

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
March 27, 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 February 27, 2017.

A. Corrections

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

IV. Correspondence

V. Presentations/Recognitions

- A. Presentation of Student of the Month – Jack Scala, Academy for Health & Medical Sciences, Grade 9

VI. Old or Unfinished Business

- A. Construction Projects
B. Ethics Disclosure Statements are to be submitted no later than April 18, 2017.

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

IX. School Communications Report

X. Superintendent's Report

A. 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:

Elizabeth Gallagher

B. Employment of Part-Time Hourly Personnel – Summer 2017

The Superintendent recommends that the Board of Education approve employment of the following part-time personnel for Summer 2017:

Twilight

Diane Ziegler	Director (Shared position)	\$1,309.00/stipend (20-008-200-103-14-0000)
Maria Johnson	Director (Shared position)	\$1,309.00/stipend (20-008-200-103-14-0000)
Valerie Hart	Accountant	\$ 680.00/stipend (20-008-200-105-14-0000)
Nzinga Basir	Administrative Assistant	\$ 525.00/stipend (20-008-200-105-14-0000)
Robert Carrig	Lead Teacher (75 hours)	\$ 35.00/hr (20-008-200-100-14-0000)
Alan Creveling	Auto Technology Instructor (75 hours)	\$ 35.00/hr (20-008-100-101-14-0000)
Janet Blue	Cosmetology Instructor (75 hours)	\$ 35.00/hr (20-008-100-101-14-0000)
	Bus Monitor (60 hours)	\$ 15.00/hr (20-008-200-110-14-0000)
Julie Francis	Cosmetology Instructor (75 hours)	\$ 35.00/hr (20-008-100-101-14-0000)
Deborah Gichan	Photography Instructor (75 hours)	\$ 35.00/hr (20-008-100-101-14-0000)
Matthew Poznanski	Healthy Fitness Instructor (75 hours)	\$ 35.00/hr (20-008-100-101-14-0000)
	Bus Monitor (60 hours)	\$ 15.00/hr (20-008-200-110-14-0000)
Brendan Downey	Basic Skills Instructor (75 hours)	\$ 35.00/hr (20-008-100-101-14-0000)
Meghan O'Reilly	Basic Skills Instructor (75 hours)	\$ 35.00/hr (20-008-100-101-14-0000)
Keith Johnson	Culinary Arts Instructor (75 hours)	\$ 35.00/hr (20-008-100-101-14-0000)
	Breakfast Program (10 hours)	\$ 35.00/hr (20-008-200-105-14-0000)

Employment of Part-Time Hourly Personnel – Summer 2017 (con't)

George Byrd	Auto Body Instructor (75 hours)	\$ 35.00/hr (20-008-100-101-14-0000)
Vincent Piano	Bus Monitor (60 hours)	\$ 15.00/hr (20-008-200-110-14-0000)
Paige Garruto	Substitute Instructor (75 hours)	\$ 35.00/hr (20-008-100-101-14-0000)
Peggy Prezioso	Substitute Nurse Substitute Instructor (On-call)	\$ 35.00/hr (20-008-100-101-14-0000)
Anthony Pucci, Jr.	Bus Driver (120 hours)	\$ 19.00/hr (20-008-200-110-14-0000)
Virginia Fanelli	Substitute Bus Monitor (On-call)	\$ 15.00/hr (20-008-200-110-14-0000)
Robert Carrig	Substitute Bus Monitor (On-call)	\$ 15.00/hr (20-008-200-110-14-0000)

Note: Twilight program appointments contingent upon final funding approval

Summer Arts – Tap Intensive

Mary Lynne McAnally	Tap Instructor/Lead Teacher (35 hours)	\$ 40.05/hr (11-310-100-101-11-0002)
Liz Carroll	Assistant Tap Instructor (Alumni) (15 hours)	\$ 15.00/hr (11-310-100-101-11-0002)

Note: Summer Arts program/appointments contingent upon meeting minimum enrollment

C. 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 #1.

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. Field Trips

The Superintendent recommends that the Board of Education approve field trips for high school students as they appear on Addendum #2.

E. Home Instruction

The Superintendent recommends that the Board of Education provide home instruction to student ID# 999004182. Instruction will be provided for approximately thirty (30) days at five (5) hours per week.

The Superintendent recommends that the Board of Education approve the contract with Silvergate Prep, Bridgewater, NJ to provide bedside instruction at \$41.00 per hour.

The Superintendent recommends that the Board of Education provide home instruction to student ID# 999004536. Instruction will be provided for approximately six (6) days at two (2) hours per day.

Mr. Rafael Catalan will be the instructor at a rate of \$41.00 per hour.

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	___	___

F. Approval of Summer Arts Enrichment Program and Fees

The Superintendent recommends that the Board of Education approve Summer Enrichment Performing Arts Camps and the associated participant fees beginning July 10, 2017 through August 18, 2017.

International Dance Camp (7/10-7/13)	Tap Intensive (8/14-8/18)
Fee - \$285.00 per participant	Fee - \$325.00 per participant
4 days/6 hrs per day	1 week/6 hrs per day

G. Summer Arts Enrichment Programs – Guest Artist

The Superintendent recommends that the Board of Education approve the following Guest Artist:

Katlyn Gaffney	Tap Intensive	\$500.00/stipend
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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. Calendar 2017-18 School Year

The Superintendent recommends that the Board of Education adopt the High School calendar for the 2017-18 school year as it appears 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. 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 #4.

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

J. Board Regulation – First Reading

The Superintendent recommends that the Board of Education approve the following Board regulation at this first reading as it appears on Addendum #5.

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

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. Donation

The Superintendent recommends that the Board of Education accept the following donations:

<u>Item(s)</u>	<u>Donor</u>
6-12 Bar Clamps, Mack Guides 1 Clamp & Tool Guide	Richard E. Douglass 977 Rosemary Drive Basking Ridge, NJ 07920
1 Foosball Table	Maria Strada Middle Earth 520 North Bridge Street/PO Box 8045 Bridgewater, NJ 08807

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	___	___

L. Application for Funds

The Superintendent recommends that the Board of Education adopt the following resolution: The governing body of the Somerset County Vocational and Technical Schools at its March 27, 2017 meeting authorized application for funds for the following:

NJ Department of Children & Families	School Based Program (2017-18)	\$346,477.00
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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. Harassment, Intimidation and Bullying Investigation Report

It is recommended that the Board of Education acknowledge receipt of the HIB Investigation Report for the period February 10 through March 24, 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	___	___

N. Superintendent's Update

- HIB
- School Bus Emergency Evaluation Drill Report
 - Date Conducted – March 20, 2017
 - Time Conducted – 2:10 p.m.
 - School Name/Location of Drill – Somerset County Voc-Tech High School, 14 Vogt Drive, Bridgewater, NJ
 - Route Number(s) included in the drill – Rt. #CS-354 – Busy Bee Bus Company
 - Name of Assigned Staff Overseeing Drill – Jaime Morales and Susan Santiago

Date Conducted – March 23, 2017
 Time Conducted – 2:10 p.m.
 School Name/Location of Drill – Somerset County Voc-Tech High School, 14 Vogt Drive, Bridgewater, NJ
 Route Number(s) included in the drill – Rt. #T141 – Joya Transportation
 Name of Assigned Staff Overseeing Drill – Susan Santiago

O. Submission of Bills

It is recommended the Board of Education approve the bills list for March 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 February 2017 and the Treasurer of School Monies for the month of February 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 #6)

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. Budget Transfers – December 2016, January and February 2017

It is recommended the Board of Education approve the attached budget transfers as they appear on 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	___	___

C. 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.

Open Systems	District Wide Technology Upgrades	ESCNJ Co-op	\$154,000.00
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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. Professional Services Contract – 2017-18 School Year

It is recommended the Board of Education receive the following proposals for the 2017-18 school year School Based Program grant, contingent upon receiving the annual grant funding from the Division of Children and Families.

Middle Earth	Recreation/Outreach Coordinator (12 mo.)	\$33,607.00
Family & Community	Mental Health Counselor (10 mo.)	\$44,824.00
Services of Somerset County		
Family & Community	Substance Abuse/Mental Health Counselor (12 mo.)	\$53,308.00
Services of Somerset County		

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. Rejection of Building B Science Labs Bids

It is recommended that the Board of Education authorize to reject all bids of the Science Lab Renovation Project at Building B and cancel the project.

Whereas, the Somerset County Vocational and Technical School District, in the County of Somerset, New Jersey ("The Board") publically bid the renovations to the second floor Building B in order to construct a Science Laboratory; and

Whereas, the bids received for this project exceed the projected budget; and

Whereas, the Architect has determined the economy of scale of constructing just one (1) lab creates construction costs that well exceed the square foot costs of similar New Jersey High School Science Lab renovations;

Now, therefore be it resolved, that the Somerset County Vocational Board of Education does hereby reject all bids.

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 – The Somerset County Vocational Board of School Estimate meeting will be held March 28, 2017 at 3:00 p.m. in the Freeholder Conference room at the Somerset County Administration Building, Somerville, NJ.

