-based learning activities, training, university coursework, action research, and study groups. Study groups may include school, district, county and/or State associations and organizations, school and district collaborative teams, and virtual learning communities.



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TEACHING STAFF MEMBERS

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Professional Development for Teachers and
School Leaders

5. Leaders whose positions require a Principal or Supervisor endorsement shall have an annual plan developed in collaboration with the Superintendent or designee holding a Chief School Administrator endorsement.
6. Leaders whose positions require a Chief School Administrator's endorsement, but who do not serve as a Chief School Administrator of the school district, shall have an annual plan developed in collaboration with the Superintendent or designee holding a Chief School Administrator endorsement.
7. The Superintendent or designee holding a Chief School Administrator endorsement shall meet with Principals, Supervisors, or other school administrators at mid-year to assess progress toward completion or modification of the plan.
8. The Superintendent or designee holding a Chief School Administrator endorsement shall review the status of the professional development plan as part of the Principals', Supervisors', or other district administrators' annual performance evaluation.
9. The Superintendent shall develop a professional development plan for review by the Board of Education.
10. The Superintendent shall provide to the Board of Education annual evidence of progress toward completion of the professional development plan and summative evidence of plan completion every three to five years, depending on the Superintendent's contract with the Board of Education.
11. In cases where there is disagreement between the Superintendent and the Board of Education regarding plan contents or progress toward completion, the Superintendent may appeal to the Executive County Superintendent, who will have final decision-making authority on all such matters.



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TEACHING STAFF MEMBERS

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Professional Development for Teachers and School Leaders

G. Requirements for School Leader Professional Development in Ethics, Law, and Governance (N.J.A.C. 6A:9-15.8)

1. All professional development plans for active school leaders serving on a permanent or interim basis whose positions require possession of a Chief School Administrator, Principal, or Supervisor endorsement in accordance with N.J.A.C. 6A:9-12.3 shall ensure the completion of appropriate training on: school law, ethics, and governance pursuant to N.J.S.A. 18A:26-8.2; and other statutory requirements related to student safety and well-being. To meet this ongoing requirement, the specific training needs of each school leader will be reviewed annually as part of the professional development planning process.

H. Monitoring and Assistance (N.J.A.C. 6A:9-15.9)

1. The Board of Education shall monitor and enforce the professional development requirements for teachers and school leaders set forth in N.J.A.C. 6A:9-15 et seq.
2. The Board of Education shall actively assist and support the provision of opportunities and resources, and the efforts by teachers and school leaders to meet the professional development requirements of N.J.A.C. 6A:9-15.1 et seq.
3. To ensure that the professional development requirements set forth in N.J.A.C. 6A:9-15 et seq. reflect a policy of continuous improvement, constructive support, and timely intervention, the Department of Education shall establish accountability procedures pursuant to N.J.A.C. 6A:30.
4. It is the responsibility of supervisors and school district administrators through the teacher performance evaluation process and the professional development planning process to monitor each teacher's progress in meeting the professional development requirements and to take appropriate steps to assure such progress. In any instance where a teacher's progress is found to be inadequate, the school district administration shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means.



REGULATION GUIDE

TEACHING STAFF MEMBERS

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Professional Development for Teachers and
School Leaders

5. It is the responsibility of a school leader's immediate supervisor, or the Board of Education in the case of the Superintendent, to monitor each school leader's progress in meeting the professional development requirements. Monitoring shall be accomplished through the performance evaluation and professional development planning processes. In any instance where a school leader's progress is found to be inadequate, the school leader's immediate supervisor or Board of Education shall take appropriate remedial action.
6. The school district administration shall be responsible for maintaining accurate records of each educator's progress in meeting the professional development requirements outlined in N.J.A.C. 6A:9-15 et seq. Such records shall include a copy of each educator's current professional development plan and timeline, as well as any documentation and evidence showing the educator's progress toward meeting the plan's requirements.
7. If a teacher leaves the employ of one New Jersey school district and is hired by another, the previous employing school district must share with the new employing school district the teacher's PDP and all supporting documentation. If the current professional development plan is found to be unsuitable to the teacher's new assignment, the new employing school district must ensure a revised professional development plan and timeline are created within thirty days of hire by the employee's new supervisor in collaboration with the new teacher.
8. If a school leader leaves the employ of one New Jersey school district and is hired by another, the new employing school district or Board of Education shall ensure that a revised professional development plan appropriate to the new assignment is developed in collaboration with the school leader.

Issued:



POLICY GUIDE

SUPPORT STAFF MEMBERS

4125/page 1 of 3

Employment of Support Staff Members

Apr 14

M

[See POLICY ALERT Nos. 79, 85, 89, 95, 103, 149, 156
166, 172 and 202]

4125 EMPLOYMENT OF SUPPORT STAFF MEMBERS

The Board of Education believes it is vital to the successful operation of the school district that support staff member positions be filled with highly qualified and competent professionals.

In accordance with the provisions of N.J.S.A. 18A:27-4.1, the Board shall appoint, transfer, remove, or renew a certificated or non-certificated officer or employee only upon the recommendation of the Superintendent of Schools and by a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons. The Board shall approve the employment, fix the compensation, and establish the term of employment for every support staff member employed by this district.

The Board will employ substitutes^{as needed} for absent support staff members in order to ensure continuity in a program and will annually approve a list of substitutes and rate of pay. The Superintendent or designee shall select substitutes from the list approved by the Board to serve in the place of an absent support staff member.

The Board may use a private contractor to secure a substitute support staff member.

