

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
August 27, 2012

Call to Order

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

William Hyncik, Jr., President
William Dudeck, Vice President
Dr. Alan P. Braun
Theodore Smith
Dr. Kathleen Serafino, absent

Also Present:

Dr. Chrys Harttraft, Superintendent of Schools
Diane Strober, Assistant Superintendent for Business/Board Secretary
Diane Ziegler, High School Principal, absent
Lisa Fittipaldi, Board Attorney
Mark Caliguire, Somerset County Freeholder Liaison
Others: Patrick Pelliccia, Supervisor of Curriculum and Instruction; Duane Wallace, Supervisor of Learning and Technology; Carene Jegou, Administrative Assistant to the Superintendent; Andrew Coslit, SCVTEA President; and Alison Mingle.

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

Pledge of Allegiance

Approval of Minutes

On motion by Dr. Braun, seconded by Mr. Dudeck, the minutes of the Regular Meeting and Executive Session held on July 23, 2012 and the Special Meeting and Executive Session held on August 6, 2012 were approved.

Correspondence

- None

Old or Unfinished Business

Construction Projects – Update

- Mrs. Strober updated the board on the county renewable energy solar initiative project and noted there is a resolution on this agenda which addresses three issues: extend completion date; add subcontractors; and eliminate the need for all tranche participants to approve any changes for one specific tranche participant.
- A. Resolution – 2012-13/8-B – Execution of Amendment and Consent No. 1 in Connection with the Somerset County Improvement Authority's County of Somerset Guaranteed Renewable Energy Program, Series 2011A
On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education adopted Resolution 2012-13/8-B Execution of Amendment and Consent No. 1 in Connection with the Somerset County Improvement Authority's County of Somerset Guaranteed Renewable Energy Program as it appears on Addendum #8.

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

Report of the Attorney

- Ms. Fittipaldi updated the board on the status of the negotiations. The PSA negotiations have concluded; waiting for the PSA salary guide which will be included in the final contract; and we have been assigned a mediator for SCVTEA negotiations who will call to set up a meeting date.

Committee Reports

- Board of School Estimate (Dr. Braun, Mr. Dudeck) - None
- Curriculum/Grants (Mr. Smith) - None
- NJSBA, Delegate, State Convention Legislative Committee (Mr. Dudeck) - None
- SCSBA Delegate (Mr. Dudeck) - None
- SCESC Representative (Mr. Smith) – Mr. Smith reported that the building plans for the shared service initiative are moving forward; there were only ten representatives at the last meeting which was not enough for a quorum.
- SCJIF (Dr. Braun) - None
- Foundation (Mr. Hyncik) – Mr. Hyncik reported the retreat was held on Wednesday; the regular meeting was held on Thursday. Dr. Braun forwarded names to the Foundation for membership consideration.

School Communications Report

- Duane Wallace reported on the success of the 2012 Freshmen Orientation and Family Picnic. 145 freshmen attended the orientation and were later joined by their family members for a picnic in the school's amphitheater. Mr. Wallace also reported on a new monthly newsletter which will be introduced at the September 2012 board of education meeting. The newsletter will advance the communication, marketing and recruiting efforts of SCVTS and will be distributed to staff, parents and members of the community. Mr. Hyncik asked how many of the freshman who attended the picnic were full time and share time students.

Superintendent's Report

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

- A. Reappointment of Assistant Superintendent for Business/Board Secretary 2012-13 School Year
The Board of Education approved the annual employment contract for the Assistant Superintendent/Board Secretary, Diane Strober for the period of July 1, 2012 through June 30, 2013.
- B. Employment of Full-Time Personnel – 2012-13 School Year
The Board of Education appointed Ms. Linda Landau to the position of Educational Media Specialist (1/2 time) (UPC# LIB-HS-MEDA-FL-01) at a salary of \$35,120.00* (masters stipend added to base), Step 17/C, effective September 1, 2012.

The Board of Education appointed Ms. Alison Mingle to the position of Music Vocal and Acting Instructor (UPC# TCH-HS-MUSI-FL-01) at a salary of \$62,270.00* (prorated), Step 12/D, effective at a mutually agreed upon date.

The Board of Education appointed Mr. Gary Parks to the position of Data Analyst (UPC# TCN-BO-DATA-NA-01) at a salary of \$60,816.00*, Step D/9 (Support Staff), effective September 1, 2012.

The Board of Education appointed Ms. Victoria Fulmer to the position of Special Education Instructor (67%) (UPC# TCH-HS-INC-FL-04) at a salary of \$33,794.80*, Step 2-3/A , effective September 1, 2012.

The Board of Education appointed Ms. Soma Rai to the position of Science Instructor (67%) (UPC# TCH-HS-SCNC-06) at a salary of \$36,458.05* (masters stipend added to base), Step 1/B, effective September 1, 2012.

*Based on 2011-12 Salary Guides

C. Employment of Part-Time Hourly Personnel – 2012-13 School Year

The Board of Education approved employment of the following part-time personnel for the 2012-13 school year:

High School

Benjamin Pokrywa	Cooperative Education Coordinator/ Hazardous Occupations (12-month)	\$10,000.00/year
Roberta Snead	Substitute Bus Driver (on call)	\$17.16/hour
Jeanine Colaluca	Substitute Bus Driver (on call)	\$17.16/hour

TOPS

Karen Morlock	Instructional Aide (10-month) (30 hours/week) (UPC# AID-HS-INST-FL-04)	\$25.00/hour
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Twilight

Diane Ziegler	Program Director (shared position)	\$336.33/month
Joseph Petrosino	Program Director (shared position)	\$336.33/month

Performing Arts- Dance Performance/Dance Education

Kathleen Amalfitano	Dance (180 hours)	\$38.13/hour
Carol Czyzewski	Dance (240 hours)	\$38.13/hour
Svetlana Volf	Accompanist (203 hours)	\$28.47/hour
Christynn Cardino	Accompanist (215 hours)	\$28.47/hour
Laurie Reader	Production/Lighting Design (540 hours)	\$44.66/hour
	Technical Module Instructor (60 hours)	\$44.66/hour
	Facility Rentals (approximately 40 hours)	\$44.66/hour
Catherine Allworthy	Costumier (130 hours)	\$28.47/hour
Danielle Ramon	Dance Substitute (on call/30 hours)	\$30.00/hour
Shana Bonetti	Dance Substitute (on call/30 hours)	\$30.00/hour

Performing Arts-Theater Arts (Acting/Music Vocal)

Andrea Arden	Acting (40 hours)	\$38.13/hour
Christynn Cardino	Accompanist (330 hours)	\$28.47/hour
Laurie Reader	Production/Lighting Design (991 hours)	\$44.66/hour
	Technical Module Instructor (230 hours)	\$44.66/hour
Antu Yacob	Acting (455 hours)	\$38.13/hour
Catherine Allworthy	Costumier (240 hours)	\$28.47/hour
Anne Uhlrich	Assistant Technical Director (260 hours)	\$20.00/hour

WIA (Workforce Investment Act) Community Outreach Program (WIB Grant Funded Program)

Isaiah Davenport	Outreach Worker	\$19.00/hour
Chrys Harttraft	Program Director (6-months/5.75 hours/week)(shared position)	\$36.23/hour
Carene Jegou	Program Director (6-months/5.75 hours/week)(shared position)	\$36.23/hour

D. Employment of Substitutes – 2012-13 School Year

The Board of Education approved employment of the following substitutes at a rate of \$100.00/day for the 2012-13 school year:

Renato Martinez	Maria DiMarco	Gayle Behot	Ron Eichner
Harvey Gross	Rose-Anne Gross	Geneva Hall	Michael Kaplan
Stanley Bobrowski	Raymond Esler	Barbara Liedl	Timothy Reagan
Joseph Malyska	Augustine Pekanyande	John Harrold	Cara Pestorius
Ramona Crisafi-DelRocco	Edward McEneaney	Edward Smith	Edith Taylor

E. Harassment, Intimidation and Bullying Coordinator

The Board of Education appointed Ms. Diane Ziegler as the Harassment, Intimidation and Bullying Coordinator for the 2012-13 school year.

F. Harassment, Intimidation and Bullying Specialist

The Board of Education appointed Mr. Jaime Morales as the Harassment, Intimidation and Bullying Specialist at a rate of \$35.00/hour (maximum 30 hours/month/10-month) for the 2012-13 school year.

G. Affirmative Action Officer

The Board of Education appointed Ms. Teresa Morelli as the Affirmative Action Officer for the 2012-13 school year.

H. Title IX Coordinator

The Board of Education appointed Ms. Teresa Morelli as the Coordinator of Title IX Education Amendment of 1972 for the 2012-13 school year.

I. Title 504 Coordinator

The Board of Education appointed Mr. Patrick Pelliccia as the Title 504 Coordinator of the Rehabilitation Act of 1973 for the 2012-13 school year.

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

J. Resolution 2012-13/8-A Annual Merit/Superintendent's Employment Contract

On recommendation of Dr. Harttraft and motion by Mr. Dudeck, seconded by Dr. Braun and on roll call vote, the Board of Education adopted Resolution 2012-13/8-A Annual Merit Superintendent's Employment Contract as it appears on Addendum #1 (the Superintendent has elected to decline consideration of a merit increase).

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

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

K. Job Descriptions

The Board of Education approved the following job descriptions as they appear on Addendum #2.

Workforce Investment Act (WIA) Community Outreach Worker

Workforce Investment Act (WIA) Community Outreach Services Program Director

L. Revised Job Descriptions

The Board of Education approved the following revised job descriptions as they appear on Addendum #3.

Administrative Secretary

Administrative Secretary-Superintendent's Office

M. Professional Seminars/Workshops

The Board of Education approved requests for district staff and board of education members to attend professional seminars, workshops, etc. as they appear on Addendum #4 as revised.

