

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
February 25, 2013

Call to Order:

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

William Hyncik, Jr., President
William Dudeck, Vice President
Theodore Smith
Sarah Brennan
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
Lisa Fittipaldi, Board Attorney; Mallory Griffin, Board Attorney
Robert Zaborowski, Somerset County Freeholder Liaison

Others: Teresa Morelli, Supervisor of Academics; Maria Johnson, Supervisor of Academics; Dr. Joseph Petrosino, Director of Pupil Services; Chris Lemongelli, Supervisor of Alternative Education Programs; Carene Jegou, Administrative Assistant to the Superintendent; Bob Campanella, Supervisor of Information Technology; Duane Wallace, Supervisor of Learning and Technology; Peter Campisano, USA Architects; Timothy Stys, Parent; Steven Shanley, Somerset County Business Partner of the Year; Students of the Month; parents and members of the support and instructional staff.

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

Pledge of Allegiance

Approval of Minutes

On motion by Mr. Dudeck, seconded by Mr. Smith, the minutes of the regular meeting and executive session held on January 28, 2013 were approved.

Correspondence

- On behalf of the New Jersey State Industrial Safety Committee, the district earned the Governor's Annual Occupational Safety and Health Division of Public Safety Award for the achievement in the prevention of occupational injuries for two consecutive calendar years without lost time from a work-related injury or illness. Credit is given to Mike Kuschyk, Richard D'Alessandro and Michelle Fresco for attending the Somerset County Joint Insurance Fund meetings and implementing the strategies for a safe work environment.
- NATEF accreditation notification received and a plaque was presented. The program is accredited through April, 2018. Special thank you to Alan Creveling, Auto Technology Instructor.

Old or Unfinished Business

New Jersey Council of County Vocational Technical Schools 2012 Business Partner of the Year/Somerset County

- Steven Shanley, President/CEO American Tire & Auto Care was selected as Somerset County Vocational & Technical Schools' 2012 Business Partner of the Year. Mr. Shanley was selected because of his active

contributions and participation in the district's automotive and diesel technology programs. Over the past five years, Mr. Shanley has consistently dedicated and volunteered his time as an advisory committee member, SkillsUSA judge and mentor to the students at SCVTHS. In addition, as a local business owner, Mr. Shanley has taken advantage of our Cooperative Education work experience program by employing SCVTHS students.

Construction Projects – Update

- Mr. Campisano updated the board on the following projects: Building A Bathroom Renovations and Auto Body Paint Booth Replacement. The board discussed the status of the projects and the change orders. Mr. Campisano will present at the next board meeting a slide show of the before and after of the Building A bathrooms. The timeline for the Auto Body Paint Booth Replacement project completion is April 15th which will be in compliance with the requirements of the Perkins Grant.

Change Orders

Building A Bathroom Renovations (USA Architects)

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education approved the following change orders as they appear below:

Change Order No. 3, Allowance – Additional work due to unforeseen conditions

Change Order No. 4, Allowance – Complete all work stated in their proposal dated January 28, 2013

Change Order No. 5, Add - \$1,288.88 – 8 new exhaust fans, labor, materials and equipment

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

Auto Body Paint Booth Replacement (USA Architects)

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education approved the following change order as it appears below:

Change Order No. 1, Add - \$2,809.34 – Labor and materials to cut slab floor, erect new block wall, provide fall protection, dismantle and relocate air compressor and related piping and electrical work due to unforeseen conditions.

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

Report of the Attorney

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

Committee Reports

- Board of School Estimate (Mr. Dudeck) - None
- Curriculum/Grants (Mr. Smith) - None
- NJ School Boards Association, Delegate, State Convention Legislative Committee (Mr. Dudeck) - None
- Somerset County School Boards Association, Delegate (Mr. Dudeck) - None

- Somerset County Educational Services Commission, Representative (Mr. Smith) - Mr. Smith reported the shared service project is moving along.
- Somerset County Joint Insurance Fund (Mr. Hyncik) – Mr. Hyncik reported that he participated in a conference call regarding a bill that is expanding workers' compensation coverage to include volunteers. The board may need to take action with regard to this new legislative proposal.
- Foundation (Mr. Hyncik) – Dr. Harttraft will report on the Foundation in her superintendent update.

School Communications Report

- Duane Wallace presented the Communications Report which was highlighted by the March issue of the Jaguar Nation Newsletter. The feature story in this month's newsletter consisted of the school's winners of the Local New Jersey Chapter SkillsUSA competition. Overall, Somerset County Vocational & Technical High School produced 77 local winners which will move on to the state level of competition on April 20th. Mr. Wallace also discussed the recent success of the Sixth Annual Open House. Faculty, staff and students worked together to create an effective and informative day. Over 600 people attended the event and received a first-hand look at the quality education provided at the school. Mr. Wallace commented on the recent work from the administrative team. The administrators were on hand on Saturday, February 23rd to facilitate the Academy for Health and Medical Sciences entrance testing. Over 85 potential students participated in the hopes to gain entry into the program. Lastly, Mr. Wallace mentioned the upcoming theatrical production of "Stage Door" which has performances on March 1st and 2nd.

Student of the Month

- Noel Twombly, a sophomore in the Graphic Communications Program, has been selected as the full time Student of the Month for February. Noel is a regular volunteer and takes part in many community service projects. Over the past few months, Noel headed a Hurricane Sandy t-shirt fundraiser. Noel also volunteered her time at the SCVTHS Open House, where she spoke to prospective students and their parents about her experiences in the Graphic Communications Program. Additionally, Noel assisted in creating the t-shirts which were distributed to the public at the school's Open House event. In her free time, Noel works for Catholic Charities, where she serves as an afternoon group leader for children in Hillsborough. After graduating from SCVTHS, Noel plans to attend college and continue her education in the Graphic Communications field. Noel hopes to pursue a career as a Graphic Designer.
- Share-Time Student – Frank Merrill, a senior in the Horticultural Technology Program is the share time Student of the Month for February. Frank has been a stellar student and an exceptional ambassador for the Horticultural Technology Program. Frank has served as SCVTHS' Future Farmers of America (FFA) Chapter President for the past three years, where he presides over official chapter meetings, organizes fundraisers, and performs other duties related to the position. Frank is also a member of the National Technical Honor Society. At his sending district, Frank participates in winter and spring track and also serves as their football manager. In his free time, Frank volunteers as a baseball coach for the North Plainfield Recreation Department, cuts lawns in his neighborhood, and has interned for two summers at Rutgers Gardens. For the past two years, Frank has competed in the New Jersey FFA Turf Grass Management Competitions. After placing second last year, he gained a first place victory this year which led to his winning \$2,500 in scholarships towards the Rutgers University Turf Grass Program. After graduating from SCVTHS, Frank hopes to attend Rutgers University's Department of Plant Biology and Pathology and participate in their Turf Grass Management Program. Frank hopes to someday secure a position as a park superintendent or as manager of a golf course.

Superintendent's Report

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

A. Restore Position – Classroom Aide - TOPS Program

The Board of Education restored the position of full-time Classroom Aide – TOPS Program.

B. Employment of Full-Time Personnel 2012-13 School Year

The Board of Education appointed Ms. Karen Morlock to the position of Classroom Aide – TOPS Program effective March 1, 2013, at a salary of \$38,592.00 (prorated).

C. Employment of Substitutes

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

Jacqueline Wilson	Rafael Catalan	Sonal Patel
-------------------	----------------	-------------

D. Volunteer

The Board of Education approved Mr. Nathaniel Waller as a volunteer athletic assistant coach.

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

E. Calendar Revision – 2012-13 School Year

On recommendation of Dr. Harttraft and motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education revised the 2012-13 school year calendar as follows:

From:

Spring Recess – School & Offices Closed – April 1, 2013

To:

School in Session – School & Offices Open – April 1, 2013
(Students will have a 10 a.m. Delayed Opening)

From:

Spring Recess – School Closed/Offices Open – March 27, 2013

To:

Spring Recess – School & Offices Closed – March 27, 2013

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

The delayed opening on April 1, 2013 will provide time for teacher professional development opportunities.

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

F. Field Trips

The Board of Education approved field trips for high school students as they appear on Addendum #1.

G. 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 #2.

H. School Improvement Panel

The Board of Education appointed the district's School Improvement Panel for the 2012-13 school year as follows:

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

This state mandated panel will focus on the new teacher evaluation system.

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

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

I. Board Policy – First Reading

The Board of Education approved the following board policy at this first reading as it appears on Addendum #3.

2468 Independent Educational Evaluations

J. Revised Board Policies – First Reading

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

0132	Executive Authority
2415	No Child Left Behind Programs
2431	Athletic Competition
R2431.1	Athletic Competition
R2431.2	Medical Examination to Determine Fitness for Participation in Athletics
3230/R3230	Outside Activities
3281/R3281	Inappropriate Staff Conduct
4230/R4230	Outside Activities
4281/R4281	Inappropriate Staff Conduct
6480	Purchase of Food Supplies
8505	School Nutrition

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

K. Acceptance of Funds

On recommendation of Dr. Harttraft and motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its February 25, 2013 meeting authorized acceptance of funds for the following:

NJ Department of Education	Individuals with Disabilities Education Act (IDEA) 2013	\$110,489.00
----------------------------	---	--------------

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

L. Superintendent's Update

- Harassment/Intimidation/Bullying Report - Two reports were submitted this month; both were determined to be student conflict. Year to date HIB cases are 11; of that number, one case was confirmed as an HIB case.
- Athletic Programs - Jack O'Neill, Athletic Advisor gave an update regarding the status of the SCVTHS sports program and his designation as Somerset and Hunterdon County soccer coach of the year. His colleagues were in attendance to congratulate him.
- County Budget Information – An update was given based on the meeting the Assistant Superintendent of Business and Superintendent attended with county financial personnel and Freeholders Zaborowski and Walsh. The funding for next year is expected to be “flat” and any growth will need to be accomplished within the constraints of that budget, i.e. creating new or more relevant programs by closing others. The reality of remaining within the budget constraints will require the vocational school to be more selective, particularly in oversubscribed programs, since staffing increases cannot be realized. State funding was an unknown at this point. Business officials were told to anticipate reduced funding from the State and Federal allocations when developing their 2013-2014 budgets.
- New Jersey Council of County Vocational Technical Schools Update - The Council is focused on providing information to the Department of Education and legislators regarding graduation requirements for Career Technical Education students and possible changes that would alleviate some burdensome requirements.
- Career Technical Education Month - The school had a positive experience showcasing the students and their work to legislators during the month of February for *National Career and Technical Education month*. Congressman Leonard Lance visited and others were expected to visit next week to gain a better understanding of our programs and the populations of students that we serve.
- Guidance Action Plan/Special Education Retreat - The Guidance Department is engaged in developing an Action Plan that supports the district's goals. A draft is expected next month. The special education retreat took place during this month; highlights will be shared next month.

Submission of Bills

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education approved the bills list for February 2013 which was included in the board packet and is attached to the regular meeting minutes.

Fund 10	\$ 771,737.94
Fund 20	\$ 58,847.80
Fund 30	\$ 109,161.35
Fund 60	\$ 14,594.93
Fund 90	\$ 130,914.63
Fund 95	<u>\$ 1,691.76</u>
Total	\$1,086,948.41

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

New Business

- Ethics Disclosure Statements are on-line and due no later than April 15, 2013.

Report of the Assistant Superintendent for Business/Board Secretary

A. Reports A-148 and A-149

On motion by Mr. Smith, seconded by Mr. Dudeck and on roll call vote, the Board of Education adopted the monthly financial statement reports for the Assistant Superintendent for Business/Board Secretary for the month of January 2013 and the Treasurer of School Monies for the month of January 2013, after review of the secretary's monthly financial report (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge no major fund has been overextended in violation to N.J.A.C. 6:20-2A.10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (Addendum #5)

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

B. 2013-2014 Annual School District Budget

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote the Board of Education adopted the 2013-14 annual school district budget for the General Fund in the amount of \$14,011,569 and the Special Revenue Fund of \$899,046 for a total of \$14,910,615. The proposed budget included sufficient funds to prove curriculum and instructional which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A. As per N.J.A.C. 6A:23B-1.2(b), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement. The 2013-14 budget includes a maximum travel appropriation of \$73,656. The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded. Included in the 2013-14 proposed budget is a maximum regular business travel amount of \$1,500 per employee. This budget is subject to change based on state aid funding. Actual state aid will be released by Thursday, February 28, 2013.

Therefore, the Somerset County Vocational School Board of Education authorized the Assistant Superintendent for Business to adjust the budget for any increases or decreases in actual state aid that are no greater than \$200,000 as follows. If the actual state aid decreases, fund balance will be increased with no change in the total budget submitted. If the actual state aid increases, budgeted expenditures for professional development and staff training to implement the new State mandated teacher evaluation system will be increased with an increase of same to the total budget submitted. If the actual state aid state aid increases or decreases are greater than \$200,000, the Board will schedule a special meeting to approve the revised 2013-14 budget. This will enable the district to comply with the required March 7, 2013 submission date to the County Superintendent.

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

C. Obsolete Equipment

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education approved the following as obsolete and no longer needed for educational purposes:

<u>Item</u>	<u>Asset #</u>	<u>Location</u>
1999 Blue Bird 16 passenger bus	02602	Pole Barn
1980 AB Dick duplicator	01302	Print Shop

Mrs. Strober explained that prior to obsolete equipment being removed; the district contacts Somerset County to see if they are interested in the equipment. If the County is not interested in the equipment, the equipment is disposed.

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

March Meeting

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

March 25, 2013

5:00 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

Remarks from the Public

- Timothy Stys, resident of Hillsborough and previous employee of SCVTSS in 1995 shared that his daughter is a share-time junior in the performing arts program. He expressed his gratitude and appreciation for the support of the instructors, administration and board and further commented how remarkable the program is not just educationally but on a personal level. He also noted the value of the annual field trip which involves college recruitment and scholarship opportunities. Although, budgets are tight, he is hoping this field trip continues and as a parent he would be willing to pay and get involved to help financially support other parents. Mr. Hyncik shared with Mr. Stys that the restructuring of the Foundation was for that purpose. Mr. Stys stated that he is interested in being a part of the Foundation.
- Deborah Gichan – Ms. Gichan, teacher and parent of daughter who attended this school shared that she is passionate about this school. She noted that her daughter has been accepted to all of the colleges she applied and was given a 75% scholarship to George Washington University. She expressed that the teachers are feeling anxiety about their futures and lifestyles due to the contract being unsettled. She added that some of the teachers have taken second jobs as they are not able to pay their mortgage and bills. She thanked the board from the bottom of her heart for their efforts in settling this contract.
- Janet Cantore-Watson – Ms. Cantore-Watson shared that she is proud to be working in the district for 16 years and hopes that the board understands the uncertainty that the teachers are feeling with an unsettled contract. Mr. Hyncik stated that a fair offer was presented to the SCVTEA negotiation team and suggested that Ms. Cantore-Watson speak to her SCVTEA representative regarding this offer.
- Miranda McMahon – Ms. McMahon, teacher, shared that the teachers need the support and guidance to help to provide the kind of education they want to deliver to our students and asked the board to help resolve the contract negotiation issues for the school, students and district.
- Andrew Coslit – Mr. Coslit presented Jack O'Neill a banner which recognized Mr. O'Neill as Somerset and Hunterdon County Soccer Coach of the Year. Mr. O'Neill noted that all the coaches worked to raise the level of our student athletes.

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

- A. This Board will go into closed session with the Board Counsel for the purpose of discussing matters within the provisions of 7A(11)c231.
- B. The general nature of matters to be discussed relates to the chief school administrator evaluation; SCVTEA negotiations; and litigation cases.
- C. Under the provisions of the above stated laws, the public shall be excluded from attendance at the portion of the meeting relating to the above matters.
- D. It is anticipated that the items discussed will be made public when the matters discussed are resolved.

Closed Session

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education went into closed session at 5:55 p.m.

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

Open Session

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education went into open session at 6:37 p.m.

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

Adjournment

On motion by Mr. Dudeck, seconded by Mr. Smith and passed, the meeting adjourned at 6:38 p.m.