The Board of Education shall not employ for pay or contract for the paid services of any support staff member or any other person serving in a position which involves regular contact with students unless the Board has first determined consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 et seq. that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

An individual employed by the Board or a school bus contractor holding a contract with the Board, in the capacity of a school bus driver, shall be required to meet the criminal history record requirements as outlined in N.J.S.A. 18A:39-19.1.



POLICY GUIDE

SUPPORT STAFF MEMBERS

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Employment of Support Staff Members

The Board will employ paraprofessional school aides and/or classroom aides to assist in the supervision of student activities under the direction of a Principal, teacher, or other designated certified professional personnel. Aides will serve the needs of students by performing nonprofessional duties and may work only under the direct supervision of a teaching staff member(s).

In accordance with the requirements of *No Child Left Behind Act of 2001*, paraprofessionals hired after January 8, 2002, who work in a program supported with Title I, Part A funds, with certain exceptions, must meet one of the following criteria:

1. Completed at least two years of study at an institution of higher education;
2. Obtained an associate's (or higher) degree; or
3. Met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing, reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness).

Paraprofessional staff working in a Title I school, and whose salary is paid for in whole or in part with Title I funds, must have met one of the criteria listed above by the end of the 2005-2006 school year. The Superintendent will ensure paraprofessionals working in a program supported with Title I funds meet the above stated requirements.

An individual employed by the Board in any substitute capacity or position shall be required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1b.

An individual, except as provided in N.J.S.A. 18A:6-7.1g, shall be permanently disqualified from employment or service in the school district if the criminal history record check reveals a record of conviction for any crime or offense as defined in N.J.S.A. 18A:6-7.1 et seq.



POLICY GUIDE

SUPPORT STAFF MEMBERS

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Employment of Support Staff Members

The Board or contracted service provider may employ an applicant on an emergent basis for a period not to exceed three months, pending completion of a criminal history record check if the Board or contracted service provider demonstrates to the Commissioner of Education that special circumstances exist which justify the emergent employment as prescribed in N.J.S.A. 18A:6-7.1c. In the event the criminal history record check is not completed for an emergent hired employee within three months, the Board or contracted service provider may petition the Commissioner for an extension of time, not to exceed two months, in order to retain the employee.

No criminal history record check shall be performed unless the applicant shall have furnished written consent to such a check. The applicant shall bear the cost for the criminal history record check, including all costs for administering and processing the check. The district will deny employment to an applicant if the applicant is required and refuses to submit to a criminal history record check.

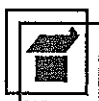
The Board of Education prohibits any relative of a Board member or the Superintendent of Schools from being employed in an office or position in the school district in accordance with the provisions of N.J.A.C. 6A:23A-6.2 and Board Policy 0142.1 – Nepotism.

A support staff member's misstatement of fact material to his/her qualifications for employment or the determination of his/her salary will be considered by the Board to constitute grounds for dismissal.

N.J.S.A. 18A:6-5; 18A:6-6; 18A:6-7.1; 18A:6-7.1b; 18A:6-7.1c; 18A:6-7.2;
18A:16-1 et seq.; 18A:26-1 et seq.; 18A:27.1 et seq.; 18A:27-4.1;
18A:27-7; 18A:27-8; 18A:39-19.1

N.J.S.A. 18A:54-20 [vocational districts]

Adopted:



POLICY GUIDE

SUPPORT STAFF MEMBERS

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Outside Activities

Apr 14

[See POLICY ALERT Nos. 198 and 202]

4230 OUTSIDE ACTIVITIES

The Board of Education recognizes that support staff members enjoy a private life outside their job responsibilities in the school district. The Board believes that school employees exert a continuing influence away from the school district. Accordingly, the Board reserves the right to determine if activities outside the support staff member's job responsibilities interfere with their performance and the discharge of the support staff member's responsibilities to this district.

The Board directs that ~~Aall~~ support staff members **are advised to** be governed in their activities outside the school by the following guidelines:

- ~~1. Support staff members are advised to refrain from conduct, associations, and offensive speech that, if given publicity, would tend to have an adverse or harmful effect upon pupils or the school community;~~
21. Support staff members shall not devote time during their work day to an outside private enterprise, business, or business organization. They shall not solicit or accept customers for a private enterprise, business, and/or business organization on school grounds during their work day without the express permission of the Superintendent;
32. The Board does not endorse, support, or assume liability in any way for any **support** staff member of this district who conducts a private activity in which **students** pupils or employees of this district participate;
43. Support staff members shall not ~~campaign on school grounds during their work day~~, send campaign literature home with **students** pupils, or request, direct or have **students** pupils distribute campaign literature on behalf of any candidate for local, State, or national office or for any bond issue, proposal, or any public question submitted at any general, municipal, or school election. **No student shall be requested or directed by any support staff member to engage in any activity which tends to promote, favor, or oppose any such candidacy, bond issue, proposal, or public question; and**



POLICY GUIDE

SUPPORT STAFF MEMBERS

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Outside Activities

54. Copyrights and patents to materials or equipment developed, written, prepared, processed, or tested by support staff members in the performance of their school district duties reside with and may be claimed by the Board.

N.J.S.A. 18A:42-4

N.J.S.A. 19:1.1 et seq.

Adopted:



POLICY

Somerset County Vocational Board of Education

Section: Finances
6620. PETTY CASH (M)
Date Created: June, 2007
Date Edited: October, 2011

6620- PETTY CASH (M)

M

The Board of Education authorizes the establishment of petty cash funds in accordance with this policy. The Board directs the implementation of appropriate controls to protect the funds from abuse.