N. District Curricula

The Board of Education approved the alignment of district curricula with the State Board of Education adopted Standards for implementation September 1, 2012 in the following content areas (See Addendum #5) :

Language Arts/ELA	K-12
Mathematics	3-5 & 9-12
Visual & Performing Arts	K-12
Comprehensive Health & PE	K-12
Technology	K-12
21 st Century Life & Careers	K-12
World Languages	K-12
Social Studies	K-12

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

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

O. District Evaluation Committee

The Board of Education appointed the District Evaluation Committee for the 2012-13 school year as follows:

William Hyncik, Jr., School Board Representative (and/or his designee)

Anna Murphy, Academic Teacher

Andrew Coslit, Academic Teacher

Kim Vasaturo, CTE Teacher

Diane Ziegler, Principal

Dr. Chrys Harttraft, Superintendent

Dr. Joseph Petrosino, Special Education Administrator/Parent

Dr. Michael Herrera, Administrator Conducting Evaluations

Maria Johnson, Administrator Conducting Evaluations

Teresa Morelli, Administrator Conducting Evaluations
 Patrick Pelliccia, Administrator Conducting Evaluations
 Gary Parks, Data Analyst

P. School Safety Team

The Board of Education appointed the School Safety Team for the 2012-13 school year as follows (as required pursuant to Section 18 of P.L. 2010,c.122 (C. 18A:37-21):

Diane Ziegler, Principal/HIB Coordinator
 Jaime Morales, Chairperson, HIB Specialist
 Dr. Michael Herrera, Assistant Principal
 Teresa Morelli, Supervisor/Affirmative Action Officer
 Christopher Lemongelli, Supervisor
 Maureen Lawler, Guidance Counselor
 Ahmed Mackey, School Resource Officer
 Andrew Carlton, Parent Representative

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

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

Kristen Blanchard, LDT/C
 Dr. Joseph Petrosino, Director Pupil Services
 Dr. Michael Herrera, Assistant Principal
 Elaine Howe, Director School Based Program
 Christopher Lemongelli, Supervisor
 Karen Winfield, Guidance Counselor
 Teresa Morelli, Supervisor
 Patrick Pelliccia, Supervisor/504 Officer

R. Affirmative Action Committee

The Board of Education appointed the Affirmative Action Committee for the 2012-13 school year as follows (as required pursuant to N.J.A.C.6A:7-1.5):

Teresa Morelli, Chair
 Daysi Lakhilif, Academic Instructor
 Jaime Morales, CTE Instructor

S. NJSIAA Membership Renewal

The Board of Education approved membership renewal into the New Jersey State Interscholastic Athletic Association (NJSIAA) athletic program.

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

On recommendation of Dr. Harttraft and motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, agenda items T and U as follows:

T. Board Policy – First Reading

The Board of Education approved the following board policy at this first reading as it appears on Addendum #6.

2363 – Pupil Use of Privately-Owned Technology

U. Application for Funds

The Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its August 27, 2012 meeting authorized application for funds for the following:

NJ Department of Education	NCLB (FY 2013)	\$60,405.00
	Title I Part A	\$48,981.00
	Title II Part A	\$10,380.00
	Title III	\$ 1,044.00*

*Consortium participation with Green Brook Township School District

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

V. Superintendent's Update

- Harassment/Intimidation/Bullying Report - No Report
- Summer Training - Over the summer months the administrative staff attended several mandatory and recommended training sessions: gang awareness, school law, personnel and fiscal matters, core curriculum alignment, formative/summative assessments, and teacher evaluation requirements and instruments. In addition, staff attended sessions unique to vocational schools, such as: Common Career Technical Core Standards and evaluating CTE teachers and the inherent challenges. We are in the process of configuring the district evaluation committee and researching various teacher/principal evaluative tools. President Hyncik and/or his designee will be a participant(s).
- Goals/Administrative Retreat Update - The administrative staff attended two retreats to review achievement of the 2011-12 district goals and to begin development of the 2012-13 goals. Student management and improving school climate will remain a priority goal along with recommendations for two new goals. Curriculum alignment/development of assessments and teacher evaluation will be recommended as a long term goal and the review and redesigning of CTE programs will be recommended as the third goal (long term). These goals will be refined and presented to the board for approval in September.

Submission of Bills

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education approved the bills list for August 2012 which was included in the board packet and is attached to the regular meeting minutes.

Fund 10	\$ 698,656.54
Fund 20	\$ 93,472.38
Fund 30	\$ 207,463.21
Fund 90	\$ 121,881.11
Fund 95	<u>\$ 748.50</u>
Total	\$1,122,221.74

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

New Business

- None

Report of the Assistant Superintendent for Business/Board Secretary

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, agenda items A and B as follows:

A. Reports A-148 and A-149

The Board of Education adopted the monthly financial statement reports for the Assistant Superintendent for Business/Board Secretary for the month of July 2012 and the Treasurer of School Monies for the month of July 2012, 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)

B. Budget Transfers – 2012-13 School Year

The Board of Education approved the following budget transfers for the 2012-13 school year:

From: 20-008-100-800-21-0000 (\$2,620.17)	To: 20-008-100-610-21-0000 \$2,620.17
From: 20-009-100-800-21-0000 (\$1,647.08)	To: 20-009-100-610-21-0000 \$1,647.08
From: 11-000-262-490-02-0225 (\$7,115.19)	To: 11-000-262-420-02-0222 \$7,115.19

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

September Meeting

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

September 24, 2012

5:00 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

Remarks from the Public

- None

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

- This Board will go into closed session with the Board Counsel for the purpose of discussing matters within the provisions of 7A(11)c231.
- The general nature of matters to be discussed relates to reconfiguration of administrative responsibilities.
- Under the provisions of the above stated laws, the public shall be excluded from attendance at the portion of the meeting relating to the above matters.
- It is anticipated that the items discussed will be made public when the matters discussed are resolved.

Closed Session

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education went into closed session at 5:15 p.m.

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

Open Session

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

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

- A. Elimination of Position - Assistant High School Principal/Director of Career and Technical Education and Workforce Development
On recommendation of Dr. Harttraft and motion by Dr. Braun, seconded by Mr. Smith and on roll call vote, the Board of Education eliminated the following position:

Assistant High School Principal/Director of Career and
Technical Education and Workforce Development

UPC# ADM-HS-APRN-FL

Whereas the Board of Education met in executive session to consider the reassignment of administrative duties and responsibilities of the certified administrative staff; and

Whereas the Superintendent has recommended the elimination of the position of Assistant High School Principal/Director of Career and Technical Education and Workforce Development;

Now, therefore it be resolved that the Somerset County Vocational Board of Education has determined that in a review of certified administrative staff that it hereby eliminates the position of Assistant High School Principal/Director of Career and Technical Education and Workforce Development.

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

Adjournment

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



Diane Strober
Assistant Superintendent for Business/Board Secretary

RESOLUTION 2012-13/8-A
ANNUAL MERIT/SUPERINTENDENT'S EMPLOYMENT CONTRACT

WHEREAS, the Somerset County Vocational Schools Board of Education and the Superintendent of Schools are parties to a Contract for Employment for the period of October 1, 2011 through June 30, 2015 and,

WHEREAS, Article 1 of the Contract for Employment provides for Superintendent Harttraft to be considered for an annual merit salary increase on July 1st of 2012 and for each subsequent year, and such increases are to be added to the base salary and,

WHEREAS, due to the current economic difficulties facing the School District and the County at large, Superintendent Harttraft has declared that she wishes to forego consideration of any merit increase for the 2012-2013 school year.

NOW, THEREFORE, BE IT RESOLVED, that Superintendent Harttraft's offer to forego her merit increase for the 2012-2013 school year is gratefully accepted; and

BE IT FURTHER RESOLVED, that the absence of a merit increase to Superintendent's Harttraft's salary shall not be treated as or deemed to be based on performance.

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SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
JOB DESCRIPTION

TITLE: WORKFORCE INVESTMENT ACT (WIA) COMMUNITY OUTREACH WORKER

QUALIFICATIONS:

1. Bachelor's degree in human or social services preferred.
2. Demonstrated ability in dealing with human and social service agencies.
3. Experience identifying and working with at-risk secondary school age youth.
4. Excellent communication skills, professional demeanor, sound judgment and strong organizational skills.
5. Direct knowledge and experience of communities served considered an asset.
6. Proficiency in Microsoft Office programs, particularly Word and Excel.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Workforce Investment Act (WIA) Community Outreach Services Program Director

SUPERVISES: No direct supervisory responsibilities

JOB GOAL: Recruit Workforce Investment Act (WIA) eligible participants for community outreach services provided through WIA Youth funded programs. Conduct outreach to inform youth ages 16-21 about the services offered through WIA by conducting presentations, making peer contacts with social service providers and conducting direct outreach to eligible youth.

PERFORMANCE RESPONSIBILITIES:

1. Screens and recruits eligible youth for services provided by WIA Youth funded programs.
2. Designs, maintains and distributes master list of referrals for GRWIB One Stop System.
3. Engages in outreach with the community and social service agencies in order to target unemployed or underemployed youth due to basic skill deficiencies and/or other risk factors.
4. Compiles all data on time and correctly to support program evaluation and outcomes tracking.
5. Performs such other tasks and assumes other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Part-time hourly, grant funded position.

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
JOB DESCRIPTION

TITLE: WORKFORCE INVESTMENT ACT (WIA) COMMUNITY OUTREACH
SERVICES PROGRAM DIRECTOR

QUALIFICATIONS:

1. Master's degree in human or social services preferred.
2. Minimum three (3) years supervisory/administrative experience.
3. Demonstrated ability in dealing with human and social service agencies.
4. Strong verbal and written communication skills.
5. Strong organizational and planning skills.
6. Direct knowledge and experience of communities served.
7. Proficiency in Microsoft Office programs, particularly Word and Excel.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent or designee

SUPERVISES: Workforce Investment Act (WIA) Community Outreach Services Program Staff

JOB GOAL: To coordinate community outreach opportunities that increase awareness and support for the WIA Community Outreach Services Program.

PERFORMANCE RESPONSIBILITIES:

1. Provides orientation and oversight of on-going activities, including but not limited to recruiting, marketing and overall program management.
2. Develops and implements programs in accordance with contract commitments.
3. Cooperates with the Greater Raritan Workforce Investment Board in the development and implementation of WIA Youth funded programs in Somerset and Hunterdon Counties.
4. Ensures program is staffed adequately.
5. Oversees and manages proposed program with guidance from the Greater Raritan Workforce Investment Board and the Somerset County Department of Human Services/One Stop Operator.
6. Attends Greater Raritan Workforce Investment Board meetings as requested.
7. Performs such other tasks and assumes other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Part-time stipend, grant funded position.

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

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**CATEGORY: NON INSTRUCTIONAL
SUPPORT**

**ADOPTED: January 27, 1992; Title Change:
December 18, 1995; Revised: July 30, 1997
Revised: May 31, 2011**

TITLE: ADMINISTRATIVE SECRETARY-SUPERINTENDENT'S OFFICE

NON CERTIFIED

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Minimum of three years of secretarial and administrative experience.
3. Any equivalent combination of experience and training that provides the required knowledge, skills and abilities to perform the essential functions of the position.
4. Knowledge and proficient use of computer software programs.
5. Strong organizational skills which facilitate the expedition of all personnel matters.
6. Strong written and verbal communication skills.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools or designee

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL: Under the supervision of the Superintendent of Schools and the Administrative Assistant to the Superintendent performs a variety of complex duties requiring specialized knowledge of department functions and procedures.