Diane Strober
Assistant Superintendent for Business/Board Secretary

February 2013

<u>Date of Trip</u>	<u>CTE / Program</u>	<u>Location</u>	<u>Approx. Cost Per Student</u>	<u>Transportation</u>
2/28/2013	TOPS Seniors	GeoPeak Energy Somerset, NJ	\$0.00 each/student paid	Board of Ed.
3/1/2013	SkillsUSA Students	DoubleTree Hotel Somerset, NJ	\$0.00 each/student paid	Board of Ed.
03/09-03/10 2013	Performing Arts (Dance Sophomores, Juniors & Seniors)	Peridance Lincoln Center Broadway Dance Center New York, NY	\$370.00 each/student paid	\$40.00 each/student paid
3/9/2013	SkillsUSA Students	Hudson County Tech Jersey City, NJ	\$0.00 each/student paid	Board of Ed.
3/19/2013	YTTW Students	Insulators Local Highland Park, NJ	\$0.00 each/student paid	YTTW Grant
3/21/2013	TOPS Students	Liberty Science Center Jersey City, NJ	\$0.00 each/student paid	Board of Ed.
3/23/2013	SkillsUSA Students	Lincoln Tech South Plainfield, NJ	\$0.00 each/student paid	Bd. of Ed.
3/23/2013	SkillsUSA Students	Gloucester County Tech Sewell, NJ	\$0.00 each/student paid	Bd. of Ed.
4/8/2013	SCVTHS Students	RVCC Branchburg, NJ	\$0.00 each/student paid	Bd. of Ed.
5/20/2013	Cosmetology	Prometrics Clark, NJ	\$45.00 each/student paid	Bd. of Ed.

PROFESSIONAL DEVELOPMENT REQUESTS
February 2013

	DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
1	March 6 and 7, 2013	George Lee Rob Hunt Don Smith	\$185.00/pp	\$32.24/mileage \$8.37/mileage \$61.99/mileage	OSHA 10+ Course	Edison, NJ
2	March 8, 2013	Joe Alfieri Linda Weber-Smith	NA	\$32.86/mileage \$7.00/tolls \$59.52/mileage	Imprinted Sportswear Show	Atlantic City, NJ
3	March 13, 2013	Alan Creveling Tom Heinbach	NA	NA	10 th Annual High School Instructors Seminar	Warminster, PA
4	March 15, 2013	Chrys Harttraft Ben Pokrywa	\$125.00/pp	\$22.94/mileage \$46.50/mileage	NJ Sustainable School Conference	Monroe, NJ
5	March 22, 2013	Michele Krause	\$165.00	NA	Good Ideas in Teaching Pre- calculus	Piscataway, NJ
6	March 25, 2013	Sarah Morelli-Stutz	\$99.00	\$15.50/mileage	Revolutionizing Diagnosis & Treatment Using DSM-5	New Brunswick, NJ
7	July 1, 2013	Joe Petrosino Chrys Harttraft	\$199.00/pp	\$35.40/mileage \$40/parking \$18.60/mileage \$40/parking	ASCA Conference	Philadelphia, PA
8	March 26 & 27, 2013	Michael Kuschyk	\$100.00	\$133.30/mileage	NJ Building & Grounds Conference	Atlantic City, NJ
9	May 29 & 30, 2013	Chrys Harttraft	\$298.00	\$56.42/mileage	NJAFPA Spring Training Workshop	Atlantic City, NJ
10						

POLICY GUIDE

PROGRAM
2468/page 1 of 4
Independent Educational Evaluations
Dec 12

[See POLICY ALERT No. 198]

2468 INDEPENDENT EDUCATIONAL EVALUATIONS

Special education law permits a parent to request an independent educational evaluation (IEE) for their child if there is disagreement with any evaluation provided by the Board of Education. An "independent educational evaluation" is an evaluation conducted by a qualified examiner who is not an employee of the public school district responsible for the education of the child in question. Such IEEs shall be provided at no cost to the parent unless the school district initiates a due process hearing in accordance with the provisions of N.J.A.C. 6A:14-2.7 et seq. to show that its evaluation is appropriate and a final determination to that effect is made following the hearing. If it is determined the school district's evaluation is appropriate, the parent still has the right to an IEE, but not at the school district's expense.

Upon receipt of a parental request for an IEE, the school district shall provide the parent with information about where an IEE may be obtained and the criteria for IEEs according to N.J.A.C. 6A:14-2.5(c)3 and (c)4 and the additional criteria outlined below in this Policy:

1. Any IEE paid for with public funds shall:
 - a. Be conducted according to the provisions of N.J.A.C. 6A:14-3.4; and
 - b. Be obtained from another public school district, educational services commission, jointure commission, a clinic or agency approved under N.J.A.C. 6A:14-5, or private practitioner, who is appropriately certified and/or licensed, where a license is required.
2. An independent medical evaluation may be obtained according to N.J.A.C. 6A:14-5.1(e).

Additional criteria for an IEE shall be as follows:

1. The Board will not pay for an IEE unless it complies with the following criteria unless the parent can show that unique circumstances warrant deviation from same:



POLICY GUIDE

PROGRAM

2468/page 2 of 4

Independent Educational Evaluations

- a. The independent evaluator must be appropriately certified and/or licensed in the State of New Jersey. In instances where no applicable certification/license exists, the evaluator must provide the Board with documentation of extensive and recent training and experience related to the assessment of the known or suspected disability;
 - b. The independent evaluator may only charge fees for educational evaluation services that, in the judgment of the Board, are reasonable in accordance with 2. below;
 - c. The independent evaluator must be free from any conflict of interest;
 - d. The independent evaluator and members of the Child Study Team must be permitted to directly communicate and share information with each other. The independent evaluator must also agree to release the assessment information, results, and report(s) to the school district prior to receipt of payment for services;
 - e. For any independent evaluation, whether paid for with public or private funds, the school district shall permit the evaluator to observe the pupil in the classroom or other educational setting, as applicable; and
 - f. The independent evaluator shall make at least one contact with the pupil's case manager for the purpose of determining how the pupil is progressing in his/her current programming.
2. The maximum allowable cost for an independent evaluation will be limited to the reasonable and customary rate, as determined and approved by the Board annually. This rate shall be in the range of what it would cost the Board to provide the same type of assessment through either another public school district, educational services commission, jointure commission, a clinic or agency approved under N.J.A.C. 6A:14-5, or private practitioner, who is appropriately certified and/or licensed, where a license is



POLICY GUIDE

PROGRAM
2468/page 3 of 4
Independent Educational Evaluations

required. This Board-approved rate shall be provided to the parent upon their request for an IEE. The Board shall not be responsible for any costs beyond the IEE, such as transportation, lodging, food, etc.

- a. The parent may provide documentation to the Board demonstrating unique circumstances to justify an IEE that exceeds the maximum allowable cost established by the Board. If, in the Board's judgment, there is no justification for the excess cost, the Board may agree to fund the IEE up to the school district's maximum allowable cost with the parent responsible for any remaining costs. In the alternative, the Board may request a due process hearing to enforce its established maximum allowable cost.

Upon receipt of a parental request for an IEE, the school district shall take steps to ensure the IEE is provided without undue delay or not later than twenty calendar days after receipt of the parental request. The school district shall request a due process hearing in accordance with the provisions of N.J.A.C. 6A:14-2.7 et seq. to show that its evaluation is appropriate.

If a parent requests an IEE, the school district may ask the parent to explain why he or she objects to the school district's evaluation. However, the school district shall not require such an explanation and shall not delay either providing the IEE or initiating a due process hearing to defend the school district's evaluation.

Any IEE submitted to the district, including an IEE obtained by the parent at private expense, shall be considered in making decisions regarding special education and related services.

If an Administrative Law Judge orders that an IEE be conducted, the IEE shall be obtained by the district in accordance with the decision or Order of the Administrative Law Judge, and the Board of Education shall pay the cost of the IEE in accordance with the provisions of this Policy.



POLICY GUIDE

PROGRAM

2468/page 4 of 4

Independent Educational Evaluations

A parent is entitled to only one IEE paid for by the Board each time the school district conducts an evaluation with which the parent disagrees.

N.J.A.C. 6A:14-2.5; 6A:14-2.7

CFR Section 300.502

Adopted:



REGULATION GUIDE

PROGRAM

R 2431.2/page 1 of 5

Medical Examination to Determine Fitness for
Participation in Athletics

Mar 89

Dec 12

M

[See POLICY ALERT Nos. 157 and 198]

R 2431.2 MEDICAL EXAMINATION TO DETERMINE FITNESS FOR PARTICIPATION IN ATHLETICS

- A. ~~The~~ medical examination conducted to determine the fitness of a pupil in grades six through twelve for participation in a school-sponsored interscholastic or intramural athletic team or squad ~~athletics~~ shall include, as a minimum, the following:

1. ~~Health~~ Medical History Questionnaire

A health history questionnaire must be completed as part of the required medical examination. The A medical history questionnaire ~~shall~~ will be completed and signed by the parent(s) or legal guardian(s) of the pupil, to determine whether the pupil:

- a. Has been medically advised not to participate in any sport, and the reason for such advice;;
- b. Is under physician's care and the reasons for such care;;
- c. Has experienced loss of consciousness after an injury;;
- d. Has experienced a fracture or dislocation;;
- e. Has undergone any surgery;;
- f. Takes any medication on a regular basis, the names of such medication, and the reasons for such medication;;
- g. Has allergies including, but not limited to: hives, asthma, or reactions to bee stings;;
- h. Has experienced frequent chest pains or palpitations;;
- i. Has a recent history of fatigue and undue tiredness;;



REGULATION GUIDE

PROGRAM

R 2431.2/page 2 of 5

Medical Examination to Determine Fitness for
Participation in Athletics

- j. Has a history of fainting with exercise; and
- k. Has a history of a family member who died suddenly; and
- l. Has a history of any past health events required to be reported to the examining physician, advanced practice nurse, or physician's assistant.

2. **Report of Health Findings of the Medical Examination/Physical Examination**

The report of health findings of the medical examination for pupils in grades six through twelve participating in a school-sponsored interscholastic or intramural athletic team or squad shall be documented on the Preparticipation Physical Examination Form approved by the Commissioner of Education to determine whether the pupil had or currently has any of the following conditions since their last physical: ~~The medical examination shall also include a physical examination which includes, at a minimum, the following:~~

- a. Injuries;
- b. Chronic or ongoing illness;
- c. Prescribed medication;
- d. Allergies;
- e. Head-related injuries;
- f. Heart related conditions;
- g. Eye, ear, nose, mouth, or throat conditions;
- h. Neuromuscular/orthopedic condition; and
- i. General or exercise related conditions.



REGULATION GUIDE

PROGRAM

R 2431.2/page 3 of 5

Medical Examination to Determine Fitness for
Participation in Athletics

3. Medical Report Determination

The medical report shall include a determination concerning the pupil's participation from the examining physician, advanced practice nurse, or physician's assistant which includes, at a minimum, the following normalities:

- a. Measurement of weight, height, and blood pressure;;
- b. Examination of the skin to determine the presence of infection, scars of previous surgery or trauma, jaundice, and purpura;;
- c. Examination of the eyes to determine visual acuity, use of eyeglasses or contact lenses and examination of the sclera for the presence of jaundice;;
- d. Examination of the ears to determine the presence of acute or chronic infection, perforation of the eardrum, and gross hearing loss;;
- e. Examination of the nose to assess the presence of deformity which may affect endurance;;
- f. Assessment of the neck, **back, and spine** to determine range of motion, ~~and the presence of pain association associated with such motion, and abnormal curvature of the spine;;~~
- g. Examination of chest contour;;
- h. Auscultation and percussion of the lungs;;
- i. Assessment of the heart with attention to the presence of murmurs, noting rhythm and rate ~~before and after exercise;;~~
- j. Assessment of the abdomen with attention to the possible presence of hepatomegaly, splenomegaly, or abnormal masses;;



REGULATION GUIDE

PROGRAM

R 2431.2/page 4 of 5

Medical Examination to Determine Fitness for
Participation in Athletics

- ~~k. Assessment of the back to determine range of motion and abnormal curvature of the spine;~~
- kl. Examination of **upper and lower** extremities to determine abnormal mobility or immobility, deformity, instability, muscle weakness or atrophy, surgical scars, and varicosities;;
- lm. Examination of the testes to determine presence and descent of both testes, abnormal masses or configurations, or hernia;;
- ma. Assessment of physiological maturation;; and
- ne. Neurological examination to assess balance and coordination ~~and the presence of abnormal reflexes.~~

The medical report shall indicate whether the pupil is allowed or disallowed to participate in a program of athletic competition and must be completed and signed by the original examining physician, advanced practice nurse, or physician's assistant. A form that is incomplete shall be returned to the pupil's medical home for completion. A pupil that does not have a completed Athletic Preparticipation Physical Examination Form shall not be permitted to participate.

B. Health History Update

Each pupil whose medical examination was completed more than sixty days prior to the first practice session of the athletic competition shall provide a health history update of medical problems experienced since the last medical examination. The ~~A~~ health history update, completed and signed by the pupil's parent(s) or legal guardian(s), shall provide information about any medical problems experienced by the pupil since the last medical examination. ~~As a minimum, the health history update shall include the following information, if any, about the pupil~~ pupil's:

1. Hospitalizations and operations;;



REGULATION GUIDE

PROGRAM

R 2431.2/page 5 of 5

Medical Examination to Determine Fitness for
Participation in Athletics

2. Illnesses;;
3. Injuries;;
4. Care administered by a physician of medicine or osteopathy,
advanced practice nurse, or physician's assistant;; and
5. Medications.

C. Written Notification to Parent/Legal Guardian

The school district will provide written notification to the parent(s) or legal guardian(s), signed by the school physician, stating approval of the pupil's participation in a program of athletic competition based solely on the medical report, or the reasons for the school physician's disapproval of the pupil's participation.

Adopted: 28 June 2007



POLICY GUIDE

PROGRAM
2431/page 1 of 7
Athletic Competition
May 88
Dec 12
M

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

2431 ATHLETIC COMPETITION

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

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

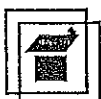
[Optional



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

Eligibility Standards

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



POLICY GUIDE

PROGRAM
2431/page 2 of 7
Athletic Competition

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

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

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

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

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

mg ~~Home schooled children~~ *who attend SEVTS on a share time basis* are eligible to participate in the high school interscholastic athletic program of this district only if the school district, the parent/guardian, and the home schooled child comply with the Guidelines, Constitution, Bylaws, Rules and Regulations of NJSIAA, and the policies and regulations of the Board of Education.]

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

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

~~A pupil in grades _____ through _____ is eligible for participation in the school district sponsored **programs of athletic competition** athletic/sports program if he/she~~

_____.



POLICY GUIDE

PROGRAM
2431/page 3 of 7
Athletic Competition

____ Home schooled children in grades ____ through ____ are
(____ eligible ____ not eligible) to participate in the school district
sponsored **programs of athletic competition** ~~athletic/sports
program~~ of this district.]

[Options for All Pupils

3. *mg* A pupil in any grade must maintain a satisfactory record of attendance to be eligible for participation in the school district sponsored **programs of athletic competition** ~~athletic/sports program~~. An attendance record is unsatisfactory if the number of unexcused absences exceed 4 school days in the (____ school year X marking period ____ semester ____ other _____) prior to the pupil commencing participation in the school district sponsored **programs of athletic competition** ~~athletic/sports program~~.

mg A pupil who is absent (____ with an excused absence X with an unexcused absence) for a school day may not participate in the school district sponsored **programs of athletic competition** ~~athletic/sports program~~ the afternoon or evening of that school day.

mg A pupil who is serving an (____ in-school ____ out-of-school X in-school or out-of-school) suspension may not participate in the school district sponsored **programs of athletic competition** ~~athletic/sports program~~ while serving the suspension.]

[Optional

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

Notice of the school district's ~~these~~ eligibility requirements shall be available given to pupils.



POLICY GUIDE

PROGRAM
2431/page 4 of 7
Athletic Competition

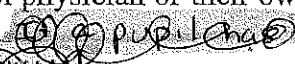
Health Requirements

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

^{NINE}
Pupils enrolled in grades ~~six~~ to twelve must receive a medical examination prior to participation in school-sponsored interscholastic or intramural programs of athletic competition

[Optional

 and any cheerleading program or activity.]