XIII. Next Meeting

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

April 24, 2017

5:00 P.M.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

XIV. Remarks from the Public

XV. Discussion Items – Culinary Arts Program, Restaurant & Entrepreneurial Management/County Vocational School Partnership Grant

XVI. 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 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.

XVII. On motion of _____, seconded by _____ and passed, the meeting adjourned at _____ P.M.

School Business/Professional Development Travel
March 27, 2017

DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
April 28, 2017	Melissa Norrbom	\$149.00	\$7.94/mileage \$0/parking, tolls	Testing Accommodations for Students with Disabilities: How do we decide?	Monroe, NJ
April 5, 2017	Mario Peluso	\$75.00	\$48.98/mileage \$25.00/parking, tolls	Atlantic Builders Convention Conference & Expo	Atlantic City, NJ
April 5 & 6, 2017	George Lee	\$115.00	\$142.60/mileage \$30.00/parking, tolls	Atlantic Builders Convention Conference & Expo	Atlantic City, NJ
April 5, 2017	Michael McClain	\$75.00	\$71.98/mileage \$28.50/parking, tolls	Atlantic Builders Convention Conference & Expo	Atlantic City, NJ
May 5, 2017	Maria Santiago	\$199.00	\$0/mileage \$0/parking, tolls	Privacy, Confidentiality and of Mental Health: Information in NJ	Edison, NJ
April 24, 2017	Christopher Miller	\$150.00	\$5.64/mileage \$0/parking, tolls	Teaching Practices and Instructional Strategies That Position Students Closer to Reading and Writing Excellence	New Brunswick, NJ
					Back to Top

March 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 Provided/Paid by</u>
4/20/2017	Ag. Science/FFA	Rutgers Animal Farm, Rutgers Gardens & Norz Hill Farm New Brunswick /Hillsborough, NJ	\$3.30/FFA/Ag Science Student Account	District
5/4/2017	Graphic Communications	The College of NJ Ewing Township, NJ	\$15.00/Paw Prints	District

[Back to Top](#)



SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

P.O. Box 6350 • 14 Vogt Drive • Bridgewater, NJ 08807-0350 • (908) 526-8900 • www.scvths.org

2017-2018 CALENDAR

September 2017

16

M	T	W	T	F	
					1 2
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October 2017

22

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November 2017

18

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December 2017

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31					

January 2018

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28	29	30	31		

September 2017

- 4 CLOSED.....Labor Day
 5-6 STAFF IN-SERVICE
 7 OPEN.....First Day of School
 19 PARENT BACK TO SCHOOL NIGHT
 20 10 AM DELAYED OPENING NO A-SESSION
 21 CLOSED.....Rosh Hashanah

November 2017

- 9-10 CLOSED.....NJEA Convention
 22 12 NOON DISMISSAL.....Thanksgiving
 23-24 CLOSED.....Thanksgiving

December 2017

- 22 12 NOON DISMISSAL.....Holiday Recess
 25-29 CLOSED.....Holiday Recess

January 2018

- 1 CLOSED.....Holiday Recess
 15 CLOSED.....Staff In-Service

February 2018

- 3 OPEN HOUSE.....Staff Present
 15-19 CLOSED.....Mid-Winter Recess

March 2018

- 29 12 NOON DISMISSAL.....Spring Recess

April 2018

- 2-6 CLOSED.....Spring Recess

May 2018

- 28 CLOSED.....Memorial Day

June 2018

- 20 LAST DAY OF SCHOOL/GRADUATION

183 School Days
 188 Staff (187 Staff Present + 1 Virtual Learning Moodle Day)

Approved:

February 2018

17

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March 2018

21

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April 2018

16

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May 2018

22

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June 2018

14

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NOTE: IN THE EVENT OF EMERGENCY CLOSING AND SCHOOL IS CLOSED IN EXCESS OF THREE DAYS, ADDITIONAL MAKE-UP DAYS WILL BE SCHEDULED IN THE FOLLOWING ORDER:
 FEB. 15TH (IF NEED IS KNOWN BY JAN. 22ND),
 APRIL 6TH (IF NEED IS KNOWN BY MARCH 6TH).
 ANY DAYS LOST BEYOND THAT WILL BE ADDED TO THE END OF THE SCHOOL YEAR. ANY DAYS NOT USED WILL BE TAKEN BACK AT THE END OF THE SCHOOL YEAR. LAST DAY/GRADUATION SUBJECT TO CHANGE.



Parent Back to School Night



Closed



10 am Delayed Opening



12 Noon Dismissal for Students & Teachers



Teachers and HS Office Staff Present



Staff In-Service

[Back to Top](#)

POLICY GUIDE

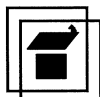
PROGRAM
2460/page 1 of 5
Special Education
Feb 17
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[See POLICY ALERT Nos. 95, 101, 104, 108, 112, 119, 129, 132,
138, 146, 150, 158, 159, 185 and 211]

2460 SPECIAL EDUCATION

The Somerset County Vocational Board of Education assures compliance with Part B of the Individuals with Disabilities Education Act (IDEA) and the New Jersey Administrative Code 6A:14-1 et seq. Furthermore, the Board will have programs and procedures in effect to ensure the following:

1. All students with disabilities, who are in need of special education and related services, including students with disabilities attending nonpublic schools, regardless of the severity of their disabilities, are located, identified, and evaluated according to N.J.A.C. 6A:14-3.3.
2. Homeless students are located, identified, and evaluated according to N.J.A.C. 6A:14-3.3, and are provided special education and related services in accordance with the IDEA, including the appointment of a surrogate parent for unaccompanied homeless youths as defined in 42 U.S.C. §§11431 et seq.
3. Students with disabilities are evaluated according to N.J.A.C. 6A:14-2.5 and 3.4.
4. An Individualized Education Program (IEP) is developed, reviewed and as appropriate, revised according to N.J.A.C. 6A:14-3.6 and 3.7.
5. To the maximum extent appropriate, students with disabilities are educated in the least restrictive environment according to N.J.A.C. 6A:14-4.2.
6. Students with disabilities are included in State-wide and district-wide assessment programs with appropriate accommodations, where necessary according to N.J.A.C. 6A:14-4.10. All students with disabilities will participate in State-wide assessments or the applicable ~~a~~Alternative Proficiency ~~a~~Assessment in grades three, four, five, six, seven, eight, and **high school in the applicable courses** ~~eleven in accordance with their assigned grade level.~~



POLICY GUIDE

PROGRAM
2460/page 2 of 5
Special Education

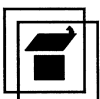
7. Students with disabilities are afforded procedural safeguards required by N.J.A.C. 6A:14-2.1 et seq., including appointment of a surrogate parent **as set forth in N.J.A.C. 6A:14-2.2 and Policy 2467**, when appropriate.
8. **The rules set forth in N.J.A.C. 6A:14 ensure a**A free appropriate public education is available to all students with disabilities between the ages of three and twenty-one, including students with disabilities who have been suspended or expelled from school:
 - a. The obligation to make a free, appropriate public education available to each eligible student begins no later than the student's third birthday and that an individualized education program (IEP) is in effect for the student by that date;
 - b. If a child's third birthday occurs during the summer, the child's IEP Team shall determine the date when services under the IEP will begin;
 - c. A free appropriate public education is available to any student with a disability who **needs** ~~is eligible for~~ special education and related services, even though the student is advancing from grade to grade;
 - d. The services and placement needed by each student with a disability to receive a free, appropriate public education are based on the student's unique needs and not on the student's disability; and
 - e. The services and placement needed by each student with a disability to receive a free, appropriate public education are provided in appropriate educational settings as close to the student's home as possible and, when the IEP does not describe specific restrictions, the student is educated in the school he or she would attend if not a student with a disability.



POLICY GUIDE

PROGRAM
2460/page 3 of 5
Special Education

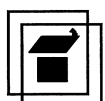
9. Children with disabilities participating in early intervention programs assisted under IDEA Part C who will participate in preschool programs under N.J.A.C. 6A:14 will experience a smooth transition and have an IEP developed and implemented according to N.J.A.C. 6A:14-3.3(e) and N.J.A.C. 6A:14-3.7.
10. Full educational opportunity to all students with disabilities is provided.
11. The compilation, maintenance, access to, and confidentiality of student records are in accordance with N.J.A.C. 6A:32-7.
12. Provision is made for the participation of students with disabilities who are placed by their parent(s) in nonpublic schools according to N.J.A.C. 6A:14-6.1 and 6.2.
13. Students with disabilities who are placed in private schools by the district Board are provided special education and related services at no cost to their parent(s) according to N.J.A.C. 6A:14-1.1(d) and N.J.A.C. 6A:14-7.5(b)3.
14. All personnel serving students with disabilities are highly qualified and appropriately certified and licensed, where a license is required, in accordance with State and Federal law, **pursuant to N.J.A.C. 6A:14-1.2(b)13.**
15. **Pursuant to N.J.A.C. 6A:14-1.2(b)4,** tThe in-service training needs for professional and paraprofessional staff who provide special education, general education or related services are identified; and that appropriate in-service training is provided. The district Board shall maintain information to demonstrate its efforts to:
 - a. Prepare general and special education personnel with content knowledge and collaborative skills needed to meet the needs of children with disabilities;
 - b. Enhance the ability of teachers and others to use strategies, such as behavioral interventions, to address the conduct of students with disabilities that impedes the learning of students with disabilities and others;