PERFORMANCE RESPONSIBILITIES:

1. Demonstrates a high level of responsibility in maintaining appropriate confidentiality.
2. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
3. Provides support and assists the Administrative Assistant to the Superintendent with confidential assignments and personnel functions that are the responsibility of the Superintendent's Office. In the absence of the Administrative Assistant to the Superintendent has access to confidential and personnel files.
4. Maintains department's files and records.
5. Prepares and distributes to department staff and other departmental notices, bulletins and publications.
6. May arrange staff meetings and schedule other meetings and appointments as required; may be required to take notes at meetings which may be confidential in nature.
7. Serves as a liaison between administrators, faculty, staff, parents and the public and provides information; retrieve and respond to messages as appropriate.
8. Opens and screens incoming correspondence.
9. Maintains records on the evaluation of the district's personnel.
10. Verifies employees' eligibility of sick, personal and vacation leave requests.
11. Records and maintains records of employees' absences entered into automated system (AESOP).
12. Collects, compiles and inputs data into proprietary software (Systems 3000 Personnel) which generates district employees' attendance records, seniority and tenure lists, unique position code roster, certification lists, etc.
13. Creates, inputs and maintains salary guide maintenance in proprietary software (Systems 3000 Personnel).
14. Prepares the district's annual school year calendar for approval.
15. Assists with the preparation of the district's organizational chart.
16. Serves as recording secretary for the district's Liaison Committee.
17. Updates and maintains job description data using proprietary software (FileMaker Pro).
18. Sends notification and keeps record of employee physicals pursuant to N.J.S.A. 18A:16-2.
19. Collects data and completes the NJDOE Yearly Contracted Days Report for submission to be included in the district's NJ State School Report Card.
20. Assists with the preparation of employment renewal notifications, employment contracts, etc.
21. Compiles list of recipients for the county's retirement and annual length of service awards for submission to Somerset County Administration.
22. Attends training workshops for the improvement and development of job-related skills.

23. Assists in notifying eligible employees of annual medical benefits, open enrollment and processes all open enrollment changes to medical benefit insurance companies.
24. Provides support by assisting with data entry for the enrollment and maintenance of employee medical, dental and vision benefits.
25. Assists in notifying Third Party Vendor of all new eligible employees so that Third Party Vendor may notify those employees of COBRA rights.
26. Assists in notifying Third Party Vendor of employees and their family members who become eligible for COBRA benefits.
27. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

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

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

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

CATEGORY: NON INSTRUCTIONAL SUPPORT

ADOPTED: June 22, 1992

TITLE: ADMINISTRATIVE SECRETARY (formerly Secretary II)

NON-CERTIFIED

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Minimum of two years experience in general office work including one year as a secretary; must possess a proficient working knowledge of clerical procedures and office routines; or any equivalent combination of education, training and experience.
3. Knowledge and proficient use of computer software programs.
4. Strong public communication skills.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools or designee

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL: Under the supervision of a department head or supervisor performs a variety of complex secretarial duties requiring specialized knowledge of department functions and procedures.

PERFORMANCE RESPONSIBILITIES:

1. Types a variety of material much of which is confidential and/or technical, including correspondence, reports, statements, memoranda, judgments and minutes of meetings.
2. Prepares and compiles statistical, financial and other reports of a moderately complex or complex nature.
3. Maintains the files and records of the department; processes applications, prepares form applications, orders, writs or similar material requiring specialized knowledge of legal requirements, department regulations or technical terminology.
4. Prepares and distributes notices, bulletins and publications to staff and others, also provides assistance as needed to faculty and staff.
5. Schedules appointments and coordinates arrangements for meetings, conferences, workshops, etc.
6. Answers public inquiries and gives information concerning the department's functions and practices while communicating a positive image to the public. Directs students to appropriate supervisor when counseling is needed after preliminary information has been given.
7. Administers placement tests where applicable.
8. Maintains and updates data base files.
9. Determines and processes necessary paperwork for department's supply needs.
10. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

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

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

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PROFESSIONAL DEVELOPMENT REQUESTS
August 2012

ADDENDUM #4

	DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
1	September 20, 2012	Elaine Howe Jaime Morales Diane Ziegler	\$547.00	\$19.15/mileage \$35.96/mileage \$41.54/mileage	NJ Bullying Prevention Program	Princeton, NJ
2	September 25, 2012	Miranda McMahon	\$179.00	\$12.40/mileage	Writing for Common Core State Standards	Wayne, NJ
3	October 19, 2012	Joseph Petrosino	NA	NA	ACT College and Career Readiness Workshop	Lawrenceville, NJ
4	March 4 to 8, 2013	Anna Murphy	NA	NA	Tour of Israel's Historical Sites	Israel
5	September 7, 2012	Michelle Fresco	\$5.00	\$5.15/mileage	NJSISC Workers Compensation	Hillsborough, NJ
6	September 18, 2012	Michele Sartori	NA	22.01/mileage	Systems 3000 Training	Eatontown, NJ
7	October 10, 2012 and October 17, 2012	Michele Sartori Michelle Fresco	\$414.00 \$414.00	\$27.64/mileage \$33.84/mileage	Public School Purchasing	New Brunswick, NJ
	*in workshop column indicates funding through grantmonies					

CURRICULUM MAPS

Academics

- Algebra I
- Algebra II
- Art 1
- Anatomy and Physiology I
- Anatomy and Physiology 2
- Bio Chemistry
- Biology
- Chemistry
- English Language Arts Grade 9
- English Language Arts Grade 10
- English Language Arts Grade 11
- English Language Arts Grade 12
- Financial Literacy
- Geometry
- Health Year 1
- Health Year 2
- Health Year 3
- Photography
- Physics
- Physical Education Year 1
- Physical Education Year 2
- Physical Education Year 3
- Physical Education Year 4
- Pre-Calculus
- Spanish I
- Spanish 2
- United States History I
- United States History II
- World History

CTE Programs

- Auto Body 1 & 2
- Auto Body 3 & 4
- Automotive Technology 1 & 2
- Automotive Technology 3 & 4
- Carpentry 1 & 2
- Carpentry 3 & 4
- Cisco Year One: IT Essentials
- Cisco Discovery Year 2
- Cisco Discovery Year 3
- Cisco Year Four: CCNA Security
- Cosmetology 1: Fundamentals of Cosmetology
- Cosmetology 2: Advanced Applications of Skincare and Hairstyling
- Cosmetology 3
- Cosmetology 4: Business & Clinical Practice

CTE Programs (Con't)

- Culinary Arts/Dining Room Management I – Introduction to Baking Applications & Service/Hospitality Concepts Year 1
- Culinary Arts/Dining Room Management II – Food Preparation & Service Techniques Year II
- Culinary Arts/Dining Room Management III – Advanced Food Preparation & Advanced Dining Room Service Year III
- Culinary Arts/Dining Room Management IV – Food Service and Hospitality Industry Year IV
- Diesel Technology 1 & 2
- Diesel Technology 3 & 4
- Electrical Construction Year 1
- Electrical Construction Year 2
- Electrical Construction Year 3
- Electrical Construction Year 4
- Graphic Communications-Commercial Art 1 & 2
- Graphic Communications-Commercial Art 3 & 4
- Graphic Communications-Printing Year 1 & 2
- Graphic Communications-Printing Year 3 & 4
- Health Occupations Level 1: Basic Health Care Practice & Theory
- Health Occupations Level 2: Advanced Health Care Practice & Theory
- Health Occupations Level 3: Dynamics of Health Care in Society
- Health Occupation Level 4: Medical Terminology
- Horticultural Technology: Year One
- Horticultural Technology: Year Two
- Horticultural Technology: Year Three
- Horticultural Technology: Year Four
- Law & Public Safety 1 & 2
- Law & Public Safety 3 & 4
- Performing Arts – Dance
- Performing Arts – Theater Arts
- Plumbing 1 & 2
- Plumbing 3 & 4
- Small Engines 1 & 2
- Small Engines 3 & 4
- Welding 1 & 2
- Welding 3 & 4

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August 2012

ADDENDUM #6

POLICY GUIDE

PROGRAM

2363/page 1 of 2

Pupil Use of Privately-Owned Technology

Jun 12

[See POLICY ALERT No. 197] *new*

2363 PUPIL USE OF PRIVATELY-OWNED TECHNOLOGY

The Board of Education recognizes technology is always changing and as a result of increased accessibility to technology many pupils possess technology devices for their use during non-school hours. These privately-owned devices may be beneficial to pupils during school hours for approved educational purposes. Therefore, the Board of Education will allow pupils to use their privately-owned technology devices under conditions outlined in this Policy.

For the purpose of this Policy, "technology" means hardware or software.

For the purpose of this Policy, "privately-owned" means technology hardware and software that is purchased, owned, and maintained by the pupil at no expense to the school or school district.

For the purpose of this Policy, "hardware" means any device that can store, access, retrieve, and/or communicate data or information. "Hardware" may include, but is not limited to, any type of computer device; wireless telephone; electronic reader; personal digital assistant (PDAs); video broadcasting and/or recording device; or camera.

For the purpose of this Policy, "software" means any computer program(s) or related data that provide instruction for telling a computer or other hardware device what to do and how to do it.

The use of privately-owned technology by a pupil in the educational program during the school day must be approved by the pupil's parent or legal guardian and the school teaching staff member responsible for supervising and/or providing the pupil's instructional program. A teaching staff member may approve a pupil's use of privately-owned technology based on the assignment(s) to the pupil. The teaching staff member may also prohibit the use of privately-owned technology for an assignment(s).

[Optional

Teaching staff members shall notify their immediate supervisor or Principal that pupils will be using privately-owned technology during instructional time.



POLICY GUIDE

PROGRAM
2363/page 2 of 2

Pupil Use of Privately-Owned Technology

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8/15/12 X

Teaching staff members must get prior approval from their immediate supervisor or Principal before allowing pupils to use privately-owned technology during instructional time.]

Pupils who use privately-owned technology in school will not be given access to the school district's computer server(s) or network(s). In the event the teaching staff member approves the use of privately-owned technology to access the Internet, the access must be through the privately-owned technology without the use of any school district hardware or software. A teaching staff member who approves a pupil to use their privately-owned technology to access the Internet during instructional time will provide the pupil with a list of approved Internet sites the pupil is permitted to access. A pupil granted such permission must comply with school district policies and regulations regarding acceptable use of computers and technology. Any use of privately-owned technology by a pupil shall be in strict accordance with the teaching staff member's specific approval(s) and Board policies and regulations. Any violation will subject the pupil to appropriate discipline and/or grading consequences.

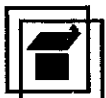
The teaching staff member, in considering the use of privately-owned technology, will ensure such approval does not provide any advantage or benefit to the pupil who owns such technology over the pupil who does not own such technology. The teaching staff member will not approve the use of privately-owned technology if the teaching staff member determines the use would be advantageous or beneficial to the pupil who owns such technology over the pupil who does not own such technology.

The school district assumes no responsibility for any privately-owned technology brought to school by a pupil. The pupil shall be responsible for the proper operation and use of any privately-owned technology brought to school. School staff members shall not be responsible for the effective use and/or technical support for any privately-owned technology.