The Board hereby establishes imprest petty cash funds in the care of the following persons and in the following amounts:

Account Title	Custodian(s)	Amount	Maximum Single Expenditure
District Office	Business Administrator	\$400	\$ 50
High School	Principal	\$400	\$ 50

delete

Account Title	Custodian(s)	Amount	Maximum Single Expenditure
District Office	Business Administrator	\$ 400.00	\$ 50.00
High School	Principal	\$ 800.00	\$ 50.00
Performing Arts	Principal	\$ 1,000.00	\$ 200.00

add

Petty cash funds may be disbursed only for the immediate payment of comparatively small expenditures and may not be used to circumvent the regular purchasing procedures of this district. Each request for petty cash funds must be in a written document that is signed by the person making the request; supporting documents, if any, will be affixed to the request.

The custodian of a petty cash fund shall submit to the Board Secretary a request for replenishment when the moneys available in the fund have declined to fifty percent or less of the authorized amount of the fund. The Board Secretary shall prepare a voucher for approval by the Board. The voucher will include disbursement slips to support the amount of the replenishment and its allocation to any account.

The petty cash box must be secured daily. All petty cash funds will be closed out for audit at the end of the school year, and unused funds will be returned to the depository. The custodian of each fund will report to the Board on amounts disbursed from the fund not less than once each year.

N.J.S.A. 2C:21-15
N.J.S.A. 18A:19-13; 18A:23-2
N.J.A.C. 6A:23-2.9 et seq.

Adopted: 25 June 2007
Revised: 24 October 2011

5/7 3:09pm

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 10 Month Period Ending 04/30/2014

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ASSETS AND RESOURCES

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

101	Cash in bank		\$1,174,560.40
121	Tax levy receivable		\$2,177,596.00
	Accounts receivable:		
132	Interfund	\$18,926.00	
141	Intergovernmental - State	\$317,252.03	
142	Intergovernmental - Federal	\$4,236.52	
143	Intergovernmental - Other	(\$1,775.82)	
			\$338,638.73

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

301	Estimated Revenues	\$13,967,006.00	
302	Less Revenues	(\$13,732,212.72)	
			\$234,793.28

	Total assets and resources		\$3,925,588.41
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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 & 18)
Interim Balance Sheet
For 10 Month Period Ending 04/30/2014

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LIABILITIES AND FUND EQUITY

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--- 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

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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	\$1,861,250.93
	Reserved fund balance:	
760	Reserved Fund Balance	\$546,053.84
601	Appropriations	\$14,565,464.80
602	Less : Expenditures	\$11,913,436.08
603	Encumbrances	\$1,861,250.93 (\$13,774,687.01)
		\$790,777.79
	Total Appropriated	\$3,198,082.56

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

770	Fund Balance	\$764,782.33
303	Budgeted Fund Balance	(\$44,563.00)
	TOTAL FUND BALANCE	\$3,918,301.89
	TOTAL LIABILITIES AND FUND EQUITY	\$3,925,588.41

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RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$14,565,464.80	\$13,774,687.01	\$790,777.79
Revenues	(\$13,967,006.00)	(\$13,732,212.72)	(\$234,793.28)
	\$598,458.80	\$42,474.29	\$555,984.51
Less: Adjust for prior year encumb.	(\$553,895.80)	(\$553,895.80)	
Budgeted Fund Balance	\$44,563.00	(\$511,421.51)	\$555,984.51

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Recapitulation of Budgeted Fund Balance by Subfund

	Budgeted	Actual	Variance
Fund 10 (includes 10, 11, 12, and 13)	\$44,563.00	(\$511,421.51)	\$555,984.51
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	\$44,563.00	(\$511,421.51)	\$555,984.51

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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 & 18)
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 10 Month Period Ending 04/30/2014

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$12,553,104.00	\$12,318,310.72		\$234,793.28
3XXX	From State Sources	\$1,413,902.00	\$1,413,902.00		.00
TOTAL REVENUE/SOURCES OF FUNDS		\$13,967,006.00	\$13,732,212.72		\$234,793.28
		=====	=====	=====	=====
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$1,479,562.00	\$1,273,245.04	\$131,864.65	\$74,452.31
11-230-X00-XXX	Basic Skills - Remedial Instruction	\$97,157.70	\$71,703.70	\$23,961.10	\$1,492.90
11-240-X00-XXX	Bilingual Education - Instruction	\$61,588.10	\$50,201.29	\$10,442.81	\$944.00
11-3XX-100-XXX	Voc. Programs - Local - Instruction	\$3,735,346.94	\$2,955,823.71	\$418,266.51	\$361,256.72
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$55,405.00	\$28,471.13	\$26,875.34	\$58.53
11-402-100-XXX	School-Spons. Athletics - Instruction	\$63,441.00	\$47,753.21	\$10,737.34	\$4,950.45
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-213-XXX	Health Services	\$187,749.39	\$146,637.07	\$28,480.84	\$12,631.48
11-000-218-XXX	Guidance	\$562,859.54	\$403,266.93	\$152,231.61	\$7,361.00
11-000-219-XXX	Child Study Teams	\$179,299.68	\$129,387.47	\$45,776.54	\$4,135.67
11-000-221-XXX	Improvement Of Inst./Other Support				
	Improvement of Inst. Serv.	\$310,919.42	\$230,194.74	\$38,078.46	\$42,646.22
11-000-222-XXX	Educational Media Serv/School Library	\$181,565.15	\$126,125.09	\$16,309.51	\$39,130.55
11-000-223-XXX	Instructional Staff Training Services	\$113,123.00	\$83,036.53	\$6,679.66	\$23,406.81
11-000-230-XXX	Supp. Serv.-General Administration	\$537,473.57	\$454,605.78	\$60,994.02	\$21,873.77
11-000-240-XXX	Supp. Serv.-School Administration	\$553,435.74	\$476,872.42	\$70,504.30	\$6,059.02
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$755,872.48	\$644,026.61	\$100,344.52	\$11,501.35
11-000-261-XXX	Allowable Maint. for School Facilities	\$1,442,800.51	\$1,280,778.91	\$134,733.79	\$27,287.81
11-000-262-XXX	Custodial Services	\$1,286,709.00	\$1,097,610.06	\$187,532.95	\$1,565.99
11-000-263-XXX	Care and Upkeep of Grounds	\$15,500.00	\$7,956.36	\$7,543.64	.00
11-000-266-XXX	Security	\$88,583.06	\$88,505.62	.00	\$77.44
11-000-270-XXX	Student Transportation Services	\$120,591.06	\$60,032.56	\$20,669.50	\$39,889.00
11-000-291-XXX	Allocated and Unallocated Benefits	\$2,480,704.17	\$2,051,832.46	\$359,653.84	\$69,217.87
TOTAL GENERAL CURRENT EXPENSE					
EXPENDITURES/USES OF FUNDS		\$14,309,686.51	\$11,708,066.69	\$1,851,680.93	\$749,938.89
		=====	=====	=====	=====