POLICY GUIDE

PROGRAM
2460/page 4 of 5
Special Education

- c. Acquire and disseminate to teachers, administrators, school Board members, and related services personnel, significant knowledge derived from educational research and other sources and how the district will, if appropriate, adopt promising practices, materials and technology;
 - d. Ensure that the in-service training is integrated to the maximum extent possible with other professional development activities; and
 - e. Provide for joint training activities of parent(s) and special education, related services and general education personnel.
16. Instructional materials will be provided to blind or print-disabled students in a timely manner, **consistent with a plan developed by the district.**
17. For students with disabilities who are potentially eligible to receive services from the Division of Developmental Disabilities in the Department of Human Services, the district will provide, pursuant to the **Developmentally Disabled** Uniform Application Act, N.J.S.A. 30:4-25.10 et seq., and **N.J.A.C. 6A:14-1.2(b)17**, the necessary materials to the parent(s) to apply for such services.
18. **[Select One Option**
- ☒ The school district will not accept the use of electronic mail from the parent(s) to submit requests to a school official regarding referral, identification, evaluation, classification, and the provision of a free, appropriate public education.
- ☐ The school district will accept the use of electronic mail from the parent(s) to submit requests to school officials regarding referral, identification, evaluation, classification, and the provision of a free, appropriate public education. The parent(s) shall be informed by the _____ of the procedures to access the electronic mail system. The parent(s) may not utilize electronic mail to provide written consent when the district provides written notice and seeks parental consent as required by **N.J.A.C. 6A:14-1.2(b)18.**]



POLICY GUIDE

PROGRAM
2460/page 5 of 5
Special Education

19. The school district will provide teacher aides and the appropriate general or special education teaching staff time for consultation on a regular basis as specified in each student's IEP, **pursuant to N.J.A.C. 6A:14-4.5(d).**
20. **The school district has a plan in effect to establish stability in special education programming. The plan takes into account the consistency of the location, curriculum, and staffing in the provision of special education services as required by N.J.A.C. 6A:14-3.7(c)4.**
21. **The school district screens students who have exhibited one or more potential indicators of dyslexia or other reading disabilities in accordance with N.J.S.A. 18A:40-5.1 et seq. and Policy 5339.**

The school district shall provide an Assurance Statement to the County Office of Education that the Board of Education has adopted the required special education policies and procedures/regulations and the district is complying with the mandated policies and procedures/regulations.

N.J.A.C. 6A:14-1 et seq.
20 USC §1400 et seq.
34 C.F.R. §300 et seq.

Adopted:



REGULATION GUIDE

PROGRAM
R 2460/page 1 of 1
Special Education
Feb 17
M

[See **POLICY ALERT** Nos. 95, 101, 104, 108, 112, 119, 129, 132,
138, 146, 152, 155, 170, 185 and 211]

R 2460 SPECIAL EDUCATION

School district officials and staff shall adhere to all regulations included in N.J.A.C. 6A:14-1.1 et seq. and the following special education regulations:

- R 2460.1 Special Education - Location, Identification, and Referral (M)
- R 2460.8 Special Education - Free and Appropriate Public Education (M)
- R 2460.9 Special Education - Transition From Early Intervention Programs to Preschool Programs (M)
- R 2460.15 Special Education – In-service Training Needs for Professional and Paraprofessional Staff (M)**
- R 2460.16 Special Education - Instructional Material to Blind or Print-Disabled Students (M)

Definitions:

Refer to N.J.A.C. 6A:14-1.3 for definitions of terms used in Regulations 2460.1 through 2460.16.

Adopted:



REGULATION GUIDE

PROGRAM

R 2460.1/page 1 of 10

Special Education - Location, Identification, and Referral

Feb 17

M

[See POLICY ALERT Nos. 152, 155, 159, 185 and 211]

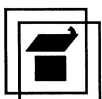
R 2460.1 SPECIAL EDUCATION - LOCATION, IDENTIFICATION, AND REFERRAL

All students with disabilities, who are in need of special education and related services, including students with disabilities attending nonpublic schools, and highly mobile students such as migrant ~~workers' children~~ and homeless students regardless of the severity of their disabilities, are located, identified and evaluated according to N.J.A.C. 6A:14-3.3.

A. Procedures for Locating Students With Disabilities

(N/A)

1. The _____ will coordinate the child find activities to locate, identify and evaluate all children, ages three through twenty-one, who reside within the school district or attend nonpublic schools within the school district and who may **have a disability** ~~be disabled~~.
2. By _____ of each school year, the _____ or his/her designee will conduct child find activities, **in the native language of the population, as appropriate**, including but not limited to:
 - a. Development of child find materials for distribution.
 - b. Broadcasting of child find information on the school district cable television station. (if applicable)
 - c. Distribution of flyers to the parents of all students enrolled in the school district.
 - d. Mailing of child find material to nonpublic schools in the area.
 - e. Mailing of child find material to local pediatricians, hospitals and clergy.



REGULATION GUIDE

PROGRAM

R 2460.1/page 2 of 10

Special Education - Location, Identification, and Referral

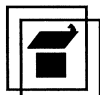
- f. Public service announcements on the local foreign language radio stations and cable television stations. ~~in the following languages (list languages)~~

~~_____~~
~~_____~~
~~_____~~
~~_____~~
~~_____~~

~~or~~

~~The Superintendent or designee ensures that if any native language speakers for languages other than English are identified, public service communications will include but not be limited to native language announcements on local foreign language radio stations and/or cable television stations.~~

- ~~g. Public service announcements in local newspapers.~~
- ~~h. Distribution of child find materials in supermarkets, convenience stores, shelters for the homeless, public and private social service agency locations and nursery school providers.~~
- ~~i. Mailing information letters to local physicians, hospitals, nursery schools, non-public schools, health departments, community centers, rescue squads and churches.~~
- ~~j. A guide to preschool services for potentially disabled children ages three to five is made available to: _____ (list recipients).~~
- ~~k. Posting of State developed child find materials in _____ (designate areas) for potentially disabled students and/or early intervention program.~~
- ~~l. Training of home school advocate/school community liaisons or others to assist in the identification of potentially disabled students.~~



REGULATION GUIDE

PROGRAM

R 2460.1/page 3 of 10

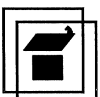
Special Education - Location, Identification, and Referral

- m. Listings of Early Intervention Program (EIP), local nursery schools and pediatricians are maintained. The district's preschool coordinator (or other) maintains contact with EIP coordinator and nursery school director.
- n. Information is distributed through the Parent Advisory Committee.
- o. School handbooks distributed to parents contain information describing special education services.
- p. Distribution of information to the school district's ESL/Bilingual teachers describing child find activities.
- q. Students entering Kindergarten are screened to identify ~~potentially disabled~~ students **who may have a disability**.
- r. Intervention and Referral Services Committees (I&RS) have been established in all school buildings.
- s. (Insert any other procedures specific to district.)

[Required for Charter Schools and Renaissance Schools

- t. For a charter school **or renaissance school**, the child find activities as outlined above are limited to the population of students enrolled in the charter school **or renaissance school**.]
3. No later than _____ of each school year the _____ will contact by mail the _____ (identify the title of the nonpublic school official) of the nonpublic school(s) to request input from nonpublic school parents and officials for suggestions on ways to conduct child find activities for students attending nonpublic schools.

N/A



REGULATION GUIDE

PROGRAM

R 2460.1/page 4 of 10

Special Education - Location, Identification, and Referral

The child find activities for nonpublic students shall be comparable to the child find activities for public school students.

The following individual(s) shall serve as representatives from nonpublic schools:

School

Title of the Individual
Representing the
Nonpublic School

Based on the suggestions from the representatives of the nonpublic schools and parent(s), the _____ will modify the child find activities for the next school year, as appropriate.

B. Procedures for Intervention in the General Education Program

A staff member or agency shall provide in writing a request for intervention services for students ages 14 to 18, (indicate ages of students present in the school district) to the Building Principal or designee. The request shall contain the following:

1. Reason for request (including parental or adult student request);
2. Descriptive behavior of student performance; and
3. Indication of the prior interventions.

Teachers and other school professionals, as appropriate, will be in-serviced annually by the Building Principal or designee regarding the procedures for initiating and providing interventions in the general education program. The parent(s) will be informed of the procedures to initiate interventions in the general education program.



REGULATION GUIDE

PROGRAM

R 2460.1/page 5 of 10

Special Education - Location, Identification, and Referral

The Superintendent or designee will oversee the district's implementation/**evaluation** and ~~effectiveness~~ of the ~~procedures~~ for interventions **identified** in the ~~general education program~~.

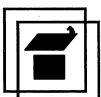
An Intervention and Referral Services Committee (I&RS) will be in place in each school building pursuant to N.J.A.C. 6A:16-8.1 **et seq. and Policy and Regulation 2417.**

The Building Principal or designee will be responsible for the following:

1. The implementation and effectiveness of building level I&RS Committee;
2. Will identify the roles and responsibilities of building staff who participate in planning and providing intervention services; and
3. Review, assess and document the effectiveness of the services provided in achieving the outcome identified in the intervention plan.

~~*Sample forms are located in the Resource Manual for Intervention and Referral Services published by the NJDOE.~~

4. The I&RS Committee shall:
 - a. Plan and provide appropriate intervention services;
 - b. Actively involve the parent(s) in the development and implementation of intervention plans;
 - c. Develop an action plan for an identified student which specifies specific tasks, resources, persons responsible, completion dates, date for review;
 - d. Coordinate the services of community based social and health provider agencies; *(as needed)*
 - e. Process and complete the documentation forms;



REGULATION GUIDE

PROGRAM

R 2460.1/page 6 of 10

Special Education - Location, Identification, and Referral

- f. Review and assess the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral plan; **and**
- g. Ensure the type, frequency, duration, and effectiveness of the interventions are documented.

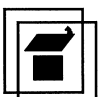
5. The Building Principal will insure that:

- a. I&RS Committee receive in-service training by the Building Principal or designee by October 1st (Specify date) each school year;
- b. Staff handbooks are updated by Sept 1st (Specify date) and include information regarding intervention procedures;
- c. New instructional staff attend the district's orientation program commencing in the month of August which includes information on I&RS Committee;
- d. School calendars are distributed in the month of September and provide information on intervention services; and
- e. Parent/student handbooks distributed in the month of September and include information on intervention services.

