

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive  
Bridgewater, New Jersey 08807

Regular Meeting  
April 24, 2017

I. Call to Order

II. Roll Call of Members

William Hyncik, Jr., President  
Sarah Costa, Vice President  
Theodore Smith  
Stephen Rodzinak  
Roger Jinks

Also Present:

Dr. Chrys Harttraft, Superintendent of Schools  
Raelene Catterson, School Business Administrator/Board Secretary  
Diane Ziegler, High School Principal  
Lisa Fittipaldi, Board Attorney  
Patricia L. Walsh, Somerset County Freeholder Liaison  
Members of the Press: The Courier News, The Star Ledger and the Messenger Gazette  
Others:

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

Pledge of Allegiance

III. Approval of Minutes of the Regular Meeting and Executive Session held on March 27, 2017.

A. Corrections

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the minutes of the Regular Meeting and Executive Session held on March 27, 2017 were approved.

## IV. Correspondence

## V. Presentations/Recognitions

A. Presentation of Student of the Month – Elizabeth Dietrich, Agricultural Science, Grade 11

B. Presentation of CTE Stellar Students

Academy for Health &amp; Medical Sciences – Taylor Barrera, Grade 9

Agricultural Science – Alex Norz, Grade 11

Auto Body – Jacob Meyer, Grade 12

Automotive Diesel Technology – Nicholas Sadlon, Grade 12

Automotive Diesel Technology – Alexander Alboum, Grade 11

Cosmetology – Lila Tiner, Grade 12

Cosmetology – Elizabeth Brown, Grade 12

Carpentry – Christopher Vargas, Grade 10

Culinary Arts – Samantha Soldan, Grade 10

Dance – Erin Ford, Grade 10

Electrical Construction – Jeremy Salvato, Grade 10

Graphic Communications – Brianna LaFace, Grade 12

Health Occupations – Nicole VanderWal, Grade 10

Integrated Technology Systems – Hugo Camacho, Grade 12

Law &amp; Public Safety – Charles Sharkey, Grade 12

Mechatronics – Gabriella Su, Grade 10

Plumbing – Matthew Gentile, Grade 10

Theater Arts – Julianne Bianciella, Grade 12 &amp; Derek Crosby, Grade 12

Welding – Dylan Ham, Grade 12

## VI. Old or Unfinished Business

A. Construction Projects

## VII. Report of the Attorney

## VIII. Committee Reports

- Board of School Estimate – Ms. Costa
- Curriculum/Grants – Mr. Smith
- NJSBA (Delegate) – Mr. Hyncik
- SCSBA (Delegate) –
- SCESC (Representative) – Mr. Smith
- SCJIF – (Commissioner) – Ms. Catterson
- SCIC – (Commissioner) – Mr. Hyncik – Next meeting May 9th

## IX. School Communications Report

## X. Superintendent's Report

## A. Resignation

The Superintendent recommends that the Board of Education accept the resignation of Ms. Linda Weber-Smith, Commercial Art Instructor, for the purpose of retirement, effective June 30, 2017.

## B. Employment of Substitutes

The Superintendent recommends that the Board of Education approve employment of the following substitute at a rate of \$100.00/day for the 2016-17 school year:

Wayne Gallagher

## C. Instructional Salaries – 2017-18 School Year

The Superintendent recommends that in accordance with the Contract Agreement previously approved that the Board of Education approve salaries for instructional personnel for the 2017-18 school year as listed on Addendum #1.

## D. Support Staff Salaries – 2017-18 School Year

The Superintendent recommends that in accordance with the Contract Agreement previously approved that the Board of Education approve salaries of support staff for the 2017-18 school year as listed on Addendum #2.

## E. Principal/Supervisors Salaries – 2017-18 School Year

The Superintendent recommends that in accordance with the Contract Agreement previously approved that the Board of Education approve salaries of principal/supervisors for the 2017-18 school year as listed below:

| <u>Name</u>            | <u>Step</u> | <u>2017-18 Salary</u> |
|------------------------|-------------|-----------------------|
| Randee Holz            | B-5         | \$ 96,634.92          |
| Maria Johnson          | A-4         | \$119,002.92          |
| Christopher Lemongelli | B-7         | \$ 99,550.92          |
| Teresa Morelli         | B-10        | \$104,247.92          |
| Patrick Pelliccia      | B-9         | \$103,075.92          |
| Mario Peluso           | B-OG        | \$107,647.92          |
| Diane Ziegler          | A-OG        | \$138,133.35          |

## F. Reappointment of Exempt Staff – 2017-18 School Year

The Superintendent recommends that the exempt personnel listed below be reappointed for the 2017-18 school year. Salaries will be determined at a later date.

Boettger, Stephen – Foreman

Eberhardt, G. Andrew – Networks and Systems Administrator

Fresco, Michelle – Administrative Assistant to the School Business Administrator

Gleeson, Karen – Administrative Secretary/Superintendent's Office

Hart, Valerie – Accountant

Howe, Elaine \*\* - Director School Based Programs

Jegou, Carene – Administrative Assistant to the Superintendent

Kuschyk, Michael – Director of Buildings and Grounds

Sartori, Michele – Bookkeeper/Accountant (Payroll)

Wallace, Duane – Supervisor of Technology-Based Learning and Communications

\*\*Pending approval for funding from various grants

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

| <u>Roll Call</u> | <u>Yes</u> | <u>No</u> |
|------------------|------------|-----------|
| Mr. Smith        | ___        | ___       |
| Ms. Costa        | ___        | ___       |
| Mr. Hyncik       | ___        | ___       |
| Mr. Rodzinak     | ___        | ___       |
| Mr. Jinks        | ___        | ___       |

## G. Reappointment of School Business Administrator/Board Secretary – 2017-18 School Year

The Superintendent recommends that the Board of Education reappoint Ms. Raelene Catterson, School Business Administrator/Board Secretary for the period of July 1, 2017 through June 30, 2018. (Contract/salary to be determined at a later date.)

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

| <u>Roll Call</u> | <u>Yes</u> | <u>No</u> |
|------------------|------------|-----------|
| Mr. Smith        | ___        | ___       |
| Ms. Costa        | ___        | ___       |
| Mr. Hyncik       | ___        | ___       |
| Mr. Rodzinak     | ___        | ___       |
| Mr. Jinks        | ___        | ___       |

## H. School Business/Professional Development Travel

The Superintendent recommends that the Board of Education approve requests for district staff and Board of Education members to attend school business and professional development travel as they appear on Addendum #3.

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

| <u>Roll Call</u> | <u>Yes</u> | <u>No</u> |
|------------------|------------|-----------|
| Mr. Smith        | ___        | ___       |
| Ms. Costa        | ___        | ___       |
| Mr. Hyncik       | ___        | ___       |
| Mr. Rodzinak     | ___        | ___       |
| Mr. Jinks        | ___        | ___       |

## I. Field Trips

The Superintendent recommends that the Board of Education approve field trips for high school students as they appear on Addendum #4.

## J. Home Instruction

The Superintendent recommends that the Board of Education extend home instruction to student ID# 999004182. Instruction will be provided for an additional thirty (30) days at five (5) hours per week. It is also recommended that the Board of Education revise the contract with Silvergate Prep, Bridgewater, NJ to provide bedside instruction for an additional thirty (30) hours.

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

| <u>Roll Call</u> | <u>Yes</u> | <u>No</u> |
|------------------|------------|-----------|
| Mr. Smith        | ___        | ___       |
| Ms. Costa        | ___        | ___       |
| Mr. Hyncik       | ___        | ___       |
| Mr. Rodzinak     | ___        | ___       |
| Mr. Jinks        | ___        | ___       |

## K. Graduate Student Clinical Internship

The Superintendent recommends that the Board of Education approve student clinical internship as follows:

Seton Hall University

Brooke Michalak (Graduate student/Practicum in School Psychology)

Melissa Norrbom – Cooperating Supervisor/Certified School Psychologist

Fall 2017 Semester (300-hour field experience)

## L. Educational Leadership Program Field Experience Internship

The Superintendent recommends that the Board of Education approve an educational leadership program field experience as follows:

Montclair State University

Michael McClain (Graduate student/Educational Leadership Program)

Dr. Chrys Harttraft – District Mentor/Certified School Administrator

Summer 2017 Semester (150-hour field experience)

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

| <u>Roll Call</u> | <u>Yes</u> | <u>No</u> |
|------------------|------------|-----------|
| Mr. Smith        | ___        | ___       |
| Ms. Costa        | ___        | ___       |
| Mr. Hyncik       | ___        | ___       |
| Mr. Rodzinak     | ___        | ___       |
| Mr. Jinks        | ___        | ___       |

## M. Revised Board Policies – Second Reading

The Superintendent recommends that the Board of Education approve the following revised Board policies at this second reading.

## 2460/R2460 – Special Education

R2460.1 – Special Education – Location, Identification, and Referral

R2460.8 – Special Education – Free and Appropriate Public Education

2460.16 – Special Education – Instructional Material to Blind or Print-Disabled Students

2467 – Surrogate Parents and Foster Parents

## N. Board Regulation – Second Reading

The Superintendent recommends that the Board of Education approve the following Board regulation at this second reading.

R2460.15 – Special Education – In-service Training Needs for Professional  
and Paraprofessional Staff

## O. Revised Board Policies – First Reading

The Superintendent recommends that the Board of Education approve the following revised Board policies at this first reading as they appear on Addendum #5.

0000.02 – Bylaw Introduction  
2415.06 – Unsafe School Choice Option  
2464 – Gifted and Talented Students  
2622 – Student Assessment  
5460 – High School Graduation

## P. Board Policy – First Reading

The Superintendent recommends that the Board of Education approve the following Board policy at this first reading as it appears on Addendum #6.

8350 – Records Retention

## Q. Abolishment of Policy 2320 – Independent Study Programs and Policy 5465 – Early Graduation

The Superintendent recommends that the Board of Education approve the abolishment of Policy 2320 and Policy 5465 as the required provisions of these policies are incorporated into Policy 5460 – High School Graduation.

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

| <u>Roll Call</u> | <u>Yes</u> | <u>No</u> |
|------------------|------------|-----------|
| Mr. Smith        | ___        | ___       |
| Ms. Costa        | ___        | ___       |
| Mr. Hyncik       | ___        | ___       |
| Mr. Rodzinak     | ___        | ___       |
| Mr. Jinks        | ___        | ___       |

# R. Statement of Assurances – Special Education Policies and Procedures

The Superintendent recommends that the Board of Education submit the district's Statement of Assurances for 2016-17 Special Education Policies and Procedures, to the Executive County Superintendent of Schools as required by law.

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

| <u>Roll Call</u> | <u>Yes</u> | <u>No</u> |
|------------------|------------|-----------|
| Mr. Smith        | ___        | ___       |
| Ms. Costa        | ___        | ___       |
| Mr. Hyncik       | ___        | ___       |
| Mr. Rodzinak     | ___        | ___       |
| Mr. Jinks        | ___        | ___       |

# S. Resolution – Harassment, Intimidation and Bullying Decisions

Whereas, the Somerset County Vocational Board of Education has received and accepted the HIB Investigation Report at its regularly scheduled meeting held on March 27, 2017; and

Whereas, the HIB Investigation Report indicated each reported case of Harassment, Intimidation and Bullying and the results of the investigation known as the Superintendent's decision – including any services provided, training established or discipline imposed; and

Whereas, the parties involved in those cases reported were notified of the results of the investigation, Superintendent's decision, and the rights of those parties to request a hearing before the Board of Education; and

Whereas, no requests for a hearing before the Board of Education have been received; and

Whereas, the Anti-Bullying Bill of Rights provides the Board of Education the opportunity to affirm, modify or reject the Superintendent's decisions on reported cases of Harassment, Intimidation and Bullying;

Now, therefore be it resolved, that the Board of Education affirms the Superintendent's decision in the case listed in the HIB Investigation Report previously accepted by the Board at its regularly scheduled Board of Education meeting held on March 27, 2017.

# T. Harassment, Intimidation and Bullying Investigation Report

It is recommended that the Board of Education acknowledge receipt of the HIB Investigation Report for the period March 25, 2017 through April 19, 2017.

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

|                  |            |           |
|------------------|------------|-----------|
| <u>Roll Call</u> | <u>Yes</u> | <u>No</u> |
| Mr. Smith        | ___        | ___       |
| Ms. Costa        | ___        | ___       |
| Mr. Hyncik       | ___        | ___       |
| Mr. Rodzinak     | ___        | ___       |
| Mr. Jinks        | ___        | ___       |

U. Superintendent's Update

- HIB
- Student Suspension Report

| <b>Student ID</b> | <b>FT / ST</b> | <b>Grade</b> | <b>Total # of Days</b> | <b>Suspension Dates</b> | <b>Out of School/ In School</b> | <b>Reason for Suspension</b> |
|-------------------|----------------|--------------|------------------------|-------------------------|---------------------------------|------------------------------|
| 999004321         | FT             | 10           | 3                      | 4/7, 4/18-4/19/17       | Out                             | Fight                        |
| 999004379         | FT             | 9            | 2                      | 4/18/17 & 4/20/17       | In                              | Student Conflict             |
| 999004604         | ST             | 10           | 1                      | 4/18/17                 | In                              | Student Conflict             |
| 999004181         | FT             | 10           | 2                      | 4/18/17 & 4/20/17       | In                              | Fight                        |

- PARCC
- SAT
- Freeholders' Acknowledgement – Student Citations – E. Bowers/Y. Jean-Philippe
- Proud To Be An American Day – May 25, 2017 – 8:30 a.m.

## V. Submission of Bills

It is recommended the Board of Education approve the bills list for April 2017 which is included in the Board packet and will be attached to the regular meeting minutes.

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

| <u>Roll Call</u> | <u>Yes</u> | <u>No</u> |
|------------------|------------|-----------|
| Mr. Smith        | ___        | ___       |
| Ms. Costa        | ___        | ___       |
| Mr. Hyncik       | ___        | ___       |
| Mr. Rodzinak     | ___        | ___       |
| Mr. Jinks        | ___        | ___       |

## XI. Report of the School Business Administrator/Board Secretary

## A. Reports A148 and A149

It is recommended the Board of Education adopt the monthly financial statement reports for the School Business Administrator/Board Secretary for the month of March 2017 and the Treasurer of School Monies for the month of March 2017, after review of the secretary's monthly financial report (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge no major fund has been overextended in violation to N.J.A.C. 6:20-2A.10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (Addendum #7)

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

| <u>Roll Call</u> | <u>Yes</u> | <u>No</u> |
|------------------|------------|-----------|
| Mr. Smith        | ___        | ___       |
| Ms. Costa        | ___        | ___       |
| Mr. Hyncik       | ___        | ___       |
| Mr. Rodzinak     | ___        | ___       |
| Mr. Jinks        | ___        | ___       |

## B. Ratify Board of School Estimate Approval of the 2017-18 School Year Budget and the 2017 County Capital Allocation

It is recommended the Board of Education ratify the action of the Board of School Estimate wherein the proposed budget of \$16,972,684.00 supported by county taxes in the amount of \$11,922,443.00 and the proposed 2017 county capital allocation of \$2,800,000.00 contingent upon county funding.

Motion\_\_\_\_\_Second\_\_\_\_\_

Discussion

Call the Roll

| <u>Roll Call</u> | <u>Yes</u> | <u>No</u> |
|------------------|------------|-----------|
| Mr. Smith        | ___        | ___       |
| Ms. Costa        | ___        | ___       |
| Mr. Hyncik       | ___        | ___       |
| Mr. Rodzinak     | ___        | ___       |
| Mr. Jinks        | ___        | ___       |

### C. County Tax Resolution

It is recommended the Board of Education adopt the Tax Remittance Schedule, exclusive of debt service requirements, needed to meet the obligation of the Somerset County Vocational & Technical Schools Board of Education for the period July 1, 2017 through June 30, 2018 in the amount of \$11,992,443.00 and the Board of Chosen Freeholders of Somerset County is hereby requested to place in the hands of the Treasurer of School Monies the scheduled amount each month in accordance with the statutes relating thereto:

| <u>Month</u> | <u>Amount</u>          |
|--------------|------------------------|
| July         | \$ 922,466.00          |
| August       | \$ 922,466.00          |
| September    | \$ 922,466.00          |
| October      | \$ 922,466.00          |
| November     | \$ 922,466.00          |
| December     | \$ 922,466.00          |
| January      | \$ 1,064,608.00        |
| February     | \$ 1,064,608.00        |
| March        | \$ 1,064,608.00        |
| April        | \$ 1,064,608.00        |
| May          | \$ 1,064,608.00        |
| June         | <u>\$ 1,064,607.00</u> |
| Total        | \$11,922,443.00        |

Motion\_\_\_\_\_Second\_\_\_\_\_

Discussion

Call the Roll

| <u>Roll Call</u> | <u>Yes</u> | <u>No</u> |
|------------------|------------|-----------|
| Mr. Smith        | ___        | ___       |
| Ms. Costa        | ___        | ___       |
| Mr. Hyncik       | ___        | ___       |
| Mr. Rodzinak     | ___        | ___       |
| Mr. Jinks        | ___        | ___       |

## D. Budget Transfers – 2016-17 School Year – March 2017

It is recommended the Board of Education approve the budget transfers for the 2016-17 school year as they appear on Addendum #8.

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

| <u>Roll Call</u> | <u>Yes</u> | <u>No</u> |
|------------------|------------|-----------|
| Mr. Smith        | ___        | ___       |
| Ms. Costa        | ___        | ___       |
| Mr. Hyncik       | ___        | ___       |
| Mr. Rodzinak     | ___        | ___       |
| Mr. Jinks        | ___        | ___       |

## E. Award Purchases in Excess of Bid Threshold in Compliance with NJSA 18A:18A 2016-17 School Year

It is recommended the Board of Education award the following purchases in excess of the bid threshold which are estimates of year to date purchases and may be adjusted when necessary and in compliance with law.

|                |                        |                |              |
|----------------|------------------------|----------------|--------------|
| WB Mason       | District Wide Supplies | State Contract | \$ 51,000.00 |
| CDW Government | Technology Equipment   | ESCNJ-Co-Op    | \$160,000.00 |

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

| <u>Roll Call</u> | <u>Yes</u> | <u>No</u> |
|------------------|------------|-----------|
| Mr. Smith        | ___        | ___       |
| Ms. Costa        | ___        | ___       |
| Mr. Hyncik       | ___        | ___       |
| Mr. Rodzinak     | ___        | ___       |
| Mr. Jinks        | ___        | ___       |

## XII. New Business

## XIII. Next Meeting

It is recommended the next regular meeting of the Somerset County Vocational Board of Education be held:

May 22, 2017

5:00 P.M.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

SUPPLEMENT**Medical and Prescription Drug Renewal – 2017-18 School Year**

It is recommended the Board of Education approve the renewals for medical and prescription drug programs both administered by Horizon Blue Cross/Blue Shield of New Jersey for the July 1, 2017 through June 30, 2018 contract period as listed below.

| <b>2017-2018 SY Plan</b> | <b>Total Monthly Premium</b> |
|--------------------------|------------------------------|
| <b>Direct 8 with Rx</b>  |                              |
| Single                   | \$ 770                       |
| Parent & Child(ren)      | \$1,201                      |
| 2 Adults                 | \$1,664                      |
| Family                   | \$2,249                      |
| Overage Dependent        | \$ 468 – 100% dependent paid |
| <b>Direct 10 with Rx</b> |                              |
| Single                   | \$ 844                       |
| Parent & Child(ren)      | \$1,217                      |
| 2 Adults                 | \$1,680                      |
| Family                   | \$2,269                      |
| Overage Dependent        | \$ 512 – 100% dependent paid |
| <b>EPO with Rx</b>       |                              |
| Single                   | \$ 631                       |
| Parent & Child(ren)      | \$ 985                       |
| 2 Adults                 | \$1,364                      |
| Family                   | \$1,844                      |
| Overage Dependent        | \$ 384 – 100% dependent paid |

**Delta Dental of New Jersey – 2017-18 School Year**

It is recommended the Board of Education enter into year two (2) of a two (2) year agreement with Delta Dental of New Jersey, Inc. to provide dental coverage from July 1, 2017 through June 30, 2018 as listed below.

|                 |                                                  |
|-----------------|--------------------------------------------------|
| <u>Coverage</u> | <u>01(Active Employee) and 04 (COBRA) Policy</u> |
| Composite       | \$ 95.52/month                                   |
|                 | <u>03 Policy(Retiree)</u>                        |
| One Party       | \$ 45.45                                         |
| Two Party       | \$ 77.49                                         |
| Three Party     | \$128.40                                         |

**Vision Service Plan – 2017-18 School Year**

It is recommended the Board of Education renew its agreement with VSP (Vision Service Plan) to provide vision coverage from July 1, 2017 through June 30, 2018 at a rate of \$22.23 per employee/month.