The school district shall assume no responsibility for the security of or damage to any privately-owned technology brought to school by a pupil. Pupils are encouraged to purchase private insurance for loss, damage, or theft of any privately-owned technology the pupil brings to school.

Adopted:

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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 1 Month Period Ending 07/31/2012

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ASSETS AND RESOURCES

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

101	Cash in bank		\$1,052,552.21
121	Tax levy receivable		\$10,354,836.00
	Accounts receivable:		
141	Intergovernmental - State	\$1,311,444.46	
143	Intergovernmental - Other	\$6,131.91	
			\$1,317,576.37
	Other Current Assets		\$0.00

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

301	Estimated Revenues	\$13,838,142.00	
302	Less Revenues	(\$12,742,306.23)	
			\$1,095,835.77
	Total assets and resources		\$13,820,800.35

=====

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 1 Month Period Ending 07/31/2012

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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	\$11,662.11
	Other current liabilities	(\$20.00)
TOTAL LIABILITIES		\$11,642.11

=====

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	\$9,957,608.33
754	Reserve for encumbrance - Prior Year	\$121,357.92
	Reserved fund balance:	
760	Reserved Fund Balance	\$207,216.00
601	Appropriations	\$14,109,839.21
602	Less : Expenditures	\$860,174.67
603	Encumbrances	\$10,078,966.25 (\$10,939,140.92)
		\$3,170,698.29
	Total Appropriated	\$13,456,880.54

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

770	Fund Balance	\$424,249.20
303	Budgeted Fund Balance	(\$71,971.50)

TOTAL FUND BALANCE	\$13,809,158.24
TOTAL LIABILITIES AND FUND EQUITY	\$13,820,800.35

=====

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$14,109,839.21	\$10,939,140.92	\$3,170,698.29
Revenues	(\$13,838,142.00)	(\$12,742,306.23)	(\$1,095,835.77)
	\$271,697.21	(\$1,803,165.31)	\$2,074,862.52
Less: Adjust for prior year encumb.	(\$199,725.71)	(\$199,725.71)	
Budgeted Fund Balance	\$71,971.50	(\$2,002,891.02)	\$2,074,862.52

=====

Recapitulation of Budgeted Fund Balance by Subfund

Fund 10 (includes 10, 11, 12, and 13)	\$71,971.50	(\$2,002,891.02)	\$2,074,862.52
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	\$71,971.50	(\$2,002,891.02)	\$2,074,862.52

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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 1 Month Period Ending 07/31/2012

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$12,424,240.00	\$11,328,404.23		\$1,095,835.77
3XXX	From State Sources	\$1,413,902.00	\$1,413,902.00		.00
TOTAL REVENUE/SOURCES OF FUNDS		\$13,838,142.00	\$12,742,306.23		\$1,095,835.77
		=====	=====	=====	=====
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$1,328,513.54	\$6,252.46	\$1,034,265.27	\$287,995.81
11-230-X00-XXX	Basic Skills - Remedial Instruction	\$95,562.95	\$103.69	\$91,488.95	\$3,970.31
11-240-X00-XXX	Bilingual Education - Instruction	\$59,506.00	.00	\$59,455.00	\$51.00
11-3XX-100-XXX	Voc. Programs - Local - Instruction	\$3,530,944.18	\$49,331.17	\$2,933,752.81	\$547,860.20
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$51,005.00	.00	\$38,004.00	\$13,001.00
11-402-100-XXX	School-Spons. Athletics - Instruction	\$53,366.00	.00	\$38,004.00	\$15,362.00
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-213-XXX	Health Services	\$178,667.00	\$7,458.70	\$142,859.22	\$28,349.08
11-000-218-XXX	Guidance	\$611,161.00	\$49,885.16	\$384,534.30	\$176,741.54
11-000-219-XXX	Child Study Teams	\$179,518.00	\$15,634.16	\$152,468.12	\$11,415.72
11-000-221-XXX	Improvement Of Inst./Other Support				
	Improvement of Inst. Serv.	\$195,774.01	\$31,034.69	\$147,363.31	\$17,376.01
11-000-222-XXX	Educational Media Serv/School Library	\$215,071.00	\$8,233.66	\$102,314.91	\$104,522.43
11-000-223-XXX	Instructional Staff Training Services	\$20,651.00	\$5,455.80	\$2,350.00	\$12,845.20
11-000-230-XXX	Supp. Serv.-General Administration	\$497,670.00	\$36,973.01	\$342,172.15	\$118,524.84
11-000-240-XXX	Supp. Serv.-School Administration	\$668,499.98	\$38,545.62	\$474,458.79	\$155,495.57
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$716,638.63	\$92,412.65	\$478,652.22	\$145,573.76
11-000-261-XXX	Allowable Maint. for School Facilities	\$1,048,122.48	\$54,144.35	\$636,574.65	\$357,403.48
11-000-262-XXX	Custodial Services	\$1,314,573.00	\$188,456.30	\$1,034,564.70	\$91,552.00
11-000-263-XXX	Care and Upkeep of Grounds	\$14,501.00	.00	\$14,501.00	.00
11-000-266-XXX	Security	\$109,010.00	\$12,287.32	\$69,543.54	\$27,179.14
11-000-270-XXX	Student Transportation Services	\$107,109.00	\$184.89	\$36,767.15	\$70,156.96
11-000-291-XXX	Allocated and Unallocated Benefits	\$2,856,786.00	\$261,215.58	\$1,766,014.01	\$829,556.41
TOTAL GENERAL CURRENT EXPENSE					
EXPENDITURES/USES OF FUNDS		\$13,852,649.77	\$857,609.21	\$9,980,108.10	\$3,014,932.46
		=====	=====	=====	=====

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 1 Month Period Ending 07/31/2012

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$5,745.92	\$0.00	\$5,745.92	\$0.00
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$184,436.52	.00	\$88,528.52	\$95,908.00
	_____	_____	_____	_____
 TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	 \$190,182.44	 \$0.00	 \$94,274.44	 \$95,908.00
	=====	=====	=====	=====
 *** SPECIAL SCHOOLS ***				
13-422-100-XXX Summer school -instruction	\$67,007.00	\$2,565.46	\$4,583.71	\$59,857.83
	_____	_____	_____	_____
 TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	 \$67,007.00	 \$2,565.46	 \$4,583.71	 \$59,857.83
	=====	=====	=====	=====
 TOTAL GENERAL FUND EXPENDITURES	 \$14,109,839.21	 \$860,174.67	 \$10,078,966.25	 \$3,170,698.29
	=====	=====	=====	=====

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 1 Month Period Ending 07/31/2012

		ESTIMATED	ACTUAL	UNREALIZED
		_____	_____	_____
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,228,340.00	\$11,228,340.00	.00
1310	Tuition- From LEA's	\$684,000.00	\$86,301.00	\$597,699.00
1XXX	Miscellaneous	\$511,900.00	\$13,763.23	\$498,136.77
		_____	_____	_____
	TOTAL	\$12,424,240.00	\$11,328,404.23	\$1,095,835.77
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid		\$286,297.00	(\$286,297.00)
3176	Equalization	\$699,454.00	\$699,454.00	.00
3177	Categorical Security	\$61,725.00	\$61,725.00	.00
3178	Adjustment Aid	\$366,426.00	\$366,426.00	.00
3130	Special Education Aid	\$286,297.00	.00	\$286,297.00
		_____	_____	_____
	TOTAL	\$1,413,902.00	\$1,413,902.00	\$0.00
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$13,838,142.00	\$12,742,306.23	\$1,095,835.77
		=====	=====	=====

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 1 Month Period Ending 07/31/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,198,529.67	\$4,874.50	\$1,010,220.50	\$183,434.67
11-140-100-320 Purchased Prof.-Ed. Services	\$60,000.00	.00	.00	\$60,000.00
11-140-100-500 Other Purchased Services	\$5,501.00	\$1,377.96	\$100.00	\$4,023.04
11-140-100-610 General Supplies	\$52,481.87	.00	\$21,066.71	\$31,415.16
11-140-100-640 Textbooks	\$10,001.00	.00	\$878.06	\$9,122.94
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$2,000.00	\$0.00	\$2,000.00	\$0.00
TOTAL	\$1,328,513.54	\$6,252.46	\$1,034,265.27	\$287,995.81
--- Basic skills/remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$90,009.00	\$0.00	\$89,935.00	\$74.00
11-230-100-610 General Supplies	\$5,553.95	\$103.69	\$1,553.95	\$3,896.31
TOTAL	\$95,562.95	\$103.69	\$91,488.95	\$3,970.31
--- Bilingual education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$59,506.00	\$0.00	\$59,455.00	\$51.00
TOTAL	\$59,506.00	\$0.00	\$59,455.00	\$51.00
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$2,729,995.00	\$45,451.05	\$2,606,910.08	\$77,633.87
11-310-100-320 Purchased Prof.-Ed. Services	\$200,020.00	.00	.00	\$200,020.00
11-310-100-500 Other Purchased Services	\$21,002.00	\$2,782.75	\$3,493.46	\$14,725.79
11-310-100-610 General Supplies	\$284,548.12	\$95.85	\$74,368.71	\$210,083.56
11-310-100-640 Textbooks	\$9,001.00	.00	\$9,001.00	.00
11-310-100-800 Other Objects	\$7,000.00	.00	.00	\$7,000.00
Total	\$3,251,566.12	\$48,329.65	\$2,693,773.25	\$509,463.22
--- Special Vocational Programs - Instruction ---				
11-320-100-101 Salaries of Teachers	\$217,022.00	\$610.50	\$216,411.50	\$0.00
11-320-100-500 Other Purchased Services	\$2,000.00	.00	.00	\$2,000.00
11-320-100-610 General Supplies	\$53,355.06	\$391.02	\$20,997.31	\$31,966.73
11-320-100-640 Textbooks	\$7,001.00	.00	\$2,570.75	\$4,430.25
Total	\$279,378.06	\$1,001.52	\$239,979.56	\$38,396.98