~~An examination of each candidate for a school athletic squad or team. A medical examination is the assessment of an individual's health status. The examination shall be conducted within 365 days prior to the first practice session with examinations being conducted at the medical home of the pupil. The "medical home" is defined as a health care provider and that provider's practice site chosen by the pupil's parent(s) or legal guardian(s) for the provision of health care. If a pupil does not have a medical home, the school district shall provide this examination at the school physician's office or other comparably equipped facility. Since the school physician is a "health care provider", the parent(s) or legal guardian(s) may choose either the school physician or their own private physician to provide the this medical examination.~~  ~~Insurance they will not be eligible for a free physical.~~

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



POLICY GUIDE

PROGRAM
2431/page 5 of 7
Athletic Competition

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

The report of health findings of the medical examination for participation shall be documented on the Athletic Preparticipation Physical Examination Form approved by the Commissioner of Education to determine whether the pupil had or currently has any of the health conditions outlined in N.J.A.C. 6A:16-2.2(h)1.ii.(1) since their last physical. The medical examination shall be conducted in accordance with N.J.A.C. 6A:16-2.2(h)1 and 2 and Regulation 2431.2.

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

If the pupil's medical examination was completed more than sixty days prior to the first practice session, the pupil must provide a health history update of medical problems experienced since the last medical examination in accordance with N.J.A.C. 6A:16-2.2(h)1.iii.4. This health history update must be completed and signed by the parent(s) or legal guardian(s).

The school district will provide written notification to the parent(s) or legal guardian(s), signed by the school physician, stating approval of the pupil's participation in the athletics, based solely on the medical report, or the written reasons for the school physician's disapproval of the pupil's participation. The school physician's signature on the notification indicates the medical report complies with the requirements of N.J.A.C. 6A:16-2.2(h)iv5.



POLICY GUIDE

PROGRAM
2431/page 6 of 7
Athletic Competition

The health findings of this medical examination shall be maintained as part of the pupil's health record.

~~The medical examination conducted to determine the fitness of a candidate for athletic competition and the health history update must include, as a minimum, the respective medical history information and physical assessments set forth in rules of the State Board of Education and incorporated in their entirety in regulations implementing this policy.~~

Optional

N/A [In addition, the Board requires the medical examination include _____.]

Emergency Procedures

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

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

Optional

~~[A copy of the emergency procedures approved by this Board will be sent to each district that will participate in athletic competition in the facilities of this district.]~~

Interscholastic Standards

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



POLICY GUIDE

PROGRAM
2431/page 7 of 7
Athletic Competition

Optional

~~[The Board shall review the athletic emergency procedures approved by each district in which pupils of this district will compete.]~~

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

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

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

Choose only one of the following alternatives:



and shall inform the Board of changes in that schedule.

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

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

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

N.J.A.C. 6A:7-1.7; 6A:16-1.4; 6A:16-2 et seq.

Adopted: 25 June 2007
Edited: 26 June 2012



BYLAW GUIDE

BYLAWS
0132/page 1 of 3
Executive Authority
Mar 87
Dec 12

[See POLICY ALERT Nos. 115 and 198]

0132 EXECUTIVE AUTHORITY

~~Choose only one of the following two options:~~

Option 1

~~Applicable to unit control organization~~

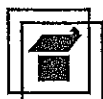
{The Board of Education shall exercise its executive power in part by the appointment of a _____ (~~Superintendent or Chief School Administrator~~) **Superintendent** as Chief School Administrator, who shall enforce the statutes of the State of New Jersey, rules of the State Board of Education, and policies of this Board.

The _____ (~~Superintendent or Chief School Administrator~~) **Superintendent** shall prepare regulations for the administration of the school district that are ~~not inconsistent~~ with statutes or rules of the State Board of Education and are dictated by the policies of this Board. Administrative regulations

[Choose only one of the following options alternatives:

_____ shall be binding on the employees of ~~this district~~ and the pupils ~~in the schools~~ of this **school** district when issued and shall be provided to the Board for the information of Board members except where Board approval is required by law.

✓ _____ shall be binding upon the employees of ~~this district~~ and the pupils of **this school district** ~~these schools~~ when issued **by the Superintendent** and shall be provided to the Board **for the information of Board members** ~~at the Board's next meeting~~ except where Board approval is required by law. The Board reserves the right to **revise overrule any** an administrative regulation **proposed** by the Superintendent provided the revision is consistent with policy, statute, administrative code, or any other applicable law or collective bargaining agreement. Any administrative regulation that requires Board approval shall be Board-approved prior to promulgation.



BYLAW GUIDE

BYLAWS
0132/page 3 of 3
Executive Authority

~~___ not required by law to be approved by the Board shall become effective when issued by the Superintendent or (Chief School Administrator) and shall be provided to the Board at the Board's next meeting. The Board reserves the right to overrule any administrative regulation.~~

~~___ shall require Board approval prior to promulgation.~~

The ~~_____ (Superintendent or Chief School Administrator)~~ shall be delegated the authority to take necessary action in circumstances not governed by Board policy and shall report any such action to the Board at the first Board meeting following the action.

The ~~_____ (Superintendent or Chief School Administrator)~~ shall have a seat on the Board and shall have the right to speak on all educational matters at meetings of the Board, but shall have no vote.]

Optional

~~{The _____ (title of Chief Fiscal Officer) shall have a seat on the Board and shall have the right to speak on all fiscal matters at meetings of the Board, but shall have no vote.}~~

[For Type I School Districts with a Business Manager

The Business Manager in a Type I school district shall have a seat on the Board and the right to speak on all matters relating to his/her department, but shall not have the right to vote.]

~~(Use these cites for Option 1 only)~~

~~N.J.S.A. 18A:17-20~~

~~N.J.S.A. 18A:54-22 [vocational district only]~~

~~(Use these cites for Option 2 only)~~

~~N.J.S.A. 18A:17-20; 18A:17-27~~

~~N.J.S.A. 18A:54-22 [vocational district only]~~

Adopted:



POLICY GUIDE

TEACHING STAFF MEMBERS

3230/page 1 of 2

Outside Activities

Mar 87

Dec 12

[See POLICY ALERT No. 198]

3230 OUTSIDE ACTIVITIES

The Board of Education recognizes that teaching staff members enjoy a private life outside **their job responsibilities** in the schools **district** in which they enjoy associations and engage in activities for a variety of personal, economic, religious, or cultural reasons. The Board believes that the role of the teaching profession is such that teachers exert a continuing influence away from the schools **district**. Further, the Board has directed the evaluation of staff in terms of their faithfulness to and effectiveness in discharging professional duties. Accordingly, the Board reserves the right to determine if when activities outside the **teaching staff member's job responsibilities** schools interfere with **their** a staff member's professional performance and the discharge of the member's responsibilities to the pupils of this district.

The Board directs that all teaching staff members be governed in the conduct of personal activities by the following guidelines:

1. Teaching staff members **are advised to** should refrain from conduct, associations, and offensive speech that, if given publicity, would tend to have an adverse or harmful effect upon pupils or the school community;
2. Teaching staff members **shall** should not devote time during the **their work** working day to an outside **private enterprise, business, or business organization** activity without valid reason. They **shall** should not solicit or accept customers for a private enterprises, **business, and/or business organization** on school grounds premises or during the **their work** school day without the express permission of the Superintendent _____;
3. The Board does not endorse, support, or assume liability in any way for any staff member of this district who takes pupils on trips not approved by the Board or Superintendent, and shall not be liable for the welfare of pupils who travel on such trips. **Any staff member who takes pupils of this district on a trip not approved by the Board or Superintendent shall clearly and concisely**



POLICY GUIDE

TEACHING STAFF MEMBERS

3230/page 2 of 2

Outside Activities

inform the parent(s) of any pupil solicited and/or attending such a trip that the trip is not endorsed, supported, approved, or authorized by the Board of Education. A ~~No~~ staff member ~~may~~ **shall not** solicit pupils of this district for such trips **not approved by the Board or Superintendent** ~~within the facilities or on the school grounds of the district~~ **without permission of the Superintendent;**

4. Teaching staff members shall not campaign on school grounds ~~premises during their work day, send campaign literature home with pupils, or request, direct, or have pupils distribute campaign literature~~ on behalf of any candidate for local, State, or national office or for any **bond issue, proposal, or any public question submitted at any general, municipal, or school election** ~~on the ballot;~~
5. Teaching staff members ~~shall should~~ not ~~as a practice~~ **privately** tutor pupils **for compensation that** are currently enrolled in their classes ~~privately for compensation; and~~
6. Copyrights and patents to materials or equipment developed, written, prepared, processed, or tested by teaching staff members in the performance of their professional duties reside with and may be claimed by the Board.

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

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

Adopted:



Dec 12

R 3230 OUTSIDE ACTIVITIES

2. A full-time employee who engages in employment outside the school district shall report that employment to the Superintendent only if the outside employment may require any type of accommodation by the school district or if the outside employment would require the staff member to not perform or limit the staff member's ability to perform all the responsibilities of their school district employment

1. An No employee shall may not conduct activities on school district grounds property designed to that may advance a private enterprise, business, or business organization without the express permission of the Superintendent _____. Permission will not be given for solicitations or collections on behalf of a private enterprise, business, or business organization.

REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3230/page 2 of 2

Outside Activities

2. ~~An~~ No employee may ~~shall not~~, on school ~~grounds~~ premises, ~~solicit~~ advertise, recruit, or finance trips for pupils for trips other than those expressly approved by the Board of Education or Superintendent without permission of the Superintendent. School ~~grounds~~ property shall may not be used as the point of departure or arrival for any such privately arranged trip.

C. ~~Outside Associations~~

~~Employees should avoid conduct and associations outside the classroom that, if known, would have an adverse or harmful effect upon pupils or the instructional program.~~

Issued:



POLICY GUIDE

TEACHING STAFF MEMBERS

3281/page 1 of 3

Inappropriate Staff Conduct

May 04

Dec 12

[See POLICY ALERT Nos. 169, 187 and 198]

3281 INAPPROPRIATE STAFF CONDUCT

The Board of Education recognizes its responsibility to protect the health, safety and welfare of all pupils within this school district. Furthermore, the Board recognizes there exists a professional responsibility for all school staff to protect a pupil's health, safety and welfare. The Board strongly believes that school staff members have the public's trust and confidence to protect the well-being of all pupils attending the school district.

In support of this Board's strong commitment to the public's trust and confidence of school staff, the Board of Education holds all school staff to the highest level of professional responsibility in their conduct with all pupils. Inappropriate conduct and conduct unbecoming a school staff member will not be tolerated in this school district.

The Board recognizes and appreciates the staff-pupil professional relationship that exists in a school district's educational environment. This Policy has been developed and adopted by this Board to provide guidance and direction to avoid actual and/or the appearance of inappropriate staff conduct and conduct unbecoming a school staff member toward pupils.

School staff's conduct in completing their professional responsibilities shall be appropriate at all times. School staff shall not make inappropriate comments to pupils or about pupils and shall not engage in inappropriate language or expression in the presence of pupils. School staff shall not engage in inappropriate conduct toward or with pupils. School staff shall not engage or seek to be in the presence of a pupil beyond the staff member's professional responsibilities. School staff shall not provide transportation to a pupil in their private vehicle or permit a pupil into their private vehicle unless there is an emergency or a special circumstance that has been approved in advance by the Building Principal/immediate supervisor and the parent/legal guardian.

~~The Commissioner of Education has determined~~ Inappropriate conduct by a school staff member outside their professional responsibilities may be considered conduct unbecoming a staff member. Therefore, school staff members are advised to be concerned with such conduct which may include, but are is not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other medium that is directed and/or available to pupils or for public display.



POLICY GUIDE

TEACHING STAFF MEMBERS

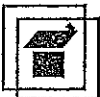
3281/page 2 of 3

Inappropriate Staff Conduct

A school staff member is always expected to maintain a professional relationship with pupils and to protect the health, safety and welfare of school pupils. A staff member's conduct will be held to the professional standards established by the New Jersey State Board of Education and the New Jersey Commissioner of Education. Inappropriate conduct or conduct unbecoming a staff member may also include conduct not specifically listed in this Policy, but conduct determined by the New Jersey State Board of Education, the New Jersey Commissioner of Education, **an arbitration process**, and/or appropriate courts to be inappropriate or conduct unbecoming a school staff member.

School personnel, compensated and uncompensated (volunteers), are required to report to their immediate supervisor or Building Principal any possible violations of this Policy. In the event the report alleges conduct by the Building Principal or the immediate supervisor, the school staff member may report directly to the Superintendent of Schools [central office administrator]. In addition, school personnel having reasonable cause to believe a pupil has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 are required to immediately report to the ~~Division of Youth and Family Services New Jersey Department of Children and Families~~ in accordance with N.J.A.C. 6A:16-11.1 6A:16-10.1 et seq. and inform the Building Principal or immediate supervisor after making such report. However, notice to the Building Principal or designee need not be given when the school staff member believes such notice would likely endanger the referrer or child(ren) involved or when the staff member believes that such disclosure would likely result in retaliation against the child or in discrimination against the referrer with respect to his/her employment.

Reports may be made in writing or with verbal notification. The immediate supervisor or Building Principal will notify the Superintendent of Schools of all reports, including anonymous reports. The Administrative Action Office [staff member designated to complete the investigation] will investigate all reports with a final report to the Superintendent of Schools. The Administrative Action Office [staff member designated to complete the investigation] or the Superintendent may, at any time after receiving a report, take such appropriate action as necessary and as provided for in the law. This may include, but is not limited to, notifying law enforcement, notifying the ~~Division of Youth and Family Services New Jersey Department of Children and Families~~ in accordance with N.J.A.C. 6A:16-11.1 6A:16-10.2 et seq., and/or any other measure provided for in the law.



POLICY GUIDE

TEACHING STAFF MEMBERS

3281/page 3 of 3

Inappropriate Staff Conduct

This Policy will be distributed to all school staff and provided to staff members at any time upon request.

N.J.S.A. 18A:28-5 et seq.

N.J.A.C. ~~6A:16-10.1 et seq.~~ 6A:16-11.1

Adopted:



POLICY GUIDE

FINANCES

6480/page 1 of 3

Purchase of Food Supplies

Mar 87

Dec 12

M

[See POLICY ALERT Nos. 162 and 198]

6480 PURCHASE OF FOOD SUPPLIES

The Board of Education authorizes the purchase of certain food supplies without resort to advertising for bids.

For the purpose of this policy, "food supplies" means only those supplies that are to be eaten or drunk and those substances that may enter into the composition of a food in the operation of a school cafeteria or in a home economics class.

The Board of Education authorizes the _____ School Business ~~Administrator~~/Board Secretary or designee to may purchase all food supplies with or without advertising for bids in accordance with N.J.S.A. 18A:18A:5 and N.J.A.C. 6A:23A-16.5 et seq. 6A:23-2.6(c), except the following food supplies which will be purchased in accordance with N.J.S.A. 18A:18A-4 et seq. and N.J.S.A. 18A:18A-6:

(List food supplies to be bid):

Assistant Supt for
The ~~School~~ Business ~~Administrator~~/Board Secretary or designee _____ shall obtain price quotations for all food supplies purchased without advertising for bids in accordance with N.J.A.C. 6A:23-2.6 et seq. 6A:23A-16.5 et seq.



6480/page 2 of 3

Assistant
Supt. for

Asst. for

Assistant Supt. for

Assistant Supt for

Assistant
Supt. for



POLICY GUIDE

FINANCES

6480/page 3 of 3

Purchase of Food Supplies

*Assistant
Supt for*

The ~~School Business Administrator~~ *Assistant Supt for* /Board Secretary or designee may purchase food supplies for any school cafeteria or home economics class to the extent of not more than \$500.00 any month without soliciting quotations provided the ~~School Business Administrator~~ *Assistant Supt for* /Board Secretary provides a written signed statement filed with the invoice indicating the reason why quotations could not be obtained. The signed statement filed with the invoice shall be retained for review and audit.

Nothing in this Policy shall prevent the Board from purchasing food supplies by advertising for bids and awarding contracts in accordance with N.J.S.A. 18A:18A-4.

N.J.S.A. 18A:18A-4 et seq.; 18A:18A-5a.(6); 18A:18A-6

N.J.A.C. 6A:23-2.6 6A:23A-16.5

Adopted:



POLICY GUIDE

OPERATIONS
8505/page 1 of 3
School Nutrition
Jan 06
Dec 12
M

[See POLICY ALERT Nos. 174, 195 and 198]

8505 SCHOOL NUTRITION

The Board of Education recognizes child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on pupils' health and their ability and motivation to learn. The Board is committed to: providing pupils with healthy and nutritious foods; encouraging the consumption of fresh fruits and vegetables, fat-free or low-fat (1%) milk and whole grains; supporting healthy eating through nutrition education; encouraging pupils to select and consume all components of the school meal; and providing pupils with the opportunity to engage in daily physical activity.