C. Procedures for Referral

Referral procedures are included in professional staff handbooks and referral forms are available in the Principal's office, the Child Study Team (CST) office, and the Office of Pupil Services. (name of the office designated for Special Education Services)

1. Parental Notification of Referral Procedures



REGULATION GUIDE

PROGRAM

R 2460.1/page 7 of 10

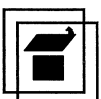
Special Education - Location, Identification, and Referral

Referral procedures shall be included in The Parent Handbook (name of publication(s) e.g. Parent Handbook, newsletter, special education brochure or pamphlet or other school district publication, which shall be distributed to the parent(s). These procedures and publications shall be updated annually and be distributed to the parent(s) and appropriate social service and welfare agencies not later than October 1 of each year.

2. Parent Initiated Referral

When a parent makes a written request for an evaluation to determine eligibility for services:

- a. The written request shall be received and dated by the _____; Director of Pupil Services
- b. The written request shall be immediately forwarded to the office of special services/special education;
- c. A file will be initiated to include a timeline for processing the referral including the date that initiates the twenty-day timeline for conducting the referral/identification meeting and any forms used to open a case;
- d. Upon receipt of the referral a request for a summary and review of health and medical information regarding the student shall be forwarded to the school nurse who will transmit the summary to the ~~Child Study Team (CST)~~;
- e. The Director of Pupil Services will convene a referral/identification meeting within twenty calendar days (excluding school holidays, but not summer vacation) of the date the request was received by the district;
- f. A "Notice of a Referral/Identification Meeting" will be sent to the parent(s);
- g. The notice will contain "Parental Rights in Special Education" (PRISE) Booklet; and
- h. The referral/identification meeting will be attended by the parent(s), CST, and regular education teacher.



REGULATION GUIDE

PROGRAM

R 2460.1/page 8 of 10

Special Education - Location, Identification, and Referral

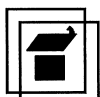
3. School Initiated Referral

Referral of a student **to the CST** may be made by administrative, instructional, or other professional staff to determine eligibility for special services when:

- a. It is determined (optional: through the I&RS Committee) that interventions in the general education program have not **been effective in alleviating** adequately addressed the **student's** educational difficulties ~~and it is believed that the student may be disabled.~~
- b. It can be documented that the nature of the student's educational problem(s) is such that an evaluation to determine eligibility for services is warranted without delay.
- c. The Director of Services Pupil Services, through in-service training, shall ensure that students **are referred** who may **have a disability**, ~~but be potentially disabled are referred even though they are advancing from grade to grade.~~
 - (1) **A student with a disability, who is advancing from grade to grade with the support of specially designed services, may continue to be eligible when:**
 - (a) **As part of the re-evaluation, the Individualized Education Plan (IEP) team determines that the student continues to require specially designed services to progress in the general education curriculum; and**
 - (b) **The use of functional assessment information supports the IEP team's determination.**

The following procedure will be followed for a school initiated referral:

- a. A referral to the CST will be completed by the referring staff member;



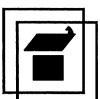
REGULATION GUIDE

PROGRAM

R 2460.1/page 9 of 10

Special Education - Location, Identification, and Referral

- b. I&RS documentation including, but not limited to: teacher reports, grades and other relevant data (optional: the intervention record) shall be forwarded with the referral to the CST along with any other relevant data;
 - c. I&RS documentation does not need to be forwarded for direct referral when the nature of the student's problem is such that the evaluation is warranted without delay;
 - d. The referral should be dated upon receipt by the CST;
 - e. A file will be initiated to include a timeline for processing the referral including the date that initiates the twenty-day timeline for conducting the referral/identification meeting;
 - f. Upon receipt of the referral, a request for a summary and review of health and medical information regarding the student shall be forwarded to the school nurse who will transmit the summary to the CST;
 - g. The Case Manager will convene a referral/identification meeting within twenty calendar days (excluding school holidays, but not summer vacation) of the date recorded on the referral;
 - h. A "Notice of a Referral/Identification Meeting" will be sent to the parent(s);
 - i. The notice shall contain "Parental Rights in Special Education" (PRISE); and
 - j. The referral/identification meeting will be attended by the parent(s), CST, and regular education teacher.
4. The district may use community rehabilitation programs approved by the New Jersey Department of Labor, Division of Vocational Rehabilitation Services or any other State agency empowered to accept secondary level student placement according to N.J.A.C. 6A:14-4.7(f)±.



REGULATION GUIDE

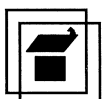
PROGRAM

R 2460.1/page 10 of 10

Special Education - Location, Identification, and Referral

5. Each evaluation of the student requires an assessment to determine appropriate post-secondary outcomes as part of transition services planning.
6. Each IEP Team member is required to certify in writing whether the IEP Team report reflects his or her conclusions. In the event the IEP Team report does not reflect the IEP Team member's conclusion, the IEP Team member must submit a dissenting opinion in order to ensure the parent(s) is aware of dissenting opinions regarding the determination of eligibility for a specific learning disability.
7. The parent(s) must receive a copy of their child's evaluation report and any documentation leading to a determination of eligibility not less than ten calendar days prior to the eligibility conference in order to ensure the parent(s) has a reasonable amount of time to review documentation prior to an eligibility conference.
8. A student may be referred directly to the ~~Child Study Team~~ **CST** when warranted.

Adopted:



REGULATION GUIDE

PROGRAM

R 2460.8/page 1 of 5

Special Education - Free and Appropriate Public Education

Feb 17

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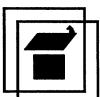
[See POLICY ALERT Nos. 95, 101, 104, 108, 112, 119, 129, 132,
138, 146, 152, 155, 159, 185 and 211]

R 2460.8 SPECIAL EDUCATION - FREE AND APPROPRIATE PUBLIC EDUCATION

A free and appropriate public education is available to all students with disabilities between the ages of three and twenty-one including students with disabilities who have been suspended or expelled from school.

Procedures regarding the provision of a free and appropriate public education to students with disabilities who are suspended or expelled are as follows:

1. School officials responsible for implementing suspensions/expulsions in the district are the following: (List school officials/designees by district organizational level.)
 - a. ☒ **Grades Nine – Twelve** ~~9-12~~ Principal/~~Vice Principal~~ or designee;
 - b. ☐ **Grades Six – Eight** ~~6-8~~ Principal/**Vice Principal** or designee;
 - c. ☐ **Grades Pre-Kindergarten – Five** ~~PreK—5~~ Principal/**Vice Principal** or designee;
 - d. ☐ _____ (Other).
2. Each time a student with a disability is removed from his/her current placement for disciplinary reasons, notification of the removal is provided to the case manager by the Principal or designee. (Notification must be in written format for documentation.)
 - a. Removal for at least half of the school day shall be reported via the Electronic Violence and Vandalism Reporting System.
3. Each Principal or designee will ensure that a system is in place to track the number of days a student with disabilities has been removed for disciplinary reasons. Documentation will include:



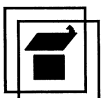
REGULATION GUIDE

PROGRAM

R 2460.8/page 2 of 5

Special Education - Free and Appropriate Public Education

- a. Student's name;
 - b. The infraction;
 - c. Time suspended; and
 - d. The cumulative days suspended including removal for a portion of the school day which is counted proportionately.
4. When a student is suspended from transportation:
- a. Suspension from transportation is not counted as a day of removal if the student attended school.
 - b. Suspension from transportation is counted as a day of removal if the student does not attend school.
 - c. If transportation is included in the student's IEP as a required related service, the school district shall provide alternate transportation during the period of suspension from the typical means of transportation.
 - d. Suspension from transportation may be counted as a day of absence rather than a day of removal if the district made available an alternate means of transportation and the student does not attend school.
5. When a student with a disability participates in an in-school suspension program, the Principal or designee shall ensure that participation in the program is not considered removal when determining whether a manifestation determination must be conducted if the program provides the following:
- a. Opportunity for the student to participate and progress in the general curriculum,
 - b. Services and modifications specified in the student's IEP,
 - c. Interaction with **peers who are not disabled** ~~non-disabled peers~~ to the extent they would have in the current placement, and
 - d. The student is counted as present for the time spent in the in-school suspension program.



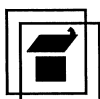
REGULATION GUIDE

PROGRAM

R 2460.8/page 3 of 5

Special Education - Free and Appropriate Public Education

6. When a series of short-term removals will accumulate to more than ten school days in the year:
 - a. The Principal/~~Vice Principal~~ or designee and the case manager will consult to determine whether the removals create a change of placement according to N.J.A.C. 6A:14-2.8(c)2. Written documentation of the consultation between the school administration and the case manager shall be maintained by the case manager.
 - b. If it is determined that there is no change in placement, the Principal/~~Vice Principal~~ or designee, the case manager, and special education teacher will consult to determine the extent to which services are necessary to:
 - (1) Enable the student to participate and progress appropriately in the general education curriculum; and
 - (2) Advance appropriately toward achieving the goals set out in the student's IEP.
 - c. Written documentation of the consultation and services provided shall be maintained in the student's file.
7. When a disabled student is removed from his/her current placement for more than ten days and the removal does not constitute a change in placement, the case manager shall convene a meeting of the IEP Team and, as necessary or required, conduct a functional behavior assessment and review the behavioral intervention plan according to N.J.A.C. 6A:14 Appendix A, **Individuals with Disabilities Education Act Amendments of 2004**, 20 U.S.C. §1415(k). The IEP Team shall:
 - a. Review the behavioral intervention plan and its implementation;
 - b. Determine if modifications are necessary; and



REGULATION GUIDE

PROGRAM

R 2460.8/page 4 of 5

Special Education - Free and Appropriate Public Education

- c. Modify the behavioral intervention plan and its implementation as appropriate. The plan will be modified to the extent necessary if at least one member of the team determines that modifications are necessary.