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

|                  |            |           |
|------------------|------------|-----------|
| <u>Roll Call</u> | <u>Yes</u> | <u>No</u> |
| Mr. Smith        | ___        | ___       |
| Ms. Costa        | ___        | ___       |
| Mr. Hyncik       | ___        | ___       |
| Mr. Rodzinak     | ___        | ___       |
| Mr. Jinks        | ___        | ___       |

## XIV. Remarks from the Public

## XV. Resolution

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

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

## XVI. On motion of \_\_\_\_\_, seconded by \_\_\_\_\_and passed, the meeting adjourned at \_\_\_\_\_ P.M.

| NON - TENURE                  | 2017-18<br>STEP/<br>GUIDE | 2017-18 BASE<br>SALARY | LONGEVITY   | 2017-18 TOTAL<br>SALARY |
|-------------------------------|---------------------------|------------------------|-------------|-------------------------|
| Alija, Susan #                | 4-5/B                     | \$ 60,155.00           |             | \$ 60,155.00            |
| Catalan, Rafael               | 4-5/B                     | \$ 59,430.00           |             | \$ 59,430.00            |
| Dalfonzo, Daniel              | 21/D                      | \$ 77,565.00           |             | \$ 77,565.00            |
| Donaldson, Jeffrey #+         | 6-7/B                     | \$ 60,410.00           |             | \$ 60,410.00            |
| Downey, Brendan +             | 4-5/A                     | \$ 55,870.00           |             | \$ 55,870.00            |
| Driscoll, Thomas              | 20/A                      | \$ 68,665.00           |             | \$ 68,665.00            |
| Eng, Philip                   | 20/B                      | \$ 72,225.00           |             | \$ 72,225.00            |
| Fulmer, Victoria +            | 10-11/A                   | \$ 58,010.00           |             | \$ 58,010.00            |
| Gillooly, Maura               | 4-5/B                     | \$ 59,430.00           |             | \$ 59,430.00            |
| Graf, Edward                  | 23/B                      | \$ 77,145.00           |             | \$ 77,145.00            |
| Hamilton, Shari (67%) #       | 16-17/C                   | \$ 46,491.30           |             | \$ 46,491.30            |
| Jefopoulos, Bryant +          | 4-5/A                     | \$ 55,870.00           |             | \$ 55,870.00            |
| Johnson, Keith                | 14-15/C                   | \$ 66,885.00           |             | \$ 66,885.00            |
| Kiser, Susan #                | 8-9/B                     | \$ 61,115.00           |             | \$ 61,115.00            |
| Mascia, Katherine (67%)       | 21/A                      | \$ 47,198.15           |             | \$ 47,198.15            |
| Melick, Shannon               | 4-5/A                     | \$ 55,870.00           |             | \$ 55,870.00            |
| Miller, Rachel#               | 6-7/B                     | \$ 60,410.00           |             | \$ 60,410.00            |
| Norrbom, Melissa #            | 16-17/D                   | \$ 71,170.00           |             | \$ 71,170.00            |
| O'Reilly, Meghan #            | 2-3/B                     | \$ 59,905.00           |             | \$ 59,905.00            |
| Perchinske, Marlene (67%) #   | 4-5/C                     | \$ 41,496.45           |             | \$ 41,496.45            |
| Reina, Guillermo #            | 6-7/C                     | \$ 62,190.00           |             | \$ 62,190.00            |
| Santiago, Maria #             | 22/C                      | \$ 78,050.00           |             | \$ 78,050.00            |
| Schade, Charles (67%) #       | 8-9/B                     | \$ 40,947.05           |             | \$ 40,947.05            |
| Shandor, Troy                 | 14-15/D                   | \$ 68,665.00           |             | \$ 68,665.00            |
| Violante, Louis               | 10-11/C                   | \$ 63,350.00           |             | \$ 63,350.00            |
| Zaidi, Farrah #               | 6-7/B                     | \$ 60,410.00           |             | \$ 60,410.00            |
| TENURE                        | 2017-18<br>STEP/<br>GUIDE | 2017-18 BASE<br>SALARY | LONGEVITY   | 2017-18 TOTAL<br>SALARY |
| Alfieri, Joseph               | 24/A                      | \$ 75,345.00           |             | \$ 75,345.00            |
| Blue, Janet                   | 20/A                      | \$ 68,665.00           |             | \$ 68,665.00            |
| Brinkmann, Paul               | 29/A                      | \$ 83,745.00           |             | \$ 83,745.00            |
| Buttermore, Sheila ***        | 31/D                      | \$ 116,454.63          | \$ 1,650.00 | \$ 118,104.63           |
| Byrd, George                  | 27-28/A                   | \$ 81,645.00           | \$ 1,650.00 | \$ 83,295.00            |
| Carrig, Robert #              | 12-13/B                   | \$ 64,050.00           |             | \$ 64,050.00            |
| Coslit, Andrew                | 20/A                      | \$ 68,665.00           |             | \$ 68,665.00            |
| Creveling, Alan               | 24/D                      | \$ 82,465.00           |             | \$ 82,465.00            |
| Dolegiewitz, Matthew          | 10-11/A                   | \$ 58,010.00           |             | \$ 58,010.00            |
| Fargo, Erik                   | 12-13/D                   | \$ 66,885.00           |             | \$ 66,885.00            |
| Francis, Julie                | 14-15/D                   | \$ 68,665.00           |             | \$ 68,665.00            |
| Gichan, Deborah               | 10-11/A                   | \$ 58,010.00           |             | \$ 58,010.00            |
| Glennon, Maureen ***          | 10-11/D                   | \$ 79,784.25           |             | \$ 79,784.25            |
| Gotti, Denise                 | 12-13/B                   | \$ 63,325.00           |             | \$ 63,325.00            |
| Heinbach, Thomas ***          | 30/A                      | \$ 105,160.13          |             | \$ 105,160.13           |
| Hovey, Rebecca (50%) #        | 10-11/B                   | \$ 31,147.50           |             | \$ 31,147.50            |
| Kinlan, Rachel                | 12-13/A                   | \$ 59,765.00           |             | \$ 59,765.00            |
| Krause, Michele               | 24/A                      | \$ 75,345.00           | \$ 1,650.00 | \$ 76,995.00            |
| Lakhlif, Daysi #              | 16-17/C                   | \$ 69,390.00           |             | \$ 69,390.00            |
| Lawler, Maureen               | 27-28/C                   | \$ 86,985.00           |             | \$ 86,985.00            |
| Lee, George                   | 26/D                      | \$ 86,665.00           |             | \$ 86,665.00            |
| Mancuso, Joseph               | 23/D                      | \$ 80,705.00           |             | \$ 80,705.00            |
| Mastrobattista, Mark          | 21/D                      | \$ 77,565.00           |             | \$ 77,565.00            |
| McAnally, Mary Lynne          | 8-9/D                     | \$ 63,950.00           |             | \$ 63,950.00            |
| McClain, Michael              | 16-17/D                   | \$ 70,445.00           |             | \$ 70,445.00            |
| McNerney, Kristen             | 20/C                      | \$ 74,005.00           |             | \$ 74,005.00            |
| Mehta, Ushma #                | 12-13/C                   | \$ 65,830.00           |             | \$ 65,830.00            |
| Miller, Christopher #         | 16-17/B                   | \$ 67,610.00           |             | \$ 67,610.00            |
| Mingle, Alison                | 18/D                      | \$ 72,225.00           |             | \$ 72,225.00            |
| Morales, Jaime ***            | 20/B                      | \$ 88,475.63           |             | \$ 88,475.63            |
| Morales, Patricia Cantwell*** | 24/D                      | \$ 101,019.63          |             | \$ 101,019.63           |
| O'Connor, Paul                | 12-13/C                   | \$ 65,105.00           |             | \$ 65,105.00            |
| O'Neill, John***              | 20/A                      | \$ 84,114.63           |             | \$ 84,114.63            |
| Patil, Pratima #              | 16-17/C                   | \$ 69,390.00           |             | \$ 69,390.00            |
| Perrone, M. Cristina          | 18/A                      | \$ 65,105.00           |             | \$ 65,105.00            |
| Poznanski, Matthew            | 8-9/A                     | \$ 56,830.00           |             | \$ 56,830.00            |
| Prezioso, Peggy #             | 14-15/ C                  | \$ 67,610.00           |             | \$ 67,610.00            |
| Scholl, Johanna               | 21/B                      | \$ 74,005.00           |             | \$ 74,005.00            |
| Smith, Donald                 | 25/B                      | \$ 81,005.00           |             | \$ 81,005.00            |
| Sortor, Janeen                | 21/A                      | \$ 70,445.00           |             | \$ 70,445.00            |
| Unda, Louise Tokarsky #       | 16-17/D                   | \$ 71,170.00           |             | \$ 71,170.00            |
| Vasaturo, Kim                 | 22/D                      | \$ 79,105.00           |             | \$ 79,105.00            |
| Vingara, John                 | 33/C                      | \$ 97,485.00           | \$ 1,650.00 | \$ 99,135.00            |
| Winfield, Karen #             | 20/C                      | \$ 74,730.00           |             | \$ 74,730.00            |

[Back to Top](#)

# masters stipend added to base (\$725.00)  
 \*\*\*12 month  
 + gains tenure during 17-18 SY  
 4/18/17

| <b>SUPPORT STAFF/SECRETARIES</b>                                                      | <b>STEP</b> | <b>2017-18 SALARY</b> |
|---------------------------------------------------------------------------------------|-------------|-----------------------|
| Basir, Nzinga                                                                         | C6          | \$ 44,995.00          |
| Bowers, Erick                                                                         | C7          | \$ 45,825.00          |
| Caterinicchia, Linda                                                                  | C2          | \$ 42,775.00          |
| D'Alessandro, Richard                                                                 | C5          | \$ 44,440.00          |
| Fanelli, Virginia                                                                     | D5          | \$ 52,120.00          |
| Leahey, Sharleen                                                                      | D8          | \$ 57,715.00          |
| Lella, Maura                                                                          | C7          | \$ 45,825.00          |
| Murtagh, Rosemary **                                                                  | C14         | \$ 53,755.00          |
| O'Neill, Jennifer *                                                                   | C2          | \$ 42,775.00          |
| Parks, Gary                                                                           | D12         | \$ 66,895.00          |
| Patryn, Amy                                                                           | D4          | \$ 51,115.00          |
| Reader, Laurie (10-mo.)                                                               | D12         | \$ 55,743.60          |
| Santiago, Susan                                                                       | C6          | \$ 44,995.00          |
| Scott, Wanda                                                                          | C15         | \$ 54,995.00          |
| Shahid, Faiza                                                                         | C16         | \$ 56,275.00          |
| Strickhart, James                                                                     | D5          | \$ 52,120.00          |
| Szymanski, Robyn                                                                      | C16         | \$ 56,275.00          |
| Wall, Sheryl                                                                          | D10         | \$ 62,305.00          |
| Watson, Janet Cantore                                                                 | D11         | \$ 64,600.00          |
|                                                                                       |             |                       |
|                                                                                       |             |                       |
| <b>INSTRUCTIONAL AIDES</b>                                                            |             |                       |
|                                                                                       |             |                       |
| Morlock, Karen                                                                        | n/a         | \$ 43,705.90          |
| Williamson, JaLisa                                                                    | n/a         | \$ 40,064.00          |
|                                                                                       |             |                       |
|                                                                                       |             |                       |
| **Pending approval for funding<br>from various grants                                 |             |                       |
|                                                                                       |             |                       |
| *Contingent upon satisfactorily<br>completing 6-mo. probationary period<br>(5/8/2017) |             |                       |

| <b>BUILDINGS &amp; GROUNDS<br/>STAFF</b> | <b>2017-2018<br/>Base Salary</b> | <b>BLACK<br/>SEAL</b> | <b>CARBON<br/>MONOX</b> | <b>TECH<br/>TYPE<br/>UNIV</b> | <b>ELECT.<br/>LICENSE</b> | <b>CDL<br/>(B)</b> | <b>PLUMB.<br/>LICENSE</b> | <b>2017-2018<br/>Salary</b> |
|------------------------------------------|----------------------------------|-----------------------|-------------------------|-------------------------------|---------------------------|--------------------|---------------------------|-----------------------------|
| Averbukh, Moysey (10 mo.)                | \$ 40,281.00                     |                       |                         |                               |                           |                    |                           | \$ 40,281.00                |
| Barbiero, Cosimo                         | \$ 64,676.48                     | \$ 800.00             |                         |                               |                           |                    |                           | \$ 65,476.48                |
| Capitani, Massimo                        | \$ 48,807.98                     | \$ 800.00             |                         |                               |                           |                    |                           | \$ 49,607.98                |
| Heinbach, John                           | \$ 46,145.00                     | \$ 800.00             |                         |                               |                           |                    |                           | \$ 46,945.00                |
| Layton, Michael                          | \$ 48,807.98                     | \$ 800.00             |                         | \$ 300.00                     |                           |                    |                           | \$ 49,907.98                |
| Rice, Michael                            | \$ 58,551.10                     | \$ 800.00             |                         |                               |                           |                    |                           | \$ 59,351.10                |
| Schmitt, Brian                           | \$ 48,507.36                     | \$ 800.00             |                         |                               |                           |                    |                           | \$ 49,307.36                |
| Whitzer, Christopher                     | \$ 46,145.00                     | \$ 800.00             |                         |                               |                           |                    |                           | \$ 46,945.00                |

[Back to Top](#)

| DATE(S)          | PARTICIPANTS                                                                           | REG. FEE                                                | EXPENSES                                                     | WORKSHOP DESCRIPTION                                     | LOCATION                    |
|------------------|----------------------------------------------------------------------------------------|---------------------------------------------------------|--------------------------------------------------------------|----------------------------------------------------------|-----------------------------|
| May 2, 2017      | Maria Johnson                                                                          | \$299                                                   | n/a                                                          | Student Records: Legal Requirements                      | Princeton, NJ               |
| May 17-18, 2017  | Chrys Harttraft                                                                        | \$450                                                   | \$96/meals<br>\$118.88/lodging<br>\$42/parking, tolls        | NJASA Spring Leadership Conference                       | Atlantic City, NJ           |
| May 25, 2017     | Mario Peluso<br>Jack O'Neill                                                           | \$149.00/each                                           | \$20/parking, tolls<br>\$20/parking, tolls<br>\$5.58/mileage | Management & Supervision Seminar                         | Parsippany, NJ              |
| June 9, 2017     | Melissa Norrbom                                                                        | \$199.99                                                | \$7.38/mileage                                               | Mental Health Issues in the Classroom                    | Edison, NJ                  |
| June 26-29, 2017 | George Byrd                                                                            | \$175.00                                                | \$20/parking, tolls<br>\$279.62/mileage                      | Ohio Technical College High School Instructor Seminar    | Cleveland, OH               |
| June 19-24, 2017 | James Strickhart<br>Michael McClain<br>Pratima Patil<br>Randee Holz<br>Michelle Fresco | \$1,948.00/each<br>(includes airfare, lodging, shuttle) | \$324.50/meals/each<br>\$50/baggage/each                     | SkillsUSA National Leadership Conference and Competition | Louisville, KY              |
|                  |                                                                                        |                                                         |                                                              |                                                          | <a href="#">Back to Top</a> |
|                  |                                                                                        |                                                         |                                                              |                                                          |                             |
|                  |                                                                                        |                                                         |                                                              |                                                          |                             |
|                  |                                                                                        |                                                         |                                                              |                                                          |                             |

April 2017  
Field Trips

| <u>Date of Trip</u> | <u>CTE Program/Other</u>    | <u>Location</u>                                              | <u>Cost Per Student/Paid by</u> | <u>Transportation<br/>Provided/Paid by</u> |
|---------------------|-----------------------------|--------------------------------------------------------------|---------------------------------|--------------------------------------------|
| 4/25/2017           | Law & Public Safety         | Morris County Jail &<br>Police Academy<br>Morristown, NJ     | \$0.00                          | Outside<br>Agency/District                 |
| 4/28/2017           | TOPS                        | Escape Room Center<br>Bridgewater, NJ                        | \$500.00 total/TOPS             | District                                   |
| 5/5/2017            | AHMS Sophomores             | RVCC<br>Branchburg, NJ                                       | \$0.00                          | District                                   |
| 5/17/2017           | Welding                     | Divers Academy<br>International<br>Erial, NJ                 | \$0.00                          | Outside<br>Agency/District                 |
| 5/22/2017           | Culinary Arts               | The Palace<br>Somerset, NJ                                   | \$0.00                          | District                                   |
| 5/24/2017           | Welding                     | Paterson Museum<br>Paterson, NJ                              | \$0.00                          | Outside<br>Agency/District                 |
| 5/31/2017           | NTHS/Student<br>Ambassadors | Somerset County Senior<br>Wellness Center<br>Bridgewater, NJ | \$0.00                          | District                                   |

[Back to Top](#)

# BYLAW GUIDE

## INTRODUCTION

0000.02/page 1 of 5

Feb 17

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[See POLICY ALERT Nos. 199 and 211]

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

### 0000.02 INTRODUCTION

#### Definitions

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

“Board” means the Board of Education of Somerset County Vocational Technical Schools.

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

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

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

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

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

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

“Day” means a calendar day.

“Division of Youth and Family Services” or “DYFS” means the New Jersey Department of Children and Families – Division of Child Protection and Permanency or DCP&P.



# BYLAW GUIDE

INTRODUCTION  
0000.02/page 2 of 5

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

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

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

**“New Jersey Student Learning Standards” or “NJSLs” means standards adopted by the State Board of Education on May 1, 1996, and as thereafter revised by the State Board, and the Common Core State Standards adopted by the State Board on June 16, 2010, and as thereafter revised by the State Board, that describe the knowledge and skills all New Jersey students are expected to acquire by benchmark grades in the following areas: English language arts; mathematics; science; social studies; visual and performing arts; comprehensive health and physical education; world languages; technology; and 21st century life and careers. The standards are established for the provision of a thorough and efficient education pursuant to N.J.S.A. 18A:7F-46 and as a basis for the evaluation of school districts in accordance with N.J.A.C. 6A:30.**

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

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

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

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



# BYLAW GUIDE

INTRODUCTION  
0000.02/page 3 of 5

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

“Pupil” means a student enrolled in a school in this district.

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

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

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

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

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

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

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

## Construction

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

1. Wherever possible, language shall be given its clear and ordinary interpretation;
2. Language shall be construed to have a meaning that complies with law;
3. In the event bylaws, policies and regulations conflict with one another, the later adopted bylaw, policy or regulation shall take precedence over the earlier, and the more specific bylaw, policy or regulation shall take precedence over the more general;



# BYLAW GUIDE

INTRODUCTION  
0000.02/page 4 of 5

4. Except as otherwise provided by the context, the auxiliary verbs “shall,” “will,” and “must” indicate a mandated action, and the auxiliary verb “may” indicates an action that is permitted but is not mandated.