All reimbursable meals shall meet Federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations. All items served as part of an After School Snack Program shall meet the standards as outlined within this Policy.

The following items may not be served, sold, or given out as free promotion anywhere on school property at anytime before the end of the school day:

1. Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;
2. All food and beverage items listing sugar, in any form, as the first ingredient; and
3. All forms of candy.

Schools shall reduce the purchase of any products containing trans fats. Federal labeling of trans fats on all food products is was required by January 1, 2006.

All snack and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores, and fundraisers, or served in the reimbursable After School Snack Program, shall meet the following standards:

1. Based on manufacturers nutritional data or nutrient facts labels:



POLICY GUIDE

OPERATIONS
8505/page 2 of 3
School Nutrition

- a. No more than eight grams of total fat per serving, with the exception of nuts and seeds.
 - b. No more than two grams of saturated fat per serving.
2. All beverages shall not exceed 12 ounces, with the following exceptions:
- a. Water.
 - b. Milk.

Schools shall make potable water available to children at no charge in the place where lunch meals are served during the meal service. Schools may offer water pitchers with cups on tables and/or make potable water available for pupils to fill their own cups or water bottles by means of a water faucet or water fountain that is available without restriction in or near the location meals are served. A faucet or fountain outside the cafeteria is acceptable as long as pupils can request and receive permission to access the faucet or fountain.

Schools may not serve any whole milk or any reduced fat milk (2%). Schools may only serve fat-free milk, low-fat (1%) milk, fat free or low fat lactose reduced/lactose free milk, fat-free or low-fat buttermilk, or acidified milk or fat-free or low-fat acidified milk. Schools must offer at least two choices of these milks. **Fat-free milk may be flavored or unflavored while low fat (1%) milk must be unflavored.** ~~These approved milk products may be either white or flavored milk varieties.~~ All milk products must be pasteurized fluid milk that meets the State and local standards, as currently required in 7 CFR Part 210.10(m)(1)(ii).

In elementary schools, 100% of all beverages offered shall be milk, water, or 100% fruit or vegetable juices.

In middle and high schools, at least 60% of all beverages offered, other than milk and water, shall be 100% fruit or vegetable juices. No more than 40% of all ice cream/frozen desserts shall be allowed to exceed the standards in this Policy for sugar, fat, and saturated fat.



POLICY GUIDE

OPERATIONS
8505/page 3 of 3
School Nutrition

Food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this Policy, with the exception of foods of minimal nutritional value as defined by USDA regulations.

This Policy does not apply to: medically authorized special needs diets pursuant to 7 CFR Part 210; school nurses using FMNVs during the course of providing health care to individual pupils; or special needs pupils whose Individualized Education Plan (IEP) indicates their use for behavior modification.

Adequate time shall be allowed for pupil meal service and consumption. The school district shall provide a pleasant dining environment for pupils, and schools shall attempt to schedule physical education or recess before lunch whenever possible.

The school district's curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Standards.

The Board of Education is committed to promoting this School Nutrition Policy with all food service personnel, teachers, nurses, coaches, and other school administrative staff so they have the skills needed to implement this Policy and promote healthy eating practices. The Board will work toward expanding awareness about this Policy among pupils, parent(s) or legal guardian(s), teachers, and the community at large.

N.J.A.C. 2:36-1.7(a); 2:36-1.7(b)

Adopted:



rev 1-01
ok ej

POLICY GUIDE

Revised

PROGRAM
2415/page 1 of 6
No Child Left Behind Programs
Dec 03
Dec 12
M

[See **POLICY ALERT** Nos. 167, 168 and 198]

2415 NO CHILD LEFT BEHIND PROGRAMS

The No Child Left Behind Act (NCLB) of 2001 is a reauthorization of the Elementary and Secondary Education Act (ESEA)/Improving America's Schools Act (IASA) 1994, providing funds to help all New Jersey's school children achieve, at a minimum, proficiency in the State standards. NCLB embodies four key principles or pillars of education reform: accountability, flexibility, choice, and methodology. The Board of Education elects to augment the instructional program of pupils by projects supported by Federal funds allocated under NCLB and the district will comply with the requirements of all the programs authorized by NCLB.

The district may be eligible for several grant programs funded through NCLB, including, but not limited to, Title I through Title VI. Many of the Titles of NCLB have several parts and subparts that provide a funding source for specific purposes.

Application Procedure

The district will submit an annual No Child Left Behind Consolidated Formula Subgrant Application to the New Jersey Department of Education (NJDOE). The school district's application shall include all information required by the NJDOE and NCLB for the district to be considered for funding under NCLB.

Covered Programs

The intent of NCLB is that all children will meet State academic achievement standards to reach their potential through improved programs. The NCLB Consolidated Formula Subgrant includes the following programs:

1. Title I, Part A provides the programs and resources for disadvantaged students to meet this intent. It requires the State and the district to close the achievement gap by placing a highly qualified teacher in every classroom, improving the qualifications of paraprofessionals who work with disadvantaged students, and using instructional practices that have proven to be effective.



POLICY GUIDE

PROGRAM

2415/page 2 of 6

No Child Left Behind Programs

2. Title I, Part D serves neglected and delinquent youth in institutions, community day programs, and correctional facilities to assure they also attain high academic levels of performance.
3. Title II, Part A provides the resources for improving teacher and Principal quality and increasing the number of highly qualified teachers and Principals in classrooms and schools, thereby raising student achievement in the academic subjects. It focuses on preparing, training, and recruiting high-quality teachers and Principals and requires the State to develop plans with annual measurable objectives that will ensure all teachers teaching in core academic subjects are highly qualified by the end of the 2005-2006 school year.
4. Title II, Part D facilitates comprehensive and integrated educational technology strategies that target the specific needs of individual schools. It improves student academic achievement through the use of technology in elementary and secondary schools, while addressing the digital divide such that every student is technologically literate by the end of eighth grade. Effective integration of technology resources and systems with teacher training and curriculum development are encouraged in order to identify and showcase best practices in educational technology.
5. Title III, Part A focuses on the teaching of English to limited English proficient (LEP) children, including immigrant children and youth.
6. Title IV, Part A provides resources for fostering a safe and drug-free learning environment that supports academic achievement.
7. Title V, Part A provides a flexible source of funding to help districts in the development and implementation of various innovative reform initiatives.
8. Title VI, Part B addresses the unique needs of rural school districts.
9. Title IX covers the general provisions applicable to some/all of the programs.



POLICY GUIDE

PROGRAM
2415/page 3 of 6
No Child Left Behind Programs

Throughout NCLB, the use of solid research to improve teaching and learning as well as student behavior is required and promoted, and parent(s)/legal guardian(s) are provided with information and options to improve the educational opportunities provided for their children. The emphasis on scientifically based methodology encourages the use of teaching techniques and practices that are founded on research and proven to produce positive results.

Title I

The largest Federal program supporting elementary and secondary education is Title I. NCLB strengthens Title I requirements for the State's assessments, accountability system, and support for school improvement. The law also establishes minimum qualifications for teachers and paraprofessionals in Title I programs.

The school district must use the best available measure for identifying children from low-income families to: identify eligible school attendance areas, determine the ranking of each area, and to determine allocations as identified in the Title I guidelines and regulations.

The school district will offer Title I services to eligible children enrolled in private elementary and secondary schools. The services and benefits will be equitable in comparison to services and benefits for participating public school children.

The school district will provide the New Jersey Department of Education assurances it will provide the maximum coordination between the Title I program, the regular school program, and services provided by other programs for specialized populations. The Title I program will consider the special needs of homeless children, migrant children, children with disabilities and limited English proficient (LEP) children. Title I funds will be reserved so that migrant children who are otherwise eligible to receive Title I services, even if they arrive during the school year, are served.

Type of Title I Program

The school district will offer a _____ ~~(School-wide or~~ Target Assistance or
~~Public School Choice)~~ Title I program.



POLICY GUIDE

PROGRAM

2415/page 4 of 6

No Child Left Behind Programs

☐ School-wide Program

High-poverty schools (those with 40% or more pupils from low-income families) are eligible to adopt school-wide programs to raise the achievement of low-achieving students by improving instruction throughout the entire school, thus using Title I funds to serve all children. A school-wide program must be established in accordance with the Title I guidelines and regulations and the New Jersey Department of Education.

☒ Target Assistance Program

Schools that are not eligible for (or do not choose to operate) school-wide Title I programs must use Title I funds to provide targeted services to low-achieving students. A Target Assistance program must be established in accordance with the Title I guidelines and regulations and the New Jersey Department of Education.]

Academic Standards, Academic Assessments, and Accountability

The district will comply with the requirements as outlined in Policy 2415.01 - Academic Standards, Academic Assessments, and Accountability in accordance with the NJDOE and NCLB.

Fiscal Responsibility

The district will comply with the requirements as outlined in Policy 2415.02 Title I – Fiscal Responsibilities in accordance with the NJDOE and NCLB.

Staff

The district will comply with the requirements as outlined in Policy 2415.03 – Highly Qualified Teachers in accordance with the NJDOE and NCLB. In addition, the district will ensure all paraprofessionals meet the requirements as required by NCLB and as outlined in Policy 4125 – Employment of Support Staff Members.

Parental Involvement

The district will comply with the requirements as outlined in Policy 2415.04 – Parental Involvement in accordance with the NJDOE and NCLB.



POLICY GUIDE

PROGRAM
2415/page 5 of 6
No Child Left Behind Programs

Pupil Surveys, Analysis, and/or Evaluations

The Protection of Pupil Rights Amendment (PPRA) applies to school districts that receive Federal funding from the United States Department of Education. The district will comply with the requirements as outlined in Policy 2415.05 - Pupil Surveys, Analysis, and/or Evaluations in accordance PPRA.

Unsafe School Choice Option

In the event there is a school in the district designated as Persistently Dangerous or in accordance with the Victims of Violent Criminal Offenses as outlined in NCLB, the district will comply with the requirements of Policy 2415.06 – Unsafe School Choice Option in accordance with the NJDOE and NCLB.

Property

Property acquired through Title I funds for use in public or private schools will be acquired in accordance with the Public School Contracts Law, will be held in title by the Board of Education, and will not be used for other purposes so long as it is required in the Title I program. Property no longer required for Title I purposes will be used for other, similarly funded projects or disposed of in accordance with State and Federal guidelines.

Capital Expenses

The Superintendent will assure the district abides by New Jersey's Public Contracts Law; consults appropriate private school officials prior to making any decisions regarding capital expenses; ensure funds that are received to cover capital expenses provide equitable Title I services to private school pupils; ensure accounts for any capital funding is separately maintained; **and** assure lease purchase agreements are consistent with applicable statute and administrative code.

Post-Award Requirements

The school district will maintain all project records for five years following the completion of the activity for which the funds were used. The school district will prepare and submit all reports as required by the State Department of Education in a timely manner.



POLICY GUIDE

PROGRAM

2415/page 6 of 6

No Child Left Behind Programs

Supplement, Not Supplant

Grant funds provided under Federal programs, including No Child Left Behind funding, shall supplement, not supplant other non-Federal funds that are available to provide programs and services to eligible students, unless otherwise provided in the grant program.

State Waiver from Certain Provisions of No Child Left Behind (NCLB)

The State of New Jersey may receive a waiver(s) from certain provisions of NCLB from the United States Department of Education. A waiver(s) may affect the applicability of the school district's NCLB policies and/or regulations. In the event a waiver(s) affects the applicability of Board of Education NCLB policies and/or regulations, the waiver provisions shall supersede current Board policies and/or regulations and the school district shall comply with the requirements as outlined by the New Jersey Department of Education in accordance with the waiver(s) application and approval(s) from the United States Department of Education.

Evaluation

The Superintendent will evaluate the NCLB programs as required by the United States and the New Jersey Departments of Education.

No Child Left Behind Act of 2001

Adopted:



REGULATION GUIDE

PROGRAM

R 2431.1/page 1 of 5

Emergency Procedures for Athletic Practices and Competitions

Mar 89

Dec 12

M

[See POLICY ALERT Nos. 139 and 198]

R 2431.1 EMERGENCY PROCEDURES FOR ATHLETIC PRACTICES AND COMPETITIONS

A. Definitions

1. ~~"Athletic competition" and "athletic activities" mean all practice sessions and competitive contests, games, events, and exhibitions with individual pupils or teams of one or more schools of this district or of other districts and include cheerleading.~~

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

2. "Health personnel" means the school nurse, the school medical inspector, the designated team doctor, a licensed physician, and members of the first aid squad or ambulance team.
3. "Parent" means ~~the parent(s) or legal guardian(s) having legal custody and control of a pupil~~ the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a pupil. Where parents are separated or divorced, "parent" means the person or agency who has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil, provided such parental rights have not been terminated by a court of appropriate jurisdiction.



REGULATION GUIDE

PROGRAM

R 2431.1/page 2 of 5

Emergency Procedures for Athletic Practices and Competitions

4. "Pupil" means a pupil enrolled in this district and a pupil enrolled in any district who is present in this district for the purpose of participating in a program of athletic competition sponsored by the Board of Education.

B. Precautions

1. All athletic coaches, including assistant coaches, will be trained in first aid **to include sports-related concussions and head injuries, and in the identification of injured and disabled pupil athletes, and any other first aid procedures required by statute, administrative code, or by the Superintendent.**
2. Athletic coaches are responsible at all times for the supervision of pupils to whom they have been assigned. Pupils shall not be left unattended at any time.
3. Pupils who participate in athletic competition shall be trained in proper athletic procedures, in the proper use of athletic equipment, and in the proper use of protective equipment and clothing.
4. Pupil athletes shall be required to report promptly to the athletic coach any injury or disability occurring to the pupil himself/herself or to another pupil.
5. First aid supplies and equipment shall be readily available at all athletic activities and shall be maintained in proper condition.
6. First aid and emergency medical procedures will utilize universal precautions in handling blood and body fluids as indicated in Policy and Regulation No. 7420 and Regulation No. 7420.1.
7. Health personnel, **including but not limited to, the athletic trainer, school/team physician, and ambulance/first aid squad** may shall be present at the following athletic activities and events as determined by the Superintendent. :

a. ~~The athletic trainer shall be present at all~~



REGULATION GUIDE

PROGRAM

R. 2431.1/page 3 of 5

Emergency Procedures for Athletic Practices and Competitions

- b. ~~The school medical inspector shall be present at all~~
~~_____.~~
- e. ~~The designated team doctor shall be present at all~~
~~_____.~~
- d. ~~An ambulance shall be present at all~~
~~_____.~~

C. Emergency Procedures

The following procedures shall be implemented whenever a pupil athlete is injured or disabled in the course of an athletic practice or competition sponsored by this district.

1. The athletic coach shall immediately notify the health personnel present at the activity and the health personnel shall assume responsibility for the emergency treatment of the pupil.
2. If no health personnel are present, or if none can be immediately summoned to the pupil's aid, the athletic coach shall administer such first aid as may be necessary.
3. If the pupil's injury or disability requires more than routine first aid, the athletic coach shall:
 - a. Summon **emergency personnel** ~~an ambulance~~ by calling 911; or
 - b. Arrange for the pupil's transportation to the nearest hospital or the office of the school medical inspector.
4. The athletic coach or his/her designee shall promptly notify the Building Principal, the Superintendent, and the pupil's parent(s) or legal guardian(s) of the pupil's injury or disability and the condition and location of the pupil.



REGULATION GUIDE

PROGRAM

R 2431.1/page 4 of 5

Emergency Procedures for Athletic Practices and Competitions

5. An injured or disabled pupil who has been transported away from school premises must be accompanied by the athletic coach, a member of the athletic department, a health professional, or other responsible adult known to the athletic coach.
6. These **emergency** procedures shall be followed when the injured or disabled pupil is a member of a visiting team or district. **In the event the visiting team has health personnel or staff members present, and every effort shall be made to cooperate with the health personnel and/or staff of the district in which the pupil is enrolled.**

D. Reports

1. The athletic coach shall complete and file a report of every injury or disability that occurs to a pupil in the course of his/her participation in the athletic program of this district, regardless of the severity of the injury or disability. The report shall include:
 - a. The date of the incident;;
 - b. The name, age, grade level, and gender of each injured or disabled pupil;;
 - c. The district in which the pupil is enrolled;;
 - d. The name and district of each pupil involved in the incident;;
 - e. A narrative account of the incident;;
 - f. A detailed description of the injury or disability;;
 - g. The treatment given on school premises and the names of the health personnel, if any, who treated the pupil;;
 - h. The place, if any, to which the pupil was taken and the persons who accompanied the pupil;; and
 - i. A memorandum of the notice given to the pupil's parent(s) or legal guardian(s).