The case manager will document the date and the outcome of the meeting.

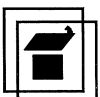
The documentation shall be placed in the student's file.

Procedures Regarding the Provision of a Free and Appropriate Public Education to Preschool Age Students with Disabilities

To ensure that preschoolers with disabilities who are not participating in an early intervention program have their initial IEP's in effect by their third birthday, a written request for an initial evaluation shall be forwarded to the district.

The following procedures will be followed:

1. A parent of a preschool-age student suspected of having a disability, who requests a Child Study Team (CST) evaluation by telephone, will be advised to submit a written request for an evaluation to the Preschool Coordinator or _____.
2. Upon receipt of the written request, the request shall be dated and signed by the recipient.
3. The district will respond to referrals of preschoolers according to N.J.A.C. 6A:14-3.3(e).
4. A file will be initiated for the potentially disabled preschooler:
 - a. The _____ will convene a referral/identification meeting within twenty calendar days (excluding school holidays but not summer vacation) of the date recorded on the request;
 - b. A "Notice of Referral/Identification Meeting" will be sent to the parent(s);



REGULATION GUIDE

PROGRAM

R 2460.8/page 5 of 5

Special Education - Free and Appropriate Public Education

- ~~c. The notice will contain "Parental Rights in Special Education" (PRISE) Booklet;~~
- ~~d. The meeting will be attended by the CST, including a speech language specialist, the parent(s), and a teacher who is knowledgeable about the district's program; and~~
- ~~e. A program shall be in place no later than ninety calendar days from the date of consent.~~

Procedures Regarding the Provision of a Free, Appropriate Public Education to Students with Disabilities Who Are Advancing From Grade to Grade

The Director of Pupil Services, through in-service training, shall ensure students with disabilities who are advancing from grade to grade with the support of specially designed services, continue to be eligible when as part of a reevaluation, the IEP Team determines the student continues to require specially designed services to progress in the general education curriculum and the use of functional assessment information supports the IEP Team's determination.

Procedures Involving Procedural Safeguards to Students Not Yet Eligible For Special Education

Disciplinary procedural safeguards will apply to students not yet eligible for special education. The parent(s) and/or adult student may assert any of the protections of the law if the district had knowledge the student was a student with a disability before the behavior that precipitated the disciplinary action occurred.

Adopted:



REGULATION

Somerset County Vocational School District

Section: Program

2460.16. SPECIAL EDUCATION - INSTRUCTIONAL MATERIAL TO BLIND OR PRINT-DISABLED
PUPILS (M)

Date Created: September, 2009

Date Edited: September, 2009

2460.16. SPECIAL EDUCATION - INSTRUCTIONAL MATERIAL TO BLIND OR PRINT-DISABLED PUPILS (M)

M

students
All ~~pupils~~ that are blind or print-disabled will be provided instructional materials in a timely manner in accordance with a plan developed by the district.

The plan to provide the instructional material to blind or print-disabled ~~pupils~~ *students* in a timely manner will:

1. Be included in the Individualized Education Program of each ~~pupil~~ *student* with a disability;
2. Set forth the instructional materials needed by the ~~pupil~~ *student*;
3. Indicate how the instructional material will be provided to the blind or print-disabled ~~pupil~~ *student*; and
4. Address any assistive technology needed to permit the ~~pupil~~ *student* to utilize the instructional material to be provided.

Adopted: 21 September 2009

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POLICY GUIDE

PROGRAM

2467/page 1 of 4

Surrogate Parents and Foster Parents

Feb 17

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[See POLICY ALERT Nos. 170, 185 and 211]

2467 SURROGATE PARENTS AND FOSTER PARENTS

Federal and State laws require the Board ensure the rights of a student are protected through the provision of an individual to act as surrogate for the parent(s) and assume all parental rights under N.J.A.C. 6A:14-2.2 when:

1. The parent, (as defined according to N.J.A.C. 6A:14-1.3), cannot be identified ~~or located after reasonable efforts~~;
2. **The parent cannot be located after reasonable efforts;**
32. An agency of the State of New Jersey has guardianship of the student and that agency has not taken steps to appoint a surrogate parent for the student;
43. The student is a ward of the State and no State agency has taken steps to appoint a surrogate parent for the student;
54. No parent can be identified for the student in accordance with N.J.A.C. 6A:14-1.3 except a foster parent, the foster parent does not agree to serve as the student's parent, and no State agency has taken steps to appoint a surrogate parent for the student; and
65. The student is an unaccompanied homeless youth and no State agency has taken steps to appoint a surrogate parent for the student.

Qualifications and Selection

The district will make reasonable efforts to appoint a surrogate parent within thirty days of its determination that a surrogate parent is required for a student. If the district fails to appoint a surrogate parent for a ward of the State, a judge may appoint a surrogate parent if the judge determines a surrogate parent is necessary for such a student.



POLICY GUIDE

PROGRAM

2467/page 2 of 4

Surrogate Parents and Foster Parents

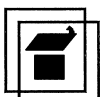
The person serving as a surrogate parent **shall**:

1. ~~Shall H~~have no interest that conflicts with those of the student he/she represents;
2. ~~Shall P~~possess the knowledge and skills that ensure adequate representation of the student;
3. ~~Shall N~~ot be replaced without cause;
4. ~~Shall B~~be at least eighteen years of age;
5. ~~Shall H~~have a criminal history review in accordance with N.J.S.A. 18A:6-7.1 completed prior to his or her serving as the surrogate parent, if the school district compensates the surrogate parent for such services; and
6. ~~Shall N~~ot be an employee of the New Jersey Department of Education, this district, or a public or nonpublic agency that is involved in the education or care of the child.

[Optional - A surrogate parent may be paid solely to act in this capacity.]

The Director of Pupil Services shall serve as **Surrogate Parent Coordinator** and will: determine whether there is a need for a surrogate parent for a student; contact any State agency that is involved with the student to determine whether the State has a surrogate parent appointed for the student; and will make reasonable efforts to appoint a surrogate parent for the student within thirty days of determining that there is a need for a surrogate parent for the student.

When a student (who is or may be a student with a disability) is in the care of a foster parent ~~residing in this district~~, and the foster parent is not the parent of the student as defined in N.J.A.C. 6A:14-1.3, the _____ **district where the foster parent resides** shall contact the student's case manager at the Division of **Child Protection and Permanency (DCP&P) Youth and Family Services (DYFS)** in the Department of **Children and Families Human Services** to determine whether the parent(s) retains the right to make educational decisions and to determine the whereabouts of the parent(s).



POLICY GUIDE

PROGRAM

2467/page 3 of 4

Surrogate Parents and Foster Parents

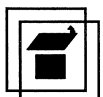
If the parent(s) retains the right to make educational decisions and the parent's whereabouts are known to the school district, the **Surrogate Parent Coordinator** _____ shall obtain all required consent from and provide written notices to the parent(s).

If the district cannot ascertain the whereabouts of the parent(s), the **foster parent, unless that person is unwilling to do so, shall serve as the parent pursuant to N.J.A.C. 6A:14-1.3.** ~~_____ shall consult with the student's case manager at DYFS to assist in identifying an individual, including the foster parent, who may serve as a surrogate.~~ If there is no foster parent, or if the foster parent is unwilling to serve as the student's parent pursuant to ~~N.J.A.C. 6A:14-1.3,~~ the **Surrogate Parent Coordinator** _____ shall consult with the student's case manager at **DCP&P DYFS** to assist in identifying an individual to serve as a surrogate parent and the _____ shall appoint a surrogate parent and obtain all required consent from, and provide written notices to, the surrogate parent.

Training

N.J.A.C 6A:14-2.2(d) requires the district train surrogate parents so they have the knowledge and skills that ensure adequate representation of the student. The **Surrogate Parent Coordinator** _____ shall coordinate the training for surrogate parents. The training will include, but not be limited to:

1. Providing the surrogate parent a copy of:
 - a. Parental Rights in Special Education booklet;
 - b. N.J.A.C. 6A:14;
 - c. The Special Education Process;
 - d. Code Training Materials from the Department of Education website; and
 - e. Other relevant materials.



POLICY GUIDE

PROGRAM

2467/page 4 of 4

Surrogate Parents and Foster Parents

2. Providing the surrogate parent an opportunity to meet with the **Surrogate Parent Coordinator** _____ to discuss the rights of the surrogate parent and the applicable statutes, administrative codes, and Federal laws. The **Surrogate Parent Coordinator** _____ shall provide the surrogate parent the opportunity to review and to become familiar with the State and Federal requirements for assessment, individualized educational program development, and parental rights with respect to the referral and placement process, including their rights with respect to seeking a due process hearing if they disagree with the local procedure or decisions;
3. Providing the surrogate parent adequate time to become familiar with the student and the nature of the student's disability through a review of the student's record;
4. Providing the surrogate parent an opportunity to confer with the student's case manager to discuss the student; and
5. Other information and resources to provide the surrogate parent the knowledge and skills to ensure adequate representation of the student.