## Effectuation

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

## Citations

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

1. United States ~~Code Statutes~~ – **U.S.C.**  
~~20 U.S.C.A. Education~~
2. United States Regulations – **Code of Federal Regulations (C.F.R.)** ~~34 C.F.R. Education~~
3. New Jersey Statutes  
  
N.J.S.A. 2C Code of Criminal Justice  
N.J.S.A. 9 Children-Juvenile and Domestic Relations  
N.J.S.A. 10 Civil Rights  
N.J.S.A. 11 Civil Service  
N.J.S.A. 17 Corporations and Institutions for Finance and Insurance  
N.J.S.A. 18A Education  
N.J.S.A. 19 Elections  
N.J.S.A. 24 Food and Drug  
N.J.S.A. 26 Health and Vital Statistics  
N.J.S.A. 27 Highways  
N.J.S.A. 30 Institutions and Agencies  
N.J.S.A. 34 Labor and Worker's Compensation  
N.J.S.A. 36 Legal Holidays  
N.J.S.A. 39 Motor Vehicles and Traffic Regulation  
N.J.S.A. 41 Oaths and Affidavits  
N.J.S.A. 45 Professions and Affidavits  
N.J.S.A. 47 Public Records



# BYLAW GUIDE

INTRODUCTION

0000.02/page 5 of 5

N.J.S.A. 52 State Government, Departments, and Officers  
N.J.S.A. 53 State Police  
N.J.S.A. 54 Taxation  
N.J.S.A. 59 Tort Claims

4. New Jersey Administrative Code

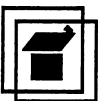
N.J.A.C. 1 Administrative Law  
N.J.A.C. 6 & 6A Education  
N.J.A.C. 8 Health  
N.J.A.C. 10 Human Services  
N.J.A.C. 13 Law and Public Safety  
N.J.A.C. 17 Treasury-General

## Severability

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

## Enactment

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



# POLICY GUIDE

PROGRAM

2415.06/page 1 of 16

Unsafe School Choice Option

Feb 17

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[See POLICY ALERT Nos. 167 and 211]

## 2415.06 UNSAFE SCHOOL CHOICE OPTION

The New Jersey Department of Education (NJDOE) is required to establish an Unsafe School Choice Option (USCO) Policy per the Elementary and Secondary Act (ESEA) of 1965, as reauthorized under the Federal Every Student Succeeds Act of 2015 (ESSA). The USCO Policy requires that students who attend a persistently dangerous public elementary or secondary school as determined by the NJDOE, or become victims of a violent criminal offense while in or on school grounds of a public school that they attend, be allowed to attend a safe public school within the district. The ~~Unsafe School Choice Option (USCO)~~ USCO provision under the ESSA of The No Child Left Behind Act of 2001 (NCLB) §9532 contains two provisions that apply to school districts that receive funds under ESSA NCLB: Provision I - Persistently Dangerous Schools and Provision II - Victims of Violent Criminal Offenses.

Effective the beginning of each school year, school districts receiving NCLB ESSA funds must be prepared to complete the transfer of students who choose to exercise Provision I and Provision II of NCLB and this ~~Unsafe School Choice Option~~ USCO Policy. Compliance with the Policy is a condition of receiving funds under any and all titles under ESSA NCLB. The Superintendent is required to certify compliance with this USCO Policy to the ~~New Jersey Department of Education (NJDOE)~~ in the application for ESSA NCLB funds.

### USCO Policy Provision I - Persistently Dangerous Schools (PDS)

#### 1. Criteria for Determining ~~PDS Persistently Dangerous Schools~~.

A persistently dangerous school is a public elementary or secondary school building (except for Regional Day Schools, Educational Services Commissions and Special Services School Districts) that meets the objective criteria determined by the ~~New Jersey Department of Education (NJDOE)~~ for three consecutive years and is part of a school district that receives funds under ESSA NCLB. The NJDOE will use the most current available data from the Electronic Violence and Vandalism Reporting System (EVVRS) to identify ~~persistently dangerous schools~~ PDS on or before July 31 of each year, ~~in compliance with Federal regulations (68 FR 16789)~~.



# POLICY GUIDE

PROGRAM

2415.06/page 2 of 16

Unsafe School Choice Option

2. Procedures and Guidelines for Schools Determined to be Persistently Dangerous.

**A school district will be notified by the NJDOE on or before July 31 of each year if a school(s) in the school district has been identified as a PDS.** Once the district receives notification a school is identified as persistently dangerous, the district must inform all parents of enrolled students in the school of the designation within fifteen calendar days of the **date of the** notice and offer them the option for their children to transfer to a safe public school within the district by the beginning of the respective school year. The district must complete all transfers by the beginning of the school year following the July notification.

Students are not required to accept the transfer option, but they must be afforded the opportunity to do so. Parental notice regarding the status of the school and the offer to transfer students should be made simultaneously. Parents of enrolled students must be notified of the persistently dangerous designation whether or not there is another school within the district for the transferring students.

To the extent possible, the district will allow transferring students to transfer to schools that **have not been identified as low performing, under the State's ESSA accountability system are making adequate yearly progress in accordance with NCLB and have not been identified as being in need of school improvement, corrective action or restructuring.** **When a transfer school is not available within the school district, the district may seek arrangements for students to transfer to the nearest charter school or neighboring district; however, this is not required.** The district **may** take into account the needs and preferences of the affected students and parents.

3. Corrective Action Plan for a School Identified as Persistently Dangerous.

If a school in the district is identified by the NJDOE as persistently dangerous, the district will submit to the NJDOE, ~~on or before August 25,~~ documentation of compliance with the parent



# POLICY GUIDE

PROGRAM

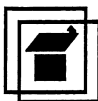
2415.06/page 3 of 16

Unsafe School Choice Option

notification requirement and actions taken to complete the transfer arrangements for all students exercising the option by the first day of the school year. **Additionally, the district is required to will** also develop and submit for approval a corrective action plan to the NJDOE on or before September 30 of the same year, which will apply to the respective school year. The corrective action plan, which must be completed in the format provided by the NJDOE, will describe how the school will reduce the number of incidents of violence as determined by the EVVRS. The NJDOE will provide **the** schools with guidance for **its** ~~their~~ corrective action plans, as well as monitor the school district's timely completion of the approved plans.

In the spring of each following year, the NJDOE will re-evaluate the status of a school identified as persistently dangerous. The NJDOE will review the school's progress towards completing **its** ~~their~~ corrective action plan and compare the current year's incidents of violence, as reported on the EVVRS, to the criteria for determining ~~persistently dangerous schools~~ (PDS). A school identified as maintaining the persistently dangerous designation will be notified by the NJDOE on or before July 31 of the respective year and will be required to submit for approval a revised corrective action plan by **September 30** ~~August 25~~ of that year, which will apply to the respective school year. The school district must inform all parents of enrolled students in the school of the designation within fifteen calendar days of the **date of** notice and offer them the option for their children to transfer to a safe public school by the beginning of the respective school year **in accordance with 2. above.**

A school no longer designated persistently dangerous will be notified on or before July 31 of the respective year. The persistently dangerous designation will be removed after one or more years contingent upon successful fulfillment of the criteria for removal, as determined by **evidence of the school's progress toward successfully completing the approved corrective action plan, and evidence of incidents that no longer meet the criteria for determining PDS, described above, for one school year, the year in which the corrective action plan was in effect and in accordance with guidance provided by the NJDOE.**



# POLICY GUIDE

PROGRAM

2415.06/page 4 of 16

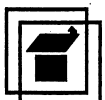
Unsafe School Choice Option

4. Procedures and Guidelines for Early Warning of Schools.

**When a school meets the criteria set forth in this Policy for one year, the district will be informed of the types of offenses reported that have led to an early notification. This notification, on or before August 15 of each year, will be informational only. A school that no longer meets the criteria for PDS for one year will no longer be considered in early notification status. A school that meets the criteria for two consecutive years will move into early warning status outlined below.**

~~Effective in 2004, If a school meets the criteria set forth in this Policy for two consecutive years, the district will be notified of their pattern of offenses on or before August 15 of each year. If notified, the district will develop and submit to the NJDOE for approval a school safety plan to the NJDOE a corrective action plan on or before September 30 of the same year, which will apply to the respective school year. The school safety corrective action plan, which must be completed in the format provided by the NJDOE, will describe how the school will reduce the number of incidents of violence as determined by the EVVRS. The NJDOE will provide the an early warning school with guidance for its their school safety corrective action plan, as well as monitor the school's timely completion of the approved plan. This school shall become a top priority for intensified district support for research-based programs and technical assistance. A school receiving an "early warning" notice is not required to provide the transfer option to students.~~

In the spring of each following year, the NJDOE will reevaluate the school's progress towards completing ~~its their corrective action~~ **school safety** plan and compare the current year's incidents of violence, as reported on the EVVRS, to the criteria for determining **PDS** ~~persistently dangerous schools~~. ~~The s~~Schools will be notified of ~~its their~~ status on or before July 31 of the respective year.



# POLICY GUIDE

PROGRAM

2415.06/page 5 of 16

Unsafe School Choice Option

A school that ~~has successfully completed their Corrective Action Plan and reported violent incidents that no longer meets the~~ **cCriteria for Determining PDS Persistently Dangerous Schools** for one school year, (the year in which the **school safety corrective action** plan was in effect), will no longer be required to submit a **school safety Corrective Action pPlan**.

A school that **meets the criteria for PDS** ~~does not successfully complete their Corrective Action Plan and that meets the criteria set forth in this Policy~~ for a third consecutive year will be designated as persistently dangerous and will be required to submit for approval a **revised cCorrective aAction pPlan** on or before September 30 of that year, which will apply to the respective school year. ~~The district will also~~ **and** provide the transfer option to students in the school designated as persistently dangerous.

5. Schools Not Receiving **ESSA NCLB** Funds, but Meeting the Criteria for PDS.

School buildings and districts that do receive Federal funds under **ESSA NCLB**, but meet any one of the criteria for **PDS persistently dangerous schools**, will be contacted by the NJDOE and be required to develop and submit for approval a **school safety Corrective Action pPlan** on or before September 30 of the respective year. The **school safety Corrective Action pPlan** must be completed in the format provided by the NJDOE and describe how the school will reduce the number of incidents of violence as determined by the EVVRS. The NJDOE will provide the school **with** guidance for **its their school safety Corrective Action pPlan**, as well as monitor the school's timely completion of the approved plan.

## Optional

~~[Only required for Regional Day Schools, Special Services School Districts, and Educational Services Commissions:~~

6. ~~Special Schools Meeting the Criteria for PDS.~~

NA



# POLICY GUIDE

PROGRAM

2415.06/page 6 of 16

Unsafe School Choice Option

~~Regional Day Schools, Special Services Districts, and Educational Services Commissions that meet **any one of the** criteria for **PDS persistently dangerous schools** will not be identified as such, but will be contacted by the NJDOE and required to develop and submit for approval a **school safety Corrective Action pPlan** on or before September 30 of the respective year. The **school safety Corrective Action pPlan** must be completed in the format provided by the NJDOE and describe how the school will reduce the number of incidents of violence as determined by the EVVRS. The NJDOE will provide the school with guidance for their **school safety corrective action** plan, as well as monitor the school's timely completion of the approved plans.]~~

## USCO Policy Provision II – Victims of Violent Criminal Offenses

The **Unsafe School Choice Option Victim of Violent Criminal Offenses** provision ~~under the of~~ NCLB ESSA requires a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary or secondary school that the student attends, be allowed to attend a safe public elementary or secondary school within the district, including a public charter school.

**The individual victim provision of this Policy attempts to fulfill the requirement for the school district to provide relief to students who have been victimized, while providing a school with a practical means for making determinations on incidents of victimization that are within the purview of the school district. The individual victim section of this Policy has been crafted to enable school staff to make reasonable determinations and actions regarding this Policy.** The Superintendent will consult with the Board attorney and communicate with designated local and/or county law enforcement authorities, per the provisions of the *Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials and N.J.A.C. 6A:16-6.2(b)123*, on questions and issues that arise in the implementation of the individual victims of violent criminal offenses section of this Policy.

### 1. Criteria for Determining Victims of Violent Criminal Offenses

The following criteria must be used to determine when an enrolled student has become a victim of a violent criminal offense while in or on the grounds of a public elementary or secondary school that the student attends. These criteria only apply to a student who has become a victim of one or more of the violent criminal offenses enumerated below:



# POLICY GUIDE

PROGRAM

2415.06/page 7 of 16

Unsafe School Choice Option

A student is considered a victim of a violent criminal offense when:

- a. A referral has been made to law enforcement officials for suspicion that one of the violent criminal offenses enumerated below has occurred; and
- b. One or more of the following applies:
  - (1) Law enforcement officials have filed formal charges against the **offender(s) perpetrator(s)** for commission of the violent crime; or
  - (2) The **offender(s) perpetrator(s) of the violent crime** has **received sanctions in accordance with the Board of Education's Code of Student Conduct** ~~been disciplined in accordance with school policy;~~ or
  - (3) The **offender(s) perpetrator(s) of the violent crime** either has not been identified or is not an enrolled student(s), but it is clear that the student (victim) has become a victim of a violent criminal offense based on objective indicators such as physical evidence, eyewitness testimony, and/or circumstantial evidence; or
  - (4) The pre-existence of a restraining order against the **offender(s) perpetrator(s) of the violent crime.**

## 2. Procedures and Guidelines

Effective the first day of each school year ~~beginning in 2003~~, the district must be prepared to begin the transfer of any student who chooses to exercise the **individual unsafe school** choice option provision. The district must offer, within **fourteen** ~~ten~~ calendar days **of the incident**, an opportunity to transfer to a safe public school within the district to any student who has become a victim of a violent criminal offense while in or on the grounds of a public school that the student attends. While the student must be offered the opportunity to transfer, the student may elect to remain at the school.



# POLICY GUIDE

PROGRAM

2415.06/page 8 of 16

Unsafe School Choice Option

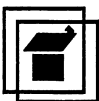
To the extent possible, the district will allow any transferring student to transfer to a school that **has not been identified as low performing**, ~~is making adequate yearly progress in accordance with NCLB under the State's ESSA accountability system and has not been identified as being in need of school improvement, corrective action or restructuring.~~ **In addition, when a transfer school is not available within the district, the district may seek arrangements for a student to transfer to the nearest charter school or neighboring district; however, this is not required.** The district ~~may~~ will take into account the needs and preferences of the affected student and his or her parent(s). Transfers must occur within thirty days of the determination that the student was a victim of a violent criminal offense.

### 3. Violent Criminal Offenses

The violent criminal offenses under New Jersey statutes that apply to the individual victim provision **of this Policy** are identified and explained below. The offenses apply to completed offenses, as well as ~~threats and~~ attempts to commit the offenses. The offenses and attempts to commit the offenses apply only when they occur in or on the **school grounds, as defined in N.J.A.C. 6A:16-1.3, of** ~~the~~ a school that the student attends. The offenses apply whether they occur wholly or in part in or on the grounds of ~~a the~~ school that the student attends. The offenses apply only to acts or attempts that are directed at a person (victim) or a group of specified individuals (victims), rather than acts that indiscriminately affect the entire school population or non-specified individuals or groups. ~~For the purposes of this Unsafe School Choice Option Policy, the term "victim" shall not include a student who purposely, knowingly or recklessly provokes the conduct constituting the criminal incident against him or her.~~

### 4. Applicable Violent Criminal Offenses

Below is a description of each applicable violent criminal offense that is based upon New Jersey statutes and references to statutory citations that provide complete explanations of each designated offense. The descriptions provided below are not intended to be a complete explanation of each offense or a substitute for the actual



# POLICY GUIDE

PROGRAM

2415.06/page 9 of 16

Unsafe School Choice Option

provisions of the authorizing statutes. Instead, the descriptions are provided as an aid in facilitating understanding of the general intent and practical applications of the violent criminal offenses that pertain to this ~~Unsafe School Choice Option~~ Policy.

- a. Homicide [N.J.S.A. 2C:11-2] - A **student person** is a victim of a homicide when he or she is the child, sibling or other relative of a decedent, resulting from someone purposely, knowingly or recklessly causing the death of the student's parent, sibling, or relative in or on school grounds.
- b. Assault [N.J.S.A. 2C:12-1(A)(a)(1)(1-3) and 2C:12-1(Bb)(1-4)] - A person is a victim of an assault when the actor: purposely, knowingly, or recklessly causes bodily injury to the victim [~~N.J.S.A. 2C:12-1(a)(1)~~]; negligently, recklessly, knowingly, or purposely causes bodily injury to the victim with a deadly weapon [~~N.J.S.A. 2C:12-1(a)(2)~~, ~~N.J.S.A. 2C:12-1(b)(2)~~ and ~~N.J.S.A. 2C:12-1(b)(3)~~]; attempts by physical menace to put the victim in fear of imminent serious bodily injury [~~N.J.S.A. 2C:12-1(a)(3)~~]; or knowingly points a firearm at or in the direction of the victim, whether or not the actor believes it to be loaded. [~~N.J.S.A. 2C:12-1(d)(4)~~].
- c. ~~Aggravated~~ Sexual Assault [N.J.S.A. 2C:14-2] - A **student person** is a victim of a **sexual assault when the student is a victim of an act of sexual contact when the victim is less than thirteen years old and the actor is at least four years older than the victim, or the student is a victim of aggravated sexual assault when the actor commits an act of sexual penetration with the victim under any of the following circumstances:**
  - (1) The victim is less than thirteen years old.
  - (2) The victim is **at least thirteen, but less than sixteen years old; and the actor is at least four years older than the victim.**



# POLICY GUIDE

PROGRAM

2415.06/page 10 of 16

Unsafe School Choice Option

- (3) The victim is at least sixteen years old, but less than eighteen years old; and the actor has supervisory or disciplinary power over the victim.
- (4) The actor uses physical force or coercion.
- (5) The victim is one whom the actor knew or should have known was physically helpless, mentally defective, or mentally incapacitated.
  - (a) ~~At least thirteen, but less than sixteen years old; and~~
    - (i) ~~The actor is related to the victim by blood or affinity to the third degree; or~~
    - (ii) ~~The actor has supervisory or disciplinary power over the victim by virtue of the actor's legal, professional or occupational status; or~~
    - (iii) ~~The actor is a foster parent, a legal guardian or stands in loco parentis within the household.~~
- ~~(3) The act is committed on the victim during the commission, or attempted commission, whether alone or with one or more persons, of robbery, kidnapping, homicide, aggravated assault on another, burglary, arson or criminal escape.~~
- ~~(4) The actor is armed with a weapon or any object fashioned in such a manner as to lead the victim to reasonably believe it to be a weapon and threatens by word or gesture to use the weapon or object on the victim.~~
- ~~(5) The actor is aided or abetted by one or more other persons and the actor uses physical force or coercion on the victim.~~



# POLICY GUIDE

PROGRAM

2415.06/page 11 of 16

Unsafe School Choice Option

~~(6) The actor uses physical force or coercion and severe personal injury is sustained by the victim.~~

~~(7) The victim is one whom the actor knew or should have known was physically helpless, mentally defective or mentally incapacitated.~~

5. ~~Sexual Assault~~ A person is a victim of a sexual assault when:

a. ~~The actor commits an act of sexual contact with a victim who is less than thirteen years old and the actor is at least four years older than the victim; or~~

b. ~~The actor commits an act of sexual penetration with a victim under any of the following circumstances:~~

~~(1) The actor uses physical force or coercion, but the victim does not sustain severe personal injury.~~

~~(2) The victim is at least sixteen but less than eighteen years old.~~

~~(3) The actor has supervisory or disciplinary power of any nature or in any capacity over the victim.~~

~~(4) The victim is at least thirteen but less than sixteen years old and the actor is at least four years older than the victim.~~

d6. Bias Intimidation [N.J.S.A. 2C:16-1(Aa)] - A person is a victim of the crime of bias intimidation when an actor commits, attempts to commit, conspires with another to commit or threatens the immediate commission of an offense specified in Chapters 11 through 18 of Title 2C of the New Jersey Statutes; N.J.S.A. 2C:33-4; N.J.S.A. 2C:39-3; N.J.S.A. 2C:39-4 or N.J.S.A. 2C:39-5 in the following circumstances:

(1)a. With a purpose to intimidate a victim or a group of specified victims because of race, color, religion, gender, handicap, sexual orientation, or ethnicity; or



# POLICY GUIDE

## PROGRAM

2415.06/page 12 of 16

Unsafe School Choice Option

- (2)~~b~~. Knowing that the conduct constituting the offense would cause a victim or a group of specified victims to be intimidated because of race, color, religion, gender, handicap, sexual orientation, or ethnicity; or
- (3)~~e~~. Under circumstances that caused any victim of the underlying offense to be intimidated and the victim, considering the manner in which the offense was committed, reasonably believed either that:
  - (a~~1~~) The offense was committed with a purpose to intimidate the victim or any person or entity in whose welfare the victim is interested because of race, color, religion, gender, handicap, sexual orientation, or ethnicity; or
  - (b2) The victim or the victim's property was selected to be the target of the offense because of race, color, religion, gender, handicap, sexual orientation, or ethnicity.
- e7. Terroristic Threat [N.J.S.A. 2C:12-3(Aa) and 2C:12-3(Bb)]  
- A person is a victim of a terroristic threat when the actor threatens to commit one of the violent criminal offenses enumerated under ~~this the USCO Policy Provision II~~ against the victim with the purpose to put the student in imminent fear of one of the violent crimes enumerated in ~~this the USCO Policy Provision II~~ under circumstances reasonably causing the victim to believe the immediacy of the threat and the likelihood that it will be carried out. The definition of terroristic threat applies to N.J.S.A. 2C:12-3(a) insofar as the threat was directed at a person (victim) or a group of specified individuals (victims).
- f8. Robbery [N.J.S.A. 2C:15-1] - A person is a victim of a robbery when the actor, in the course of committing a theft, inflicts bodily injury; or uses force upon the victim; or threatens the victim with or purposely puts the victim in fear of immediate bodily injury.