REGULATION GUIDE

PROGRAM

R 2431.1/page 5 of 5

Emergency Procedures for Athletic Practices and Competitions

2. Copies of the report shall be filed with the school nurse and the Building Principal within **twenty-four** _____ hours or by the end of the next school day after of the incident.
3. The Building Principal shall report the incident to the Superintendent, who shall ~~may~~ report the incident to the Board.
4. A copy of each report of an incident of pupil injury or disability that occurs in the course of athletic activities shall be maintained by the athletic director, who shall analyze reports for patterns that indicate a need for revision of the district's safety and/or athletics program. The athletic director shall report the findings of his/her analysis to the Superintendent at the close of each sport season.
5. The parent(s) or legal guardian(s) of each injured or disabled pupil will be given assistance in the completion and filing of insurance claim forms.

E. Readmission to Athletic Activities

A pupil injured or disabled in the course of an athletic activity will be permitted to participate in athletic competition only on the written permission of the school medical inspector or designated team doctor, who must first examine the pupil to determine his/her fitness to participate in athletics. Written notice of that determination, signed by the school medical inspector or designated team doctor as appropriate, shall be given to the pupil's parent(s) or legal guardian(s). **The prevention and treatment of suspected sports-related concussions and head injuries shall be in accordance with the provisions of N.J.S.A. 18A:40-41.1 et seq. and Policy and Regulation 2431.4.**

Adopted: 25 June 2007



REGULATION GUIDE

SUPPORT STAFF MEMBERS

R 4230/page 1 of 2

Outside Activities

Mar 89

Dec 12

[See POLICY ALERT No. 198]

R 4230 OUTSIDE ACTIVITIES

A. Outside Employment

1. A full-time employee may engage in outside employment ~~only~~ when such employment does not:
 - a. ~~Constitute a conflict of interest;~~
 - b. **Violate the New Jersey School Ethics Act; or**
 - c. ~~Occur at a time when the employee has assigned district duties and responsibilities; or.~~
 - d. ~~Diminish the employee's efficiency in performing assigned district duties.~~
2. A full-time employee who engages in employment outside the district shall report that employment to the **Superintendent only if the outside employment may require any type of accommodation by the school district or if the outside employment would require the staff member to not perform or limit the staff member's ability to perform all the responsibilities of their school district employment**.

B. Private Enterprise, Business, or Business Organization

1. **An No employee shall not may** conduct activities on school district grounds ~~property designed to that may~~ advance a private enterprise, business, or business organization without the express permission of the **Superintendent**.
Permission will not be given for solicitations or collections on behalf of a private enterprise, business, or business organization.



REGULATION GUIDE

SUPPORT STAFF MEMBERS

R 4230/page 2 of 2

Outside Activities

2. ~~An~~ No employee may ~~shall not~~, on school grounds ~~premises~~, ~~solicit~~ advertise, recruit, or finance activities pupils for trips for pupils other than those expressly approved by the Board of Education or Superintendent without permission of the Superintendent. School grounds ~~property may~~ shall not be used as the point of departure or arrival for any such privately arranged activity.

C. ~~Outside Associations~~

~~Employees should avoid conduct and associations off the job that, if known, would have an adverse or harmful effect upon pupils or the instructional program.~~

Issued:



POLICY GUIDE

SUPPORT STAFF MEMBERS

4281/page 1 of 3

Inappropriate Staff Conduct

May 04

Dec 12

[See POLICY ALERT Nos. 169, 187 and 198]

4281 INAPPROPRIATE STAFF CONDUCT

The Board of Education recognizes its responsibility to protect the health, safety and welfare of all pupils within this school district. Furthermore, the Board recognizes there exists a professional responsibility for all school staff to protect a pupil's health, safety and welfare. The Board strongly believes that school staff members have the public's trust and confidence to protect the well-being of all pupils attending the school district.

In support of this Board's strong commitment to the public's trust and confidence of school staff, the Board of Education holds all school staff to the highest level of professional responsibility in their conduct with all pupils. Inappropriate conduct and conduct unbecoming a school staff member will not be tolerated in this school district.

The Board recognizes and appreciates the staff-pupil professional relationship that exists in a school district's educational environment. This Policy has been developed and adopted by this Board to provide guidance and direction to avoid actual and/or the appearance of inappropriate staff conduct and conduct unbecoming a school staff member toward pupils.

School staff's conduct in completing their professional responsibilities shall be appropriate at all times. School staff shall not make inappropriate comments to pupils or about pupils and shall not engage in inappropriate language or expression in the presence of pupils. School staff shall not engage in inappropriate conduct toward or with pupils. School staff shall not engage or seek to be in the presence of a pupil beyond the staff member's professional responsibilities. School staff shall not provide transportation to a pupil in their private vehicle or permit a pupil into their private vehicle unless there is an emergency or a special circumstance that has been approved in advance by the Building Principal/immediate supervisor and the parent/legal guardian.

~~The Commissioner of Education has determined~~ Inappropriate conduct by a school staff member outside their professional responsibilities may be considered conduct unbecoming a staff member. Therefore, school staff members are advised to be concerned with such conduct which may include, but are is not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other medium that is directed and/or available to pupils or for public display.



POLICY GUIDE

SUPPORT STAFF MEMBERS

4281/page 2 of 3

Inappropriate Staff Conduct

A school staff member is always expected to maintain a professional relationship with pupils and school staff members shall protect the health, safety and welfare of school pupils. A staff member's conduct will be held to the professional standards established by the New Jersey State Board of Education and the New Jersey Commissioner of Education. Inappropriate conduct or conduct unbecoming a staff member may also include conduct not specifically listed in this Policy, but conduct determined by the New Jersey State Board of Education, the New Jersey Commissioner of Education, **an arbitration process**, and/or appropriate courts to be inappropriate or conduct unbecoming a school staff member.

School personnel, compensated and uncompensated (volunteers), are required to report to their immediate supervisor or Building Principal any possible violations of this Policy. In the event the report alleges conduct by the Building Principal or the immediate supervisor, the school staff member may report directly to the Supt. of Schools [central office administrator]. In addition, school personnel having reasonable cause to believe a pupil has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 are required to immediately report to the ~~Division of Youth and Family Services~~ **New Jersey Department of Children and Families** in accordance with N.J.A.C. ~~6A:16-11.1 6A:16-10.1 et seq.~~ and inform the Building Principal or immediate supervisor after making such report. However, notice to the Building Principal or designee need not be given when the school staff member believes such notice would likely endanger the referrer or child(ren) involved or when the staff member believes that such disclosure would likely result in retaliation against the child or in discrimination against the referrer with respect to his/her employment.

Reports may be made in writing or with verbal notification. The immediate supervisor or Building Principal will notify the Superintendent of Schools of all reports, including anonymous reports. The ~~Action officer~~ ^{Affirmative} [staff member designated to complete the investigation] will investigate all reports with a final report to the Superintendent of Schools. The ~~Affirmative~~ ^{Action} [staff member designated to complete the investigation] or the Superintendent may, at any time after receiving a report take such appropriate action as necessary and as provided for in the law. This may include, but is not limited to, notifying law enforcement, notifying the ~~Division of Youth and Family Services~~ **New Jersey Department of Children and Families** in accordance with N.J.A.C. 6A:16-11.1 6A:16-10.2 et seq., and/or any other measure provided for in the law.



POLICY GUIDE

SUPPORT STAFF MEMBERS

4281/page 3 of 3

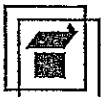
Inappropriate Staff Conduct

This Policy will be distributed to all school staff and provided to staff members at any time upon request.

N.J.S.A. 18A:28-5 et seq.

N.J.A.C. ~~6A:16-10.1~~ et seq. **6A:16-11.1**

Adopted:



REGULATION GUIDE

SUPPORT STAFF MEMBERS

R 4281/page 1 of 9

Inappropriate Staff Conduct

May 04

Dec 12

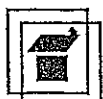
[See POLICY ALERT Nos. 169, 187 and 198]

R 4281 INAPPROPRIATE STAFF CONDUCT

Inappropriate conduct by a school staff member will not be tolerated by the Board of Education. Policy No. 4281 and this Regulation have been developed and adopted by this Board to provide guidance and direction to avoid actual and/or the appearance of inappropriate conduct and conduct unbecoming a school staff member to pupils.

A. Definitions

1. "Building Principal" is the Principal of the building where the staff member is assigned.
2. "Grievance Procedure" is the grievance procedure that provides for prompt and equitable resolution of inappropriate conduct or conduct unbecoming a school staff member.
3. "Hostile Environment Sexual Harassment" is sexual harassing conduct, which can include sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive to limit a pupil's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.
4. The "immediate supervisor" for support staff members may be a Building Principal, a member of the school district's non-instructional supervisory staff and/or the School Business Administrator/Board Secretary.
5. "Inappropriate comments" includes, but is not limited to, comments of a sexual nature, sexually oriented humor or language, inappropriate comments about a pupil's clothing or physical appearance, comments with sexual overtones, comments regarding a pupil's dating partner or comments about the staff member's personal life that are not relevant to the professional responsibility of the school staff member.



REGULATION GUIDE

SUPPORT STAFF MEMBERS

R 4281/page 2 of 9

Inappropriate Staff Conduct

6. "Inappropriate conduct" includes, but is not limited to, sexual misconduct, a request by a school staff member to a pupil for a social relationship outside the school staff/pupil relationship, sexually harassing conduct, inappropriate touching by the staff member to a pupil or permitting a pupil to inappropriately touch a staff member, corporal punishment, requesting a pupil to expose private parts of their body, other than for school medical purposes, and a staff member exposing their own private parts of their body to a pupil. Inappropriate conduct also includes physical contact between a staff member and pupil that is beyond the staff member/pupil professional relationship. This contact includes, but is not limited to, kissing, touching or feeling private parts of the body, holding hands or arms, and other contact that typically shows a sign of affection beyond the staff member/pupil professional relationship. "Inappropriate conduct" does not include a hug initiated by a pupil as a sign of the pupil's appreciation to a school staff member at a school sponsored activity such as school banquets, school recognition programs, graduations, etc.
7. "Inappropriate language or expression" includes, but is not limited to, the use of any profanity, obscene language, public lewdness or the use of public lewdness, comments with sexual overtones, distribution and/or discussion of any pornography.
8. "Inappropriate staff conduct" is any conduct prohibited by this Policy and corresponding Regulation including any other conduct deemed by the Commissioner of Education, the State Board of Education, statute, administrative code, and/or the judicial case law to be inappropriate conduct and/or conduct unbecoming a school staff member.
9. "Quid Pro Quo Sexual Harassment" is when a school employee explicitly or implicitly conditions a pupil's participation in an educational program or activity or bases an educational decision on the pupil's submission to unwelcomed sexual advances, requests for sexual favors or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the pupil resists and suffers the threatened harm or submits and thus avoids the threatened harm.



REGULATION GUIDE

SUPPORT STAFF MEMBERS

R 4281/page 3 of 9

Inappropriate Staff Conduct

10. "Professional responsibility or responsibilities" is the responsibilities of the staff member including, but not limited to, all school district sponsored extra-curricular activities, co-curricular activities, athletic coaching responsibilities; and other instructional or non-instructional positions and responsibilities appointed and/or assigned by the administration or Board.
11. "Promptly report" is reporting by the end of the next school day. If school is not in session the next day, then by the end of the first day after the weekend or holiday break. If this reporting time would exceed seventy-two hours, the staff member shall notify the Building Principal no later than seventy-two hours after the required reporting time.
12. "Sexual Harassment" is to include quid pro quo sexual harassment and/or hostile environment sexual harassment.
13. "Staff member" or "school staff member" is a compensated and/or uncompensated member of the school district's staff, including any agents and/or representatives of the school district.
14. "Unannounced or uninvited visit" is a pupil visiting, without prior notice to the staff member or without an invitation from the staff member, the staff member's residence and/or other place where the staff member may be when not performing school related professional responsibilities.

B. Reporting Procedure

1. Any staff member who believes, or has reason to believe, a pupil is seeking a relationship with the staff member beyond his/her professional responsibilities must promptly report this information to the Building Principal or immediate supervisor.
2. Any staff member who believes, or has reason to believe, a pupil is seeking a relationship with another staff member beyond the professional responsibilities of the other staff member or believes, or has reason to believe, another staff member is seeking a relationship with a pupil beyond the professional responsibilities of the other staff member must promptly report this information to the Building Principal or immediate supervisor.



REGULATION GUIDE

SUPPORT STAFF MEMBERS

R 4281/page 4 of 9

Inappropriate Staff Conduct

3. Any staff member who believes he/she had, or may have, engaged in conduct prohibited by this Policy and Regulation must promptly report the conduct to the Building Principal or immediate supervisor.
4. Failure of a staff member to report conduct they know, or had reason to know, is prohibited by this Policy and Regulation and will result in appropriate disciplinary action.
5. Any pupil, parent, legal guardian and/or other person(s) who believes, or has reason to believe, a staff member has engaged in conduct prohibited by this Policy and Regulation shall promptly report the conduct to the Building Principal.
6. Any person, including school staff, may make an anonymous report to the Principal if the person in good faith believes, or has reason to believe, a staff member has engaged in conduct prohibited by this Policy and Regulation.
7. School staff having reasonable cause to believe a pupil has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 are required to immediately report to the ~~Division of Youth and Family Services~~ **New Jersey Department of Children and Families** in accordance with N.J.A.C. ~~6A:16-11.1 6A:16-10.1 et seq.~~ and inform the Building Principal or immediate supervisor after making such report.

C. Investigation of Reports

1. An immediate supervisor or Building Principal who receives a report a staff member engaged in, or may have engaged in, conduct prohibited by this Policy and Regulation will immediately notify the Superintendent of Schools.
2. The *Affirmative (AAO)*
Action Officer [staff member designated to complete the investigation] will begin a prompt and thorough investigation of every report.



REGULATION GUIDE

SUPPORT STAFF MEMBERS

R 4281/page 5 of 9

Inappropriate Staff Conduct

3. The AAO [staff member designated to complete the investigation] or the Superintendent will take such appropriate action as provided for in the law and as necessary at any time after receiving a report. This action may include, but is not limited to, notifying law enforcement, notifying the ~~Division of Youth and Family Services~~ **New Jersey Department of Children and Families** if there is reasonable cause to believe a pupil has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 and in accordance with N.J.A.C. ~~6A:16-11.1 6A:16-10.2 et seq.~~, and/or any other measure provided for in the law.

D. Preliminary Investigation of Reports by Others

1. The AAO [staff member designated to complete the investigation] will begin a prompt, thorough, and impartial investigation. The preliminary investigation will be completed no more than ten working days after the AAO [staff member designated to complete the investigation] received the report.
2. The AAO's [staff member designated to complete the investigation] preliminary investigation may include, but is not limited to, interviews with staff members who may have potential knowledge of the alleged conduct, interviews with any pupils who may have potential knowledge of such conduct, interviews with parent(s)/legal guardian(s) or any other persons who may have potential knowledge of the alleged conduct, and interview(s) with the school staff member(s) and pupil(s) reported to have engaged in conduct prohibited by this Policy and Regulation.
3. The AAO [staff member designated to complete the investigation] will request, if relevant to an investigation, the parent(s)/legal guardian(s) of any pupil involved in the investigation to assist in the investigation to determine if inappropriate staff conduct may have existed.



REGULATION GUIDE

SUPPORT STAFF MEMBERS

R 4281/page 6 of 9

Inappropriate Staff Conduct

4. If, based on a preliminary investigation, the AAO [staff member designated to complete the investigation] determines conduct prohibited by this Policy and Regulation did not exist, he/she will meet with the staff member(s) and the parent(s)/legal guardian(s) of the pupil(s) reported to review the results of the preliminary investigation. The preliminary investigation report indicating inappropriate conduct did not exist will be in writing and will be provided to the staff member(s) and to the AAO parent(s)/legal guardian(s) if requested. The AAO [staff member designated to complete the investigation] will maintain a separate file for all such reports and the report will not be included in the staff member's personnel file.
5. If, based on a preliminary investigation, the AAO [staff member designated to complete the investigation] deems inappropriate staff conduct may have occurred, he/she will immediately notify and meet with the staff member(s) and the parent(s)/legal guardian(s) of the pupil(s) indicated in the report to review the procedures to be followed in a continued full investigation. A copy of this Regulation and corresponding Policy will be provided to the staff member(s) and to the parent(s)/legal guardian(s) of the pupil indicated in the report upon request.