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 1 Month Period Ending 07/31/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$38,004.00	.00	\$38,004.00	.00
11-401-100-600 Supplies and Materials	\$13,001.00	.00	.00	\$13,001.00
TOTAL	\$51,005.00	\$0.00	\$38,004.00	\$13,001.00
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$38,004.00	.00	\$38,004.00	.00
11-402-100-500 Purchased Services	\$10,001.00	.00	.00	\$10,001.00
11-402-100-600 Supplies and Materials	\$5,361.00	.00	.00	\$5,361.00
TOTAL	\$53,366.00	\$0.00	\$38,004.00	\$15,362.00
--- UNDISTRIBUTED EXPENDITURES ---				
--- Health services ---				
11-000-213-100 Salaries	\$148,015.00	\$7,458.70	\$138,460.70	\$2,095.60
11-000-213-300 Purchased Prof. & Tech. Svc.	\$24,251.00	.00	\$3,398.52	\$20,852.48
11-000-213-600 Supplies and Materials	\$6,001.00	.00	\$1,000.00	\$5,001.00
11-000-213-800 Other Objects	\$400.00	.00	.00	\$400.00
TOTAL	\$178,667.00	\$7,458.70	\$142,859.22	\$28,349.08
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$466,161.00	\$41,589.26	\$292,279.20	\$132,292.54
11-000-218-105 Sal Secr. & Clerical Asst.	\$144,000.00	\$8,295.90	\$91,255.10	\$44,449.00
11-000-218-600 Supplies and Materials	\$1,000.00	.00	\$1,000.00	.00
TOTAL	\$611,161.00	\$49,885.16	\$384,534.30	\$176,741.54
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$75,008.00	\$6,055.76	\$66,613.49	\$2,338.75
11-000-219-105 Sal Secr. & Clerical Asst.	\$93,009.00	\$7,530.40	\$82,834.60	\$2,644.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$5,001.00	\$2,048.00	\$814.00	\$2,139.00
11-000-219-500 Other Purchased Services	\$1,000.00	.00	\$76.03	\$923.97
11-000-219-600 Supplies and Materials	\$2,000.00	.00	\$2,000.00	.00
11-000-219-800 Other Objects	\$3,500.00	.00	\$130.00	\$3,370.00
TOTAL	\$179,518.00	\$15,634.16	\$152,468.12	\$11,415.72

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 1 Month Period Ending 07/31/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$21,273.01	\$7,333.32	.00	\$13,939.69
11-000-221-104 Salaries Other Prof. Staff	\$75,000.00	\$13,312.48	\$61,687.52	.00
11-000-221-105 Sal Secr. & Clerical Asst.	\$89,000.00	\$7,522.56	\$81,477.44	.00
11-000-221-500 Other Purchased Services	\$5,001.00	\$2,727.90	\$850.32	\$1,422.78
11-000-221-600 Supplies and Materials	\$2,500.00	.00	\$2,500.00	.00
11-000-221-800 Other Objects	\$3,000.00	\$138.43	\$848.03	\$2,013.54
TOTAL	\$195,774.01	\$31,034.69	\$147,363.31	\$17,376.01
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$101,060.00	.00	\$25,000.00	\$76,060.00
11-000-222-177 Salaries of Technology Coordinators	\$85,009.00	\$6,791.66	\$74,708.34	\$3,509.00
11-000-222-500 Other Purchased Services	\$4,000.00	\$1,442.00	.00	\$2,558.00
11-000-222-600 Supplies and Materials	\$21,002.00	.00	\$2,606.57	\$18,395.43
11-000-222-800 Other Objects	\$4,000.00	.00	.00	\$4,000.00
TOTAL	\$215,071.00	\$8,233.66	\$102,314.91	\$104,522.43
--- Instructional Staff Training Services ---				
11-000-223-500 Other Purchased Services	\$18,651.00	\$5,455.80	\$350.00	\$12,845.20
11-000-223-600 Supplies and Materials	\$2,000.00	.00	\$2,000.00	.00
TOTAL	\$20,651.00	\$5,455.80	\$2,350.00	\$12,845.20
--- Support services-general administration ---				
11-000-230-100 Salaries	\$255,026.00	\$22,614.44	\$232,410.56	\$1.00
11-000-230-331 Legal Services	\$75,008.00	\$6,441.90	\$53,558.10	\$15,008.00
11-000-230-332 Audit Fees	\$33,503.00	.00	.00	\$33,503.00
11-000-230-339 Other Purchased Prof. Svc.	\$3,000.00	.00	.00	\$3,000.00
11-000-230-530 Communications/Telephone	\$75,007.00	\$1,122.59	\$42,881.41	\$31,003.00
11-000-230-590 Other Purchased Services	\$3,000.00	\$455.00	\$0.00	\$2,545.00
11-000-230-61X General Supplies	\$11,001.00	\$2,778.41	.00	\$8,222.59
11-000-230-630 BOE In-House Training/Meeting Supplies	\$3,500.00	\$826.00	\$1,866.00	\$808.00
11-000-230-890 Misc. Expenditures	\$31,004.00	\$2,734.67	\$4,706.33	\$23,563.00
11-000-230-895 BOE Membership Dues and Fees	\$7,621.00	.00	\$6,749.75	\$871.25
TOTAL	\$497,670.00	\$36,973.01	\$342,172.15	\$118,524.84
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$460,046.00	\$20,238.42	\$299,971.08	\$139,836.50

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 1 Month Period Ending 07/31/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-240-105 Sal Secr. & Clerical Asst.	\$160,000.00	\$15,801.92	\$144,198.08	.00
11-000-240-11X Other Salaries	\$20,951.98	\$25.38	\$19,976.62	\$949.98
11-000-240-500 Other Purchased Services	\$16,501.00	\$2,479.90	\$6,886.14	\$7,134.96
11-000-240-600 Supplies and Materials	\$8,001.00	.00	\$3,426.87	\$4,574.13
11-000-240-800 Other Objects	\$3,000.00	.00	.00	\$3,000.00
TOTAL	\$668,499.98	\$38,545.62	\$474,458.79	\$155,495.57
--- Central Services ---				
11-000-251-100 Salaries	\$342,376.63	\$27,686.36	\$272,281.45	\$42,408.82
11-000-251-330 Purchased Prof. Svcs.	\$28,003.00	\$16,516.28	\$3,537.88	\$7,948.84
11-000-251-340 Purchased Technical Svcs.	\$16,002.00	\$2,950.00	.00	\$13,052.00
11-000-251-600 Supplies and Materials	\$7,001.00	.00	\$3,322.75	\$3,678.25
11-000-251-890 Other Objects	\$6,001.00	\$86.15	\$549.00	\$5,365.85
TOTAL	\$399,383.63	\$47,238.79	\$279,691.08	\$72,453.76
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$241,000.00	\$15,923.86	\$175,163.14	\$49,913.00
11-000-252-500 Other Pur Serv. (400-500 series)	\$60,253.00	\$29,250.00	\$21,018.00	\$9,985.00
11-000-252-600 Supplies and Materials	\$16,002.00	.00	\$2,780.00	\$13,222.00
TOTAL	\$317,255.00	\$45,173.86	\$198,961.14	\$73,120.00
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$545,010.00	\$47,412.74	\$497,023.87	\$573.39
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$467,108.48	\$6,431.61	\$134,068.16	\$326,608.71
11-000-261-610 General Supplies	\$26,003.00	.00	\$4,602.62	\$21,400.38
11-000-261-800 Other Objects	\$10,001.00	\$300.00	\$880.00	\$8,821.00
TOTAL	\$1,048,122.48	\$54,144.35	\$636,574.65	\$357,403.48
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$340,028.00	\$28,916.67	\$311,111.33	.00
11-000-262-490 Other Purchased Property Svc.	\$67,007.00	\$2,610.08	\$56,969.92	\$7,427.00
11-000-262-520 Insurance	\$207,521.00	\$109,352.00	\$94,061.00	\$4,108.00
11-000-262-621 Energy (Natural Gas)	\$170,017.00	.00	\$110,000.00	\$60,017.00
11-000-262-622 Energy (Electricity)	\$530,000.00	\$47,577.55	\$462,422.45	\$20,000.00
TOTAL	\$1,314,573.00	\$188,456.30	\$1,034,564.70	\$91,552.00
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$14,501.00	.00	\$14,501.00	.00
TOTAL	\$14,501.00	\$0.00	\$14,501.00	\$0.00

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 1 Month Period Ending 07/31/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
	_____	_____	_____	_____
--- Security ---				
11-000-266-100 Salaries	\$109,010.00	\$12,287.32	\$69,543.54	\$27,179.14
TOTAL	\$109,010.00	\$12,287.32	\$69,543.54	\$27,179.14
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$35,004.00	\$184.89	\$34,767.15	\$51.96
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$3,000.00	.00	.00	\$3,000.00
11-000-270-512 Contr Svc(other btw home & sch)-vendors	\$19,002.00	.00	.00	\$19,002.00
11-000-270-514 Contract Svc (spec.ed.)-vendors	\$3,000.00	.00	.00	\$3,000.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$29,602.00	.00	.00	\$29,602.00
11-000-270-593 Misc. Purchased Svc.- Transp.	\$12,501.00	.00	.00	\$12,501.00
11-000-270-610 General Supplies	\$2,000.00	.00	\$2,000.00	.00
11-000-270-800 Misc. Expenditures	\$3,000.00	.00	.00	\$3,000.00
TOTAL	\$107,109.00	\$184.89	\$36,767.15	\$70,156.96
--- Benefits ---				
11-XXX-XXX-220 Social Security Contributions	\$166,811.00	\$16,039.11	\$150,771.89	.00
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$470,047.00	.00	.00	\$470,047.00
11-XXX-XXX-250 Unemployment Compensation	\$61,506.00	\$661.46	\$34,235.17	\$26,609.37
11-XXX-XXX-260 Workman's Compensation	\$178,018.00	\$89,000.00	\$89,000.00	\$18.00
11-XXX-XXX-270 Health Benefits	\$1,902,000.00	\$150,138.74	\$1,483,525.95	\$268,335.31
11-XXX-XXX-280 Tuition Reimbursement	\$30,003.00	.00	\$2,081.00	\$27,922.00
11-XXX-XXX-290 Other Employee Benefits	\$48,401.00	\$5,376.27	\$6,400.00	\$36,624.73
TOTAL	\$2,856,786.00	\$261,215.58	\$1,766,014.01	\$829,556.41
 Total Undistributed expenditures	 \$8,733,752.10	 \$801,921.89	 \$5,785,138.07	 \$2,146,692.14
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$13,852,649.77	\$857,609.21	\$9,980,108.10	\$3,014,932.46
 *** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	 \$13,852,649.77	 \$857,609.21	 \$9,980,108.10	 \$3,014,932.46
	=====	=====	=====	=====

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 1 Month Period Ending 07/31/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
Special education - instruction				
12-310-100-730 Regular Voc.programs	\$5,745.92	.00	\$5,745.92	.00
Undistributed exp. - student transportation				
12-XXX-X00-730 Special schools (all programs)	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$5,745.92	\$0.00	\$5,745.92	\$0.00
 --- Facilities acquisition and construction services ---				
12-000-400-450 Construction services	\$164,048.52	.00	\$88,528.52	\$75,520.00
12-000-400-800 Other objects	\$20,388.00	.00	.00	\$20,388.00
Facilits. Acqstn. Const. Sevr. -- TOTAL --	\$184,436.52	\$0.00	\$88,528.52	\$95,908.00
TOTAL	\$184,436.52	\$0.00	\$88,528.52	\$95,908.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$190,182.44	\$0.00	\$94,274.44	\$95,908.00
 *** SPECIAL SCHOOLS ***				
--- Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	\$62,006.00	\$2,565.46	\$2,589.20	\$56,851.34
13-422-100-610 General supplies	\$5,001.00	.00	\$1,994.51	\$3,006.49
TOTAL	\$5,001.00	\$0.00	\$1,994.51	\$3,006.49
TOTAL SUMMER SCHOOL	\$67,007.00	\$2,565.46	\$4,583.71	\$59,857.83
TOTAL SPECIAL SCHOOLS EXPENDITURES	\$67,007.00	\$2,565.46	\$4,583.71	\$59,857.83
 *** EDUCATION STABILIZATION FUND **				
 *** GOVERNMENT SERVICES FUND **				
 *** EDUCATION JOBS FUND **				
TOTAL GENERAL FUND EXPENDITURES	\$14,109,839.21	\$860,174.67	\$10,078,966.25	\$3,170,698.29

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

For 1 Month Period Ending 07/31/2012

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.