# POLICY GUIDE

PROGRAM

2415.06/page 13 of 16

Unsafe School Choice Option

- g9. Kidnapping [N.J.S.A. 2C:13-1] - A person is a victim of a kidnapping when the actor unlawfully removes the victim from the school or school grounds; or the actor unlawfully confines the victim with the purpose of holding the victim for ransom or reward as a shield or hostage; or the actor unlawfully removes the victim from the school or school grounds or a substantial distance from where he or she is found in school or on school grounds; or if the actor unlawfully confines a student for a substantial period of time **with any of the following purposes:** to facilitate commission of a crime or flight thereafter, or to inflict bodily injury on or terrorize the victim.
- h10. Arson [N.J.S.A. 2C:17-1] - A person is a victim of arson when the actor **purposely or knowingly** starts a fire or causes an explosion in or on the grounds of a school whereby ~~purposely or knowingly~~ the victim or group of specified victims are in danger of death or bodily injury; or with the purpose of destroying or damaging the victim's or group of specified victim's property that is in the school or on school grounds.

## Miscellaneous Provisions of USCO

1. Transfer Time Period – **PDS Persistently Dangerous Schools**

The transfer will be temporary and will be in effect as long as the student's original school is identified as persistently dangerous.

### [Optional

The transfer may be in effect longer and the district will consider the educational needs of the student, as well as other factors affecting the student's ability to succeed if returned to the transferring school. (i.e. The school district may allow a student to complete his or her education through the highest grade level at the receiving school if the student would otherwise be required to return to their original school.)]



# POLICY GUIDE

PROGRAM

2415.06/page 14 of 16

Unsafe School Choice Option

## 2. Charter School Transfer Option

While ~~ESSA~~ ~~NCLB~~ permits affected students to be afforded the opportunity to attend a public charter school, in addition to a safe public elementary school or secondary school within the school district, the application of this provision in New Jersey is limited. Transfers to a charter school can only occur as a part of the charter school's "equal opportunity" selection process and among charter schools administered under the same managing authority (i.e., charter schools within the charter school district).

Since charter schools in New Jersey are considered public **local education agencies** (LEA's), pursuant to N.J.S.A. 18A:36A-3, operated independently of a local board of education, transfers may only take place among charter schools within the LEA. Therefore, students may be permitted to transfer to another charter school that is administered under the same managing authority of the charter school, but are not permitted to transfer to a school in the local public school district administered by a local board of education.

However, pursuant to N.J.S.A. 18A:36A-7, a charter school must be open to all students on a space available basis and may not discriminate in its admission policies or practices (although it may establish reasonable criteria to evaluate prospective students), and in accordance with N.J.S.A. 18A:36A-8, if there are more applications to enroll in the charter school than there are spaces available, the charter school must select students to attend using a random selection process for enrollment.

## 3. Funding Sources for USCO

The ~~USCO Unsafe School Choice Option~~ **statute** law does not authorize resources specifically to help cover USCO costs **associated with transferring a student from a PDS**. However, under certain circumstances Federal funds may be used. For example, **ESEA Title IV, Part A [Section 4115(b)(2)(E)(v)]** may be used to establish safe zones of passage to and from school to ensure that students travel safely on their way to school and on their way home ~~[Section 4115(b)(2)(E)(v)]~~. In addition, ~~SDFSCA~~ **ESEA Title IV, Part A [Sections 5121(8) and 5131(12) and (25)]**



# POLICY GUIDE

## PROGRAM

2415.06/page 15 of 16

Unsafe School Choice Option

funds may be used to help cover costs such as tuition or transportation related to the ~~USCO Unsafe School Choice Option~~ or expansion of public school choice [Section 5121(8) and 5131(12 and (25))].

### 4. Special Education Students

The district will provide transferred special education students with the program required by the student's Individualized Education Program (IEP).

### 5. Transfer Schools

In the event there is not another school within the school district for a transferring student, the district

#### [Optional

☒ is not required to transfer the student to a school outside the school district.

or

\_\_\_\_\_ will explore other appropriate options such as an agreement with a neighboring school district to accept transfer students.]

#### [Optional

6. ~~The district will offer students the transfer option if they do not meet the criteria for determining victims of violent criminal offenses under the USCO Policy Provision II as one response for providing relief to students whose victimization has affected their safety and ability to learn.]~~

~~Under the Federal regulations (68 FR 16789), this Policy only applies to offenses that occur in the 2003–2004 school year and thereafter. Beginning with the 2004–2005 school year, the district must provide the transfer option to victims of violent criminal offenses that occurred in the previous school year, if the determination that the student was a victim was made thirty days or fewer before the end of the school year.~~



# POLICY GUIDE

## PROGRAM

2415.06/page 16 of 16

Unsafe School Choice Option

The district will use the school choice option as one response to incidents of victimization. Additionally, the district will develop and implement appropriate strategies for addressing the circumstances that contribute to or support victimization, as well as consistently and proactively manage individuals who have victimized students. The district will promote the importance of school safety and respond to the needs of students and staff. Pursuant to the law, the district will provide an opportunity for students, parents and school district and law enforcement personnel to discuss methods for keeping schools safe from violence; to create school safety plans; and to recognize students in need of help. The district will organize activities to prevent school violence, including, but not limited to, age-appropriate opportunities for student discussion on conflict resolution, issues of student diversity and tolerance. Law enforcement personnel will be invited to join members of the teaching staff in the discussions. Programs shall also be provided for school district employees that are designated to help school district employees recognize warning signs of school violence and to instruct school district employees on recommended conduct during an incident of school violence.

**In accordance with the provisions of N.J.S.A. 18A:17-46, two times each school year, between September 1 and January 1 and between January 1 and June 30, at a public hearing, the Superintendent shall report to the Board of Education all acts of violence; vandalism; and harassment, intimidation, and bullying which occurred during the previous reporting period.** ~~requires a public hearing in the third week in October of each year for the Superintendent to report to the Board all acts of violence and vandalism that occurred in the district during the previous school year. The public hearing shall be transcribed and kept on file in the Board of Education Office. The transcript shall be made available to the public upon request. The Board must also file the transcript with the NJDOE for review.~~

**Title VIII, Part F, Subpart 2, SEC. 8532  
Every Student Succeeds Act (ESSA) of 2015**

~~No Child Left Behind Act of 2001 §9532~~

Adopted:



# POLICY GUIDE

PROGRAM

2464/page 1 of 2

Gifted and Talented Students

Feb 17

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[See POLICY ALERT Nos. 95, 153, 161, 164, and 211]

## 2464 GIFTED AND TALENTED STUDENTS

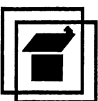
The Board of Education recognizes its responsibility to identify gifted and talented students within the school district and to provide these students **with** appropriate instructional adaptations and services. To that end, the Board directs each such student in the school district be identified and offered an appropriate educational program and services.

For purposes of this Policy, "gifted and talented students" **means** ~~will be defined as those exceptionally able~~ students who possess or demonstrate high levels of **ability** ~~abilities~~, in one or more content areas, when compared to their chronological peers in the district and who require modification of their educational program if they are to achieve in accordance with their capabilities.

The ~~Board~~ **Superintendent** will develop appropriate curricular and instructional modifications ~~to be~~ used for gifted and talented students indicating content, process, products, and learning environments.

*grade nine*  
The Superintendent will develop procedures, ~~using multiple measures~~, for an ongoing **Kindergarten through grade twelve** identification process ~~and appropriate educational challenges for gifted and talented students initiated in Kindergarten and reviewed annually through grade twelve~~ **that includes multiple measures. Multiple measures may include, but are not limited to: achievement test scores; grades; student performance or products; intelligence testing; parent, student, and/or teacher recommendation; and other appropriate measures.** The identification methodology will be developmentally appropriate, non-discriminatory, and related to the programs and services offered by the district. ~~The~~ **These identification** procedures will be reviewed annually.

The Superintendent will take into consideration the **Pre-Kindergarten through Grade Twelve Gifted Programming Standards of the National Association for Gifted Children** in developing programs for gifted and talented students. The educational program offered to gifted and talented students will encourage and challenge them in the specific areas of their abilities, but will not replace the basic instructional program of the various grades of this district. The program offered to a gifted and talented students may ~~be~~ **include**,



# POLICY GUIDE

PROGRAM  
2464/page 2 of 2  
Gifted and Talented Students

but are not limited to: **pull-out programs; classroom differentiated instruction; acceleration; flexible pacing; compacted curricula; distance learning; advanced classes; or individual programs** infused into the student's regular instructional program, provided that a written description of the infusion has been prepared and filed in the student's record.

Programs for the gifted and talented **students** will be periodically evaluated for their continuing efficacy and adjusted accordingly.

The parent(s) or ~~legal guardian(s)~~ of any student identified as gifted or talented shall be consulted regarding any program designed to address the student's particular needs.

N.J.S.A. 18A:61A-2; 18A:35-4.16  
N.J.A.C. ~~6:37-1.1~~; 6A:8-1.3; 6A:8-3.1(a)5-  
P.L. 108-382, Sec. 10201 et seq.

Adopted:



# POLICY GUIDE

PROGRAM  
2622/page 1 of 6  
Student Assessment  
Feb 17  
M

[See POLICY ALERT Nos. 120, 135, 147, 153, 168, 170, 197, 205, 209,  
and 211]

## 2622 STUDENT ASSESSMENT

The Commissioner of Education, **in accordance with N.J.S.A. 18A:7C-1 et seq. and 18A:7E-2 and 3, may** ~~shall implement a system and related schedule of Statewide assessments to evaluate of student achievement in any grade(s) and by such assessments as he or she deems appropriate. of the Core Curriculum Content Standards in accordance with the provisions of N.J.A.C. 6A:8-4.1 et seq. The Board of Education is required to administer the applicable Statewide assessments according to the schedule prescribed by the Commissioner.~~ **The Commissioner shall report to the State Board of Education the results of such assessments.**

**The Commissioner shall implement a system and related schedule of Statewide assessments to evaluate student achievement of the New Jersey Student Learning Standards (NJSLs). The Commissioner, with the approval of the State Board of Education, shall define the scope and level of student performance on Statewide assessments that demonstrate thorough understanding of the knowledge and skills delineated by the NJSLs at grade levels three through twelve. After consultation with the Commissioner, the State Board of Education shall establish by resolution uniform Statewide criteria defining adequate school district progress toward meeting the NJSLs.**

State assessments provide parents with important information about their child's progress; detailed diagnostic information about each individual student's performance that educators, parents, and students can utilize to enhance foundational knowledge and student achievement; and include item analysis which will clarify a student's level of knowledge and understanding of a particular subject or area of a subject. The data derived from State assessments will be utilized by teachers and administrators to pinpoint areas of difficulty and customize instruction accordingly. Such data can be accessed and utilized as a student progresses to successive school levels.



# POLICY GUIDE

PROGRAM  
2622/page 2 of 6  
Student Assessment

**Pursuant to N.J.A.C. 6A:8-4.1(b) and (c), all students at grade levels three through twelve, and at any other grade(s) designated by the Commissioner pursuant to N.J.A.C. 6A:8-4.1(a), shall take all appropriate Statewide assessments as scheduled. The New Jersey Department of Education, pursuant to State law and regulations, requires all students to take State assessments as scheduled. There is no provision for a student to opt-out of Statewide assessments. If a student is absent on a testing date, the student will be expected to take the missed test on another school day. Parents and students will be informed of all scheduled testing dates, including make-up testing dates for students who missed the initial testing date.**

## Statewide Assessment System

The Superintendent of Schools shall develop and annually present to the Board for its approval an assessment program that complies with the rules of the State Board of Education.

**The Board of Education shall, according to a schedule prescribed by the Commissioner, administer the applicable Statewide assessments, including the following major components: the elementary assessment component for grades three through five; the middle school assessment component for grades six through eight; the high school end-of-course PARCC assessments; and the alternative assessment for students with disabilities; and provide notification to each student entering grades three through twelve of the Statewide assessment schedule.**

**The Department of Education shall implement the elementary component of the Statewide assessment of the NJSLs consisting of continued administration of mathematics and English language arts in grades three, four, and five, and of science in grade four.**

**The Department of Education shall implement the middle school component of the Statewide assessment of the NJSLs consisting of the following: continued administration of mathematics and English language arts in grades six, seven, and eight; and of science in grade eight.**



# POLICY GUIDE

PROGRAM  
2622/page 3 of 6  
Student Assessment

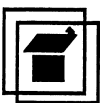
The Department of Education shall implement a high school assessment program component of the NJSLs that assesses, at a minimum, English language arts, mathematics, and science with the exception that students may receive a waiver from the Board of Education from taking the high school end-of-course PARCC assessment in ELA 11 due to the student's participation in another English language/literature college placement assessment during the same school year.

The Board shall provide appropriate accommodations or modifications to the Statewide assessment system as specified by the Department of Education for English Language Learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act as determined by the IEP or 504 Team in accordance with N.J.A.C. 6A:8-4.1(d)1. The Board may administer the Statewide assessments in mathematics to ELLs in their native language, when available, and/or English. The Board of Education shall have the option for a first-year ELL of substituting a Department of Education-approved language proficiency test only for the English language arts section of the elementary or middle school component of the Statewide assessment, when the student has entered the United States after July 1 of the calendar year prior to the test administration.

The Board of Education shall ensure students with disabilities as defined in N.J.A.C. 6A:14-1.3 participate in Statewide assessments in accordance with N.J.A.C. 6A:14-4.10.

At specific times prescribed by the Commissioner of Education, the Board of Education shall administer the alternative assessment for students with disabilities to students with severe disabilities who cannot participate in other assessments due to the severity of their disabilities. The Department of Education shall implement the alternative assessment for students with disabilities according to the schedules in N.J.A.C. 6A:8-4.1(c)1, 2, and 3. The alternative assessment for students with disabilities measures the progress of students who have been determined eligible for the alternative assessment for students with disabilities by the IEP team in accordance with N.J.A.C. 6A:14-4.10.

The Boards of Education shall implement alternative ways for students to demonstrate graduation proficiency in accordance with N.J.A.C. 6A:8-5.1(f).



# POLICY GUIDE

PROGRAM  
2622/page 4 of 6  
Student Assessment

## Test Administration Procedures and Security Measures

**The Board of Education shall be responsible for ensuring the security of all components of the Statewide assessment system that are administered within the school district.** All Statewide assessments shall be administered in accordance with the Department of Education's required test administration procedures and security measures. Any breach of such procedures or measures shall be immediately reported to the Superintendent or designee.

## Documentation of Student Achievement

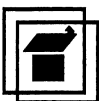
The Department of Education shall provide the Superintendent with documentation of student achievement performance after each test administration of each test in accordance with the provisions of N.J.A.C. 6A:8-4.2(a). The Board shall maintain an accurate record of each student's performance on Statewide assessments in accordance with N.J.A.C. 6A:8-4.2. Information regarding individual student test scores shall only be released in accordance with Federal and State law.

**The Board of Education shall transmit within ten business days any official records, including transcripts, of students who transfer to other school districts or institutions.**

**The Board of Education shall maintain an accurate record of each student's performance on Statewide assessments.**

**The Board of Education shall maintain for every student a ninth grade through graduation transcript that contains the following, as available:**

- 1. Results of all applicable State assessments, including assessments that satisfy graduation requirements set forth in N.J.A.C. 6A:8-5.1(a)6;**
- 2. Results of any English language proficiency assessments according to N.J.A.C. 6A:8-5.1(h);**
- 3. Evidence of instructional experience and performance in the NJSLS;**
- 4. Evidence of technological literacy;**
- 5. Evidence of career education instructional experiences and career development activities;**



# POLICY GUIDE

PROGRAM  
2622/page 5 of 6  
Student Assessment

6. **Evidence of State-issued occupational licenses and credentials, industry-recognized occupational credentials, and/or technical skill assessments for students enrolled in Department of Education-approved career and technical education programs pursuant to N.J.A.C. 6A:19-3.2; and**
7. **Any other information deemed appropriate by the Board of Education.**

## Accountability

The Superintendent shall report preliminary and final results of annual assessments to the Board of Education as required by the New Jersey Department of Education. The Board of Education will provide parents, students, and citizens with results of annual assessments according to N.J.A.C. 6A:8-4.23. The Board shall provide appropriate instruction to improve skills and knowledge for students performing below the established levels of student proficiency in any content area either on Statewide or local assessments. All students shall be expected to demonstrate the knowledge and skills of the ~~Core Curriculum Content~~ NJSLS Standards as measured by the Statewide assessment system.

## Annual Review and Evaluation of School Districts

The Department of Education shall review the performance of schools and school districts in accordance with the provisions of N.J.A.C. 6A:8-4.4.

## Public Reporting

In accordance with the requirements of N.J.A.C. 6A:8-4.5, the Department of Education shall report annually to the State Board of Education and the public on the progress of all students and student subgroups in meeting the ~~NJSLS Core Curriculum Content Standards~~ as measured by the Statewide assessment system by publishing and distributing the Department of Education's annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 5. After each test administration, the Department of Education shall report to the Board on the performance of all students and of student subgroups. The Department of Education shall report performance on the APA with the same frequency and in the same detail as it reports on other Statewide assessments, including school and school district means, and the number and percentage of participating students. In public reporting of school and district performance data, the Department of Education shall not compromise the confidentiality of individual students.



# POLICY GUIDE

PROGRAM  
2622/page 6 of 6  
Student Assessment

## Parental Notification

Parents shall be informed of the district assessment system and of any special tests that are to be administered to their children.