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 10 Month Period Ending 04/30/2014

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
*** CAPITAL OUTLAY ***				
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$194,381.00	\$148,148.35	\$9,570.00	\$36,662.65
	_____	_____	_____	_____
 TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	 \$194,381.00	 \$148,148.35	 \$9,570.00	 \$36,662.65
	=====	=====	=====	=====
 *** SPECIAL SCHOOLS ***				
13-422-100-XXX Summer school -instruction	\$61,397.29	\$57,221.04	.00	\$4,176.25
	_____	_____	_____	_____
 TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	 \$61,397.29	 \$57,221.04	 \$0.00	 \$4,176.25
	=====	=====	=====	=====
 TOTAL GENERAL FUND EXPENDITURES	 \$14,565,464.80	 \$11,913,436.08	 \$1,861,250.93	 \$790,777.79
	=====	=====	=====	=====

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 10 Month Period Ending 04/30/2014

		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	\$473,280.00	\$119,520.00
1XXX	Miscellaneous	\$507,400.00	\$392,126.72	\$115,273.28
		-----	-----	-----
	TOTAL	\$12,553,104.00	\$12,318,310.72	\$234,793.28
		=====	=====	=====
--- 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	\$13,732,212.72	\$234,793.28
		=====	=====	=====

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 10 Month Period Ending 04/30/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,195,639.66	\$1,065,004.46	\$116,401.07	\$14,234.13
11-140-100-106 Other Salaries for Instruction	\$39,363.84	\$31,788.44	\$7,123.00	\$452.40
11-140-100-320 Purchased Prof.-Ed. Services	\$40,000.00	\$7,840.00	.00	\$32,160.00
11-140-100-500 Other Purchased Services	\$5,584.00	\$4,114.21	\$750.00	\$719.79
11-140-100-610 General Supplies	\$165,180.00	\$159,482.53	\$4,233.58	\$1,463.89
11-140-100-640 Textbooks	\$13,661.50	\$3,654.40	.00	\$10,007.10
11-140-100-800 Other Objects	\$18,103.00	\$1,361.00	\$1,327.00	\$15,415.00
--- 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	\$1,273,245.04	\$131,864.65	\$74,452.31
--- Basic skills/remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$93,157.70	\$67,703.70	\$23,961.10	\$1,492.90
11-230-100-610 General Supplies	\$4,000.00	\$4,000.00	.00	.00
TOTAL	\$97,157.70	\$71,703.70	\$23,961.10	\$1,492.90
--- Bilingual education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$61,588.10	\$50,201.29	\$10,442.81	\$944.00
TOTAL	\$61,588.10	\$50,201.29	\$10,442.81	\$944.00
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$2,683,024.13	\$2,251,360.53	\$306,246.56	\$125,417.04
11-310-100-106 Other Salaries for Instruction	\$54,900.00	\$34,354.59	\$20,545.41	.00
11-310-100-320 Purchased Prof.-Ed. Services	\$203,020.00	\$5,679.00	.00	\$197,341.00
11-310-100-500 Other Purchased Services	\$52,332.00	\$24,909.04	\$27,265.38	\$157.58
11-310-100-610 General Supplies	\$414,169.64	\$378,484.11	\$14,474.80	\$21,210.73
11-310-100-640 Textbooks	\$33,582.12	\$27,537.17	.00	\$6,044.95
11-310-100-800 Other Objects	\$12,992.25	\$11,277.22	.00	\$1,715.03
Total	\$3,454,020.14	\$2,733,601.66	\$368,532.15	\$351,886.33
--- Special Vocational Programs - Instruction ---				
11-320-100-101 Salaries of Teachers	\$269,145.80	\$213,992.07	\$49,734.36	\$5,419.37
11-320-100-500 Other Purchased Services	\$1,015.00	\$890.89	.00	\$124.11
11-320-100-610 General Supplies	\$11,166.00	\$7,339.09	.00	\$3,826.91