Board Secretary/Business Administrator

July 31, 2012

Date

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

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Special Revenue Fund - Fund 20
 Interim Balance Sheet
 For 1 Month Period Ending 07/31/12

=====
 ASSETS AND RESOURCES
 =====

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

101	Cash in bank		\$99,053.64
	Accounts receivable:		
141	Intergovernmental - State	\$51,237.83	
			\$51,237.83
	Other Current Assets		(\$70,487.83)

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

301	Estimated Revenues	\$1,169,450.00	
302	Less Revenues	(\$166,596.00)	
			\$1,002,854.00
	Total assets and resources		\$1,082,657.64
			=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Special Revenue Fund - Fund 20
 Interim Balance Sheet
 For 1 Month Period Ending 07/31/12

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LIABILITIES AND FUND EQUITY

=====

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

421	Accounts Payable	(\$2,789.23)
481	Deferred revenues	(\$24,913.75)
	Other current liabilities	\$2,789.23
		(\$24,913.75)
	TOTAL LIABILITIES	(\$24,913.75)

=====

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	\$152,093.88
601	Appropriations	\$1,169,450.00
602	Less: Expenditures	\$61,878.61
603	Encumbrances	\$152,093.88
		(\$213,972.49)
		\$955,477.51
	TOTAL FUND BALANCE	\$1,107,571.39
	TOTAL LIABILITIES AND FUND EQUITY	\$1,082,657.64

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REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Special Revenue Fund - Fund 20
 INTERIM STATEMENTS COMPARING
 BUDGET REVENUE WITH ACTUAL TO DATE AND
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
 For 1 Month Period Ending 07/31/12

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
		_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$176,865.00	\$108,850.00		\$68,015.00
3XXX	From State Sources	\$455,184.00	\$57,746.00		\$397,438.00
4XXX	From Federal Sources	\$537,401.00	.00		\$537,401.00
		_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS		\$1,169,450.00	\$166,596.00		\$1,002,854.00
		=====	=====	=====	=====
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
		_____	_____	_____	_____
*** EXPENDITURES ***					
LOCAL PROJECTS:		\$176,865.00	\$47,048.17	\$43,264.13	\$86,552.70
STATE PROJECTS:					
Other special projects		\$455,184.00	\$8,774.68	\$37,277.07	\$409,132.25
		_____	_____	_____	_____
TOTAL STATE PROJECTS		\$455,184.00	\$8,774.68	\$37,277.07	\$409,132.25
FEDERAL PROJECTS:					
NCLB Title I		\$28,139.00	.00	.00	\$28,139.00
I.D.E.A. Part B (Handicapped)		\$85,000.00	\$6,055.76	\$66,613.36	\$12,330.88
Vocational Education		\$235,000.00	.00	.00	\$235,000.00
ARRA/Other (450-469)		\$189,262.00	.00	\$4,939.32	\$184,322.68
		_____	_____	_____	_____
TOTAL FEDERAL PROJECTS		\$537,401.00	\$6,055.76	\$71,552.68	\$459,792.56
*** TOTAL EXPENDITURES ***		\$1,169,450.00	\$61,878.61	\$152,093.88	\$955,477.51
		=====	=====	=====	=====

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

For 1 Month Period Ending 07/31/12

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



Board Secretary/Business Administrator

July 31, 2012

Date

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

=====

ASSETS AND RESOURCES

=====

301	Estimated Revenues	\$1,297,567.79	
302	Less Revenues	(\$148,789.35)	
			\$1,148,778.44
	Total assets and resources		\$2,686,462.79

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Capital Projects Fund - Fund 30
 Interim Balance Sheet
 For 1 Month Period Ending 07/31/12

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

754	Reserve for encumbrances - Prior Year		\$500,694.07
601	Appropriations	\$1,408,708.80	
602	Less : Expenditures	\$47,502.69	
603	Encumbrances	\$500,694.07	(\$548,196.76)
			\$860,512.04
	Total Appropriated		\$1,361,206.11

--- Unappropriated ---

770	Fund balance	\$170,256.68
303	Budgeted Fund Balance	\$1,155,000.00

TOTAL FUND BALANCE \$2,686,462.79

TOTAL LIABILITIES AND FUND EQUITY \$2,686,462.79

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REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Capital Projects Fund - Fund 30
 INTERIM STATEMENTS COMPARING
 BUDGET REVENUE WITH ACTUAL TO DATE AND
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
 For 1 Month Period Ending 07/31/12

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$1,297,567.79	\$148,789.35		\$1,148,778.44
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$1,297,567.79	\$148,789.35		\$1,148,778.44
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-450 Construction services	\$1,408,708.80	\$47,502.69	\$500,694.07	\$860,512.04
	_____	_____	_____	_____
Total fac.acq.and constr. serv.	\$1,408,708.80	\$47,502.69	\$500,694.07	\$860,512.04
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$1,408,708.80	\$47,502.69	\$500,694.07	\$860,512.04
*** TOTAL EXPENDITURES AND TRANSFERS	\$1,408,708.80	\$47,502.69	\$500,694.07	\$860,512.04
	=====	=====	=====	=====

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

For 1 Month Period Ending 07/31/12

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.



Board Secretary/Business Administrator

July 31, 2012

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

District of Somerset County Vocational
All Funds
For Month Ended: July 31, 2012

CASH REPORT

FUNDS	(1)	(2)	(3)	(4)
Governmental Funds	Adjusted Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$819,716.12	\$1,149,928.72	-\$917,092.63	\$1,052,552.21
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)	-\$5,398.50	\$166,596.00	-\$62,143.86	\$99,053.64
Capital Project Fund (30)	-\$117,070.16	\$148,789.35	-\$47,502.69	-\$15,783.50
Debt Services Fund (40)	\$0.00	\$0.00	\$0.00	\$0.00
Enterprise Fund (61)	\$78,813.49	\$0.00	\$0.00	\$78,813.49
Total Governmental Funds	\$776,060.95	\$1,465,314.07	-\$1,026,739.18	\$1,214,635.84
Summer Savings	\$88,702.28	\$5.19	-\$53,757.82	\$34,949.65
Enterprise Fund (60) Cafeteria	\$66,097.47	\$2,921.11	-\$4,726.11	\$64,292.47
Payroll Fund (70)	\$0.00	\$272,456.03	-\$272,456.03	\$0.00
Agency Fund (90)	\$0.00	\$171,786.81	-\$171,786.81	\$0.00
Total Trust & Agency	\$154,799.75	\$447,169.14	-\$502,726.77	\$99,242.12
Grand Total for all Funds	\$930,860.70	\$1,912,483.21	-\$1,529,465.95	\$1,313,877.96
				\$1,313,877.96

Prepared and submitted by:

Michelle Fresco

Michelle Fresco, Treasurer of School Moneys

7/14/2012

Date

[Back to Top](#)

**RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF
THAT CERTAIN AMENDMENT AND CONSENT NO. 1 BY
THIS PARTICIPATING SERIES 2011A LOCAL UNIT IN CONNECTION WITH
TRANCHE II OF THE SOMERSET COUNTY IMPROVEMENT AUTHORITY'S
RENEWABLE ENERGY PROGRAM**

RESOLUTION 2012-13/8-B

WHEREAS, on August 25, 2011 and January 19, 2012, pursuant to bond resolution SCIA11-372, as amended and supplemented (the "*Bond Resolution*"), and certain other Program Documents (as defined in the Bond Resolution), the Somerset County Improvement Authority (the "*Authority*") financed solar projects for various local government units (the "*Series 2011 Local Units*") within the County of Somerset (the "*Program*"), including the participating Series 2011 Local Unit adopting this resolution (the "*Participant*") (any capitalized terms herein, not otherwise defined herein, for all purposes of this Resolution, shall have the meanings ascribed to such terms in the Bond Resolution);

WHEREAS, the Participant took advantage of the Program through its execution and delivery of the Participant's License and Access Agreement and through its acknowledgment of the Power Purchase Agreement;

WHEREAS, the Authority, the County of Somerset (the "*County*"), U.S. Bank National Association (the "*Trustee*"), Sunlight General Capital Management, LLC and Sunlight General Somerset Solar, LLC (collectively, the "*Company*"), and the Participant desire to amend the Program Documents to effect certain changes as set forth in that certain "Amendment and Consent No. 1" to be executed (the "*Consent No. 1*"), in substantially the form attached hereto as **Exhibit A**, by and among the Authority, the County, the Trustee, the Company, as acknowledge by certain Series 2011 Local Units as set forth on Exhibit A to the Consent No. 1, which Consent No. 1 has been submitted to the rating agencies which rate the Authority's bonds (the "*Rating Agencies*");

WHEREAS, such changes include, as set forth in the Consent No. 1, (i) to provide for the extension of the Required Completion Date for certain Series 2011 Local Unit Facilities, (ii) to provide for the additional of certain subcontractors as set forth on Appendix B of the Consent No. 1, and (iii) to allow the execution of future amendments to the Program Documents by the County, the Authority, the Trustee, the Developer and only affected Series 2011 Local Units; and

WHEREAS, the Authority has previously authorized the execution and delivery of Consent No. 1 pursuant to that certain "RESOLUTION OF THE SOMERSET COUNTY IMPROVEMENT AUTHORITY AUTHORIZING THE EXECUTION AND DELIVERY OF CERTAIN AMENDMENT AND CONSENT AGREEMENTS AND CERTAIN OTHER ACTIONS, ALL IN CONNECTION WITH TRANCHE II OF THE AUTHORITY'S RENEWABLE ENERGY PROGRAM" adopted by the governing body of the Authority on July 17, 2012 (the "*Authority Resolution SCIA 12-434*").