## Student Accommodations/Modifications

~~The Board shall provide appropriate accommodations or modifications to the Statewide assessment system as specified by the Department of Education for English language learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act as determined by the Individualized Educational Plan (IEP) or 504 Team in accordance with N.J.A.C. 6A:8-4.1(d).~~

N.J.S.A. 18A:7C-1

N.J.A.C. 6A:8-4.1 et seq.; 6A:8-5.1; 6A:14-1.1 et seq.; 6A:14-3.7;  
6A:14-4.10

Adopted:



# POLICY GUIDE

STUDENTS

5460/page 1 of 14

High School Graduation

Feb 17

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[See **POLICY ALERT** Nos. 90, 95, 121 153, 157, 169, 186, 205, 208, 209,  
and 211]

## 5460 HIGH SCHOOL GRADUATION

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

### A. High School Graduation Requirements

A graduating student must have earned a minimum of 187.5 (four-year high school: **no fewer than one hundred twenty credits**) credits in courses designed to meet all of the New Jersey Core Curriculum Content **Student Learning** Standards (NJSLs) including, but not limited to, the following credits:

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



# POLICY GUIDE

STUDENTS  
5460/page 2 of 14  
High School Graduation

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

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

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

1. The district shall establish a process to approve individualized student learning opportunities that meet or exceed the **NJSLS Core Curriculum Content Standards**.



# POLICY GUIDE

STUDENTS

5460/page 3 of 14

High School Graduation

- a. Individualized student learning opportunities in all **NJSLS** ~~Core Curriculum Content Standards~~ areas include, but are not limited, to the following:
  - (1) Independent study;
  - (2) Online learning;
  - (3) ~~Work-based programs, internships, apprenticeships;~~
  - (43) Study abroad programs;
  - (54) Student exchange programs; and
  - (65) Structured learning experiences, including, but not limited to, work-based programs, internships, apprenticeships, and service learning experiences.
- b. Individualized student learning opportunities based upon specific instructional objectives aimed at meeting or exceeding the **NJSLS** ~~Core Curriculum Content Standards~~ shall:
  - (1) Be based on student interest and career goals as reflected in the Personalized Student Learning Plans;
  - (2) Include demonstration of student competency;
  - (3) Be certified for completion based on the district process adopted according to 2. below; and
  - (4) Be on file in the school district and subject to review by the Commissioner or designee.
- c. Group programs based upon specific instructional objectives aimed at meeting or exceeding the **NJSLS** ~~Core Curriculum Content Standards~~ shall be permitted and shall be approved in the same manner as other approved courses.



# POLICY GUIDE

## STUDENTS

5460/page 4 of 14  
High School Graduation

2. The district shall establish a process for granting of credits through successful completion of assessments that verify student achievement in meeting or exceeding the ~~NJSLS Core Curriculum Content Standards~~ at the high school level, including standards achieved by means of the individualized student learning opportunities enumerated as outlined in N.J.A.C. 6A:8-5.1(a)2. Such programs or assessments may occur all or in part prior to a student's high school enrollment; no such locally administered assessments shall preclude or exempt student participation in applicable Statewide assessments at grades three through twelve.
  - a. The district shall choose assessments that are aligned with or exceed the ~~NJSLS Core Curriculum Content Standards~~ and may include locally designed assessments.
  - b. The district shall choose from among the following assessment options to determine if students have achieved the level of language proficiency designated as Novice-High as defined by the American Council on the Teaching of Foreign Languages (ACTFL) and recognized as fulfilling the world languages requirement of the ~~NJSLS Core Curriculum Content Standards~~:
    - (1) The Standards-based Measurement of Proficiency (STAMP) online assessment;
    - (2) The ACTFL Oral Proficiency Interview (OPI) or Modified Oral Proficiency Interview (MOPI); or
    - (3) Department of Education-approved locally designed competency-based assessments.
3. The district shall establish a process to approve post-secondary learning opportunities that may consist of: ~~(select one or more options)~~      Advanced Placement (AP) courses;      the College-Level Examination Program (CLEP); or      concurrent/dual enrollment at accredited higher education institutions.
  - a. The district shall award credit for successful completion of an approved, accredited college course that assures achievement of knowledge and skills that meets or exceeds the ~~NJSLS Core Curriculum Content Standards~~.



# POLICY GUIDE

STUDENTS

5460/page 5 of 14

High School Graduation

## B. Additional Graduation Requirements

1. Attendance requirements as indicated in Policy and Regulation 5200;
2. Other requirements established by the Board of Education as indicated below:

*Requirements of CTE programs through the Senior year (minimum 30 credits required for CTE certificate);*

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

## C. Statewide Assessment Graduation Requirements

1. **The requirement that all students demonstrate proficiency in the high school end-of-course Partnership for Assessments of Readiness for College and Careers (PARCC) assessment in ELA 10 and Algebra I, or through the alternate means set forth at N.J.A.C. 6A:8-5.1(f) through (i);**
2. **The Board of Education will provide students who have not demonstrated proficiency on the high school end-of-course PARCC assessments in ELA 10 and Algebra I with the opportunity to demonstrate such competence through one of the alternate means set forth below:**
  - a. **For the graduating classes of 2016, 2017, 2018, and 2019, students who do not take both the ELA 10 and the Algebra I end-of-course PARCC assessments or who take, but do not achieve a passing score on both assessments, as required by N.J.A.C. 6A:8-5.1(a)6, may satisfy the State requirement to demonstrate proficiency in English language arts and mathematics in one of the following ways:**



# POLICY GUIDE

STUDENTS

5460/page 6 of 14

High School Graduation

- (1) Achieve a passing score, as determined by the Commissioner, on a corresponding substitute competency test in English language arts and/or mathematics, as applicable, or substitute a passing score on another end-of-course PARCC assessment, including ELA 9, ELA 11, Geometry, or Algebra II; or
  - (2) Meet the criteria of the portfolio appeals process; and
- b. For the graduating class of 2020, students who take all applicable high school end-of-course PARCC assessments for all courses in which they are enrolled, including those students who received a waiver for ELA 11 pursuant to N.J.A.C. 6A:8-4.1(c)3i, as of September 6, 2016, and thereafter, but do not achieve a passing score on both the ELA 10 and Algebra I end-of-course PARCC assessments pursuant to N.J.A.C. 6A:8-5.1 (a)6, may satisfy the State requirement to demonstrate proficiency in English language arts and mathematics in one of the following ways:
  - (1) Achieve a passing score, as determined by the Commissioner, on a corresponding substitute competency test in English language arts and/or mathematics, as applicable, or substitute a passing score on another end-of-course PARCC assessment, including ELA 9, ELA 11, Geometry, or Algebra II; or
  - (2) Meet the criteria of the portfolio appeals process.
2. Beginning with the graduating class of 2021, students who take all applicable high school end-of-course PARCC assessments for all courses in which they are enrolled, including those students who received a waiver for ELA 11 pursuant to N.J.A.C. 6A:8-4.1(c)3i, as of September 6, 2016, and thereafter, but do not achieve a passing score on both the ELA 10 and



# POLICY GUIDE

STUDENTS

5460/page 7 of 14

High School Graduation

Algebra I end-of-course PARCC assessments pursuant to N.J.A.C. 6A:8-5.1(a)6, by the conclusion of their senior year and after multiple opportunities to take the assessments, may satisfy the State requirement to demonstrate proficiency in English language arts and mathematics by meeting the criteria of the portfolio appeals process.

3. In accordance with a NJDOE Memorandum dated January 24, 2017, students in the graduating cohort of 2020 and 2021 who completed an Algebra I course prior to September 6, 2016 and:

a. Took the PARCC Algebra I assessment, but did not pass and are now in an advanced mathematics course (e.g. Geometry or Algebra II); or

b. Did not receive a valid test score, but are now in an advanced mathematics course (e.g. Geometry or Algebra II); or

c. Did not have an opportunity to take the PARCC Algebra I assessment because the NJDOE did not offer a summer test administration, but are now in advanced mathematics course (e.g. Geometry or Algebra II). Only students in the graduating cohorts of 2020 and 2021 described in the three specific groups above in a, b., and c. are eligible to utilize the following pathways to demonstrate proficiency in mathematics:

(1) Take or retake the PARCC Algebra I assessment and pass; or

(2) Utilize the NJDOE portfolio appeals process, provided they take the PARCC Geometry assessment and the PARCC Algebra II assessment (if enrolled in the Algebra II course) and receive valid scores; or

(3) Take and pass the Geometry or Algebra II assessment.



# POLICY GUIDE

STUDENTS

5460/page 8 of 14

High School Graduation

4. All English Language Learners (ELLs) shall satisfy the requirements for high school graduation, except ELLs may demonstrate they have attained State minimum levels of proficiency through passage of the portfolio appeals process in their native language, when available, and passage of a Department of Education-approved English fluency assessment.
5. Students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act who participate in the alternative assessment for students with disabilities are not required to participate in repeated administration of high school end-of-course PARCC assessments.

~~1. The New Jersey Department of Education (NJDOE) is transitioning from the High School Proficiency Assessment (HSPA) to the Partnership for the Assessment of Readiness for College and Careers (PARCC) End of Course assessments for students, including students with disabilities, in the classes of 2016, 2017, 2018, and 2019.~~

~~2. Students in the classes of 2016, 2017, 2018, and 2019 will be able to demonstrate proficiencies in English Language Arts (ELA) and Mathematics required by State statute by either meeting the “cut score” on the PARCC assessments or meeting the “cut score” on a substitute assessment or by meeting the criteria of the NJDOE portfolio appeal process.~~

~~3. A student with a disability, whose Individualized Educational Plan (IEP) team determines the student is exempt from these requirements, would be required to achieve the alternative proficiency in his/her IEP.~~

4. **[OPTION Select one option below**

~~The NJDOE has developed “concordant” cut scores for additional substitute assessments. For the classes of 2016, 2017, 2018, and 2019, students will be able to demonstrate proficiency in both ELA and Mathematics by meeting one of the criteria under English Language Arts and Mathematics as indicated below:~~



# POLICY GUIDE

STUDENTS

5460/page 9 of 14

High School Graduation

a. English Language Arts

- PARCC ELA Grade 9  $\geq$  750 (Level 4); or
- PARCC ELA Grade 10  $\geq$  750 (Level 4); or
- PARCC ELA Grade 11  $\geq$  725 (Level 3); or
- Prior to 3/1/16 SAT Critical Reading  $\geq$  400; or
- 3/1/16 or later SAT Evidence Based Reading and Writing Section  $\geq$  450 OR SAT Reading Test  $\geq$  22; or
- ACT Reading or ACT PLAN Reading  $\geq$  16; or
- Accuplacer Write Placer  $\geq$  6; or
- Accuplacer Write Placer ESL  $\geq$  4; or
- PSAT10 Reading or PSAT/NMSQT Reading\*  $\geq$  40; or
- PSAT10 Reading or PSAT/NMSQT Reading\*\*  $\geq$  22; or
- ACT Aspire Reading  $\geq$  422; or
- ASVAB AFQT Composite  $\geq$  31; or
- Meet the Criteria of the NJDOE Portfolio Appeal

b. Mathematics

- PARCC Algebra I  $\geq$  750 (Level 4); or
- PARCC Geometry  $\geq$  725 (Level 3); or
- PARCC Algebra II  $\geq$  725 (Level 3); or
- Prior to 3/1/16 SAT Math  $\geq$  400; or
- 3/1/16 or later SAT Math Section  $\geq$  440 OR SAT Math Test  $\geq$  22
- ACT or ACT PLAN Math  $\geq$  16; or
- Accuplacer Elementary Algebra  $\geq$  76; or
- PSAT10 Math or PSAT/NMSQT Math\*  $\geq$  40; or
- PSAT10 Math or PSAT/NMSQT Math\*\*  $\geq$  22; or
- ACT Aspire Math  $\geq$  422; or
- ASVAB AFQT Composite  $\geq$  31; or
- Meet the Criteria of the NJDOE Portfolio Appeal

Note: \* PSAT taken prior to October 2015; \*\* PSAT taken after October 2015.



# POLICY GUIDE

STUDENTS  
5460/page 10 of 14  
High School Graduation

~~— The NJDOE has developed “concordant” cut scores for additional substitute assessments. For the classes of 2016, 2017, 2018, and 2019, students will be able to demonstrate proficiency in both ELA and Mathematics by meeting one of the criteria under English Language Arts and Mathematics in accordance with the current NJDOE approved “concurrent” cut scores for additional substitute assessments.]~~

## D. Attendance

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

## E. Students with Disabilities

1. Through the **Individualized Educational Plan (IEP)** process and pursuant to N.J.A.C. 6A:14-4.11 - Graduation, the district may specify alternate requirements for a State-endorsed diploma for individual students with disabilities as defined in N.J.A.C. 6A:14-1.3.
  - a. The district shall specifically address any alternate requirements for graduation in a student’s IEP, in accordance with N.J.A.C. 6A:14-4.11.
  - b. The district shall develop and implement procedures for assessing whether a student with a disability has met **the specified** any alternate requirements for graduation individually determined in an IEP.
2. If a student with a disability attends a school other than that of the school district of residence, which is empowered to grant a diploma, the student shall have the choice of receiving the diploma of the school attended or the diploma of the school district of residence.



# POLICY GUIDE

## STUDENTS

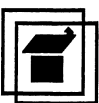
5460/page 11 of 14

### High School Graduation

- a. If the school the student is attending declines to issue a diploma to the student, the district of residence Board of Education shall issue the student a diploma if the student has satisfied all State and local graduation requirements, as specified in the student's IEP.
3. ~~If the Board of Education grants an elementary school diploma, a student with a disability who fulfills the requirements of his or her IEP shall qualify for and receive a diploma.~~
43. 3 Students with disabilities who meet the standards for graduation according to the school district's graduation requirements shall have the opportunity to participate in graduation exercises and related activities on a nondiscriminatory basis.
54. 4 A student with a disability whose IEP prescribes continued special education programs beyond the fourth year of high school shall be permitted to participate in commencement ceremonies with his/her graduating class and shall receive a certificate of attendance, provided the student has attended four years of high school.
65. 5 When a student with a disability graduates or exceeds the age of eligibility, the student shall be provided a written summary of his or her academic achievement and functional performance prior to the date of the student's graduation or the conclusion of the school year in which he or she exceeds the age of eligibility. The summary shall include recommendations to assist the child in meeting his or her postsecondary goals.

#### F. High School Diploma

1. The Board of Education shall award a State-endorsed high school diploma to prospective graduates who have met all of the requirements adopted in accordance with State and local Board of Education requirements.
2. The Board of Education shall not issue a high school diploma to any student not meeting the criteria specified in State and local requirements.



# POLICY GUIDE

## STUDENTS

5460/page 12 of 14

### High School Graduation

- a. The district shall provide students exiting grade twelve without a diploma the opportunity for continued high school enrollment to age twenty; or until the requirements for a State-endorsed diploma have been met, whichever comes first.
  - b. The district shall allow any out-of-school individual to age twenty who has otherwise met all State and local graduation requirements, but has failed to **pass high school end-of-course PARCC assessments to demonstrate proficiency as set forth in N.J.A.C. 6A:8-5.1(f) pursuant to the standards applicable to the student's graduating class. Students in graduating classes prior to 2016 shall demonstrate proficiency as set forth in N.J.A.C. 6A:8-5.1(f)**~~1 meet the Statewide assessment graduation requirements, to return to school at scheduled times for the purpose of meeting the Statewide assessment graduation requirements. Upon certification of passing the test applicable to the student's class in accordance with N.J.A.C. 6A:8 meeting these requirements, a State-endorsed diploma shall be granted by the high school of record.~~
3. The Commissioner of Education shall award a State-issued high school diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2(c) and (d).
  4. The Board of Education shall award a State-endorsed high school diploma to any currently enrolled student, **regardless of grade level, who:** ~~formally requesting an early award of the diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2(e) and Board Policy 5465.~~
    - a. **Has demonstrated proficiency in the high school end-of-course PARCC assessments in ELA 10 and Algebra I, or as set forth in N.J.A.C. 6A:8-5.1(f);**
    - b. **Has presented official transcripts showing at least thirty general education credits leading to a degree at an accredited institution of higher education; and**



# POLICY GUIDE

STUDENTS

5460/page 13 of 14

High School Graduation

- c. **Has formally requested such early award of a State-endorsed high school diploma.**

## G. Notification

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

## H. Reporting

The Superintendent, in accordance with N.J.S.A. 18A:7C-7 and 18A:7E-3, shall report annually to the Board of Education **at a public meeting not later than September 30**, and to the Commissioner of Education: ~~the number of students who completed the twelfth grade course requirements and were denied a diploma and the number of students who received State endorsed diplomas.~~

1. **The total number of students graduated;**
2. **The number of students graduated under the substitute competency test process;**
3. **The number of students graduated under the portfolio appeals process;**
4. **The number of students receiving State-endorsed high school diplomas as a result of meeting any alternative requirements for graduation as specified in their IEP's;**
5. **The total number of students denied graduation from the twelfth grade class; and**
6. **The number of students denied graduation from the twelfth grade class solely because of failure to pass the high school end-of-course PARCC assessments, substitute competency tests, or portfolio appeals process based on the provisions of N.J.A.C. 6A:8.**



# POLICY GUIDE

## STUDENTS

5460/page 14 of 14  
High School Graduation

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

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

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

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

Adopted:

[Back to Top](#)



# POLICY GUIDE

OPERATIONS  
8350/page 1 of 1  
Records Retention  
Feb 17

[See POLICY ALERT No. 211]

## 8350 RECORDS RETENTION

The New Jersey Department of the Treasury - Records Management Services places all public records on Records Retention Schedules that list the minimum legal and fiscal time periods public records must be retained by State and local governmental and educational agencies. Records Management Services determines these retention periods in conformance with State and Federal codes, regulations, and statutes of limitation. Final approval of the schedules comes from the State Records Committee, which is comprised of representatives of the Attorney General, State Treasurer, State Auditor, Director of Local Government Services, and the director of the division.

Part and parcel to a good records management program is the timely destruction of records once their retention period has expired. This pertains to the destruction of paper records as well as those that are microfilmed, have been imaged, or are electronic. Unique records disposal request (such as the disposal of fire damaged records which have not yet outlived their retention period) require specific authorization from the State Records Committee.

As per the Destruction of Public Records Act of 1953 (P.L. 1953, c. 410), the Board of Education must receive prior written authorization from Records Management Services to dispose of their public records regardless of the medium in which the information is maintained. Authorization to dispose public records shall be submitted electronically by the school district custodian of such records to Records Management Services. Records must be retained in accordance with the Records Retention Schedules and shall not be disposed until approval for such disposal is obtained from Records Management Services.