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 10 Month Period Ending 04/30/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
Total	\$281,326.80	\$222,222.05	\$49,734.36	\$9,370.39
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$42,209.00	\$15,333.66	\$26,875.34	.00
11-401-100-600 Supplies and Materials	\$13,196.00	\$13,137.47	.00	\$58.53
TOTAL	\$55,405.00	\$28,471.13	\$26,875.34	\$58.53
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$43,000.00	\$27,369.66	\$10,737.34	\$4,893.00
11-402-100-500 Purchased Services	\$15,000.00	\$15,000.00	.00	.00
11-402-100-600 Supplies and Materials	\$5,441.00	\$5,383.55	.00	\$57.45
TOTAL	\$63,441.00	\$47,753.21	\$10,737.34	\$4,950.45
--- UNDISTRIBUTED EXPENDITURES ---				
--- Health services ---				
11-000-213-100 Salaries	\$153,153.39	\$125,265.97	\$27,887.42	.00
11-000-213-300 Purchased Prof. & Tech. Svc.	\$22,969.00	\$10,493.52	.00	\$12,475.48
11-000-213-600 Supplies and Materials	\$11,221.00	\$10,627.58	\$593.42	.00
11-000-213-800 Other Objects	\$406.00	\$250.00	.00	\$156.00
TOTAL	\$187,749.39	\$146,637.07	\$28,480.84	\$12,631.48
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$418,218.52	\$277,788.42	\$137,843.32	\$2,586.78
11-000-218-105 Sal Sec. & Clerical Asst.	\$105,626.02	\$87,153.73	\$14,388.29	\$4,084.00
11-000-218-500 Other Purchased Services	\$38,000.00	\$37,320.00	.00	\$680.00
11-000-218-600 Supplies and Materials	\$1,015.00	\$1,004.78	.00	\$10.22
TOTAL	\$562,859.54	\$403,266.93	\$152,231.61	\$7,361.00
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$75,453.38	\$41,752.13	\$32,370.50	\$1,330.75
11-000-219-105 Sal Sec. & Clerical Asst.	\$92,172.30	\$80,616.49	\$11,555.81	.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$5,076.00	\$3,918.00	\$1,158.00	.00
11-000-219-500 Other Purchased Services	\$1,015.00	\$949.80	.00	\$65.20
11-000-219-600 Supplies and Materials	\$2,030.00	\$1,200.05	\$692.23	\$137.72

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 10 Month Period Ending 04/30/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-219-800 Other Objects	\$3,553.00	\$951.00	.00	\$2,602.00
TOTAL	\$179,299.68	\$129,387.47	\$45,776.54	\$4,135.67
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$90,300.00	\$75,550.74	\$14,726.81	\$22.45
11-000-221-104 Salaries Other Prof. Staff	\$76,900.00	\$65,565.76	\$11,324.84	\$9.40
11-000-221-105 Sal Secr. & Clerical Asst.	\$133,060.42	\$81,623.34	\$10,453.08	\$40,984.00
11-000-221-500 Other Purchased Services	\$5,076.00	\$2,538.67	\$1,572.73	\$964.60
11-000-221-600 Supplies and Materials	\$2,538.00	\$2,407.76	.00	\$130.24
11-000-221-800 Other Objects	\$3,045.00	\$2,508.47	\$1.00	\$535.53
TOTAL	\$310,919.42	\$230,194.74	\$38,078.46	\$42,646.22
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$65,549.15	\$24,271.23	\$3,833.92	\$37,444.00
11-000-222-177 Salaries of Technology Coordinators	\$86,760.00	\$74,431.60	\$12,328.39	\$0.01
11-000-222-500 Other Purchased Services	\$4,060.00	\$3,153.10	.00	\$906.90
11-000-222-600 Supplies and Materials	\$21,136.00	\$21,136.00	.00	.00
11-000-222-800 Other Objects	\$4,060.00	\$3,133.16	\$147.20	\$779.64
TOTAL	\$181,565.15	\$126,125.09	\$16,309.51	\$39,130.55
--- Instructional Staff Training Services ---				
11-000-223-104 Salaries Other Prof. Staff	\$50,400.00	\$42,000.00	.00	\$8,400.00
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$41,847.00	\$23,837.50	\$5,800.00	\$12,209.50
11-000-223-500 Other Purchased Services	\$18,846.00	\$15,169.03	\$879.66	\$2,797.31
11-000-223-600 Supplies and Materials	\$2,030.00	\$2,030.00	.00	.00
TOTAL	\$113,123.00	\$83,036.53	\$6,679.66	\$23,406.81
--- Support services-general administration ---				
11-000-230-100 Salaries	\$280,855.07	\$254,417.03	\$26,362.04	\$76.00
11-000-230-331 Legal Services	\$76,133.00	\$58,916.55	\$17,216.45	.00
11-000-230-332 Audit Fees	\$33,500.00	\$33,493.64	.00	\$6.36
11-000-230-339 Other Purchased Prof. Svc.	\$3,045.00	\$3,045.00	.00	.00
11-000-230-530 Communications/Telephone	\$76,132.00	\$48,098.56	\$15,889.67	\$12,143.77
11-000-230-590 Other Purchased Services	\$13,000.00	\$9,162.87	\$150.00	\$3,687.13
11-000-230-61X General Supplies	\$11,166.00	\$11,161.07	.00	\$4.93
11-000-230-630 BOE In-House Training/Meeting Supplies	\$3,553.00	\$3,405.70	.00	\$147.30
11-000-230-890 Misc. Expenditures	\$32,354.50	\$26,155.61	\$1,375.86	\$4,823.03