Rights of the Surrogate Parent

A surrogate parent appointed in accordance with N.J.A.C. 6A:14-2.2 shall assume all parental rights under N.J.A.C. 6A:14.

N.J.A.C. 6A:14-2.2

[Back to Top](#)

Adopted:



REGULATION GUIDE

PROGRAM

R 2460.15/page 1 of 1

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

Feb 17

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[See **POLICY ALERT No. 211**]

R 2460.15 SPECIAL EDUCATION – IN-SERVICE TRAINING NEEDS FOR PROFESSIONAL AND PARAPROFESSIONAL STAFF

The in-service training needs for professional and paraprofessional staff who provide special education, general education, or related services will be identified and appropriate in-service special education training will be provided by the district.

The district will maintain information to demonstrate its efforts to:

1. Prepare general and special education personnel with the content knowledge and collaborative skills needed to meet the needs of children with disabilities;
2. Enhance the ability of teachers and others to use strategies, such as behavioral interventions, to address the conduct of students with disabilities that impedes the learning of students with disabilities and others;
3. Acquire and disseminate to teachers, administrators, Board members, and related services personnel, significant knowledge derived from educational research and other sources and how the district will, if appropriate, adopt promising practices, materials, and technology;
4. Insure that the in-service training is integrated to the maximum extent possible with other professional development activities; and
5. Provide for joint training activities of parents and special education, related services, and general education personnel.

Adopted:

[Back to Top](#)



3/3 9:29am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10
Interim Balance Sheet
For 8 Month Period Ending 02/28/2017

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$3,160,548.57
121	Tax levy receivable		\$4,310,135.00
	Accounts receivable:		
132	Interfund	\$22,047.00	
141	Intergovernmental - State	\$603,284.53	
143	Intergovernmental - Other	\$1,824.00	
			\$627,155.53

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

301	Estimated Revenues	\$14,758,205.00	
302	Less Revenues	(\$14,189,943.50)	
			\$568,261.50

	Total assets and resources		\$8,666,100.60
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REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10
Interim Balance Sheet
For 8 Month Period Ending 02/28/2017

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year		\$4,732,550.20
754	Reserve for encumbrance - Prior Year		\$8,800.00
	Reserved fund balance:		
760	Reserved Fund Balance		\$1,633,589.23
601	Appropriations	\$15,522,496.79	
602	Less : Expenditures	\$8,938,080.88	
603	Encumbrances	\$4,741,350.20 (\$13,679,431.08)	
			\$1,843,065.71
	Total Appropriated		\$8,218,005.14

--- Unappropriated ---

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

TOTAL FUND BALANCE	\$8,666,100.60
TOTAL LIABILITIES AND FUND EQUITY	\$8,666,100.60

=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10
Interim Balance Sheet
For 8 Month Period Ending 02/28/2017

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$15,522,496.79	\$13,679,431.08	\$1,843,065.71
Revenues	(\$14,758,205.00)	(\$14,189,943.50)	(\$568,261.50)
	\$764,291.79	(\$510,512.42)	\$1,274,804.21
Less: Adjust for prior year encumb.	(\$379,291.79)	(\$379,291.79)	
Budgeted Fund Balance	\$385,000.00	(\$889,804.21)	\$1,274,804.21
	=====	=====	=====
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$385,000.00	(\$889,804.21)	\$1,274,804.21
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00
	\$385,000.00	(\$889,804.21)	\$1,274,804.21
TOTAL Budgeted Fund Balance	\$385,000.00	(\$889,804.21)	\$1,274,804.21
	=====	=====	=====

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 8 Month Period Ending 02/28/2017

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$13,329,643.00	\$12,761,381.50		\$568,261.50
3XXX	From State Sources	\$1,428,562.00	\$1,428,562.00		.00
TOTAL REVENUE/SOURCES OF FUNDS		\$14,758,205.00	\$14,189,943.50		\$568,261.50
		=====	=====	=====	=====
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$1,875,312.00	\$1,083,675.93	\$569,935.26	\$221,700.81
11-3XX-100-XXX	Voc. Programs - Local - Instruction	\$3,800,832.78	\$2,192,188.21	\$1,213,869.33	\$394,775.24
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$75,025.00	\$33,350.70	\$300.49	\$41,373.81
11-402-100-XXX	School-Spons. Athletics - Instruction	\$103,273.00	\$46,833.76	\$25,479.32	\$30,959.92
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-211-XXX	Attendance and Social Work Services	\$23,322.20	\$14,841.40	\$8,480.80	.00
11-000-213-XXX	Health Services	\$188,498.00	\$117,871.14	\$66,936.48	\$3,690.38
11-000-216-XXX	Speech, OT,PT & Related Svcs	\$10,944.00	\$517.00	\$6,779.00	\$3,648.00
11-000-218-XXX	Guidance	\$825,088.50	\$531,739.89	\$263,350.62	\$29,997.99
11-000-219-XXX	Child Study Teams	\$242,793.53	\$140,026.45	\$64,088.48	\$38,678.60
11-000-221-XXX	Improvement Of Inst./Other Support				
	Improvement of Inst. Serv.	\$170,262.00	\$115,072.56	\$50,089.63	\$5,099.81
11-000-222-XXX	Educational Media Serv/School Library	\$53,897.00	\$24,204.23	\$12,961.69	\$16,731.08
11-000-223-XXX	Instructional Staff Training Services	\$68,550.00	\$39,977.06	\$17,037.68	\$11,535.26
11-000-230-XXX	Supp. Serv.-General Administration	\$712,070.00	\$453,248.02	\$156,048.37	\$102,773.61
11-000-240-XXX	Supp. Serv.-School Administration	\$880,237.00	\$579,902.07	\$275,550.38	\$24,784.55
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$857,786.00	\$587,514.97	\$289,623.95	(\$19,352.92)
11-000-261-XXX	Allowable Maint. for School Facilities	\$1,259,779.23	\$815,158.21	\$231,984.92	\$212,636.10
11-000-262-XXX	Custodial Services	\$1,211,677.00	\$626,015.60	\$441,281.66	\$144,379.74
11-000-263-XXX	Care and Upkeep of Grounds	\$25,150.00	\$3,821.47	\$1,705.79	\$19,622.74
11-000-266-XXX	Security	\$75,652.80	\$43,227.35	\$27,409.12	\$5,016.33
11-000-270-XXX	Student Transportation Services	\$100,984.00	\$42,513.69	\$19,741.18	\$38,729.13
11-000-291-XXX	Allocated and Unallocated Benefits	\$2,764,989.00	\$1,343,930.85	\$947,807.91	\$473,250.24
TOTAL GENERAL CURRENT EXPENSE					
EXPENDITURES/USES OF FUNDS		\$15,326,123.04	\$8,835,630.56	\$4,690,462.06	\$1,800,030.42
		=====	=====	=====	=====

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 8 Month Period Ending 02/28/2017

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
 *** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$175,985.75	\$102,450.32	\$50,888.14	\$22,647.29
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$20,388.00	.00	.00	\$20,388.00
	_____	_____	_____	_____
 TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	 \$196,373.75	 \$102,450.32	 \$50,888.14	 \$43,035.29
	=====	=====	=====	=====
 TOTAL GENERAL FUND EXPENDITURES	 \$15,522,496.79	 \$8,938,080.88	 \$4,741,350.20	 \$1,843,065.71
	=====	=====	=====	=====

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 8 Month Period Ending 02/28/2017

		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	\$245,470.55	\$279,529.45
1XXX	Miscellaneous	\$882,200.00	\$593,467.95	\$288,732.05
		-----	-----	-----
	TOTAL	\$13,329,643.00	\$12,761,381.50	\$568,261.50
		=====	=====	=====
--- 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	\$14,189,943.50	\$568,261.50
		=====	=====	=====