E. Full Investigation

1. The AAO [staff member designated to complete the investigation], finding that inappropriate staff conduct may have occurred after the preliminary investigation, requires a full investigation. This full investigation may be conducted in cooperation with the ~~Division of Youth and Family Services~~ New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1 ~~6A:16-10.2~~ and/or local law enforcement.
2. The AAO [staff member designated to complete the investigation] will conduct the full investigation if the ~~Division of Youth and Family Services~~ New Jersey Department of Children and Families and/or local law enforcement does not intervene or if the allegations do not meet the reporting requirements of N.J.A.C. 6A:16-11.1 ~~6A:16-10.2 et seq.~~ for reporting to the ~~Division of Youth and Family Services~~ New Jersey Department of Children and Families and/or of N.J.A.C. 6A:16-6.3 for reporting to law enforcement.



REGULATION GUIDE

SUPPORT STAFF MEMBERS

R 4281/page 7 of 9

Inappropriate Staff Conduct

3. The full investigation will include, but not be limited to, interviews with the staff member(s), pupils, parent(s)/legal guardian(s) and any other persons who know, or would have reason to know, a staff member may have engaged in inappropriate staff conduct.
4. The AAO [staff member designated to complete the investigation] will accept testimony and evidence from the staff member(s), pupil(s), parent(s)/legal guardian(s) and other persons who may have information relevant to the investigation.
5. All persons that provide information, testimony and evidence to the AAO [staff member designated to complete the investigation] relative to a report will be informed the information, testimony and evidence may be used in additional investigations and/or hearings as determined by the Superintendent of Schools.
6. Upon the conclusion of the interviews and review of the information, testimony and evidence, the AAO [staff member designated to complete the investigation] will prepare a written report to the Superintendent of Schools. The report will provide a summary of the interviews and information, testimony and evidence and, if possible, a finding from the AAO [staff member designated to complete the investigation].
7. If the AAO's [staff member designated to complete the investigation] full investigation report finds inappropriate staff conduct and/or conduct unbecoming a school staff member did not occur and the Superintendent concurs with the report's findings, the AAO [staff member designated to complete the investigation] will notify and meet with the staff member(s) and the parent(s)/legal guardian(s) of the pupil(s) investigated to review the findings.



REGULATION GUIDE

SUPPORT STAFF MEMBERS

R 4281/page 8 of 9

Inappropriate Staff Conduct

8. If the IAAO's [staff member designated to complete the investigation] full investigation report finds inappropriate staff conduct and/or conduct unbecoming a school staff member may have occurred and the Superintendent concurs with the report's findings, the Superintendent may take such appropriate action necessary and as provided for in the law. This action may include, but is not be limited to:
- a. Provide the staff member an opportunity to rebut the findings of the IAAO's [staff member designated to complete the investigation] full investigation report and findings;
 - b. Recommend to the Board of Education the withholding of the staff member's salary increment/increase for the subsequent school year;
 - c. Not recommend the staff member be re-appointed for the next school year;
 - d. Recommend to the Board of Education the staff member be terminated for inappropriate staff conduct and/or conduct unbecoming a school staff member;
 - e. Institute tenure charges (if applicable) in accordance with **N.J.S.A. 18A and N.J.A.C. 6A** ~~N.J.A.C. 6A:3-5 Charges Under Tenure Employees' Hearing Act~~; and/or
 - f. Recommend to the Board of Education any other disciplinary **and/or legal** measures as the Superintendent of Schools determines to be appropriate under the circumstances and in accordance with any collective bargaining agreements between the employee representative association and the Board of Education.



REGULATION GUIDE

SUPPORT STAFF MEMBERS

R 4281/page 9 of 9

Inappropriate Staff Conduct

9. If the Superintendent does not concur with the findings of the AAOs [staff member designated to complete the investigation] full investigation, the Superintendent may continue the investigation, which may include testimony and/or evidence from additional witnesses, a discussion with those who have already provided information to the AAO [staff member designated to complete the investigation], a discussion with the pupil(s) and parent(s)/legal guardian(s) and any activity the Superintendent believes would be helpful to the continued investigation. The results of the continued investigation conducted by the Superintendent will proceed consistent with paragraph 7. and 8. above.
10. Any person who is not satisfied with the Superintendent's determination may appeal to the Board of Education.

Issued:



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3281/page 1 of 9

Inappropriate Staff Conduct

May 04

Dec 12

[See POLICY ALERT Nos. 169, 187 and 198]

R 3281 INAPPROPRIATE STAFF CONDUCT

Inappropriate conduct by a school staff member will not be tolerated by the Board of Education. Policy No. 3281 and this Regulation have been developed and adopted by this Board to provide guidance and direction to avoid actual and/or the appearance of inappropriate conduct and conduct unbecoming a school staff member to pupils.

A. Definitions

1. "Building Principal" is the Principal of the building where the staff member is assigned.
2. "Grievance Procedure" is the grievance procedure that provides for prompt and equitable resolution of inappropriate conduct or conduct unbecoming a school staff member.
3. "Hostile Environment Sexual Harassment" is sexual harassing conduct, which can include sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive to limit a pupil's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.
4. The "immediate supervisor" for teaching staff members may be a Building Principal, a member of the school district's non-instructional supervisory staff and/or the School Business Administrator/Board Secretary.
5. "Inappropriate comments" includes, but is not limited to, comments of a sexual nature, sexually oriented humor or language, inappropriate comments about a pupil's clothing or physical appearance, comments with sexual overtones, comments regarding a pupil's dating partner or comments about the staff member's personal life that are not relevant to the professional responsibility of the school staff member.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3281/page 2 of 9

Inappropriate Staff Conduct

6. "Inappropriate conduct" includes, but is not limited to, sexual misconduct, a request by a school staff member to a pupil for a social relationship outside the school staff/pupil relationship, sexually harassing conduct, inappropriate touching by the staff member to a pupil or permitting a pupil to inappropriately touch a staff member, corporal punishment, requesting a pupil to expose private parts of their body, other than for school medical purposes, and a staff member exposing their own private parts of their body to a pupil. Inappropriate conduct also includes physical contact between a staff member and pupil that is beyond the staff member/pupil professional relationship. This contact includes, but is not limited to, kissing, touching or feeling private parts of the body, holding hands or arms, and other contact that typically shows a sign of affection beyond the staff member/pupil professional relationship. "Inappropriate conduct" does not include a hug initiated by a pupil as a sign of the pupil's appreciation to a school staff member at a school sponsored activity such as school banquets, school recognition programs, graduations, etc.
7. "Inappropriate language or expression" includes, but is not limited to, the use of any profanity, obscene language, public lewdness or the use of public lewdness, comments with sexual overtones, distribution and/or discussion of any pornography.
8. "Inappropriate staff conduct" is any conduct prohibited by this Policy and corresponding Regulation including any other conduct deemed by the Commissioner of Education, the State Board of Education, statute, administrative code, and/or the judicial case law to be inappropriate conduct and/or conduct unbecoming a school staff member.
9. "Quid Pro Quo Sexual Harassment" is when a school employee explicitly or implicitly conditions a pupil's participation in an educational program or activity or bases an educational decision on the pupil's submission to unwelcomed sexual advances, requests for sexual favors or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the pupil resists and suffers the threatened harm or submits and thus avoids the threatened harm.



REGULATION GUIDE

TEACHING STAFF MEMBERS

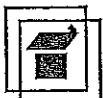
R 3281/page 3 of 9

Inappropriate Staff Conduct

10. "Professional responsibility or responsibilities" is the responsibilities of the staff member including, but not limited to, all school district sponsored extra-curricular activities, co-curricular activities, athletic coaching responsibilities; and other instructional or non-instructional positions and responsibilities appointed and/or assigned by the administration or Board.
11. "Promptly report" is reporting by the end of the next school day. If school is not in session the next day, then by the end of the first day after the weekend or holiday break. If this reporting time would exceed seventy-two hours, the staff member shall notify the Building Principal no later than seventy-two hours after the required reporting time.
12. "Sexual Harassment" is to include quid pro quo sexual harassment and/or hostile environment sexual harassment.
13. "Staff member" or "school staff member" is a compensated and/or uncompensated member of the school district's staff, including any agents and/or representatives of the school district.
14. "Unannounced or uninvited visit" is a pupil visiting, without prior notice to the staff member or without an invitation from the staff member, the staff member's residence and/or other place where the staff member may be when not performing school related professional responsibilities.

B. Reporting Procedure

1. Any staff member who believes, or has reason to believe, a pupil is seeking a relationship with the staff member beyond his/her professional responsibilities must promptly report this information to the Building Principal or immediate supervisor.
2. Any staff member who believes, or has reason to believe, a pupil is seeking a relationship with another staff member beyond the professional responsibilities of the other staff member or believes, or has reason to believe, another staff member is seeking a relationship with a pupil beyond the professional responsibilities of the other staff member must promptly report this information to the Building Principal or immediate supervisor.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3281/page 4 of 9

Inappropriate Staff Conduct

3. Any staff member who believes he/she had, or may have, engaged in conduct prohibited by this Policy and Regulation must promptly report the conduct to the Building Principal or immediate supervisor.
4. Failure of a staff member to report conduct they know, or had reason to know, is prohibited by this Policy and Regulation and will result in appropriate disciplinary action.
5. Any pupil, parent, legal guardian and/or other person(s) who believes, or has reason to believe, a staff member has engaged in conduct prohibited by this Policy and Regulation shall promptly report the conduct to the Principal.
6. Any person, including school staff, may make an anonymous report to the Principal if the person in good faith believes, or has reason to believe, a staff member has engaged in conduct prohibited by this Policy and Regulation.
7. School staff having reasonable cause to believe a pupil has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 are required to immediately report to the ~~Division of Youth and Family Services~~ **New Jersey Department of Children and Families** in accordance with N.J.A.C. ~~6A:16-11.1 6A:16-10.1 et seq.~~ and inform the Building Principal or immediate supervisor after making such report.

C. Investigation of Reports

1. An immediate supervisor or Building Principal who receives a report a staff member engaged in, or may have engaged in, conduct prohibited by this Policy and Regulation will immediately notify the Superintendent of Schools.
2. The ^{Affirmative} ~~action officer~~ [staff member designated to complete the investigation] will begin a prompt and thorough investigation of every report.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3281/page 5 of 9

Inappropriate Staff Conduct

3. The ^{Affirmative}
~~Action Officer~~ [staff member designated to complete the investigation] or the Superintendent will take such appropriate action as provided for in the law and as necessary at any time after receiving a report. This action may include, but is not limited to, notifying law enforcement, notifying the ~~Division of Youth and Family Services~~ New Jersey Department of Children and Families if there is reasonable cause to believe a pupil has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 and in accordance with N.J.A.C. 6A:16-11.1 ~~6A:16-10.2 et seq.~~, and/or any other measure provided for in the law.

D. Preliminary Investigation of Reports by Others

1. The ^{Affirmative}
~~Action Officer~~ [staff member designated to complete the investigation] will begin a prompt, thorough, and impartial investigation. The preliminary investigation will be completed no more than ten working days after the _____ [staff member designated to complete the investigation] received the report.
2. The ^{Affirmative}
~~Action Officer's~~ [staff member designated to complete the investigation] preliminary investigation may include, but is not limited to, interviews with staff members who may have potential knowledge of the alleged conduct, interviews with any pupils who may have potential knowledge of such conduct, interviews with parent(s)/legal guardian(s) or any other persons who may have potential knowledge of the alleged conduct, and interview(s) with the school staff member(s) and pupil(s) reported to have engaged in conduct prohibited by this Policy and Regulation.
3. The ^{Affirmative}
~~Action Officer~~ [staff member designated to complete the investigation] will request, if relevant to an investigation, the parent(s)/legal guardian(s) of any pupil involved in the investigation to assist in the investigation to determine if inappropriate staff conduct may have existed.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3281/page 6 of 9

Inappropriate Staff Conduct

4. If, based on a preliminary investigation, the Affirmative action officer [staff member designated to complete the investigation] determines conduct prohibited by this Policy and Regulation did not exist, he/she will meet with the staff member(s) and the parent(s)/legal guardian(s) of the pupil(s) reported to review the results of the preliminary investigation. The preliminary investigation report indicating inappropriate conduct did not exist will be in writing and will be provided to the staff member(s) and to the parent(s)/legal guardian(s) if requested. The Affirmative action officer [staff member designated to complete the investigation] will maintain a separate file for all such reports and the report will not be included in the staff member's personnel file.
5. If, based on a preliminary investigation, the Affirmative action officer [staff member designated to complete the investigation] deems inappropriate staff conduct may have occurred, he/she will immediately notify and meet with the staff member(s) and the parent(s)/legal guardian(s) of the pupil(s) indicated in the report to review the procedures to be followed in a continued full investigation. A copy of this Regulation and corresponding Policy will be provided to the staff member(s) and to the parent(s)/legal guardian(s) of the pupil indicated in the report upon request.
- E. Full Investigation Affirmative action officer
1. The Affirmative action officer [staff member designated to complete the investigation], finding that inappropriate staff conduct may have occurred after the preliminary investigation, requires a full investigation. This full investigation may be conducted in cooperation with the ~~Division of Youth and Family Services New Jersey Department of Children and Families~~ in accordance with N.J.A.C. 6A:16-11.1 6A:16-10.2 and/or local law enforcement.
 2. The Affirmative action officer [staff member designated to complete the investigation] will conduct the full investigation if the ~~New Jersey Department of Children and Families Division of Youth and Family Services~~ and/or local law enforcement does not intervene or if the allegations do not meet the reporting requirements of N.J.A.C. 6A:16-11.1 6A:16-10.2 et seq. for reporting to the ~~Division of Youth and Family Services New Jersey Department of Children and Families~~ and/or of N.J.A.C. 6A:16-6.3 for reporting to law enforcement.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3281/page 7 of 9

Inappropriate Staff Conduct

3. The full investigation will include, but not be limited to, interviews with the staff member(s), pupils, parent(s)/legal guardian(s) and any other persons who know, or would have reason to know, a staff member may have engaged in inappropriate staff conduct.
4. The ^{Affirmative}
~~action~~ officer [staff member designated to complete the investigation] will accept testimony and evidence from the staff member(s), pupil(s), parent(s)/legal guardian(s) and other persons who may have information relevant to the investigation.
5. All persons that provide information, testimony and evidence to the ^{Affirmative}
~~action~~ officer [staff member designated to complete the investigation] relative to a report will be informed the information, testimony and evidence may be used in additional investigations and/or hearings as determined by the Superintendent of Schools.
6. Upon the conclusion of the interviews and review of the information, testimony and evidence, the ^{Affirmative}
~~action~~ officer [staff member designated to complete the investigation] will prepare a written report to the Superintendent of Schools. The report will provide a summary of the interviews and information, testimony and evidence and, if possible, a finding from the ^{Affirmative}
~~action~~ officer [staff member designated to complete the investigation].
7. If the ^{Affirmative}
~~action~~ officer [staff member designated to complete the investigation] full investigation report finds inappropriate staff conduct and/or conduct unbecoming a school staff member did not occur and the Superintendent concurs with the report's findings, the ^{Affirmative}
~~action~~ officer [staff member designated to complete the investigation] will notify and meet with the staff member(s) and the parent(s)/legal guardian(s) of the pupil(s) investigated to review the findings.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3281/page 8 of 9

Inappropriate Staff Conduct

8. If the ^{Affirmative} ~~action~~ officer [staff member designated to complete the investigation] full investigation report finds inappropriate staff conduct and/or conduct unbecoming a school staff member may have occurred and the Superintendent concurs with the report's findings, the Superintendent may take such appropriate action necessary and as provided for in the law. This action may include, but is not be limited to:
- a. Provide the staff member an opportunity to rebut the findings of the ^{Affirmative} ~~action~~ officer [staff member designated to complete the investigation] full investigation report and findings;
 - b. Recommend to the Board of Education the withholding of the staff member's salary increment/increase for the subsequent school year;
 - c. Not recommend the staff member be re-appointed for the next school year;
 - d. Recommend to the Board of Education the staff member be terminated for inappropriate staff conduct and/or conduct unbecoming a school staff member;
 - e. Institute tenure charges (if applicable) in accordance with N.J.S.A. 18A and N.J.A.C. 6A N.J.A.C. 6A:3-5—Charges Under Tenure Employees' Hearing Act; and/or
 - f. Recommend to the Board of Education any other disciplinary and/or legal measures as the Superintendent of Schools determines to be appropriate under the circumstances and in accordance with any collective bargaining agreements between the employee representative association and the Board of Education.