NOW THEREFORE BE IT RESOLVED by the governing body of the Participant as follows:

Section 1. The [REDACTED] and [REDACTED] of the Participant (including their designees, each an "*Authorized Officer*") are each hereby severally authorized and directed to negotiate, execute and deliver the Consent No. 1, in substantially the form attached hereto as **Exhibits A**, with such changes as any such Authorized Officer, in his or her sole discretion shall determine to be necessary, desirable or convenient to promote the best interests of the Participant, including any non-material changes requested by the Rating Agencies and the final revised Exhibit A-1 to the Program Documents, and any such Authorized Officer's execution and delivery of the Consent No. 1 shall be full and complete evidence of the authorization by the Participant of any such additions or changes to the Program Documents. The Authorized Officer is hereby further authorized to take all such further actions in connection therewith in accordance with all applicable law, including without limitation the execution of such other certificates, instruments or documents, as any such Authorized Officer, in consultation with counsel, shall deem necessary, convenient or desirable by any such Authorized Officer to implement the Consent No. 1.

Section 2. The [REDACTED] / [REDACTED] of the Participant and any designee are hereby authorized and directed, where required, to affix the corporate seal of the Participant and to attest to the signature of the Authorized Officer on the Consent No. 1 and such other certificates, instruments or documents contemplated herein. Thereafter the Authorized Officer is hereby authorized and directed to deliver any such fully authorized, executed, delivered, and if applicable, attested and sealed certificates, instruments and documents to any interested party.

Section 3. All actions taken to date in connection with the Consent No. 1 by the Participant and its advisors are hereby ratified, confirmed and approved.

Section 4. A certified copy of this resolution and five (5) executed originals of the Consent No. 1 shall be forwarded to Stephen B. Pearlman, Esq. of Inglesino, Pearlman, Wyciskala & Taylor, LLC, to the attention of Annie Collart, Law Clerk, at Inglesino, Pearlman, Wyciskala & Taylor, LLC, 600 Parsippany Road, Suite 204, Parsippany, New Jersey 07054-3715.

[Remainder of page left intentionally blank.]

Section 5. This resolution shall take effect immediately in accordance with all applicable law.

MOVED/SECONDED:

Resolution moved by _____.

Resolution seconded by _____.

VOTE:

Board Member	Yes	No	Abstain	Absent

ATTESTATION:

This Resolution was acted upon at the Regular Meeting of the Authority held on July 17, 2012 at the Authority's principal corporate office in Somerville, New Jersey.

Attested to this ____ day of August, 2012.

By: _____
Name:
Title:

Exhibit A

[Attach Form of Consent No. 1]

Amendment and Consent No. 1
(Somerset County Renewable Energy Program, Series 2011)

by and among

Somerset County Improvement Authority,

Somerset County,

US Bank, National Association

Sunlight General Capital Management, LLC

Sunlight General Somerset Solar, LLC

[as acknowledged by certain **Series 2011 Local Units**]

dated as of August __, 2012

with respect to:

\$23,980,000 "County of Somerset Guaranteed Renewable Energy Program Lease Revenue Bonds, Series 2011A
(Federally Taxable)" dated August 25, 2011,

\$2,810,000 "County of Somerset Guaranteed Renewable Energy Program Lease Revenue Note, Series 2011B
(Federally Taxable)" dated January 19, 2012.

This “**AMENDMENT AND CONSENT NO. 1 (Somerset County Renewable Energy Program, Series 2011)**” dated as of August __, 2012 (as the same may be amended or supplemented in accordance with its terms, the “*Consent No. 1*”), by and among the SOMERSET COUNTY IMPROVEMENT AUTHORITY (including any successor and assigns, the “*Authority*”), the COUNTY OF SOMERSET, NEW JERSEY (the “*County*”), U.S. BANK NATIONAL ASSOCIATION (including any successor and assigns, the “*Trustee*”), SUNLIGHT GENERAL CAPITAL MANAGEMENT, LLC and SUNLIGHT GENERAL SOMERSET SOLAR, LLC (including any successor and assigns, the “*Company*”), as acknowledged by certain SERIES 2011 LOCAL UNITS as set forth on **Appendix A** (the “*Overdue Series 2011 Local Units*”, collectively, the “*Parties*”).

WHEREAS, pursuant to that certain resolution number SCIA11-372 entitled “RESOLUTION AUTHORIZING THE ISSUANCE OF COUNTY OF SOMERSET GUARANTEED RENEWABLE ENERGY PROGRAM LEASE REVENUE NOTES AND BONDS, SERIES 2011 AND ADDITIONAL BONDS OF THE SOMERSET COUNTY IMPROVEMENT AUTHORITY” adopted by the governing body of the Authority on May 10, 2011, as amended and supplemented from time to time in accordance with its terms, including by Certificates of an Authorized Officer of the Authority dated August 25, 2011 and January 19, 2012, (collectively, and as the same may be further amended or supplemented in accordance with its terms, including by this Consent No. 1, the “*Bond Resolution*”), the county improvement authorities law, constituting Chapter 183 of the Pamphlet Laws of 1960 of the State, and the acts amendatory thereof and supplemental thereto (as codified at N.J.S.A. 40:37A-44 *et seq.*, the “*Act*”) and other applicable law and official action, the Authority issued its (i) “County of Somerset Guaranteed Renewable Energy Program Lease Revenue Bonds, Series 2011A (Federally Taxable)” dated August 25, 2011, in the aggregate principal amount of \$23,980,000 (the “*Series 2011A Bonds*”) and its (ii) “County of Somerset Guaranteed Renewable Energy Program Lease Revenue Bonds, Series 2011B (Federally Taxable)” dated January 19, 2012, in the aggregate principal amount of \$2,810,000 (the “*Series 2011B Bonds*”, and together with the Series 2011A Bonds, the “*Series 2011 Bonds*”), which Series 2011B Bonds are held in their entirety by the County, to finance the Series 2011 Projects (as all such terms, and any capitalized terms herein not otherwise defined in Section 1 below, for all purposes of this Consent No. 1, shall have the meanings ascribed to such terms in the Bond Resolution) for the Series 2011 Local Units as set forth in the various Program Documents; and

WHEREAS, the Parties desire to amend the Program Documents to effect the changes thereto set forth herein, including without limitation to provide for the extension of the Required Completion Date for certain Series 2011 Local Unit Facilities.

NOW, THEREFORE, in consideration of the premises and certain other consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereto mutually agree as follows:

Section 1. Definitions; Amendment.

(a) The terms set forth in this Section shall have the meanings ascribed to them for all purposes of this Consent No. 1 unless the context clearly indicates some other meaning. Words in the singular shall include the plural and words in the plural shall include the singular where the context so requires. Terms used in this Consent No. 1 and not otherwise defined or revised herein shall have the meaning ascribed to such terms in the Bond Resolution.

(b) The following defined terms shall have the respective meanings ascribed to such terms in the preambles hereof:

Act
Authority
Bond Resolution
Company
Consent No. 1
County
Parties
Series 2011 Bonds
Series 2011A Bonds
Series 2011B Bonds
Trustee

(c) Any reference to a prior Program Document in this Consent No. 1 shall mean such Program Document, prior to its amendment and supplement hereby.

(d) The provisions of this Consent No. 1, by their terms set forth herein, hereby automatically amend and supplement the Program Documents without any further reference to amendment and supplement each time a provision of the Program Document is updated in accordance with the terms of this Consent No. 1. Accordingly, any conflict between the prior Program Documents and this Consent No. 1 shall be controlled by the terms of this Consent No. 1.

(e) By execution of this Consent No. 1, pursuant to Section 4.8 of the Power Purchase Agreement and based on the representations of the Authority's construction manager for the Series 2011 Projects, the Series 2011 Local Units, the Authority and the County hereby acknowledges receipt from the Service Provider of a request to add the subcontractors listed on Appendix B attached hereto (the "*Additional Subcontractor*") as subcontractors to the initial list of subcontracts set forth in Exhibit H to the Power Purchase Agreement. By countersigning hereto, the Applicable Series 2011 Local Units each individually hereby consent to the addition of the Additional Subcontractor in connection with their respective Series 2011 Projects.

Section 2. Series 2011 Projects.

(a) Notwithstanding any provision to the contrary in the existing Program Documents, the Parties agree that (i) Sections 201(b) and 510(e) of the Company Lease Agreement, (ii) Sections 3.2 and 3.6(a) of the Power Purchase Agreement, (iii) Section 5.02.3(b) of the Bond Resolution, and (iv) any other relevant provisions of the Program Documents, effective for all purposes therein, are hereby amended such that the Required Completion Date for the Overdue Series 2011 Local Units' respective Series 2011 Projects shall be extended from August 25, 2012 to April 1, 2013 for all Overdue Series Local Units and their respective Local Unit Facilities or such later date as an Authorized Officer shall determine is necessary to complete the Series 2011 Projects and shall otherwise be in the best interests of the County, the Authority and the applicable Local Units.

(b) Pursuant to Section 14.6 of the Power Purchase Agreement, this Consent No. 1 is being executed only by the Overdue Series 2011 Local Units, which are adversely affected by extending the Required Completion Date.

Section 3. No Bondholder Consent Required; Consent of Trustee Required.

The Consent No. 1, amending and supplementing the prior Bond Resolution, shall for such purposes constitute a Supplemental Resolution of the type permitted, with respect to the extension of the Required Completion Date for the Overdue Series 2011 Local Units' respective Series 2011 Projects, upon filing with the Trustee pursuant to Section 11.02(3) of the Bond Resolution, without bondholder consent upon the consent of the Trustee. The Trustee is entitled to rely upon an opinion of bond counsel to the Authority in accepting and applying this Consent No. 1 toward that end.

Section 4. Further Amendment and Consent.

(a) Only the sections and provisions of the Program Documents expressly referenced or provided for in this Consent No. 1 are amended and supplemented by this Consent No. 1. Nothing herein shall adversely affect the balance of the Program Documents from remaining in full force and effect.

(b) Should the Parties contemplate any subsequent amendments to the Program Documents for issues affecting one (1) or more Series 2011 Local Unit, the substance of which does not in any manner affect the balance of such Series 2011 Local Units, then such unaffected Series 2011 Local Units hereby give authority for that subsequent amendment to occur with only the signatures of the County, the Authority, the Trustee, the Developer and such one (1) or more affected Series 2011 Local Unit(s).

Section 5. Miscellaneous.

(a) Governing Law; Severability. This Consent No. 1 shall be governed by the laws of the State. If any one or more of the covenants or the agreements to be performed by any Party pursuant to this Consent No. 1 is determined by a court of competent jurisdiction to be contrary to law, such covenant or Consent No. 1 shall be deemed and construed to be severable from the remaining covenants and consents contained herein, and shall in no way affect the validity of the remaining provisions of this Consent No. 1.

(b) Exclusive Benefit of Parties. This Consent No. 1 is made for the sole and exclusive benefit of the Parties hereto and nothing contained herein expressed or implied is intended or shall be construed to confer upon any other person any right, remedy or claim under or by reason of this Consent No. 1.