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 8 Month Period Ending 02/28/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,583,179.80	\$938,335.18	\$528,230.63	\$116,613.99
11-140-100-106 Other Salaries for Instruction	\$81,647.00	\$49,092.56	\$32,554.44	.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	\$26,240.98	\$672.00	\$62,490.02
11-140-100-610 General Supplies	\$54,635.00	\$36,751.90	\$6,469.19	\$11,413.91
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	\$861.00	\$0.00	\$2,139.00
11-150-100-320 Purchased Prof.-Ed. Services	\$4,500.00	.00	\$2,009.00	\$2,491.00
11-150-100-500 Other Purchased Services	\$100.00	.00	.00	\$100.00
TOTAL	\$1,875,312.00	\$1,083,675.93	\$569,935.26	\$221,700.81
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$2,970,547.00	\$1,783,983.71	\$1,000,885.13	\$185,678.16
11-310-100-106 Other Salaries for Instruction	\$188,125.00	\$29,894.32	\$24,989.44	\$133,241.24
11-310-100-320 Purchased Prof.-Ed. Services	\$224,649.00	\$211,840.17	\$161,483.00	(\$148,674.17)
11-310-100-500 Other Purchased Services	\$70,711.78	\$28,717.35	\$4,945.90	\$37,048.53
11-310-100-610 General Supplies	\$308,491.00	\$109,131.50	\$19,759.19	\$179,600.31
11-310-100-640 Textbooks	\$25,259.00	\$20,817.16	.00	\$4,441.84
11-310-100-800 Other Objects	\$13,050.00	\$7,804.00	\$1,806.67	\$3,439.33
Total	\$3,800,832.78	\$2,192,188.21	\$1,213,869.33	\$394,775.24
--- 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	\$300.49	\$20,132.48
11-401-100-800 Other Objects	\$3,500.00	.00	.00	\$3,500.00
TOTAL	\$75,025.00	\$33,350.70	\$300.49	\$41,373.81
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$70,901.00	\$34,286.06	\$6,778.44	\$29,836.50
11-402-100-500 Purchased Services	\$4,475.00	\$1,575.00	\$2,000.00	\$900.00
11-402-100-600 Supplies and Materials	\$6,637.00	\$2,770.70	\$3,648.88	\$217.42
11-402-100-800 Other Objects	\$21,260.00	\$8,202.00	\$13,052.00	\$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 8 Month Period Ending 02/28/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$103,273.00	\$46,833.76	\$25,479.32	\$30,959.92
--- UNDISTRIBUTED EXPENDITURES ---				
--- Attendance and social work services ---				
11-000-211-171 Sal. of Drop-Out Prevention Officer/Coordinators				
	\$23,322.20	\$14,841.40	\$8,480.80	.00
TOTAL	\$23,322.20	\$14,841.40	\$8,480.80	\$0.00
--- Health services ---				
11-000-213-100 Salaries	\$163,498.00	\$105,420.15	\$57,101.60	\$976.25
11-000-213-300 Purchased Prof. & Tech. Svc.	\$16,000.00	\$9,328.52	\$9,570.00	(\$2,898.52)
11-000-213-500 Other Purchased Services	\$1,100.00	\$300.00	.00	\$800.00
11-000-213-600 Supplies and Materials	\$7,000.00	\$2,527.78	\$264.88	\$4,207.34
11-000-213-800 Other Objects	\$900.00	\$294.69	.00	\$605.31
TOTAL	\$188,498.00	\$117,871.14	\$66,936.48	\$3,690.38
--- Speech, OT,PT & Related Svcs ---				
11-000-216-320 Purchased Prof. Ed. Services	\$10,944.00	\$517.00	\$6,779.00	\$3,648.00
TOTAL	\$10,944.00	\$517.00	\$6,779.00	\$3,648.00
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$343,135.00	\$214,439.93	\$127,009.92	\$1,685.15
11-000-218-105 Sal Secr. & Clerical Asst.	\$106,003.00	\$70,574.74	\$35,136.64	\$291.62
11-000-218-110 Other Salaries	\$298,393.00	\$198,857.84	\$99,379.92	\$155.24
11-000-218-390 Other Purch. Prof. & Tech Svc.	\$61,077.50	\$38,686.38	\$1,290.00	\$21,101.12
11-000-218-500 Other Purchased Services	\$12,880.00	\$6,476.99	.00	\$6,403.01
11-000-218-600 Supplies and Materials	\$3,500.00	\$2,704.01	\$534.14	\$261.85
11-000-218-800 Other Objects	\$100.00	.00	.00	\$100.00
TOTAL	\$825,088.50	\$531,739.89	\$263,350.62	\$29,997.99
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$137,184.64	\$87,000.40	\$49,919.20	\$265.04
11-000-219-105 Sal Secr. & Clerical Asst.	\$88,220.36	\$45,425.79	\$13,613.28	\$29,181.29
11-000-219-199 Unused Vac. Payment to Term/Ret Staff		\$2,728.64	.00	(\$2,728.64)
11-000-219-320 Purchased Prof. - Ed. Services	\$2,000.00	.00	\$525.00	\$1,475.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$7,200.00	\$199.00	.00	\$7,001.00

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 8 Month Period Ending 02/28/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-219-500 Other Purchased Services	\$1,015.00	.00	.00	\$1,015.00
11-000-219-600 Supplies and Materials	\$5,673.53	\$4,198.62	\$31.00	\$1,443.91
11-000-219-800 Other Objects	\$1,500.00	\$474.00	.00	\$1,026.00
TOTAL	\$242,793.53	\$140,026.45	\$64,088.48	\$38,678.60
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-104 Salaries Other Prof. Staff	\$108,804.50	\$75,932.19	\$30,939.83	\$1,932.48
11-000-221-105 Sal Secr. & Clerical Asst.	\$55,757.50	\$37,016.64	\$18,508.32	\$232.54
11-000-221-500 Other Purchased Services	\$2,500.00	\$1,282.96	\$641.48	\$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
TOTAL	\$170,262.00	\$115,072.56	\$50,089.63	\$5,099.81
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$31,552.00	\$18,992.20	\$12,194.80	\$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	\$4,117.03	\$766.89	\$5,816.08
11-000-222-800 Other Objects	\$4,035.00	.00	.00	\$4,035.00
TOTAL	\$53,897.00	\$24,204.23	\$12,961.69	\$16,731.08
--- Instructional Staff Training Services ---				
11-000-223-102 Salaries Superv. of Instruction	\$45,000.00	\$29,077.52	\$15,651.68	\$270.80
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$5,000.00	\$1,706.93	.00	\$3,293.07
11-000-223-500 Other Purchased Services	\$16,550.00	\$9,192.61	\$1,386.00	\$5,971.39
11-000-223-600 Supplies and Materials	\$2,000.00	.00	.00	\$2,000.00
TOTAL	\$68,550.00	\$39,977.06	\$17,037.68	\$11,535.26
--- Support services-general administration ---				
11-000-230-100 Salaries	\$316,670.00	\$213,121.46	\$103,548.46	\$0.08
11-000-230-331 Legal Services	\$60,000.00	\$42,414.25	\$17,585.75	.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	\$4,000.00	\$8,800.00	.00
11-000-230-339 Other Purchased Prof. Svc.	\$17,500.00	.00	.00	\$17,500.00
11-000-230-530 Communications/Telephone	\$89,200.00	(\$500.22)	\$24,062.74	\$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	\$133,923.64	\$132,213.64	\$1,103.00	\$607.00

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 8 Month Period Ending 02/28/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-230-61X General Supplies	\$10,000.00	\$1,474.95	\$42.00	\$8,483.05
11-000-230-630 BOE In-House Training/Meeting Supplies	\$1,000.00	.00	.00	\$1,000.00
11-000-230-890 Misc. Expenditures	\$25,742.00	\$16,221.83	\$906.42	\$8,613.75
11-000-230-895 BOE Membership Dues and Fees	\$7,000.00	\$6,749.75	.00	\$250.25
TOTAL	\$712,070.00	\$453,248.02	\$156,048.37	\$102,773.61
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$631,013.00	\$423,858.49	\$207,154.51	.00
11-000-240-105 Sal Secr. & Clerical Asst.	\$180,073.00	\$113,392.95	\$59,333.20	\$7,346.85
11-000-240-11X Other Salaries	\$6,900.00	.00	.00	\$6,900.00
11-000-240-500 Other Purchased Services	\$33,600.00	\$20,643.61	\$2,836.00	\$10,120.39
11-000-240-600 Supplies and Materials	\$22,911.00	\$16,267.02	\$6,226.67	\$417.31
11-000-240-800 Other Objects	\$5,740.00	\$5,740.00	.00	.00
TOTAL	\$880,237.00	\$579,902.07	\$275,550.38	\$24,784.55
--- Central Services ---				
11-000-251-100 Salaries	\$337,176.00	\$224,782.88	\$112,391.44	\$1.68
11-000-251-330 Purchased Prof. Svcs.	\$11,003.00	\$5,171.77	\$2,133.23	\$3,698.00
11-000-251-340 Purchased Technical Svcs.	\$28,301.00	\$19,028.00	\$6,000.00	\$3,273.00
11-000-251-592 Misc Pur Serv(400-500 series)	\$3,000.00	\$1,889.09	\$909.00	\$201.91
11-000-251-600 Supplies and Materials	\$9,001.00	\$3,422.93	.00	\$5,578.07
11-000-251-89X Other Objects	\$5,000.00	\$3,392.68	\$484.28	\$1,123.04
TOTAL	\$393,481.00	\$257,687.35	\$121,917.95	\$13,875.70
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$390,494.00	\$260,281.12	\$130,140.56	\$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	\$43,000.00	\$40,046.61	\$37,565.44	(\$34,612.05)
TOTAL	\$464,305.00	\$329,827.62	\$167,706.00	(\$33,228.62)
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$631,549.00	\$398,257.11	\$182,507.27	\$50,784.62
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$533,453.32	\$349,357.26	\$47,112.28	\$136,983.78
11-000-261-610 General Supplies	\$84,624.91	\$58,527.64	\$1,650.37	\$24,446.90
11-000-261-800 Other Objects	\$10,152.00	\$9,016.20	\$715.00	\$420.80
TOTAL	\$1,259,779.23	\$815,158.21	\$231,984.92	\$212,636.10
11-000-262-107 Salaries of Non-Instructional Aids	\$7,000.00	\$2,475.40	\$2,331.87	\$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 8 Month Period Ending 02/28/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$412,500.00	\$265,042.64	\$146,736.84	\$720.52
11-000-262-490 Other Purchased Property Svc.	\$65,000.00	\$20,838.09	\$34,662.91	\$9,499.00
11-000-262-520 Insurance	\$128,608.00	\$115,263.36	.00	\$13,344.64
11-000-262-621 Energy (Natural Gas)	\$130,013.00	\$37,169.40	\$8,714.60	\$84,129.00
11-000-262-622 Energy (Electricity)	\$468,556.00	\$185,226.71	\$248,835.44	\$34,493.85
TOTAL	\$1,211,677.00	\$626,015.60	\$441,281.66	\$144,379.74
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$22,150.00	\$3,821.47	\$1,705.79	\$16,622.74
11-000-263-610 General Supplies	\$3,000.00	.00	.00	\$3,000.00
TOTAL	\$25,150.00	\$3,821.47	\$1,705.79	\$19,622.74
--- Security ---				
11-000-266-100 Salaries	\$75,652.80	\$43,227.35	\$27,409.12	\$5,016.33
TOTAL	\$75,652.80	\$43,227.35	\$27,409.12	\$5,016.33
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$42,259.00	\$28,215.49	\$15,703.68	(\$1,660.17)
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	\$2,990.00	\$2,380.00	\$23,980.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$17,300.00	\$10,598.25	\$1,657.50	\$5,044.25
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
TOTAL	\$100,984.00	\$42,513.69	\$19,741.18	\$38,729.13
--- Benefits ---				
11-XXX-XXX-210 Group Insurance	\$11,000.00	\$7,579.41	\$3,387.67	\$32.92
11-XXX-XXX-220 Social Security Contributions	\$277,043.00	\$166,052.51	\$85,743.87	\$25,246.62
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$307,360.00	\$5,231.83	\$2,253.50	\$299,874.67
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	\$182,787.07	.00	\$6,121.93
11-XXX-XXX-270 Health Benefits	\$1,846,622.00	\$899,678.50	\$824,724.08	\$122,219.42
11-XXX-XXX-280 Tuition Reimbursement	\$30,000.00	\$35,891.10	\$8.90	(\$5,900.00)
11-XXX-XXX-290 Other Employee Benefits	\$62,000.00	\$27,736.88	\$16,533.44	\$17,729.68
11-XXX-XXX-299 Unused Vac. Payment to Term/Ret Staff	\$3,050.00	\$3,935.00	.00	(\$885.00)
TOTAL	\$2,764,989.00	\$1,343,930.85	\$947,807.91	\$473,250.24