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3281/page 9 of 9

Inappropriate Staff Conduct

9. If the Superintendent does not concur with the findings of the Affirmative Action Office [staff member designated to complete the investigation] full investigation, the Superintendent may continue the investigation, which may include testimony and/or evidence from additional witnesses, a discussion with those who have already provided information to the Affirmative Action Office [staff member designated to complete the investigation], a discussion with the pupil(s) and parent(s)/legal guardian(s) and any activity the Superintendent believes would be helpful to the continued investigation. The results of the continued investigation conducted by the Superintendent will proceed consistent with paragraph 7. and 8. above.
10. Any person who is not satisfied with the Superintendent's determination may appeal to the Board of Education.

Issued:



POLICY GUIDE

SUPPORT STAFF MEMBERS

4230/page 1 of 2

Outside Activities

Mar 87

Dec 12

[See POLICY ALERT No. 198]

4230 OUTSIDE ACTIVITIES

The Board of Education recognizes that **support staff members** employees enjoy a private life outside **their job responsibilities in** the school district in which ~~they enjoy associations and engage in activities with others for a variety of personal, economic, religious, or cultural reasons.~~ The Board believes that school employees exert a continuing influence away from the school district. Further, ~~the Board has directed the evaluation of staff in terms of their faithfulness to and effectiveness in discharging district duties.~~ Accordingly, the Board reserves the right to determine **if** ~~when~~ activities outside the **support staff member's job responsibilities** school interfere with **their** ~~an employee's~~ performance and the discharge of the **support staff member's** ~~employee's~~ responsibilities to this district.

The Board directs that all **support staff members** employees be governed in their activities outside the school by the following guidelines:

1. **Support staff members** are advised to refrain from conduct, associations, and offensive speech that, if given publicity, would tend to have an adverse or harmful effect upon pupils or the school community;
2. **Support staff members** ~~Employees~~ **shall** ~~should~~ not devote time during the **their work** ~~working~~ day to an outside **private enterprise, business, or business organization** activity ~~without valid reason, and.~~ ~~They shall~~ ~~should~~ not solicit or accept customers for a private enterprises, **business, and/or business organization** on school grounds ~~premises or during the school~~ **their work** day without the express permission of the Superintendent _____;
3. The Board ~~does~~ ~~will~~ not endorse, support, or ~~nor~~ assume liability in any way for any **staff member of this district** employee who conducts a private activity in which pupils or employees of this district participate;



POLICY GUIDE

SUPPORT STAFF MEMBERS

4230/page 2 of 2

Outside Activities

2. ~~Employees shall refrain from public utterances or conduct that have an adverse or harmful effect upon the school community or interfere with the harmonious working relationships expected of district employees;~~
4. Support staff members shall not campaign on school grounds during their work day, send campaign literature home with pupils, or request, direct or have pupils distribute campaign literature on behalf of any candidate for local, State, or national office or for any bond issue, proposal, or any public question submitted at any general, municipal, or school election; and
53. Copyrights and patents to materials or equipment developed, written, prepared, processed, or tested by **support staff members** employees in the performance of their school district duties reside with and may be claimed by the Board.

Adopted:



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 7 Month Period Ending 01/31/2013

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$1,374,237.06
121	Tax levy receivable		\$4,865,700.00
	Accounts receivable:		
132	Interfund	\$205,908.19	
141	Intergovernmental - State	\$596,999.53	
143	Intergovernmental - Other	(\$835.55)	
			\$802,072.17
	Other Current Assets		\$0.00

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

301	Estimated Revenues	\$13,838,142.00	
302	Less Revenues	(\$13,121,582.20)	
			\$716,559.80
	Total assets and resources		\$7,758,569.03

=====

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 7 Month Period Ending 01/31/2013

=====

LIABILITIES AND FUND EQUITY

=====

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

421	Accounts Payable	\$4,236.52
		\$4,236.52
TOTAL LIABILITIES		\$4,236.52
		=====

F U N D B A L A N C E

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

753	Reserve for encumbrances - Current Year	\$5,095,377.32
	Reserved fund balance:	
760	Reserved Fund Balance	\$72,100.00
601	Appropriations	\$14,109,967.71
602	Less : Expenditures	\$6,934,827.51
603	Encumbrances	\$5,095,377.32 (\$12,030,204.83)
		\$2,079,762.88
	Total Appropriated	\$7,247,240.20

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

770	Fund Balance	\$579,192.31
303	Budgeted Fund Balance	(\$72,100.00)
		\$7,754,332.51
TOTAL FUND BALANCE		\$7,754,332.51
TOTAL LIABILITIES AND FUND EQUITY		\$7,758,569.03
		=====

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$14,109,967.71	\$12,030,204.83	\$2,079,762.88
Revenues	(\$13,838,142.00)	(\$13,121,582.20)	(\$716,559.80)
	\$271,825.71	(\$1,091,377.37)	\$1,363,203.08
Less: Adjust for prior year encumb.	(\$199,725.71)	(\$199,725.71)	
	\$72,100.00	(\$1,291,103.08)	\$1,363,203.08
Budgeted Fund Balance	\$72,100.00	(\$1,291,103.08)	\$1,363,203.08
	=====	=====	=====

Recapitulation of Budgeted Fund Balance by Subfund

Fund 10 (includes 10, 11, 12, and 13)	\$72,100.00	(\$1,291,103.08)	\$1,363,203.08
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
	\$72,100.00	(\$1,291,103.08)	\$1,363,203.08
TOTAL Budgeted Fund Balance	\$72,100.00	(\$1,291,103.08)	\$1,363,203.08
	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 7 Month Period Ending 01/31/2013

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$12,424,240.00	\$11,707,680.20		\$716,559.80
3XXX	From State Sources	\$1,413,902.00	\$1,413,902.00		.00
TOTAL REVENUE/SOURCES OF FUNDS		\$13,838,142.00	\$13,121,582.20		\$716,559.80
		=====	=====	=====	=====
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$1,328,513.54	\$661,765.71	\$430,052.20	\$236,695.63
11-230-X00-XXX	Basic Skills - Remedial Instruction	\$95,562.95	\$46,625.14	\$45,346.40	\$3,591.41
11-240-X00-XXX	Bilingual Education - Instruction	\$59,506.00	\$30,496.94	\$28,958.06	\$51.00
11-3XX-100-XXX	Voc. Programs - Local - Instruction	\$3,530,944.18	\$1,622,393.51	\$1,523,490.27	\$385,060.40
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$51,005.00	\$12,209.90	\$32,708.86	\$6,086.24
11-402-100-XXX	School-Spons. Athletics - Instruction	\$53,366.00	\$31,363.66	\$21,871.34	\$131.00
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-213-XXX	Health Services	\$178,667.00	\$99,640.65	\$66,463.34	\$12,563.01
11-000-218-XXX	Guidance	\$549,161.00	\$254,129.31	\$132,516.59	\$162,515.10
11-000-219-XXX	Child Study Teams	\$179,518.00	\$102,462.05	\$69,197.38	\$7,858.57
11-000-221-XXX	Improvement Of Inst./Other Support				
	Improvement of Inst. Serv.	\$284,574.01	\$173,679.00	\$43,284.74	\$67,610.27
11-000-222-XXX	Educational Media Serv/School Library	\$215,071.00	\$77,813.39	\$55,479.01	\$81,778.60
11-000-223-XXX	Instructional Staff Training Services	\$20,651.00	\$11,701.19	\$7,085.97	\$1,863.84
11-000-230-XXX	Supp. Serv.-General Administration	\$497,670.00	\$295,438.17	\$142,863.21	\$59,368.62
11-000-240-XXX	Supp. Serv.-School Administration	\$668,628.48	\$330,191.57	\$193,226.07	\$145,210.84
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$716,638.63	\$420,100.49	\$177,818.87	\$118,719.27
11-000-261-XXX	Allowable Maint. for School Facilities	\$1,048,122.48	\$526,893.44	\$367,276.92	\$153,952.12
11-000-262-XXX	Custodial Services	\$1,287,773.00	\$720,365.64	\$486,086.85	\$81,320.51
11-000-263-XXX	Care and Upkeep of Grounds	\$14,501.00	\$10,400.00	\$4,101.00	.00
11-000-266-XXX	Security	\$109,010.00	\$51,350.67	\$30,480.19	\$27,179.14
11-000-270-XXX	Student Transportation Services	\$107,109.00	\$29,156.82	\$26,465.54	\$51,486.64
11-000-291-XXX	Allocated and Unallocated Benefits	\$2,813,786.00	\$1,249,559.73	\$1,178,658.47	\$385,567.80
TOTAL GENERAL CURRENT EXPENSE					
EXPENDITURES/USES OF FUNDS		\$13,809,778.27	\$6,757,736.98	\$5,063,431.28	\$1,988,610.01
		=====	=====	=====	=====

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 7 Month Period Ending 01/31/2013

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$48,745.92	\$5,514.62	\$31,946.04	\$11,285.26
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$184,436.52	\$162,338.70	.00	\$22,097.82
	_____	_____	_____	_____
 TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	 \$233,182.44	 \$167,853.32	 \$31,946.04	 \$33,383.08
	=====	=====	=====	=====
 *** SPECIAL SCHOOLS ***				
13-422-100-XXX Summer school -instruction	\$67,007.00	\$9,237.21	.00	\$57,769.79
	_____	_____	_____	_____
 TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	 \$67,007.00	 \$9,237.21	 \$0.00	 \$57,769.79
	=====	=====	=====	=====
 TOTAL GENERAL FUND EXPENDITURES	 \$14,109,967.71	 \$6,934,827.51	 \$5,095,377.32	 \$2,079,762.88
	=====	=====	=====	=====

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 7 Month Period Ending 01/31/2013

		ESTIMATED	ACTUAL	UNREALIZED
		-----	-----	-----
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,228,340.00	\$11,228,340.00	.00
1310	Tuition- From LEA's	\$684,000.00	\$354,147.80	\$329,852.20
1XXX	Miscellaneous	\$511,900.00	\$125,192.40	\$386,707.60
		-----	-----	-----
	TOTAL	\$12,424,240.00	\$11,707,680.20	\$716,559.80
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$286,297.00	\$286,297.00	.00
3176	Equalization	\$699,454.00	\$699,454.00	.00
3177	Categorical Security	\$61,725.00	\$61,725.00	.00
3178	Adjustment Aid	\$366,426.00	\$366,426.00	.00
		-----	-----	-----
	TOTAL	\$1,413,902.00	\$1,413,902.00	\$0.00
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$13,838,142.00	\$13,121,582.20	\$716,559.80
		=====	=====	=====

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 7 Month Period Ending 01/31/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,163,529.67	\$613,501.92	\$410,371.98	\$139,655.77
11-140-100-106 Other Salaries for Instruction	\$35,000.00	\$7,750.00	.00	\$27,250.00
11-140-100-320 Purchased Prof.-Ed. Services	\$60,000.00	\$2,934.13	\$2,235.00	\$54,830.87
11-140-100-500 Other Purchased Services	\$5,501.00	\$2,108.77	\$2,715.00	\$677.23
11-140-100-610 General Supplies	\$52,481.87	\$26,165.73	\$12,008.59	\$14,307.55
11-140-100-640 Textbooks	\$10,001.00	\$7,270.16	\$2,721.63	\$9.21
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$2,000.00	\$2,035.00	\$0.00	(\$35.00)
TOTAL	\$1,328,513.54	\$661,765.71	\$430,052.20	\$236,695.63
--- Basic skills/remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$90,009.00	\$44,967.50	\$44,967.50	\$74.00
11-230-100-610 General Supplies	\$5,553.95	\$1,657.64	\$378.90	\$3,517.41
TOTAL	\$95,562.95	\$46,625.14	\$45,346.40	\$3,591.41
--- Bilingual education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$59,506.00	\$30,496.94	\$28,958.06	\$51.00
TOTAL	\$59,506.00	\$30,496.94	\$28,958.06	\$51.00
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$2,729,995.00	\$1,276,051.48	\$1,376,309.65	\$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	\$28,002.00	\$14,647.20	\$9,987.94	\$3,366.86
11-310-100-610 General Supplies	\$317,090.48	\$172,692.26	\$45,279.11	\$99,119.11
11-310-100-640 Textbooks	\$16,002.00	\$15,921.28	\$80.72	.00
11-310-100-800 Other Objects	\$7,000.00	\$2,457.97	\$229.00	\$4,313.03
Total	\$3,298,109.48	\$1,481,770.19	\$1,431,886.42	\$384,452.87
--- Special Vocational Programs - Instruction ---				
11-320-100-101 Salaries of Teachers	\$217,022.00	\$125,512.40	\$91,509.60	\$0.00
11-320-100-500 Other Purchased Services	\$1,000.00	\$512.16	.00	\$487.84
11-320-100-610 General Supplies	\$14,812.70	\$14,598.76	\$94.25	\$119.69
Total	\$232,834.70	\$140,623.32	\$91,603.85	\$607.53

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 7 Month Period Ending 01/31/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$38,004.00	\$5,781.66	\$32,222.34	.00
11-401-100-600 Supplies and Materials	\$13,001.00	\$6,428.24	\$486.52	\$6,086.24
TOTAL	\$51,005.00	\$12,209.90	\$32,708.86	\$6,086.24
 --- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$38,004.00	\$21,766.66	\$16,237.34	.00
11-402-100-500 Purchased Services	\$10,001.00	\$4,367.00	\$5,634.00	.00
11-402-100-600 Supplies and Materials	\$5,361.00	\$5,230.00	.00	\$131.00
TOTAL	\$53,366.00	\$31,363.66	\$21,871.34	\$131.00
 --- UNDISTRIBUTED EXPENDITURES ---				
--- Health services ---				
11-000-213-100 Salaries	\$148,015.00	\$82,356.06	\$63,563.34	\$2,095.60
11-000-213-300 Purchased Prof. & Tech. Svc.	\$24,251.00	\$11,142.27	\$2,900.00	\$10,208.73
11-000-213-600 Supplies and Materials	\$6,001.00	\$5,742.32	.00	\$258.68
11-000-213-800 Other Objects	\$400.00	\$400.00	.00	.00
TOTAL	\$178,667.00	\$99,640.65	\$66,463.34	\$12,563.01
 --- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$377,361.00	\$195,170.84	\$69,635.89	\$112,554.27
11-000-218-105 Sal Sec. & Clerical Asst.	\$144,000.00	\$57,382.55	\$41,479.70	\$45,137.75
11-000-218-500 Other Purchased Services	\$26,800.00	\$575.92	\$21,401.00	\$4,823.08
11-000-218-600 Supplies and Materials	\$1,000.00	\$1,000.00	.00	.00
TOTAL	\$549,161.00	\$254,129.31	\$132,516.59	\$162,515.10
 --- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$75,008.00	\$42,390.32	\$30,278.93	\$2,338.75
11-000-219-105 Sal Sec. & Clerical Asst.	\$93,009.00	\$52,712.80	\$37,652.20	\$2,644.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$5,001.00	\$3,803.90	\$1,197.10	.00
11-000-219-500 Other Purchased Services	\$1,000.00	\$909.03	\$69.15	\$21.82
11-000-219-600 Supplies and Materials	\$2,000.00	\$2,000.00	.00	.00
11-000-219-800 Other Objects	\$3,500.00	\$646.00	.00	\$2,854.00
TOTAL	\$179,518.00	\$102,462.05	\$69,197.38	\$7,858.57