Adopted:

[Back to Top](#)



4/4 7:14am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10  
Interim Balance Sheet  
For 9 Month Period Ending 03/31/2017

=====

ASSETS AND RESOURCES

=====

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

|     |                           |              |                |
|-----|---------------------------|--------------|----------------|
| 101 | Cash in bank              |              | \$2,796,104.14 |
| 121 | Tax levy receivable       |              | \$3,232,601.00 |
|     | Accounts receivable:      |              |                |
| 132 | Interfund                 | \$22,047.00  |                |
| 141 | Intergovernmental - State | \$442,836.03 |                |
| 143 | Intergovernmental - Other | \$1,824.00   |                |
|     |                           |              | \$466,707.03   |

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

|     |                    |                   |              |
|-----|--------------------|-------------------|--------------|
| 301 | Estimated Revenues | \$14,758,205.00   |              |
| 302 | Less Revenues      | (\$14,334,759.66) |              |
|     |                    |                   | \$423,445.34 |

|  |                            |  |                |
|--|----------------------------|--|----------------|
|  | Total assets and resources |  | \$6,918,857.51 |
|--|----------------------------|--|----------------|

=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10  
Interim Balance Sheet  
For 9 Month Period Ending 03/31/2017

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

|     |                                         |                                  |                |
|-----|-----------------------------------------|----------------------------------|----------------|
| 753 | Reserve for encumbrances - Current Year |                                  | \$3,463,991.71 |
| 754 | Reserve for encumbrance - Prior Year    |                                  | \$8,000.00     |
|     | Reserved fund balance:                  |                                  |                |
| 760 | Reserved Fund Balance                   |                                  | \$1,633,589.23 |
| 601 | Appropriations                          | \$15,522,496.79                  |                |
| 602 | Less : Expenditures                     | \$10,685,323.97                  |                |
| 603 | Encumbrances                            | \$3,471,991.71 (\$14,157,315.68) |                |
|     |                                         |                                  | \$1,365,181.11 |
|     | Total Appropriated                      |                                  | \$6,470,762.05 |

--- Unappropriated ---

|     |                       |                |
|-----|-----------------------|----------------|
| 770 | Fund Balance          | \$833,095.46   |
| 303 | Budgeted Fund Balance | (\$385,000.00) |

|                                   |                |
|-----------------------------------|----------------|
| TOTAL FUND BALANCE                | \$6,918,857.51 |
| TOTAL LIABILITIES AND FUND EQUITY | \$6,918,857.51 |

=====

**REPORT OF THE SECRETARY**  
**TO THE BOARD OF EDUCATION**  
**Somerset County Vocational Board of Ed.**  
**General Fund - Fund 10**  
**Interim Balance Sheet**  
**For 9 Month Period Ending 03/31/2017**

| <b>RECAPITULATION OF FUND BALANCE:</b>                 | <b>Budgeted</b>   | <b>Actual</b>     | <b>Variance</b> |
|--------------------------------------------------------|-------------------|-------------------|-----------------|
|                                                        |                   |                   |                 |
| Appropriations                                         | \$15,522,496.79   | \$14,157,315.68   | \$1,365,181.11  |
| Revenues                                               | (\$14,758,205.00) | (\$14,334,759.66) | (\$423,445.34)  |
|                                                        |                   |                   |                 |
|                                                        | \$764,291.79      | (\$177,443.98)    | \$941,735.77    |
| Less: Adjust for prior year encumb.                    | (\$379,291.79)    | (\$379,291.79)    |                 |
|                                                        |                   |                   |                 |
| Budgeted Fund Balance                                  | \$385,000.00      | (\$556,735.77)    | \$941,735.77    |
|                                                        | =====             | =====             | =====           |
| <br>Recapitulation of Budgeted Fund Balance by Subfund |                   |                   |                 |
| Fund 10 (includes 10, 11, 12, and 13)                  | \$385,000.00      | (\$556,735.77)    | \$941,735.77    |
| Fund 18 (Restricted ED JOBS)                           | \$0.00            | \$0.00            | \$0.00          |
|                                                        |                   |                   |                 |
| TOTAL Budgeted Fund Balance                            | \$385,000.00      | (\$556,735.77)    | \$941,735.77    |
|                                                        | =====             | =====             | =====           |

**REPORT OF THE SECRETARY**  
**TO THE BOARD OF EDUCATION**  
**Somerset County Vocational Board of Ed.**  
**GENERAL FUND - FUND 10**  
**INTERIM STATEMENTS COMPARING**  
**BUDGET REVENUE WITH ACTUAL TO DATE AND**  
**APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE**  
**For 9 Month Period Ending 03/31/2017**

|                                    |                                        | BUDGETED<br>ESTIMATED | ACTUAL TO<br>DATE | NOTE: OVER<br>OR (UNDER) | UNREALIZED<br>BALANCE |
|------------------------------------|----------------------------------------|-----------------------|-------------------|--------------------------|-----------------------|
|                                    |                                        |                       |                   |                          |                       |
| *** REVENUES/SOURCES OF FUNDS ***  |                                        |                       |                   |                          |                       |
| 1XXX                               | From Local Sources                     | \$13,329,643.00       | \$12,906,197.66   |                          | \$423,445.34          |
| 3XXX                               | From State Sources                     | \$1,428,562.00        | \$1,428,562.00    |                          | .00                   |
| TOTAL REVENUE/SOURCES OF FUNDS     |                                        | \$14,758,205.00       | \$14,334,759.66   |                          | \$423,445.34          |
|                                    |                                        | =====                 | =====             | =====                    | =====                 |
|                                    |                                        | APPROPRIATIONS        | EXPENDITURES      | ENCUMBRANCES             | AVAILABLE<br>BALANCE  |
|                                    |                                        |                       |                   |                          |                       |
| --- CURRENT EXPENSE ---            |                                        |                       |                   |                          |                       |
| 11-1XX-100-XXX                     | Regular Programs - Instruction         | \$1,863,723.51        | \$1,247,682.55    | \$415,971.32             | \$200,069.64          |
| 11-3XX-100-XXX                     | Voc. Programs - Local - Instruction    | \$3,960,432.78        | \$2,660,891.30    | \$805,876.10             | \$493,665.38          |
| 11-401-100-XXX                     | School-Spon. Cocurr. Acti-Instr        | \$75,025.00           | \$33,350.70       | \$6,912.45               | \$34,761.85           |
| 11-402-100-XXX                     | School-Spons. Athletics - Instruction  | \$103,273.00          | \$72,623.52       | \$19,738.72              | \$10,910.76           |
| --- UNDISTRIBUTED EXPENDITURES --- |                                        |                       |                   |                          |                       |
| 11-800-330-XXX                     | Community Services Programs-           |                       |                   |                          |                       |
| 11-000-211-XXX                     | Attendance and Social Work Services    | \$23,322.20           | \$16,961.60       | \$6,360.60               | .00                   |
| 11-000-213-XXX                     | Health Services                        | \$193,698.00          | \$133,956.92      | \$51,535.04              | \$8,206.04            |
| 11-000-216-XXX                     | Speech, OT,PT & Related Svcs           | \$10,944.00           | \$1,457.00        | \$5,839.00               | \$3,648.00            |
| 11-000-218-XXX                     | Guidance                               | \$825,588.50          | \$598,708.45      | \$196,519.86             | \$30,360.19           |
| 11-000-219-XXX                     | Child Study Teams                      | \$245,822.17          | \$156,583.38      | \$63,123.66              | \$26,115.13           |
| 11-000-221-XXX                     | Improvement Of Inst./Other Support     |                       |                   |                          |                       |
|                                    | Improvement of Inst. Serv.             | \$170,262.00          | \$127,846.65      | \$37,567.22              | \$4,848.13            |
| 11-000-222-XXX                     | Educational Media Serv/School Library  | \$53,897.00           | \$27,975.84       | \$9,146.10               | \$16,775.06           |
| 11-000-223-XXX                     | Instructional Staff Training Services  | \$68,550.00           | \$45,913.06       | \$13,153.76              | \$9,483.18            |
| 11-000-230-XXX                     | Supp. Serv.-General Administration     | \$713,170.00          | \$495,756.46      | \$115,857.99             | \$101,555.55          |
| 11-000-240-XXX                     | Supp. Serv.-School Administration      | \$880,737.00          | \$649,650.79      | \$210,038.10             | \$21,048.11           |
| 11-000-25X-XXX                     | Central Serv & Admin. Inform. Tech.    | \$892,786.00          | \$666,904.14      | \$231,381.64             | (\$5,499.78)          |
| 11-000-261-XXX                     | Allowable Maint. for School Facilities | \$1,260,879.23        | \$892,198.51      | \$181,534.30             | \$187,146.42          |
| 11-000-262-XXX                     | Custodial Services                     | \$1,124,383.03        | \$703,379.05      | \$401,553.09             | \$19,450.89           |
| 11-000-263-XXX                     | Care and Upkeep of Grounds             | \$25,150.00           | \$5,527.26        | .00                      | \$19,622.74           |
| 11-000-266-XXX                     | Security                               | \$75,652.80           | \$50,044.10       | \$20,592.37              | \$5,016.33            |
| 11-000-270-XXX                     | Student Transportation Services        | \$103,984.00          | \$48,887.93       | \$18,374.01              | \$36,722.06           |
| 11-000-291-XXX                     | Allocated and Unallocated Benefits     | \$2,651,842.82        | \$1,918,574.44    | \$617,484.13             | \$115,784.25          |
| TOTAL GENERAL CURRENT EXPENSE      |                                        |                       |                   |                          |                       |
| EXPENDITURES/USES OF FUNDS         |                                        | \$15,323,123.04       | \$10,554,873.65   | \$3,428,559.46           | \$1,339,689.93        |
|                                    |                                        | =====                 | =====             | =====                    | =====                 |

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 9 Month Period Ending 03/31/2017

| *** EXPENDITURES - cont'd ***                         | APPROPRIATIONS      | EXPENDITURES        | ENCUMBRANCES       | AVAILABLE<br>BALANCE |
|-------------------------------------------------------|---------------------|---------------------|--------------------|----------------------|
|                                                       | _____               | _____               | _____              | _____                |
| *** CAPITAL OUTLAY ***                                |                     |                     |                    |                      |
| 12-XXX-XXX-73X Equipment                              | \$178,985.75        | \$130,450.32        | \$43,432.25        | \$5,103.18           |
| 12-000-4XX-XXX Facilities acquisition & constr. serv. | \$20,388.00         | .00                 | .00                | \$20,388.00          |
|                                                       | _____               | _____               | _____              | _____                |
| <br>TOTAL CAP OUTLAY EXPEND./USES OF FUNDS            | <br>\$199,373.75    | <br>\$130,450.32    | <br>\$43,432.25    | <br>\$25,491.18      |
|                                                       | =====               | =====               | =====              | =====                |
| <br>TOTAL GENERAL FUND EXPENDITURES                   | <br>\$15,522,496.79 | <br>\$10,685,323.97 | <br>\$3,471,991.71 | <br>\$1,365,181.11   |
|                                                       | =====               | =====               | =====              | =====                |

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 9 Month Period Ending 03/31/2017

|                       |                                   | ESTIMATED       | ACTUAL          | UNREALIZED   |
|-----------------------|-----------------------------------|-----------------|-----------------|--------------|
|                       |                                   | -----           | -----           | -----        |
| --- LOCAL SOURCES --- |                                   |                 |                 |              |
| 1210                  | Local Tax Levy                    | \$11,922,443.00 | \$11,922,443.00 | .00          |
| 1310                  | Tuition- From LEA's               | \$525,000.00    | \$294,724.82    | \$230,275.18 |
| 1XXX                  | Miscellaneous                     | \$882,200.00    | \$689,029.84    | \$193,170.16 |
|                       |                                   | -----           | -----           | -----        |
|                       | TOTAL                             | \$13,329,643.00 | \$12,906,197.66 | \$423,445.34 |
|                       |                                   | =====           | =====           | =====        |
| --- STATE SOURCES --- |                                   |                 |                 |              |
| 3132                  | Categorical Special Education Aid | \$293,914.00    | \$293,914.00    | .00          |
| 3176                  | Equalization                      | \$580,221.00    | \$580,221.00    | .00          |
| 3177                  | Categorical Security              | \$64,725.00     | \$64,725.00     | .00          |
| 3178                  | Adjustment Aid                    | \$475,042.00    | \$475,042.00    | .00          |
| 3XXX                  | Other State Aids                  | \$14,660.00     | \$14,660.00     | \$0.00       |
|                       |                                   | -----           | -----           | -----        |
|                       | TOTAL                             | \$1,428,562.00  | \$1,428,562.00  | \$0.00       |
|                       |                                   | =====           | =====           | =====        |
|                       | TOTAL REVENUES/SOURCES OF FUNDS   | \$14,758,205.00 | \$14,334,759.66 | \$423,445.34 |
|                       |                                   | =====           | =====           | =====        |

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 9 Month Period Ending 03/31/2017

|                                                          | Appropriations | Expenditures   | Encumbrances | Available<br>Balance |
|----------------------------------------------------------|----------------|----------------|--------------|----------------------|
| *** GENERAL CURRENT EXPENSE ***                          |                |                |              |                      |
| --- REGULAR PROGRAMS - INSTRUCTION ---                   |                |                |              |                      |
| 11-140-100-101 Salaries of Teachers                      | \$1,571,491.31 | \$1,089,893.12 | \$381,100.69 | \$100,497.50         |
| 11-140-100-106 Other Salaries for Instruction            | \$81,647.00    | \$57,326.95    | \$24,320.05  | .00                  |
| 11-140-100-320 Purchased Prof.-Ed. Services              | \$18,200.00    | \$399.00       | .00          | \$17,801.00          |
| 11-140-100-500 Other Purchased Services                  | \$89,403.00    | \$26,912.98    | \$1,167.00   | \$61,323.02          |
| 11-140-100-610 General Supplies                          | \$54,735.00    | \$37,506.19    | \$8,809.58   | \$8,419.23           |
| 11-140-100-640 Textbooks                                 | \$32,347.20    | \$31,346.31    | .00          | \$1,000.89           |
| 11-140-100-800 Other Objects                             | \$8,300.00     | \$649.00       | .00          | \$7,651.00           |
| --- Regular programs - Home Instruction ---              |                |                |              |                      |
| 11-150-100-101 Salaries of Teachers                      | \$3,000.00     | \$1,353.00     | \$0.00       | \$1,647.00           |
| 11-150-100-320 Purchased Prof.-Ed. Services              | \$4,500.00     | \$2,296.00     | \$574.00     | \$1,630.00           |
| 11-150-100-500 Other Purchased Services                  | \$100.00       | .00            | .00          | \$100.00             |
|                                                          |                |                |              |                      |
| TOTAL                                                    | \$1,863,723.51 | \$1,247,682.55 | \$415,971.32 | \$200,069.64         |
| --- Regular Vocational Programs - Instruction ---        |                |                |              |                      |
| 11-310-100-101 Salaries of Teachers                      | \$2,975,547.00 | \$2,062,546.55 | \$726,475.92 | \$186,524.53         |
| 11-310-100-106 Other Salaries for Instruction            | \$188,125.00   | \$39,530.32    | \$19,550.89  | \$129,043.79         |
| 11-310-100-320 Purchased Prof.-Ed. Services              | \$378,649.00   | \$373,323.17   | \$1,200.00   | \$4,125.83           |
| 11-310-100-500 Other Purchased Services                  | \$70,711.78    | \$29,042.11    | \$20,016.57  | \$21,653.10          |
| 11-310-100-610 General Supplies                          | \$308,991.00   | \$126,980.17   | \$36,240.05  | \$145,770.78         |
| 11-310-100-640 Textbooks                                 | \$25,259.00    | \$20,817.16    | \$150.00     | \$4,291.84           |
| 11-310-100-800 Other Objects                             | \$13,150.00    | \$8,651.82     | \$2,242.67   | \$2,255.51           |
|                                                          |                |                |              |                      |
| Total                                                    | \$3,960,432.78 | \$2,660,891.30 | \$805,876.10 | \$493,665.38         |
| --- School spons.cocurricular activities-Instruction --- |                |                |              |                      |
| 11-401-100-100 Salaries                                  | \$46,525.00    | \$30,819.17    | .00          | \$15,705.83          |
| 11-401-100-500 Purchased Services                        | \$2,725.00     | \$689.50       | .00          | \$2,035.50           |
| 11-401-100-600 Supplies and Materials                    | \$22,275.00    | \$1,842.03     | \$6,712.45   | \$13,720.52          |
| 11-401-100-800 Other Objects                             | \$3,500.00     | .00            | \$200.00     | \$3,300.00           |
|                                                          |                |                |              |                      |
| TOTAL                                                    | \$75,025.00    | \$33,350.70    | \$6,912.45   | \$34,761.85          |
| --- School sponsored athletics-Instruct. ---             |                |                |              |                      |
| 11-402-100-100 Salaries                                  | \$70,901.00    | \$53,797.12    | \$4,732.88   | \$12,371.00          |
| 11-402-100-500 Purchased Services                        | \$4,475.00     | \$2,725.00     | \$850.00     | \$900.00             |
| 11-402-100-600 Supplies and Materials                    | \$6,637.00     | \$3,020.40     | \$5,982.84   | (\$2,366.24)         |
| 11-402-100-800 Other Objects                             | \$21,260.00    | \$13,081.00    | \$8,173.00   | \$6.00               |

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 9 Month Period Ending 03/31/2017

|                                                                        | Appropriations      | Expenditures        | Encumbrances        | Available<br>Balance |
|------------------------------------------------------------------------|---------------------|---------------------|---------------------|----------------------|
|                                                                        |                     |                     |                     |                      |
| <b>TOTAL</b>                                                           | <b>\$103,273.00</b> | <b>\$72,623.52</b>  | <b>\$19,738.72</b>  | <b>\$10,910.76</b>   |
| <br><b>--- UNDISTRIBUTED EXPENDITURES ---</b>                          |                     |                     |                     |                      |
| <br><b>--- Attendance and social work services ---</b>                 |                     |                     |                     |                      |
| <b>11-000-211-171 Sal. of Drop-Out Prevention Officer/Coordinators</b> |                     |                     |                     |                      |
|                                                                        | <b>\$23,322.20</b>  | <b>\$16,961.60</b>  | <b>\$6,360.60</b>   | <b>.00</b>           |
| <b>TOTAL</b>                                                           | <b>\$23,322.20</b>  | <b>\$16,961.60</b>  | <b>\$6,360.60</b>   | <b>\$0.00</b>        |
| <br><b>--- Health services ---</b>                                     |                     |                     |                     |                      |
| <b>11-000-213-100 Salaries</b>                                         | <b>\$163,498.00</b> | <b>\$120,196.05</b> | <b>\$42,325.70</b>  | <b>\$976.25</b>      |
| <b>11-000-213-300 Purchased Prof. &amp; Tech. Svc.</b>                 | <b>\$21,000.00</b>  | <b>\$10,373.52</b>  | <b>\$8,525.00</b>   | <b>\$2,101.48</b>    |
| <b>11-000-213-500 Other Purchased Services</b>                         | <b>\$1,100.00</b>   | <b>\$300.00</b>     | <b>.00</b>          | <b>\$800.00</b>      |
| <b>11-000-213-600 Supplies and Materials</b>                           | <b>\$7,000.00</b>   | <b>\$2,792.66</b>   | <b>\$684.34</b>     | <b>\$3,523.00</b>    |
| <b>11-000-213-800 Other Objects</b>                                    | <b>\$1,100.00</b>   | <b>\$294.69</b>     | <b>.00</b>          | <b>\$805.31</b>      |
| <b>TOTAL</b>                                                           | <b>\$193,698.00</b> | <b>\$133,956.92</b> | <b>\$51,535.04</b>  | <b>\$8,206.04</b>    |
| <br><b>--- Speech, OT,PT &amp; Related Svcs ---</b>                    |                     |                     |                     |                      |
| <b>11-000-216-320 Purchased Prof. Ed. Services</b>                     | <b>\$10,944.00</b>  | <b>\$1,457.00</b>   | <b>\$5,839.00</b>   | <b>\$3,648.00</b>    |
| <b>TOTAL</b>                                                           | <b>\$10,944.00</b>  | <b>\$1,457.00</b>   | <b>\$5,839.00</b>   | <b>\$3,648.00</b>    |
| <br><b>--- Guidance ---</b>                                            |                     |                     |                     |                      |
| <b>11-000-218-104 Salaries Other Prof. Staff</b>                       | <b>\$343,135.00</b> | <b>\$245,906.95</b> | <b>\$95,630.40</b>  | <b>\$1,597.65</b>    |
| <b>11-000-218-105 Sal Secr. &amp; Clerical Asst.</b>                   | <b>\$106,503.00</b> | <b>\$79,514.20</b>  | <b>\$26,352.48</b>  | <b>\$636.32</b>      |
| <b>11-000-218-110 Other Salaries</b>                                   | <b>\$298,393.00</b> | <b>\$223,706.32</b> | <b>\$74,531.44</b>  | <b>\$155.24</b>      |
| <b>11-000-218-390 Other Purch. Prof. &amp; Tech Svc.</b>               | <b>\$61,077.50</b>  | <b>\$39,871.38</b>  | <b>.00</b>          | <b>\$21,206.12</b>   |
| <b>11-000-218-500 Other Purchased Services</b>                         | <b>\$12,880.00</b>  | <b>\$6,476.99</b>   | <b>.00</b>          | <b>\$6,403.01</b>    |
| <b>11-000-218-600 Supplies and Materials</b>                           | <b>\$3,500.00</b>   | <b>\$3,232.61</b>   | <b>\$5.54</b>       | <b>\$261.85</b>      |
| <b>11-000-218-800 Other Objects</b>                                    | <b>\$100.00</b>     | <b>.00</b>          | <b>.00</b>          | <b>\$100.00</b>      |
| <b>TOTAL</b>                                                           | <b>\$825,588.50</b> | <b>\$598,708.45</b> | <b>\$196,519.86</b> | <b>\$30,360.19</b>   |
| <br><b>--- Child Study Teams ---</b>                                   |                     |                     |                     |                      |
| <b>11-000-219-104 Salaries Other Prof. Staff</b>                       | <b>\$137,184.64</b> | <b>\$99,480.20</b>  | <b>\$37,439.40</b>  | <b>\$265.04</b>      |
| <b>11-000-219-105 Sal Secr. &amp; Clerical Asst.</b>                   | <b>\$88,520.36</b>  | <b>\$48,946.92</b>  | <b>\$10,209.96</b>  | <b>\$29,363.48</b>   |
| <b>11-000-219-199 Unused Vac. Payment to Term/Ret Staff</b>            | <b>\$2,728.64</b>   | <b>\$2,728.64</b>   | <b>.00</b>          | <b>.00</b>           |
| <b>11-000-219-320 Purchased Prof. - Ed. Services</b>                   | <b>\$2,000.00</b>   | <b>\$525.00</b>     | <b>\$500.00</b>     | <b>\$975.00</b>      |
| <b>11-000-219-390 Other Purch. Prof. &amp; Tech Svc.</b>               | <b>\$7,200.00</b>   | <b>\$199.00</b>     | <b>.00</b>          | <b>\$7,001.00</b>    |