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 10 Month Period Ending 04/30/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-230-895 BOE Membership Dues and Fees	\$7,735.00	\$6,749.75	.00	\$985.25
TOTAL	\$537,473.57	\$454,605.78	\$60,994.02	\$21,873.77
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$338,500.00	\$290,910.22	\$47,098.94	\$490.84
11-000-240-105 Sal Secr. & Clerical Asst.	\$166,213.62	\$142,168.06	\$21,726.56	\$2,319.00
11-000-240-11X Other Salaries	\$7,022.93	\$6,092.51	\$930.42	.00
11-000-240-500 Other Purchased Services	\$26,704.00	\$23,264.00	\$651.00	\$2,789.00
11-000-240-600 Supplies and Materials	\$10,450.19	\$10,421.30	\$7.38	\$21.51
11-000-240-800 Other Objects	\$4,545.00	\$4,016.33	\$90.00	\$438.67
TOTAL	\$553,435.74	\$476,872.42	\$70,504.30	\$6,059.02
--- Central Services ---				
11-000-251-100 Salaries	\$334,155.73	\$279,898.59	\$54,257.14	.00
11-000-251-330 Purchased Prof. Svcs.	\$29,000.00	\$28,443.76	\$556.24	.00
11-000-251-340 Purchased Technical Svcs.	\$17,000.00	\$11,879.23	.00	\$5,120.77
11-000-251-600 Supplies and Materials	\$13,489.69	\$13,489.69	.00	.00
11-000-251-890 Other Objects	\$6,091.00	\$2,801.15	\$84.85	\$3,205.00
TOTAL	\$399,736.42	\$336,512.42	\$54,898.23	\$8,325.77
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$254,136.06	\$219,483.85	\$34,652.21	.00
11-000-252-500 Other Pur Serv. (400-500 series)	\$85,000.00	\$72,022.47	\$9,803.34	\$3,174.19
11-000-252-600 Supplies and Materials	\$17,000.00	\$16,007.87	\$990.74	\$1.39
TOTAL	\$356,136.06	\$307,514.19	\$45,446.29	\$3,175.58
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$628,866.80	\$528,488.72	\$83,460.46	\$16,917.62
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$763,889.71	\$704,487.52	\$51,273.33	\$8,128.86
11-000-261-610 General Supplies	\$39,893.00	\$39,883.01	.00	\$9.99
11-000-261-800 Other Objects	\$10,151.00	\$7,919.66	.00	\$2,231.34
TOTAL	\$1,442,800.51	\$1,280,778.91	\$134,733.79	\$27,287.81
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$360,000.00	\$299,444.94	\$58,990.00	\$1,565.06
11-000-262-490 Other Purchased Property Svc.	\$60,000.00	\$26,941.01	\$33,058.99	.00
11-000-262-520 Insurance	\$201,709.00	\$201,709.00	.00	.00
11-000-262-621 Energy (Natural Gas)	\$170,000.00	\$167,215.47	\$2,784.53	.00
11-000-262-622 Energy (Electricity)	\$495,000.00	\$402,299.64	\$92,699.43	\$0.93

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 10 Month Period Ending 04/30/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
	-----	-----	-----	-----
TOTAL	\$1,286,709.00	\$1,097,610.06	\$187,532.95	\$1,565.99
 --- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$15,500.00	\$7,956.36	\$7,543.64	.00
TOTAL	\$15,500.00	\$7,956.36	\$7,543.64	\$0.00
 --- Security ---				
11-000-266-100 Salaries	\$88,583.06	\$88,505.62	.00	\$77.44
TOTAL	\$88,583.06	\$88,505.62	\$0.00	\$77.44
 --- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$40,699.06	\$32,288.60	\$3,362.50	\$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	\$17,936.40	\$8,107.00	\$47.60
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	\$387.16	\$9,200.00	\$20,359.84
11-000-270-593 Misc. Purchased Svc.- Transp.	\$12,689.00	\$7,330.40	.00	\$5,358.60
11-000-270-610 General Supplies	\$2,030.00	\$2,030.00	.00	.00
11-000-270-800 Misc. Expenditures	\$3,045.00	\$60.00	.00	\$2,985.00
TOTAL	\$120,591.06	\$60,032.56	\$20,669.50	\$39,889.00
 --- Benefits ---				
11-XXX-XXX-220 Social Security Contributions	\$244,709.16	\$201,635.06	\$43,074.10	.00
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$228,982.11	\$225,487.26	\$700.00	\$2,794.85
11-XXX-XXX-250 Unemployment Compensation	\$38,429.00	\$36,266.80	\$1,960.18	\$202.02
11-XXX-XXX-260 Workman's Compensation	\$180,688.00	\$180,688.00	.00	.00
11-XXX-XXX-270 Health Benefits	\$1,727,895.90	\$1,380,608.19	\$313,918.56	\$33,369.15
11-XXX-XXX-280 Tuition Reimbursement	\$30,000.00	\$17,273.00	\$1.00	\$12,726.00
11-XXX-XXX-290 Other Employee Benefits	\$30,000.00	\$9,874.15	.00	\$20,125.85
TOTAL	\$2,480,704.17	\$2,051,832.46	\$359,653.84	\$69,217.87
 Total Undistributed expenditures	\$8,817,185.77	\$7,280,868.61	\$1,229,533.18	\$306,783.98
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$14,309,686.51	\$11,708,066.69	\$1,851,680.93	\$749,938.89
 *** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$14,309,686.51	\$11,708,066.69	\$1,851,680.93	\$749,938.89
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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 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 10 Month Period Ending 04/30/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
--- Facilities acquisition and construction services ---				
12-000-400-334 Architectural/Engineering Services	\$7,000.00	\$7,000.00	.00	.00
12-000-400-450 Construction services	\$155,943.00	\$141,148.35	\$9,570.00	\$5,224.65
12-000-400-800 Other objects	\$31,438.00	.00	.00	\$31,438.00
Facilits. Acqstn. Const. Sevr. -- TOTAL --	\$194,381.00	\$148,148.35	\$9,570.00	\$36,662.65
TOTAL	\$194,381.00	\$148,148.35	\$9,570.00	\$36,662.65
TOTAL CAPITAL OUTLAY EXPENDITURES	\$194,381.00	\$148,148.35	\$9,570.00	\$36,662.65
*** SPECIAL SCHOOLS ***				
--- Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	\$55,000.00	\$55,000.00	\$0.00	\$0.00
13-422-100-610 General supplies	\$6,397.29	\$2,221.04	.00	\$4,176.25
TOTAL	\$6,397.29	\$2,221.04	\$0.00	\$4,176.25
TOTAL SUMMER SCHOOL	\$61,397.29	\$57,221.04	\$0.00	\$4,176.25
TOTAL SPECIAL SCHOOLS EXPENDITURES	\$61,397.29	\$57,221.04	\$0.00	\$4,176.25
*** EDUCATION STABILIZATION FUND **				
*** GOVERNMENT SERVICES FUND **				
*** EDUCATION JOBS FUND **				
TOTAL GENERAL FUND EXPENDITURES	\$14,565,464.80	\$11,913,436.08	\$1,861,250.93	\$790,777.79