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 7 Month Period Ending 01/31/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$110,073.01	\$43,272.97	.00	\$66,800.04
11-000-221-104 Salaries Other Prof. Staff	\$75,000.00	\$68,713.10	\$6,286.90	.00
11-000-221-105 Sal Secr. & Clerical Asst.	\$89,000.00	\$52,657.92	\$36,342.08	.00
11-000-221-500 Other Purchased Services	\$5,001.00	\$3,663.77	\$527.00	\$810.23
11-000-221-600 Supplies and Materials	\$2,500.00	\$2,500.00	.00	.00
11-000-221-800 Other Objects	\$3,000.00	\$2,871.24	\$128.76	.00
TOTAL	\$284,574.01	\$173,679.00	\$43,284.74	\$67,610.27
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$101,060.00	\$9,198.18	\$15,801.82	\$76,060.00
11-000-222-177 Salaries of Technology Coordinators	\$85,009.00	\$48,733.98	\$32,766.02	\$3,509.00
11-000-222-500 Other Purchased Services	\$4,000.00	\$4,000.00	.00	.00
11-000-222-600 Supplies and Materials	\$21,002.00	\$13,815.08	\$5,982.45	\$1,204.47
11-000-222-800 Other Objects	\$4,000.00	\$2,066.15	\$928.72	\$1,005.13
TOTAL	\$215,071.00	\$77,813.39	\$55,479.01	\$81,778.60
--- Instructional Staff Training Services ---				
11-000-223-500 Other Purchased Services	\$18,651.00	\$9,701.19	\$7,085.97	\$1,863.84
11-000-223-600 Supplies and Materials	\$2,000.00	\$2,000.00	.00	.00
TOTAL	\$20,651.00	\$11,701.19	\$7,085.97	\$1,863.84
--- Support services-general administration ---				
11-000-230-100 Salaries	\$255,026.00	\$160,127.66	\$94,897.34	\$1.00
11-000-230-331 Legal Services	\$75,008.00	\$43,625.40	\$16,374.60	\$15,008.00
11-000-230-332 Audit Fees	\$33,503.00	\$33,380.00	.00	\$123.00
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	\$18,804.67	\$28,922.17	\$27,280.16
11-000-230-590 Other Purchased Services	\$3,000.00	\$2,901.67	\$2.00	\$96.33
11-000-230-61X General Supplies	\$11,001.00	\$9,493.00	\$205.31	\$1,302.69
11-000-230-630 BOE In-House Training/Meeting Supplies	\$3,500.00	\$3,283.81	.00	\$216.19
11-000-230-890 Misc. Expenditures	\$31,004.00	\$17,072.21	\$2,461.79	\$11,470.00
11-000-230-895 BOE Membership Dues and Fees	\$7,621.00	\$6,749.75	.00	\$871.25
TOTAL	\$497,670.00	\$295,438.17	\$142,863.21	\$59,368.62
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$460,046.00	\$213,150.57	\$107,058.93	\$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 7 Month Period Ending 01/31/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-240-105 Sal Secr. & Clerical Asst.	\$160,000.00	\$96,444.53	\$63,555.47	.00
11-000-240-11X Other Salaries	\$21,080.48	\$25.38	\$19,976.62	\$1,078.48
11-000-240-500 Other Purchased Services	\$16,501.00	\$11,445.24	\$2,405.05	\$2,650.71
11-000-240-600 Supplies and Materials	\$8,001.00	\$7,913.43	.00	\$87.57
11-000-240-800 Other Objects	\$3,000.00	\$1,212.42	\$230.00	\$1,557.58
TOTAL	\$668,628.48	\$330,191.57	\$193,226.07	\$145,210.84
--- Central Services ---				
11-000-251-100 Salaries	\$342,376.63	\$189,805.85	\$109,481.96	\$43,088.82
11-000-251-330 Purchased Prof. Svcs.	\$28,003.00	\$24,373.14	\$929.30	\$2,700.56
11-000-251-340 Purchased Technical Svcs.	\$16,002.00	\$6,147.96	.00	\$9,854.04
11-000-251-600 Supplies and Materials	\$7,001.00	\$5,502.71	\$73.50	\$1,424.79
11-000-251-890 Other Objects	\$6,001.00	\$2,137.30	.00	\$3,863.70
TOTAL	\$399,383.63	\$227,966.96	\$110,484.76	\$60,931.91
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$241,000.00	\$128,402.89	\$62,684.11	\$49,913.00
11-000-252-500 Other Pur Serv. (400-500 series)	\$60,253.00	\$60,174.00	.00	\$79.00
11-000-252-600 Supplies and Materials	\$16,002.00	\$3,556.64	\$4,650.00	\$7,795.36
TOTAL	\$317,255.00	\$192,133.53	\$67,334.11	\$57,787.36
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$545,010.00	\$328,230.75	\$216,353.05	\$426.20
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$467,108.48	\$178,192.84	\$147,298.53	\$141,617.11
11-000-261-610 General Supplies	\$26,003.00	\$17,832.47	\$3,625.34	\$4,545.19
11-000-261-800 Other Objects	\$10,001.00	\$2,637.38	.00	\$7,363.62
TOTAL	\$1,048,122.48	\$526,893.44	\$367,276.92	\$153,952.12
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$347,143.19	\$202,559.82	\$144,583.37	.00
11-000-262-490 Other Purchased Property Svc.	\$59,891.81	\$17,174.10	\$42,405.90	\$311.81
11-000-262-520 Insurance	\$207,521.00	\$186,666.00	.00	\$20,855.00
11-000-262-621 Energy (Natural Gas)	\$170,017.00	\$13,111.38	\$96,888.62	\$60,017.00
11-000-262-622 Energy (Electricity)	\$503,200.00	\$300,854.34	\$202,208.96	\$136.70
TOTAL	\$1,287,773.00	\$720,365.64	\$486,086.85	\$81,320.51
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$14,501.00	\$10,400.00	\$4,101.00	.00
TOTAL	\$14,501.00	\$10,400.00	\$4,101.00	\$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 7 Month Period Ending 01/31/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
	_____	_____	_____	_____
--- Security ---				
11-000-266-100 Salaries	\$109,010.00	\$51,350.67	\$30,480.19	\$27,179.14
TOTAL	\$109,010.00	\$51,350.67	\$30,480.19	\$27,179.14
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$35,004.00	\$18,517.65	\$16,388.04	\$98.31
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	\$5,091.92	\$8,158.00	\$5,752.08
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	\$3,547.25	\$1,919.50	\$24,135.25
11-000-270-593 Misc. Purchased Svc.- Transp.	\$12,501.00	.00	.00	\$12,501.00
11-000-270-610 General Supplies	\$2,000.00	\$2,000.00	.00	.00
11-000-270-800 Misc. Expenditures	\$3,000.00	.00	.00	\$3,000.00
TOTAL	\$107,109.00	\$29,156.82	\$26,465.54	\$51,486.64
--- Benefits ---				
11-XXX-XXX-220 Social Security Contributions	\$166,811.00	\$124,836.15	\$41,887.12	\$87.73
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$427,047.00	\$5,089.71	\$253,445.15	\$168,512.14
11-XXX-XXX-250 Unemployment Compensation	\$61,506.00	\$6,395.99	\$28,724.24	\$26,385.77
11-XXX-XXX-260 Workman's Compensation	\$178,018.00	\$178,018.00	.00	.00
11-XXX-XXX-270 Health Benefits	\$1,902,000.00	\$912,696.85	\$852,951.96	\$136,351.19
11-XXX-XXX-280 Tuition Reimbursement	\$30,003.00	\$9,826.00	\$1,650.00	\$18,527.00
11-XXX-XXX-290 Other Employee Benefits	\$48,401.00	\$12,697.03	.00	\$35,703.97
TOTAL	\$2,813,786.00	\$1,249,559.73	\$1,178,658.47	\$385,567.80
Total Undistributed expenditures	\$8,690,880.60	\$4,352,882.12	\$2,981,004.15	\$1,356,994.33
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$13,809,778.27	\$6,757,736.98	\$5,063,431.28	\$1,988,610.01
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$13,809,778.27	\$6,757,736.98	\$5,063,431.28	\$1,988,610.01
	=====	=====	=====	=====

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 7 Month Period Ending 01/31/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
Special education - instruction				
12-310-100-730 Regular Voc.programs	\$48,745.92	\$5,514.62	\$31,946.04	\$11,285.26
Undistributed exp. - student transportation				
12-XXX-X00-730 Special schools (all programs)	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$48,745.92	\$5,514.62	\$31,946.04	\$11,285.26
--- Facilities acquisition and construction services ---				
12-000-400-450 Construction services	\$164,048.52	\$162,338.70	.00	\$1,709.82
12-000-400-800 Other objects	\$20,388.00	.00	.00	\$20,388.00
Facilits. Acqstn. Const. Sevr. -- TOTAL --	\$184,436.52	\$162,338.70	\$0.00	\$22,097.82
TOTAL	\$184,436.52	\$162,338.70	\$0.00	\$22,097.82
TOTAL CAPITAL OUTLAY EXPENDITURES	\$233,182.44	\$167,853.32	\$31,946.04	\$33,383.08
*** SPECIAL SCHOOLS ***				
--- Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	\$62,006.00	\$7,052.72	\$0.00	\$54,953.28
13-422-100-610 General supplies	\$5,001.00	\$2,184.49	.00	\$2,816.51
TOTAL	\$5,001.00	\$2,184.49	\$0.00	\$2,816.51
TOTAL SUMMER SCHOOL	\$67,007.00	\$9,237.21	\$0.00	\$57,769.79
TOTAL SPECIAL SCHOOLS EXPENDITURES	\$67,007.00	\$9,237.21	\$0.00	\$57,769.79
*** EDUCATION STABILIZATION FUND **				
*** GOVERNMENT SERVICES FUND **				
*** EDUCATION JOBS FUND **				
TOTAL GENERAL FUND EXPENDITURES	\$14,109,967.71	\$6,934,827.51	\$5,095,377.32	\$2,079,762.88

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

For 7 Month Period Ending 01/31/2013

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



Board Secretary/Business Administrator

January 31, 2013

Date

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

2/6 10:50am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 7 Month Period Ending 01/31/13

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		(\$89,442.05)
	Accounts receivable:		
141	Intergovernmental - State	(\$5,440.00)	
142	Intergovernmental - Federal	\$5,440.00	

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

301	Estimated Revenues	\$1,133,013.00	
302	Less Revenues	(\$454,869.61)	
			\$678,143.39

	Total assets and resources		\$588,701.34
--	----------------------------	--	--------------

=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 7 Month Period Ending 01/31/13

=====

LIABILITIES AND FUND EQUITY

=====

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

Other current liabilities	\$9,174.75
---------------------------	------------

TOTAL LIABILITIES	\$9,174.75
-------------------	------------

=====

F U N D B A L A N C E

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

753	Reserve for encumbrances - Current Year	\$302,945.51
-----	---	--------------

601	Appropriations	\$1,133,013.00
-----	----------------	----------------

602	Less: Expenditures	\$553,486.41
-----	--------------------	--------------

603	Encumbrances	\$302,945.51 (\$856,431.92)
-----	--------------	----------------------------------

	\$276,581.08
--	--------------

TOTAL FUND BALANCE	\$579,526.59
--------------------	--------------

TOTAL LIABILITIES AND FUND EQUITY	\$588,701.34
-----------------------------------	--------------

=====

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 7 Month Period Ending 01/31/13

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$149,400.00	\$138,875.00		\$10,525.00
3XXX	From State Sources	\$348,977.00	\$233,484.00		\$115,493.00
4XXX	From Federal Sources	\$634,636.00	\$82,510.61		\$552,125.39
TOTAL REVENUE/SOURCES OF FUNDS		\$1,133,013.00	\$454,869.61		\$678,143.39
		=====	=====	=====	=====
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** EXPENDITURES ***					
LOCAL PROJECTS:		\$149,400.00	\$98,009.84	\$20,802.00	\$30,588.16
STATE PROJECTS:					
Other special projects		\$348,977.00	\$204,568.49	\$79,962.78	\$64,445.73
TOTAL STATE PROJECTS		\$348,977.00	\$204,568.49	\$79,962.78	\$64,445.73
FEDERAL PROJECTS:					
NCLB Title I		\$48,981.00	\$846.78	\$17,442.84	\$30,691.38
NCLB Title II - Part A/D		\$10,380.00	\$4,044.40	\$1,056.00	\$5,279.60
I.D.E.A. Part B (Handicapped)		\$110,489.00	\$56,944.32	\$32,174.38	\$21,370.30
Vocational Education		\$275,524.00	\$25,179.79	\$131,137.90	\$119,206.31
ARRA/Other (450-469)		\$189,262.00	\$163,892.79	\$20,369.61	\$4,999.60
TOTAL FEDERAL PROJECTS		\$634,636.00	\$250,908.08	\$202,180.73	\$181,547.19
*** TOTAL EXPENDITURES ***		\$1,133,013.00	\$553,486.41	\$302,945.51	\$276,581.08
		=====	=====	=====	=====

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

For 7 Month Period Ending 01/31/13

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



Board Secretary/Business Administrator

January 31, 2013

Date

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

2/6 10:50am

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Capital Projects Fund - Fund 30
 Interim Balance Sheet
 For 7 Month Period Ending 01/31/13

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

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

101	Cash in bank	\$141,596.38
	Accounts receivable:	
140	Intergovernmental - Accts. Recvble.	\$371,628.75
		\$371,628.75

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

301	Estimated Revenues	\$1,297,567.79
302	Less Revenues	(\$747,231.82)
		\$550,335.97

	\$1,063,561.10 \$1,063,561.10
--	---

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 7 Month Period Ending 01/31/13

=====

LIABILITIES AND FUND EQUITY

=====

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

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

	TOTAL LIABILITIES	\$117,919.95
--	-------------------	--------------

=====

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	\$269,139.99
-----	---	--------------

751,752,76X	Other reserves	\$142,567.79
-------------	----------------	--------------

601	Appropriations	\$1,376,855.29
-----	----------------	----------------

602	Less : Expenditures	\$605,635.44
-----	---------------------	--------------

603	Encumbrances	\$269,139.99 (\$874,775.43)
-----	--------------	----------------------------------

		\$502,079.86
--	--	--------------

	Total Appropriated	\$913,787.64
--	--------------------	--------------

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

770	Fund balance	\$31,853.51
-----	--------------	-------------

	TOTAL FUND BALANCE	\$945,641.15
--	--------------------	--------------

	TOTAL LIABILITIES AND FUND EQUITY	\$1,063,561.10
--	-----------------------------------	----------------

=====

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 7 Month Period Ending 01/31/13

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$1,297,567.79	\$747,231.82		\$550,335.97
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$1,297,567.79	\$747,231.82		\$550,335.97
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-450 Construction services	\$1,376,855.29	\$605,635.44	\$269,139.99	\$502,079.86
	_____	_____	_____	_____
Total fac.acq.and constr. serv.	\$1,376,855.29	\$605,635.44	\$269,139.99	\$502,079.86
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$1,376,855.29	\$605,635.44	\$269,139.99	\$502,079.86
*** TOTAL EXPENDITURES AND TRANSFERS	\$1,376,855.29	\$605,635.44	\$269,139.99	\$502,079.86
	=====	=====	=====	=====

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

For 7 Month Period Ending 01/31/13

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

January 31, 2013

Date

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

Report of the Treasurer
to the Board of Education

District of Somerset County Vocational
All Funds
For Month Ended: January 31, 2013

CASH REPORT

FUNDS	(1)	(2)	(3)	(4)
Governmental Funds	Adjusted Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$1,568,619.58	\$1,245,590.21	-\$1,439,972.73	\$1,374,237.06
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)	-\$8,672.93	\$30,123.00	-\$110,892.12	-\$89,442.05
Capital Project Fund (30)	\$142,806.30	\$23,855.00	-\$25,064.92	\$141,596.38
Debt Services Fund (40)	\$0.00	\$0.00	\$0.00	\$0.00
Enterprise Fund (61)	\$78,813.49	\$0.00	\$0.00	\$78,813.49
Total Governmental Funds	\$1,781,566.44	\$1,299,568.21	-\$1,575,929.77	\$1,505,204.88
Summer Savings	\$34,349.96	\$8,761.04	\$0.00	\$43,111.00
Enterprise Fund (60) Cafeteria	\$10,854.15	\$19,207.94	-\$9,720.46	\$20,341.63
Payroll Fund (70)	\$0.00	\$444,836.35	-\$444,836.35	\$0.00
Agency Fund (90)	\$252.89	\$311,983.42	-\$313,501.87	-\$1,265.56
Total Trust & Agency	\$45,457.00	\$784,788.75	-\$768,058.68	\$62,187.07
Grand Total for all Funds	\$1,827,023.44	\$2,084,356.96	-\$2,343,988.45	\$1,567,391.95
				\$1,567,391.95

Prepared and submitted by:

Michelle Fresco

Michelle Fresco, Treasurer of School Moneys

2/12/2013