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 9 Month Period Ending 03/31/2017

|                                                              | Appropriations      | Expenditures        | Encumbrances       | Available<br>Balance |
|--------------------------------------------------------------|---------------------|---------------------|--------------------|----------------------|
| 11-000-219-500 Other Purchased Services                      | \$1,015.00          | .00                 | \$14,864.30        | (\$13,849.30)        |
| 11-000-219-600 Supplies and Materials                        | \$5,673.53          | \$4,229.62          | .00                | \$1,443.91           |
| 11-000-219-800 Other Objects                                 | \$1,500.00          | \$474.00            | \$110.00           | \$916.00             |
| <b>TOTAL</b>                                                 | <b>\$245,822.17</b> | <b>\$156,583.38</b> | <b>\$63,123.66</b> | <b>\$26,115.13</b>   |
| --- Improvement of instr.serv/other supp serv-inst staff --- |                     |                     |                    |                      |
| 11-000-221-104 Salaries Other Prof. Staff                    | \$108,804.50        | \$83,667.15         | \$23,204.87        | \$1,932.48           |
| 11-000-221-105 Sal Secr. & Clerical Asst.                    | \$55,757.50         | \$41,895.40         | \$13,881.24        | (\$19.14)            |
| 11-000-221-500 Other Purchased Services                      | \$2,500.00          | \$1,443.33          | \$481.11           | \$575.56             |
| 11-000-221-600 Supplies and Materials                        | \$1,300.00          | \$584.77            | .00                | \$715.23             |
| 11-000-221-800 Other Objects                                 | \$1,900.00          | \$256.00            | .00                | \$1,644.00           |
| <b>TOTAL</b>                                                 | <b>\$170,262.00</b> | <b>\$127,846.65</b> | <b>\$37,567.22</b> | <b>\$4,848.13</b>    |
| --- Educational media serv./sch.library ---                  |                     |                     |                    |                      |
| 11-000-222-100 Salaries                                      | \$31,552.00         | \$22,040.90         | \$9,146.10         | \$365.00             |
| 11-000-222-300 Purchased Prof. & Tech Svc.                   | \$3,310.00          | \$850.00            | .00                | \$2,460.00           |
| 11-000-222-500 Other Purchased Services                      | \$4,300.00          | \$245.00            | .00                | \$4,055.00           |
| 11-000-222-600 Supplies and Materials                        | \$10,700.00         | \$4,839.94          | .00                | \$5,860.06           |
| 11-000-222-800 Other Objects                                 | \$4,035.00          | .00                 | .00                | \$4,035.00           |
| <b>TOTAL</b>                                                 | <b>\$53,897.00</b>  | <b>\$27,975.84</b>  | <b>\$9,146.10</b>  | <b>\$16,775.06</b>   |
| --- Instructional Staff Training Services ---                |                     |                     |                    |                      |
| 11-000-223-102 Salaries Superv. of Instruction               | \$45,000.00         | \$32,990.44         | \$11,738.76        | \$270.80             |
| 11-000-223-390 Other Purch. Prof. & Tech Svc.                | \$5,000.00          | \$1,875.93          | .00                | \$3,124.07           |
| 11-000-223-500 Other Purchased Services                      | \$16,550.00         | \$11,046.69         | \$1,415.00         | \$4,088.31           |
| 11-000-223-600 Supplies and Materials                        | \$2,000.00          | .00                 | .00                | \$2,000.00           |
| <b>TOTAL</b>                                                 | <b>\$68,550.00</b>  | <b>\$45,913.06</b>  | <b>\$13,153.76</b> | <b>\$9,483.18</b>    |
| --- Support services-general administration ---              |                     |                     |                    |                      |
| 11-000-230-100 Salaries                                      | \$316,670.00        | \$239,761.10        | \$76,908.82        | \$0.08               |
| 11-000-230-331 Legal Services                                | \$60,000.00         | \$51,171.83         | \$8,828.17         | .00                  |
| 11-000-230-332 Audit Fees                                    | \$35,400.00         | \$35,300.00         | .00                | \$100.00             |
| 11-000-230-334 Architectural/Engineering Services            | \$12,800.00         | \$4,800.00          | \$8,000.00         | .00                  |
| 11-000-230-339 Other Purchased Prof. Svc.                    | \$17,500.00         | .00                 | \$1,760.00         | \$15,740.00          |
| 11-000-230-530 Communications/Telephone                      | \$89,200.00         | \$4,688.66          | \$18,873.86        | \$65,637.48          |
| 11-000-230-585 BOE Other Purchased Prof. Svc.                | \$2,834.36          | \$2,252.36          | .00                | \$582.00             |
| 11-000-230-590 Other Purchased Services                      | \$134,923.64        | \$133,067.64        | \$174.00           | \$1,682.00           |

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 9 Month Period Ending 03/31/2017

|                                                       | Appropriations        | Expenditures        | Encumbrances        | Available<br>Balance |
|-------------------------------------------------------|-----------------------|---------------------|---------------------|----------------------|
| 11-000-230-61X General Supplies                       | \$10,000.00           | \$1,516.95          | \$588.06            | \$7,894.99           |
| 11-000-230-630 BOE In-House Training/Meeting Supplies | \$1,000.00            | .00                 | \$45.00             | \$955.00             |
| 11-000-230-890 Misc. Expenditures                     | \$25,842.00           | \$16,448.17         | \$680.08            | \$8,713.75           |
| 11-000-230-895 BOE Membership Dues and Fees           | \$7,000.00            | \$6,749.75          | .00                 | \$250.25             |
| <b>TOTAL</b>                                          | <b>\$713,170.00</b>   | <b>\$495,756.46</b> | <b>\$115,857.99</b> | <b>\$101,555.55</b>  |
| --- Support services-school administration ---        |                       |                     |                     |                      |
| 11-000-240-103 Salaries Princ./Asst. Princ.           | \$631,013.00          | \$476,627.51        | \$154,385.49        | .00                  |
| 11-000-240-105 Sal Secr. & Clerical Asst.             | \$180,573.00          | \$128,634.77        | \$44,499.90         | \$7,438.33           |
| 11-000-240-11X Other Salaries                         | \$6,900.00            | .00                 | .00                 | \$6,900.00           |
| 11-000-240-500 Other Purchased Services               | \$33,600.00           | \$22,178.61         | \$1,526.00          | \$9,895.39           |
| 11-000-240-600 Supplies and Materials                 | \$22,911.00           | \$16,469.90         | \$9,626.71          | (\$3,185.61)         |
| 11-000-240-800 Other Objects                          | \$5,740.00            | \$5,740.00          | .00                 | .00                  |
| <b>TOTAL</b>                                          | <b>\$880,737.00</b>   | <b>\$649,650.79</b> | <b>\$210,038.10</b> | <b>\$21,048.11</b>   |
| --- Central Services ---                              |                       |                     |                     |                      |
| 11-000-251-100 Salaries                               | \$337,176.00          | \$252,880.74        | \$84,293.58         | \$1.68               |
| 11-000-251-330 Purchased Prof. Svcs.                  | \$11,003.00           | \$6,508.23          | \$796.77            | \$3,698.00           |
| 11-000-251-340 Purchased Technical Svcs.              | \$28,301.00           | \$25,028.00         | .00                 | \$3,273.00           |
| 11-000-251-592 Misc Pur Serv(400-500 series )         | \$3,000.00            | \$1,979.09          | \$894.00            | \$126.91             |
| 11-000-251-600 Supplies and Materials                 | \$9,001.00            | \$3,422.93          | \$6,667.66          | (\$1,089.59)         |
| 11-000-251-89X Other Objects                          | \$5,000.00            | \$3,520.16          | \$356.80            | \$1,123.04           |
| <b>TOTAL</b>                                          | <b>\$393,481.00</b>   | <b>\$293,339.15</b> | <b>\$93,008.81</b>  | <b>\$7,133.04</b>    |
| --- Admin. Info. Technology ---                       |                       |                     |                     |                      |
| 11-000-252-100 Salaries                               | \$390,494.00          | \$292,816.26        | \$97,605.42         | \$72.32              |
| 11-000-252-500 Other Pur Serv. (400-500 series )      | \$30,811.00           | \$29,499.89         | .00                 | \$1,311.11           |
| 11-000-252-600 Supplies and Materials                 | \$78,000.00           | \$51,248.84         | \$40,767.41         | (\$14,016.25)        |
| <b>TOTAL</b>                                          | <b>\$499,305.00</b>   | <b>\$373,564.99</b> | <b>\$138,372.83</b> | <b>(\$12,632.82)</b> |
| --- Allowable Maint.for School Facilities ---         |                       |                     |                     |                      |
| 11-000-261-100 Salaries                               | \$631,549.00          | \$447,576.01        | \$135,403.21        | \$48,569.78          |
| 11-000-261-420 Cleaning, Repair & Maint. Svc.         | \$534,553.32          | \$373,491.31        | \$25,369.17         | \$135,692.84         |
| 11-000-261-610 General Supplies                       | \$84,624.91           | \$61,174.42         | \$19,391.92         | \$4,058.57           |
| 11-000-261-800 Other Objects                          | \$10,152.00           | \$9,956.77          | \$1,370.00          | (\$1,174.77)         |
| <b>TOTAL</b>                                          | <b>\$1,260,879.23</b> | <b>\$892,198.51</b> | <b>\$181,534.30</b> | <b>\$187,146.42</b>  |
| 11-000-262-107 Salaries of Non-Instructional Aids     | \$7,000.00            | \$2,905.91          | \$1,901.36          | \$2,192.73           |

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 9 Month Period Ending 03/31/2017

|                                                           | Appropriations        | Expenditures          | Encumbrances        | Available<br>Balance |
|-----------------------------------------------------------|-----------------------|-----------------------|---------------------|----------------------|
| 11-000-262-420 Cleaning, Repair & Maint. Svc.             | \$412,500.00          | \$298,834.64          | \$113,250.84        | \$414.52             |
| 11-000-262-490 Other Purchased Property Svc.              | \$59,000.00           | \$23,100.78           | \$32,400.22         | \$3,499.00           |
| 11-000-262-520 Insurance                                  | \$128,608.00          | \$115,263.36          | .00                 | \$13,344.64          |
| 11-000-262-621 Energy (Natural Gas)                       | \$83,212.88           | \$52,084.88           | \$31,128.00         | .00                  |
| 11-000-262-622 Energy (Electricity)                       | \$434,062.15          | \$211,189.48          | \$222,872.67        | .00                  |
| <b>TOTAL</b>                                              | <b>\$1,124,383.03</b> | <b>\$703,379.05</b>   | <b>\$401,553.09</b> | <b>\$19,450.89</b>   |
| --- Care and Upkeep of Grounds ---                        |                       |                       |                     |                      |
| 11-000-263-420 Cleaning, Repair, & Maintenance Serv.      | \$22,150.00           | \$5,527.26            | .00                 | \$16,622.74          |
| 11-000-263-610 General Supplies                           | \$3,000.00            | .00                   | .00                 | \$3,000.00           |
| <b>TOTAL</b>                                              | <b>\$25,150.00</b>    | <b>\$5,527.26</b>     | <b>\$0.00</b>       | <b>\$19,622.74</b>   |
| --- Security ---                                          |                       |                       |                     |                      |
| 11-000-266-100 Salaries                                   | \$75,652.80           | \$50,044.10           | \$20,592.37         | \$5,016.33           |
| <b>TOTAL</b>                                              | <b>\$75,652.80</b>    | <b>\$50,044.10</b>    | <b>\$20,592.37</b>  | <b>\$5,016.33</b>    |
| --- Student transportation services ---                   |                       |                       |                     |                      |
| 11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch) | \$45,259.00           | \$32,871.48           | \$11,777.76         | \$609.76             |
| 11-000-270-420 Cleaning, Repair & Maint. Svc.             | \$3,045.00            | \$709.95              | .00                 | \$2,335.05           |
| 11-000-270-512 Contr Svc(other btw home & sch)-vendors    | \$29,350.00           | \$3,882.75            | \$1,820.00          | \$23,647.25          |
| 11-000-270-517 Contract Svc (reg std) - ESCs              | \$17,300.00           | \$11,423.75           | \$4,776.25          | \$1,100.00           |
| 11-000-270-593 Misc. Purchased Svc.- Transp.              | \$5,000.00            | .00                   | .00                 | \$5,000.00           |
| 11-000-270-610 General Supplies                           | \$2,030.00            | .00                   | .00                 | \$2,030.00           |
| 11-000-270-800 Misc. Expenditures                         | \$2,000.00            | .00                   | .00                 | \$2,000.00           |
| <b>TOTAL</b>                                              | <b>\$103,984.00</b>   | <b>\$48,887.93</b>    | <b>\$18,374.01</b>  | <b>\$36,722.06</b>   |
| --- Benefits ---                                          |                       |                       |                     |                      |
| 11-XXX-XXX-210 Group Insurance                            | \$11,000.00           | \$8,476.68            | \$2,490.40          | \$32.92              |
| 11-XXX-XXX-220 Social Security Contributions              | \$277,043.00          | \$188,795.53          | \$63,000.85         | \$25,246.62          |
| 11-XXX-XXX-241 Other Retirement Contrb. - PERS            | \$307,360.00          | \$288,254.26          | \$1,404.12          | \$17,701.62          |
| 11-XXX-XXX-250 Unemployment Compensation                  | \$39,005.00           | \$15,038.55           | \$15,156.45         | \$8,810.00           |
| 11-XXX-XXX-260 Workman's Compensation                     | \$188,909.00          | \$181,306.31          | .00                 | \$7,602.69           |
| 11-XXX-XXX-270 Health Benefits                            | \$1,726,475.82        | \$1,160,872.77        | \$523,023.33        | \$42,579.72          |
| 11-XXX-XXX-280 Tuition Reimbursement                      | \$36,000.00           | \$40,025.10           | \$8.90              | (\$4,034.00)         |
| 11-XXX-XXX-290 Other Employee Benefits                    | \$62,000.00           | \$31,870.24           | \$12,400.08         | \$17,729.68          |
| 11-XXX-XXX-299 Unused Vac. Payment to Term/Ret Staff      | \$4,050.00            | \$3,935.00            | .00                 | \$115.00             |
| <b>TOTAL</b>                                              | <b>\$2,651,842.82</b> | <b>\$1,918,574.44</b> | <b>\$617,484.13</b> | <b>\$115,784.25</b>  |

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 9 Month Period Ending 03/31/2017

|                                                        | Appropriations  | Expenditures    | Encumbrances   | Available<br>Balance |
|--------------------------------------------------------|-----------------|-----------------|----------------|----------------------|
|                                                        | -----           | -----           | -----          | -----                |
| Total Undistributed expenditures                       | \$9,320,668.75  | \$6,540,325.58  | \$2,180,060.87 | \$600,282.30         |
| *** TOTAL CURRENT EXPENSE EXPENDITURES ***             | \$15,323,123.04 | \$10,554,873.65 | \$3,428,559.46 | \$1,339,689.93       |
| *** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS *** | \$15,323,123.04 | \$10,554,873.65 | \$3,428,559.46 | \$1,339,689.93       |
|                                                        | =====           | =====           | =====          | =====                |

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 9 Month Period Ending 03/31/2017

|                                                             | Appropriations  | Expenditures    | Encumbrances   | Available<br>Balance |
|-------------------------------------------------------------|-----------------|-----------------|----------------|----------------------|
|                                                             | <hr/>           | <hr/>           | <hr/>          | <hr/>                |
| *** C A P I T A L   O U T L A Y ***                         |                 |                 |                |                      |
| Special education - instruction                             |                 |                 |                |                      |
| 12-310-100-730 Regular Voc.programs                         |                 |                 | \$719.00       | (\$719.00)           |
| Undistributed expenses                                      |                 |                 |                |                      |
| 12-000-21X-730 Support services-Related & Extraord.         | \$8,000.00      | \$7,995.00      | .00            | \$5.00               |
| 12-000-252-730 Admin. Info. Tech.                           | \$44,000.00     | \$15,954.00     | \$2,499.99     | \$25,546.01          |
| 12-000-261-730 Undist. Exp.-Required Maint. Schl Facilities | \$126,985.75    | \$106,501.32    | \$40,213.26    | (\$19,728.83)        |
|                                                             | <hr/>           | <hr/>           | <hr/>          | <hr/>                |
| TOTAL                                                       | \$178,985.75    | \$130,450.32    | \$43,432.25    | \$5,103.18           |
| --- Facilities acquisition and construction services ---    |                 |                 |                |                      |
| 12-000-400-800 Other objects                                | \$20,388.00     | .00             | .00            | \$20,388.00          |
| Facilits. Acqstn. Const. Sevr. -- TOTAL --                  | \$20,388.00     | \$0.00          | \$0.00         | \$20,388.00          |
|                                                             | <hr/>           | <hr/>           | <hr/>          | <hr/>                |
| TOTAL                                                       | \$20,388.00     | \$0.00          | \$0.00         | \$20,388.00          |
|                                                             |                 |                 |                |                      |
| TOTAL CAPITAL OUTLAY EXPENDITURES                           | \$199,373.75    | \$130,450.32    | \$43,432.25    | \$25,491.18          |
|                                                             |                 |                 |                |                      |
| *** EDUCATION STABILIZATION FUND **                         |                 |                 |                |                      |
| *** GOVERNMENT SERVICES FUND **                             |                 |                 |                |                      |
| *** EDUCATION JOBS FUND **                                  |                 |                 |                |                      |
|                                                             |                 |                 |                |                      |
| TOTAL GENERAL FUND EXPENDITURES                             | \$15,522,496.79 | \$10,685,323.97 | \$3,471,991.71 | \$1,365,181.11       |

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

For 9 Month Period Ending 03/31/2017

I, Raelene Catterson, 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

March 31, 2017

\_\_\_\_\_  
Date

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

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

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 9 Month Period Ending 03/31/17