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

For 10 Month Period Ending 04/30/2014

Diane Strober

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:23A-16.10(c)3.

April 20, 2014

Board Secretary/Business Administrator

Date

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

ACCOUNT NUMBER	DESCRIPTION	APPROPRIATION	EXPENDITURE	ENCUMBERANCES	AVAILABLE BALANCE
11-999-999-999-00-0000	PAYROLL NET PAY ADJ	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 10 Month Period Ending 04/30/14

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank	\$121,434.45
-----	--------------	--------------

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

301	Estimated Revenues	\$1,037,261.00	
302	Less Revenues	(\$925,197.00)	
			\$112,064.00
	Total assets and resources		\$233,498.45
			=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 10 Month Period Ending 04/30/14

=====

LIABILITIES AND FUND EQUITY

=====

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

Other current liabilities	\$18,926.00
---------------------------	-------------

TOTAL LIABILITIES	\$18,926.00
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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	\$131,521.75
-----	---	--------------

601	Appropriations	\$1,037,261.00
-----	----------------	----------------

602	Less: Expenditures	\$822,688.55
-----	--------------------	--------------

603	Encumbrances	\$131,521.75 (\$954,210.30)
-----	--------------	----------------------------------

	\$83,050.70
--	-------------

TOTAL FUND BALANCE	\$214,572.45
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TOTAL LIABILITIES AND FUND EQUITY	\$233,498.45
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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 10 Month Period Ending 04/30/14

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$115,000.00	\$115,000.00		.00
3XXX From State Sources	\$492,977.00	\$436,586.00		\$56,391.00
4XXX From Federal Sources	\$429,284.00	\$373,611.00		\$55,673.00
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$1,037,261.00	\$925,197.00		\$112,064.00
	=====	=====	=====	=====
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
*** EXPENDITURES ***				
LOCAL PROJECTS:	\$115,000.00	\$88,993.61	\$17,455.56	\$8,550.83
STATE PROJECTS:				
Vocational education	\$146,500.00	\$98,282.29	\$42,751.59	\$5,466.12
Other special projects	\$346,477.00	\$282,367.68	\$55,653.04	\$8,456.28
	_____	_____	_____	_____
TOTAL STATE PROJECTS	\$492,977.00	\$380,649.97	\$98,404.63	\$13,922.40
FEDERAL PROJECTS:				
NCLB Title I	\$63,027.00	\$29,204.45	\$1,459.08	\$32,363.47
NCLB Title II - Part A/D	\$10,547.00	\$653.00	.00	\$9,894.00
I.D.E.A. Part B (Handicapped)	\$105,710.00	\$93,507.52	\$12,202.48	.00
Vocational Education	\$250,000.00	\$229,680.00	\$2,000.00	\$18,320.00
	_____	_____	_____	_____
TOTAL FEDERAL PROJECTS	\$429,284.00	\$353,044.97	\$15,661.56	\$60,577.47
*** TOTAL EXPENDITURES ***	\$1,037,261.00	\$822,688.55	\$131,521.75	\$83,050.70
	=====	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
SPECIAL REVENUE - FUND 20
SCHEDULE OF REVENUES
ACTUAL COMPARED WITH ESTIMATED
For 10 Month Period Ending 04/30/14

	ESTIMATED	ACTUAL	UNREALIZED
	-----	-----	-----
--- LOCAL SOURCES ---			
1XXX Other Revenue from Local Sources	\$115,000.00	\$115,000.00	\$0.00
	-----	-----	-----
Total Revenues from Local Sources	\$115,000.00	\$115,000.00	\$0.00
	=====	=====	=====
--- STATE SOURCES ---			
3XXX Other State Aids	\$492,977.00	\$436,586.00	\$56,391.00
	-----	-----	-----
Total Revenue from State Sources	\$492,977.00	\$436,586.00	\$56,391.00
	=====	=====	=====
--- FEDERAL SOURCES ---			
4411-16 Title I	\$63,027.00	\$49,970.00	\$13,057.00
4451-55 Title II	\$10,290.00	\$4,000.00	\$6,290.00
4420-29 I.D.E.A. Part B (Handicapped)	\$105,710.00	\$80,894.00	\$24,816.00
4430-39 Vocational Education	\$250,000.00	\$238,747.00	\$11,253.00
4XXX Other Federal Aids	\$257.00	\$0.00	\$257.00
	-----	-----	-----
Total Revenues from Federal Sources	\$429,284.00	\$373,611.00	\$55,673.00
	=====	=====	=====
TOTAL REVENUES/SOURCES OF FUNDS	\$1,037,261.00	\$925,197.00	\$112,064.00
	=====	=====	=====