(c) Counterparts. This Consent No. 1 may be executed in several counterparts, and when at least one counterpart has been fully executed by each party hereto, this Consent No. 1 shall become binding on the Parties hereto. All or any of the counterparts shall be regarded for all purposes as one original and shall constitute and be but one and the same instrument.

(d) Binding on Successor and Assigns. This Consent No. 1 shall be binding upon the Parties and upon their respective successors, transferees and assigns and shall inure to the benefit of and shall be enforceable by the Parties and their respective successors, transferees and assigns.

(e) Assignment. This Consent No. 1 may not be assigned by any Party without the prior written consent of the non-assigning Parties hereto.

(f) Amendment or Supplement. This Consent No. 1 shall not be repealed, revoked, altered or amended or supplemented in whole or in part without the written consent of all of the Parties hereto.

(g) Notices. Unless otherwise provided in writing, any notices to be given or to be served upon any Party hereto, or any other documents to be delivered to each Party, all in connection with this Consent No. 1, must be in writing and may be delivered personally, by telecopy, by e-mail, or by overnight, certified or registered mail. Such notice or document shall be given to the applicable Party at their respective addresses set forth in the Program Documents, or at such other address as any Party may hereafter designate to the other Parties hereto in writing.

(h) Authorization. The Parties represent, warrant and covenant to each other that each has the right, power and authority to enter into this Consent No. 1 and consummate the transactions contemplated hereby. The Authority has adopted an authorizing

resolution for this Consent No. 1 on July 17, 2012, the County shall have adopted an authorizing resolution for this Consent No. 1 (nothing contemplated hereby intending to amend its County Guaranty) on August 14, 2012, and the Overdue Series 2011 Local Units shall either be authorized by Section 5 of their respective Local Unit License Agreement authorizing resolutions previously adopted, or by specific authorizing resolutions adopted prior to the effective date hereof.

(i) Serial Nature of Enforceability of this Consent No. 1. This Consent No. 1 shall be binding and enforceable in accordance with the respective terms hereof against the Authority, the County and the Company upon their execution and delivery hereof, after the authorization actions with respect to the County entities set forth in subsection (h) above, notwithstanding the fact that the Overdue Series 2011 Local Units shall be authorizing and executing this Consent No. 1 serially over the course of time, at which time (of authorization and execution by such Overdue Series 2011 Local Units) this Consent No. 1 shall also be binding and enforceable in accordance with the respective terms hereof against such Series 2010 Local Units.

IN WITNESS WHEREOF, the Parties hereto have set forth their signatures the day first above written intending to be legally bound hereby.

[SEAL]

**THE SOMERSET COUNTY IMPROVEMENT
AUTHORITY**

By: _____

Name: Michael J. Amorosa,

Title: Chairman

ATTEST:

By: _____

Name: Matthew D. Loper,

Title: Secretary

**COUNTY OF SOMERSET, NEW JERSEY, as
guarantor of the Series 2011 Bonds, and as 100%
holder of the Series 2011B Bonds**

BY: _____

Name: Michael J. Amorosa,

Title: County Administrator

ATTEST:

By: _____

Name: Kathryn Quick

Title: Deputy Clerk of the Board of Chosen Freeholders

**SUNLIGHT GENERAL SOMERSET
SOLAR LLC**

**By: Sunlight General Capital
Management, LLC, its Manager**

**By: _____
Name: Stacey L. Hughes
Title: Authorized Representative**

ATTEST:

**By: _____
Name: James B. Mann
Title: Authorized Signatory**

U.S. BANK NATIONAL ASSOCIATION

**BY: _____
Name: Paul O'Brien
Title: Vice President**

ATTEST:

**By: _____
Name: _____
Title: _____**

[balance of execution signature page intentionally left blank]

ACKNOWLEDGMENT

The terms and conditions of this Consent No. 1 are hereby acknowledged and accepted by each of the Overdue Series 2011 Local Units, intending to be severally entitled to, and bound by, the rights, duties and obligations hereunder, each as of the date of this Consent No. 1.

BEDMINSTER TOWNSHIP

BY: _____
Name:
Title:

BERNARDS TOWNSHIP

BY: _____
Name:
Title:

TOWNSHIP OF BRIDGEWATER

BY: _____
Name:
Title:

WARREN TOWNSHIP

BY: _____
Name:
Title:

**BOARD OF EDUCATION OF THE
BRIDGEWATER-RARITAN REGIONAL
SCHOOL DISTRICT**

BY: _____
Name:
Title:

**MONTGOMERY TOWNSHIP BOARD
OF EDUCATION**

BY: _____
Name:
Title:

**NORTH PLAINFIELD BOARD OF
EDUCATION**

BY: _____
Name:
Title:

**SOMERSET HILLS BOARD OF
EDUCATION**

BY: _____
Name:
Title:

**WARREN TOWNSHIP BOARD OF
EDUCATION**

BY: _____
Name:
Title:

**WATCHUNG BOROUGH BOARD OF
EDUCATION**

BY: _____
Name:
Title:

**COUNTY OF SOMERSET,
NEW JERSEY**

BY: _____
Name:
Title:

**SOMERSET COUNTY PARK
COMMISSION**

BY: _____
Name:
Title:

**SOMERSET COUNTY VOCATIONAL
BOARD OF EDUCATION**

BY: _____
Name:
Title:

APPENDIX A

[Attach revised Exhibit A-1 to Program Documents]

All Renewable Energy Projects will utilize high efficiency, polycrystalline, glass Solar Panels. All roof mounted Renewable Energy Projects shall utilize racking systems specifically selected for each application and in accordance with the Company RFP. All Renewable Energy Projects will be constructed with a tilt angle varying from 0 – 25 degrees from horizontal, facing south, to maximize overall installed capacity, ensuring the highest level of system output. All roof and walkway canopy Module Mounting Systems shall be laid out in a manner that will provide for appropriate walkways for ease of access to the Renewable Energy Projects and other rooftop equipment such as HVAC units, vents and fans. All parking canopy systems shall utilize a T-Bar, single, unilever construction. All ground systems shall face 180 degrees south with at least a 20 degree tilt if not greater. The ground array should be designed to adapt to any site and optimize a project's unique wind, snow and geotech conditions. All Renewable Energy Projects shall be comprised of materials and equipment that meets the requirements of Appendix C of the Company RFP.

Series 2011 Local Unit List of Local Unit Facilities current as of August 6, 2012

Local Unit	Location	Roof (kW)	Canopy (kW)	Ground (kW)	1yr Production (kWh)
Bedminster Township	Clarence Dillon Library 2336 Lamington Road, Bedminster NJ	41.47	-	-	TBD
	Municipal Building One Miller Lane, Bedminster NJ	-	92.51	-	TBD
	Bedminster DPW Garage 75 Miller Lane, Bedminster NJ	31.90	-	-	36,334
	Bedminster Police Dept One Miller Lane, Bedminster NJ	82.94	-	-	94,469
Bernards Township	DPW/Engineering Services Building 277 South Maple Ave, Basking Ridge, NJ	44.66	-	-	TBD
Bridgewater Township	Municipal Building Canopy 100 Commons Way, Bridgewater NJ	-	-	319	TBD
Bridgewater Raritan Regional School District	Milltown School 611 Milltown Road, Bridgewater NJ	66.99	-	-	TBD
	High School Front Lot 500 Garreston Road, Bridgewater NJ	-	360.47	-	TBD
	Middle School Side Parking Lot 836 Newmans Lane, Bridgewater NJ	-	207.35	-	TBD
	Montgomery BOE Lower Middle Canopy 373 Burnt Hill Road, Skillman NJ	-	325.38	-	TBD
Montgomery BOE	High School – Canopy 1016 Route 601, Skillman NJ 08558	-	261.58	-	TBD
	High School - Ground Mount 1016 Route 601, Skillman NJ 08558	-	-	551.87	TBD
	High School/Middle School 34 Wilson Avenue, North Plainfield NJ	127.60	-	-	TBD
North Plainfield BOE	Somerset School 303 Somerset Street, North Plainfield NJ	63.80	-	-	71,328
	East End School 170 Oneida Avenue, North Plainfield NJ	25.52	-	-	TBD
	West End School 447 Green Brook Rd, North Plainfield NJ	44.66	-	-	49,975

Series 2011 Local Unit List of Local Unit Facilities, cont'd current as of August 6, 2012

Local Unit	Location	Roof (kW)	Canopy (kW)	Ground (kW)	1yr Production (kWh)
Somerset County Park Commission	Environmental Education Center <i>190 Lord Stirling Rd, Basking Ridge NJ</i>	41.86	-	-	49,772
Somerset County	Somerset County Parking Deck <i>20 Grove Street, Somerville NJ</i>	-	322.92	-	TBD
	Somerset County Bridgewater Central Maintenance Canopy <i>750 East Main Street, Bridgewater NJ</i>	-	209.30	-	TBD
	Somerset County Joint Public Works - Building 1 <i>Chimney Rock Road, Bridgewater NJ</i>	115.92	-	-	TBD
	Somerset County Joint Public Works - Building 2/Office <i>Chimney Rock Road, Bridgewater NJ</i>	112.70	-	-	TBD
	Somerset County Joint Public Works - Salt Spreader Canopies <i>Chimney Rock Road, Bridgewater NJ</i>	54.74	-	-	TBD
	Patriots Stadium <i>1 Patriots Park, Bridgewater NJ</i>	-	1,005.14	-	TBD
	Building A <i>14 Vogt Drive, Bridgewater NJ</i>	66.99	-	-	TBD
Somerset County Vo-Tech. School	Building B <i>14 Vogt Drive, Bridgewater NJ</i>	86.13	612.48	-	TBD
	Building F <i>14 Vogt Drive, Bridgewater NJ</i>	70.18	-	-	TBD
Somerset Hill BOE	Bernards High School <i>25 Olcott Avenue, Bernardsville NJ</i>	92.51	-	-	TBD
	Bedwell Elementary School <i>141 Seney Drive, Bernardsville NJ</i>	130.79	-	-	145,308
Warren Township	Warren Township Public Works <i>1 Bardy Road, Warren NJ</i>	28.71	-	-	TBD
Warren Township BOE	Angelo L. Tomoso E.S. <i>46 Washington Valley Road, Warren NJ</i>	191.40	-	-	TBD
	Central E.S. <i>109 Mt. Bethel Road, Warren NJ</i>	51.04	-	-	TBD
	Middle School <i>100 Old Stirling Road, Warren NJ</i>	363.66	-	-	414,209
Watchung Borough BOE	Bayberry Elementary School <i>113 Bayberry Lane, Watchung NJ</i>	70.18	111.65	-	TBD

Production values that are still to be determined, currently listed "TBD", will be confirmed upon final completion of the projects, and this Exhibit A will be updated by way of a further amendment and consent at a future date.

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