=====

ASSETS AND RESOURCES

=====

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

|     |                           |          |                |
|-----|---------------------------|----------|----------------|
| 101 | Cash in bank              |          | (\$150,351.85) |
|     | Accounts receivable:      |          |                |
| 141 | Intergovernmental - State | (\$0.22) |                |
|     |                           |          |                |
|     |                           |          | (\$0.22)       |

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

|     |                            |                |              |
|-----|----------------------------|----------------|--------------|
| 301 | Estimated Revenues         | \$1,611,644.61 |              |
| 302 | Less Revenues              | (\$689,861.61) |              |
|     |                            |                | \$921,783.00 |
|     |                            |                |              |
|     | Total assets and resources |                | \$771,430.93 |
|     |                            |                | =====        |

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Special Revenue Fund - Fund 20  
 Interim Balance Sheet  
 For 9 Month Period Ending 03/31/17

=====

LIABILITIES AND FUND EQUITY

=====

|                                |                                            |              |
|--------------------------------|--------------------------------------------|--------------|
| 411                            | Intergovernmental accounts payable - State | \$2,980.04   |
| 421                            | Accounts Payable                           | (\$2,980.04) |
| <b>F U N D   B A L A N C E</b> |                                            |              |

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

|                                          |                                         |                               |
|------------------------------------------|-----------------------------------------|-------------------------------|
| 753                                      | Reserve for encumbrances - Current Year | \$293,640.44                  |
| 601                                      | Appropriations                          | \$1,611,644.61                |
| 602                                      | Less: Expenditures                      | \$840,213.68                  |
| 603                                      | Encumbrances                            | \$293,640.44 (\$1,133,854.12) |
|                                          |                                         | \$477,790.49                  |
| <b>TOTAL FUND BALANCE</b>                |                                         | <b>\$771,430.93</b>           |
| <b>TOTAL LIABILITIES AND FUND EQUITY</b> |                                         | <b>\$771,430.93</b>           |

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REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Special Revenue Fund - Fund 20  
 INTERIM STATEMENTS COMPARING  
 BUDGET REVENUE WITH ACTUAL TO DATE AND  
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
 For 9 Month Period Ending 03/31/17

|                                   |                      | BUDGETED<br>ESTIMATED | ACTUAL TO<br>DATE | NOTE: OVER<br>OR (UNDER) | UNREALIZED<br>BALANCE |
|-----------------------------------|----------------------|-----------------------|-------------------|--------------------------|-----------------------|
|                                   |                      | _____                 | _____             | _____                    | _____                 |
| *** REVENUES/SOURCES OF FUNDS *** |                      |                       |                   |                          |                       |
| 1XXX                              | From Local Sources   | \$114,786.26          | \$114,786.26      |                          | .00                   |
| 3XXX                              | From State Sources   | \$1,027,172.35        | \$493,975.35      |                          | \$533,197.00          |
| 4XXX                              | From Federal Sources | \$469,686.00          | \$81,100.00       |                          | \$388,586.00          |
|                                   |                      | _____                 | _____             | _____                    | _____                 |
| TOTAL REVENUE/SOURCES OF FUNDS    |                      | \$1,611,644.61        | \$689,861.61      |                          | \$921,783.00          |
|                                   |                      | =====                 | =====             | =====                    | =====                 |
|                                   |                      |                       |                   |                          |                       |
|                                   |                      | APPROPRIATIONS        | EXPENDITURES      | ENCUMBRANCES             | AVAILABLE<br>BALANCE  |
|                                   |                      | _____                 | _____             | _____                    | _____                 |
| *** EXPENDITURES ***              |                      |                       |                   |                          |                       |
| LOCAL PROJECTS:                   |                      | \$114,786.26          | \$84,179.73       | \$1,632.08               | \$28,974.45           |
| STATE PROJECTS:                   |                      |                       |                   |                          |                       |
| Vocational education              |                      | \$680,695.35          | \$250,916.80      | \$32,697.25              | \$397,081.30          |
| Other special projects            |                      | \$346,477.00          | \$253,818.72      | \$89,675.34              | \$2,982.94            |
|                                   |                      | _____                 | _____             | _____                    | _____                 |
| TOTAL STATE PROJECTS              |                      | \$1,027,172.35        | \$504,735.52      | \$122,372.59             | \$400,064.24          |
| FEDERAL PROJECTS:                 |                      |                       |                   |                          |                       |
| NCLB Title I                      |                      | \$60,701.00           | \$44,858.00       | \$15,213.99              | \$629.01              |
| NCLB Title II - Part A/D          |                      | \$10,286.00           | \$9,432.00        | \$854.00                 | .00                   |
| I.D.E.A. Part B (Handicapped)     |                      | \$111,999.00          | \$68,090.60       | \$20,747.70              | \$23,160.70           |
| Vocational Education              |                      | \$286,700.00          | \$128,917.83      | \$132,820.08             | \$24,962.09           |
|                                   |                      | _____                 | _____             | _____                    | _____                 |
| TOTAL FEDERAL PROJECTS            |                      | \$469,686.00          | \$251,298.43      | \$169,635.77             | \$48,751.80           |
|                                   |                      |                       |                   |                          |                       |
| *** TOTAL EXPENDITURES ***        |                      | \$1,611,644.61        | \$840,213.68      | \$293,640.44             | \$477,790.49          |
|                                   |                      | =====                 | =====             | =====                    | =====                 |

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
SPECIAL REVENUE - FUND 20  
SCHEDULE OF REVENUES  
ACTUAL COMPARED WITH ESTIMATED  
For 9 Month Period Ending 03/31/17

|                                       | ESTIMATED          | ACTUAL           | UNREALIZED       |
|---------------------------------------|--------------------|------------------|------------------|
|                                       | -----              | -----            | -----            |
| --- LOCAL SOURCES ---                 |                    |                  |                  |
| 1XXX Other Revenue from Local Sources | \$114,786.26       | \$114,786.26     | \$0.00           |
|                                       | -----              | -----            | -----            |
| Total Revenues from Local Sources     | \$114,786.26       | \$114,786.26     | \$0.00           |
|                                       | =====              | =====            | =====            |
| --- STATE SOURCES ---                 |                    |                  |                  |
| 3XXX Other State Aids                 | \$1,027,172.35     | \$493,975.35     | \$533,197.00     |
|                                       | -----              | -----            | -----            |
| Total Revenue from State Sources      | \$1,027,172.35     | \$493,975.35     | \$533,197.00     |
|                                       | =====              | =====            | =====            |
| --- FEDERAL SOURCES ---               |                    |                  |                  |
| 4411-16 Title I                       | \$60,701.00        | \$35,975.00      | \$24,726.00      |
| 4451-55 Title II                      | \$10,286.00        | \$7,997.00       | \$2,289.00       |
| 4420-29 I.D.E.A. Part B (Handicapped) | \$111,999.00       | \$37,128.00      | \$74,871.00      |
| 4430-39 Vocational Education          | \$286,700.00       | .00              | \$286,700.00     |
|                                       | -----              | -----            | -----            |
| Total Revenues from Federal Sources   | \$469,686.00       | \$81,100.00      | \$388,586.00     |
|                                       | =====              | =====            | =====            |
| <br>TOTAL REVENUES/SOURCES OF FUNDS   | <br>\$1,611,644.61 | <br>\$689,861.61 | <br>\$921,783.00 |

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

For 9 Month Period Ending 03/31/17

I, Raelene Catterson, 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

March 31, 2017  
Date

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

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REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 9 Month Period Ending 03/31/17

=====

ASSETS AND RESOURCES

=====

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

|     |                                     |                |                |
|-----|-------------------------------------|----------------|----------------|
| 101 | Cash in bank                        |                | (\$8,412.96)   |
|     | Accounts receivable:                |                |                |
| 140 | Intergovernmental - Accts. Recvble. | \$2,290,477.48 |                |
|     |                                     |                |                |
|     |                                     |                | \$2,290,477.48 |

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

|     |                            |                  |                |
|-----|----------------------------|------------------|----------------|
| 301 | Estimated Revenues         | \$3,040,477.45   |                |
| 302 | Less Revenues              | (\$2,234,941.23) |                |
|     |                            |                  | \$805,536.22   |
|     |                            |                  |                |
|     | Total assets and resources |                  | \$3,087,600.74 |
|     |                            |                  | =====          |

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 9 Month Period Ending 03/31/17

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

|     |                                         |                               |              |
|-----|-----------------------------------------|-------------------------------|--------------|
| 753 | Reserve for encumbrances - Current Year |                               | \$105,539.92 |
| 754 | Reserve for encumbrances - Prior Year   |                               | \$300,724.57 |
| 601 | Appropriations                          | \$3,201,634.10                |              |
| 602 | Less : Expenditures                     | \$2,404,510.81                |              |
| 603 | Encumbrances                            | \$406,264.49 (\$2,810,775.30) |              |
|     |                                         |                               | \$390,858.80 |
|     | Total Appropriated                      |                               | \$797,123.29 |

--- Unappropriated ---

|     |                       |                |
|-----|-----------------------|----------------|
| 770 | Fund balance          | \$94,955.51    |
| 303 | Budgeted Fund Balance | \$2,195,521.94 |

TOTAL FUND BALANCE \$3,087,600.74

TOTAL LIABILITIES AND FUND EQUITY \$3,087,600.74

=====

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 9 Month Period Ending 03/31/17

|                                                    | BUDGETED<br>ESTIMATED | ACTUAL TO<br>DATE | NOTE: OVER<br>OR (UNDER) | UNREALIZED<br>BALANCE |
|----------------------------------------------------|-----------------------|-------------------|--------------------------|-----------------------|
| <hr/>                                              |                       |                   |                          |                       |
| *** REVENUES/SOURCES OF FUNDS ***                  |                       |                   |                          |                       |
| Other                                              | \$3,040,477.45        | \$2,234,941.23    |                          | \$805,536.22          |
| <hr/>                                              |                       |                   |                          |                       |
| TOTAL REVENUE/SOURCES OF FUNDS                     | \$3,040,477.45        | \$2,234,941.23    |                          | \$805,536.22          |
| <hr/>                                              |                       |                   |                          |                       |
|                                                    | =====                 | =====             | =====                    | =====                 |
| <br>                                               |                       |                   |                          |                       |
| *** EXPENDITURES ***                               | APPROPRIATIONS        | EXPENDITURES      | ENCUMBRANCES             | AVAILABLE<br>BALANCE  |
| <hr/>                                              |                       |                   |                          |                       |
| <br>                                               |                       |                   |                          |                       |
| --- Facilities acquisition and constr. serv. ---   |                       |                   |                          |                       |
| 30-000-4XX-334 Agriculture/Engineering             | \$262,630.50          | \$192,480.65      | \$70,149.85              | .00                   |
| 30-000-4XX-390 Other purchased prof. & tech. serv. | \$54,985.04           | \$42,145.04       | \$13,749.43              | (\$909.43)            |
| 30-000-4XX-450 Construction services               | \$2,884,018.56        | \$2,169,885.12    | \$322,365.21             | \$391,768.23          |
| <hr/>                                              |                       |                   |                          |                       |
| Total fac.acq.and constr. serv.                    | \$3,201,634.10        | \$2,404,510.81    | \$406,264.49             | \$390,858.80          |
| <hr/>                                              |                       |                   |                          |                       |
| TOTAL EXPENDITURES                                 | \$3,201,634.10        | \$2,404,510.81    | \$406,264.49             | \$390,858.80          |
| <hr/>                                              |                       |                   |                          |                       |
| *** TOTAL EXPENDITURES AND TRANSFERS               | \$3,201,634.10        | \$2,404,510.81    | \$406,264.49             | \$390,858.80          |
| <hr/>                                              |                       |                   |                          |                       |
|                                                    | =====                 | =====             | =====                    | =====                 |

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

For 9 Month Period Ending 03/31/17

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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

March 31, 2017  
Date

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

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**Report of the Treasurer  
to the Board of Education**

**Somerset County Vocational  
All Funds  
For Month Ended: March 31, 2017**

**CASH REPORT**

| <b>FUNDS</b>                   |                          |                 |                      |                       |
|--------------------------------|--------------------------|-----------------|----------------------|-----------------------|
| <b>Governmental Funds</b>      | <b>Beginning Balance</b> | <b>Deposits</b> | <b>Disbursements</b> | <b>Ending Balance</b> |
| General Fund (10)              | \$3,160,548.57           | \$1,531,419.97  | -\$1,895,864.40      | \$2,796,104.14        |
| Special Revenue Fund (20)      | -\$23,311.66             | \$63,819.00     | -\$190,859.19        | -\$150,351.85         |
| Capital Project Fund (30)      | -\$4,137.96              | \$123,758.53    | -\$128,033.53        | -\$8,412.96           |
| Total Governmental Funds       | \$3,133,098.95           | \$1,718,997.50  | -\$2,214,757.12      | \$2,637,339.33        |
| Summer Savings                 | \$92,194.06              | \$15,704.86     | \$0.00               | \$107,898.92          |
| Enterprise Fund (60) Cafeteria | \$8,742.09               | \$8,585.14      | -\$9,694.73          | \$7,632.50            |
| Payroll Fund (70)              | \$0.00                   | \$505,947.74    | -\$505,947.74        | \$0.00                |
| Agency Fund (90)               | \$0.00                   | \$732,514.38    | -\$732,514.38        | \$0.00                |
| Total Trust & Agency           | \$100,936.15             | \$1,262,752.12  | -\$1,248,156.85      | \$115,531.42          |
| Grand Total for all Funds      | \$3,234,035.10           | \$2,981,749.62  | -\$3,462,913.97      | \$2,752,870.75        |
|                                |                          |                 |                      | \$2,752,870.75        |

Prepared and submitted by:

\_\_\_\_\_  
Michelle Fresco, Treasurer of School Monies

\_\_\_\_\_  
4/12/2017

Date

[Back to Top](#)

# Somerset County Vocational Board of Ed.

## Expense Account Adjustment Analysis By Account#

ADDENDUM #8

va\_exaa1.082406

03/31/2017 Current Cycle : March

| Account #                                | Account Description      | Description     | Adj # | Date       | User       | Old Amount   | Adjustment    | New Balance   |
|------------------------------------------|--------------------------|-----------------|-------|------------|------------|--------------|---------------|---------------|
| <b>Current Appropriation Adjustments</b> |                          |                 |       |            |            |              |               |               |
| 11-000-219-105-05-0000                   | SALARIES - SECRETARIES   | March Transfers | 0047  | 03/31/2017 | RCATTERSON | \$87,285.00  | (\$29,000.00) | \$58,285.00   |
| 11-000-219-105-05-0001                   | SECRETARIES/O.T.-SUMMER  | March Transfers | 0047  | 03/31/2017 | RCATTERSON | \$1,235.36   | \$500.00      | \$1,735.36    |
| 11-000-219-500-05-0000                   | CST OTHER PURCH SVS      | March Transfers | 0047  | 03/31/2017 | RCATTERSON | \$1,015.00   | \$14,000.00   | \$15,015.00   |
| 11-000-221-105-04-0001                   | SUBSTITUTES/O.T.         | March Transfers | 0047  | 03/31/2017 | RCATTERSON | \$0.00       | \$500.00      | \$500.00      |
| 11-000-223-580-03-0000                   | TEACH OOD TRAING HS      | March Transfers | 0047  | 03/31/2017 | RCATTERSON | \$5,100.00   | \$2,000.00    | \$7,100.00    |
| 11-000-230-530-08-0000                   | TELEPHONE - DISTRICT     | March Transfers | 0047  | 03/31/2017 | RCATTERSON | \$40,000.00  | (\$35,000.00) | \$5,000.00    |
| 11-000-230-530-08-0001                   | ONLINE/PROVIDER SERVICES | March Transfers | 0047  | 03/31/2017 | RCATTERSON | \$39,200.00  | (\$16,050.00) | \$23,150.00   |
| 11-000-240-105-03-0001                   | SUBSTITUTES/O.T.         | March Transfers | 0047  | 03/31/2017 | RCATTERSON | \$600.00     | \$500.00      | \$1,100.00    |
| 11-000-240-610-03-0000                   | OFFICE SUPPLIES - HS     | March Transfers | 0047  | 03/31/2017 | RCATTERSON | \$20,411.00  | \$4,000.00    | \$24,411.00   |
| 11-000-251-610-08-0000                   | SUPPLIES AND MATERIALS   | March Transfers | 0047  | 03/31/2017 | RCATTERSON | \$9,001.00   | \$2,000.00    | \$11,001.00   |
| 11-000-252-610-16-0000                   | SUPPLIES AND MATERIALS   | March Transfers | 0047  | 03/31/2017 | RCATTERSON | \$78,000.00  | \$15,000.00   | \$93,000.00   |
| 11-000-261-800-02-0000                   | MEMBERSHIPS              | March Transfers | 0047  | 03/31/2017 | RCATTERSON | \$10,152.00  | \$2,000.00    | \$12,152.00   |
| 11-000-291-270-08-0003                   | DENTAL INSURANCE         | March Transfers | 0047  | 03/31/2017 | RCATTERSON | \$111,730.68 | \$200.00      | \$111,930.68  |
| 11-000-291-270-08-0004                   | VISION                   | March Transfers | 0047  | 03/31/2017 | RCATTERSON | \$25,738.00  | \$50.00       | \$25,788.00   |
| 11-000-291-280-08-0000                   | TUITION REIMBURSEMENT    | March Transfers | 0047  | 03/31/2017 | RCATTERSON | \$36,000.00  | \$10,000.00   | \$46,000.00   |
| 11-140-100-500-07-0000                   | OTH PURCH SERVICES       | March Transfers | 0047  | 03/31/2017 | RCATTERSON | \$3,264.00   | \$1,000.00    | \$4,264.00    |
| 11-140-100-610-03-0007                   | SUPPLIES - HEALTH / D.E. | March Transfers | 0047  | 03/31/2017 | RCATTERSON | \$3,050.00   | \$500.00      | \$3,550.00    |
| 11-310-100-320-09-0000                   | PURCH PROF - THEATER     | March Transfers | 0047  | 03/31/2017 | RCATTERSON | \$11,600.00  | \$1,000.00    | \$12,600.00   |
| 11-310-100-500-09-0000                   | OTHER PURCH SERV THEATER | March Transfers | 0047  | 03/31/2017 | RCATTERSON | \$9,500.00   | \$1,000.00    | \$10,500.00   |
| 11-310-100-610-11-0019                   | SUPPLIES-LAW&PUBLIC SAFE | March Transfers | 0047  | 03/31/2017 | RCATTERSON | \$7,000.00   | \$500.00      | \$7,500.00    |
| 11-310-100-800-10-0000                   | OTHER OBJECTS DANCE      | March Transfers | 0047  | 03/31/2017 | RCATTERSON | \$2,210.00   | \$1,500.00    | \$3,710.00    |
| 11-402-100-610-03-0000                   | SUPPLIES-ATHLETICS       | March Transfers | 0047  | 03/31/2017 | RCATTERSON | \$6,637.00   | \$3,000.00    | \$9,637.00    |
| 12-000-261-730-02-0000                   | EQUIPMENT - MAINTENANCE  | March Transfers | 0047  | 03/31/2017 | RCATTERSON | \$53,000.00  | \$20,000.00   | \$73,000.00   |
| 12-310-100-730-03-0000                   | EQUIPMENT-VOCATIONAL     | March Transfers | 0047  | 03/31/2017 | RCATTERSON | \$0.00       | \$800.00      | \$800.00      |
| 30-000-400-390-00-2016                   | 2016 COUNTY CAPITAL      | March Transfers | 0048  | 03/31/2017 | RCATTERSON | \$54,985.04  | \$1,000.00    | \$55,985.04   |
| 30-000-400-450-00-2016                   | 2016 COUNTY CAPTIAL      | March Transfers | 0048  | 03/31/2017 | RCATTERSON | \$695,014.96 | (\$1,000.00)  | \$694,014.96  |
| <b>Total Current Appr.</b>               |                          |                 |       |            |            |              |               | <b>\$0.00</b> |

[Back to Top](#)