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

For 10 Month Period Ending 04/30/14

Diane Strober

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which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

April 30, 2014

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 10 Month Period Ending 04/30/14

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		(\$481,085.86)
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$351,977.61	
			\$351,977.61

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

301	Estimated Revenues	\$2,601,227.12	
302	Less Revenues	(\$423,089.07)	
			\$2,178,138.05
	Total assets and resources		\$2,049,029.80
			=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Capital Projects Fund - Fund 30
 Interim Balance Sheet
 For 10 Month Period Ending 04/30/14

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year		\$202,447.50
751,752,76X	Other reserves		\$31,853.51
601	Appropriations	\$2,633,831.12	
602	Less : Expenditures	\$936,028.44	
603	Encumbrances	\$202,447.50	(\$1,138,475.94)
			\$1,495,355.18
	Total Appropriated		\$1,729,656.19

--- Unappropriated ---

770	Fund balance	\$351,977.61
303	Budgeted Fund Balance	(\$32,604.00)

TOTAL FUND BALANCE \$2,049,029.80

TOTAL LIABILITIES AND FUND EQUITY \$2,049,029.80

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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 10 Month Period Ending 04/30/14

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$2,601,227.12	\$423,089.07		\$2,178,138.05
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$2,601,227.12	\$423,089.07		\$2,178,138.05
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-450 Construction services	\$2,633,831.12	\$936,028.44	\$202,447.50	\$1,495,355.18
	_____	_____	_____	_____
Total fac.acq.and constr. serv.	\$2,633,831.12	\$936,028.44	\$202,447.50	\$1,495,355.18
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$2,633,831.12	\$936,028.44	\$202,447.50	\$1,495,355.18
*** TOTAL EXPENDITURES AND TRANSFERS	\$2,633,831.12	\$936,028.44	\$202,447.50	\$1,495,355.18
	=====	=====	=====	=====

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

For 10 Month Period Ending 04/30/14

Diane Strober

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April 30, 2014

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: April 30, 2014

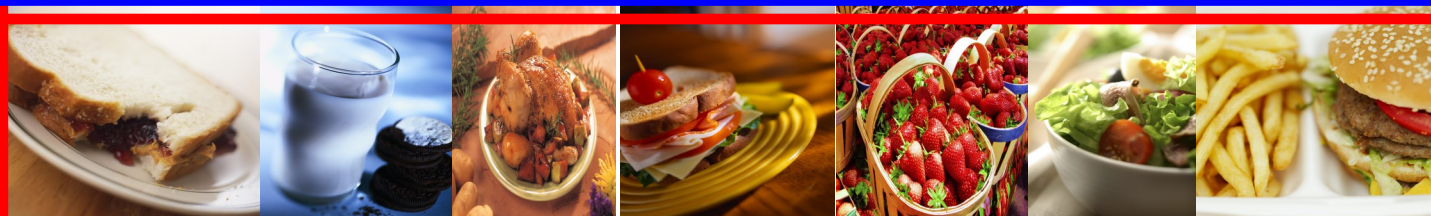
CASH REPORT

FUNDS	(1)	(2)	(3)	(4)
Governmental Funds	Adjusted Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$1,179,478.14	\$1,409,497.38	-\$1,414,415.12	\$1,174,560.40
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)	-\$150,536.41	\$349,094.00	-\$77,123.14	\$121,434.45
Capital Project Fund (30)	-\$364,489.86	\$0.00	-\$116,596.00	-\$481,085.86
Debt Services Fund (40)	\$0.00	\$0.00	\$0.00	\$0.00
Enterprise Fund (61)	\$78,813.49	\$0.00	-\$78,813.49	\$0.00
Total Governmental Funds	\$743,265.36	\$1,758,591.38	-\$1,686,947.75	\$814,908.99
Summer Savings	\$78,751.25	\$7,225.57	\$0.00	\$85,976.82
Enterprise Fund (60) Cafeteria	\$22,129.82	\$12,592.68	-\$14,018.47	\$20,704.03
Payroll Fund (70)	\$0.00	\$483,966.78	-\$482,199.96	\$1,766.82
Agency Fund (90)	\$0.00	\$497,423.87	-\$497,423.87	\$0.00
Total Trust & Agency	\$100,881.07	\$1,001,208.90	-\$993,642.30	\$108,447.67
Grand Total for all Funds	\$844,146.43	\$2,759,800.28	-\$2,680,590.05	\$923,356.66
				\$923,356.66

Prepared and submitted by:

Michelle Fresco, Treasurer of School Moneys

5/16/2014



Somerset County Vocational & Technical High School PRICE LIST 2014-2015

Student Breakfast	\$2.00	Adult Breakfast	\$2.40
Reduced Breakfast	\$0.30		
Student Lunch	\$3.00	Adult Lunch	\$3.50
Entrée Only	\$2.50	Reduced Lunch	\$0.40
Yogurt	\$1.00	Cereal	\$1.00
Breakfast Sandwich	\$2.50	Bagel Plain	\$1.50
Side Vegetable	\$0.75	Bagel w/Cream Cheese	\$2.00
Fresh Fruit	\$0.75	Ice Cream	\$1.00-\$1.75
Baked Chips	\$0.75	Frozen Yogurt	\$1.25
Fresh Baked Cookie	\$0.40	Hot Pretzel	\$1.50
Soup with Crackers	\$1.00		
Milk	\$0.50	Spring Water	\$1.50
12 oz. Beverage	\$1.50	Flavored Water	\$1.25
Gatorade	\$1.50	FRUIT 66 Sparkling Juice	\$1.25
		Snapple Iced Tea	\$1.25

Maschio's Food Services, Inc.