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 8 Month Period Ending 02/28/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
	_____	_____	_____	_____
Total Undistributed expenditures	\$9,471,680.26	\$5,479,581.96	\$2,880,877.66	\$1,111,220.64
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$15,326,123.04	\$8,835,630.56	\$4,690,462.06	\$1,800,030.42
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$15,326,123.04	\$8,835,630.56	\$4,690,462.06	\$1,800,030.42
	=====	=====	=====	=====

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 8 Month Period Ending 02/28/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
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
Undistributed exp. - student transportation				
12-XXX-X00-730 Special schools (all programs)	\$123,985.75	\$78,501.32	\$48,388.15	(\$2,903.72)
TOTAL	\$175,985.75	\$102,450.32	\$50,888.14	\$22,647.29
--- 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
TOTAL	\$20,388.00	\$0.00	\$0.00	\$20,388.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$196,373.75	\$102,450.32	\$50,888.14	\$43,035.29
*** EDUCATION STABILIZATION FUND **				
*** GOVERNMENT SERVICES FUND **				
*** EDUCATION JOBS FUND **				
TOTAL GENERAL FUND EXPENDITURES	\$15,522,496.79	\$8,938,080.88	\$4,741,350.20	\$1,843,065.71

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

For 8 Month Period Ending 02/28/2017

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

2/28/17

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 8 Month Period Ending 02/28/17

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		(\$23,311.66)
	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	(\$626,042.61)	
			\$985,602.00
	Total assets and resources		\$962,290.12
			=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Special Revenue Fund - Fund 20
 Interim Balance Sheet
 For 8 Month Period Ending 02/28/17

=====

LIABILITIES AND FUND EQUITY

=====

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

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

753	Reserve for encumbrances - Current Year	\$406,613.47
601	Appropriations	\$1,611,644.61
602	Less: Expenditures	\$649,354.49
603	Encumbrances	\$406,613.47 (\$1,055,967.96)
		\$555,676.65
TOTAL FUND BALANCE		\$962,290.12
TOTAL LIABILITIES AND FUND EQUITY		\$962,290.12

=====

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 8 Month Period Ending 02/28/17

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
		_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$114,786.26	\$100,776.26		\$14,010.00
3XXX	From State Sources	\$1,027,172.35	\$444,166.35		\$583,006.00
4XXX	From Federal Sources	\$469,686.00	\$81,100.00		\$388,586.00
		_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS		\$1,611,644.61	\$626,042.61		\$985,602.00
		=====	=====	=====	=====
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
		_____	_____	_____	_____
*** EXPENDITURES ***					
LOCAL PROJECTS:		\$114,786.26	\$84,009.73	.00	\$30,776.53
STATE PROJECTS:					
Vocational education		\$680,695.35	\$223,180.66	\$49,875.89	\$407,638.80
Other special projects		\$346,477.00	\$214,001.67	\$128,147.84	\$4,327.49
		_____	_____	_____	_____
TOTAL STATE PROJECTS		\$1,027,172.35	\$437,182.33	\$178,023.73	\$411,966.29
FEDERAL PROJECTS:					
NCLB Title I		\$60,701.00	\$40,025.83	\$17,891.43	\$2,783.74
NCLB Title II - Part A/D		\$10,286.00	\$8,292.00	\$1,994.00	.00
I.D.E.A. Part B (Handicapped)		\$111,999.00	\$48,404.70	\$46,294.30	\$17,300.00
Vocational Education		\$286,700.00	\$31,439.90	\$162,410.01	\$92,850.09
		_____	_____	_____	_____
TOTAL FEDERAL PROJECTS		\$469,686.00	\$128,162.43	\$228,589.74	\$112,933.83
*** TOTAL EXPENDITURES ***		\$1,611,644.61	\$649,354.49	\$406,613.47	\$555,676.65
		=====	=====	=====	=====

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 8 Month Period Ending 02/28/17

	ESTIMATED	ACTUAL	UNREALIZED
	-----	-----	-----
--- LOCAL SOURCES ---			
1XXX Other Revenue from Local Sources	\$114,786.26	\$100,776.26	\$14,010.00
	-----	-----	-----
Total Revenues from Local Sources	\$114,786.26	\$100,776.26	\$14,010.00
	=====	=====	=====
--- STATE SOURCES ---			
3XXX Other State Aids	\$1,027,172.35	\$444,166.35	\$583,006.00
	-----	-----	-----
Total Revenue from State Sources	\$1,027,172.35	\$444,166.35	\$583,006.00
	=====	=====	=====
--- 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
	=====	=====	=====
 TOTAL REVENUES/SOURCES OF FUNDS	 \$1,611,644.61	 \$626,042.61	 \$985,602.00

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

For 8 Month Period Ending 02/28/17

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

2/28/17

Date

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

=====

ASSETS AND RESOURCES

=====

Total assets and resources	\$3,215,634.27
	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 8 Month Period Ending 02/28/17

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

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

753	Reserve for encumbrances - Current Year		\$152,626.75
754	Reserve for encumbrances - Prior Year		\$380,746.35
601	Appropriations	\$3,201,634.10	
602	Less : Expenditures	\$2,276,477.28	
603	Encumbrances	\$533,373.10	(\$2,809,850.38)
			\$391,783.72
	Total Appropriated		\$925,156.82

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

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

TOTAL FUND BALANCE \$3,215,634.27

TOTAL LIABILITIES AND FUND EQUITY \$3,215,634.27

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REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Capital Projects Fund - Fund 30
 INTERIM STATEMENTS COMPARING
 BUDGET REVENUE WITH ACTUAL TO DATE AND
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
 For 8 Month Period Ending 02/28/17

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$3,040,477.45	\$2,111,182.70		\$929,294.75
TOTAL REVENUE/SOURCES OF FUNDS	\$3,040,477.45	\$2,111,182.70		\$929,294.75
	=====	=====	=====	=====
*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-334 Agriculture/Engineering	\$262,630.50	\$178,328.87	\$84,301.63	.00
30-000-4XX-390 Other purchased prof. & tech. serv.	\$50,673.29	\$7,873.29	\$47,111.75	(\$4,311.75)
30-000-4XX-450 Construction services	\$2,888,330.31	\$2,090,275.12	\$401,959.72	\$396,095.47
Total fac.acq.and constr. serv.	\$3,201,634.10	\$2,276,477.28	\$533,373.10	\$391,783.72
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$3,201,634.10	\$2,276,477.28	\$533,373.10	\$391,783.72
*** TOTAL EXPENDITURES AND TRANSFERS	\$3,201,634.10	\$2,276,477.28	\$533,373.10	\$391,783.72
	=====	=====	=====	=====

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

For 8 Month Period Ending 02/28/17

I, Raelene Catterson, Board Secretary/Business Administrator
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which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

Board Secretary/Business Administrator

2/28/17

Date

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

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

**Somerset County Vocational
All Funds
For Month Ended: February 28, 2017**

CASH REPORT

FUNDS				
Governmental Funds	Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$2,944,035.91	\$1,522,000.19	-\$1,305,487.53	\$3,160,548.57
Special Revenue Fund (20)	-\$34,949.16	\$97,961.00	-\$86,323.50	-\$23,311.66
Capital Project Fund (30)	\$4,887.04	\$299,313.62	-\$308,338.62	-\$4,137.96
Total Governmental Funds	<u>\$2,913,973.79</u>	<u>\$1,919,274.81</u>	<u>-\$1,700,149.65</u>	<u>\$3,133,098.95</u>
Summer Savings	\$76,489.20	\$15,704.86	\$0.00	\$92,194.06
Enterprise Fund (60) Cafeteria	\$11,054.88	\$11,639.66	-\$13,952.45	\$8,742.09
Payroll Fund (70)	\$0.00	\$521,778.41	-\$521,778.41	\$0.00
Agency Fund (90)	\$0.00	\$406,995.16	-\$406,995.16	\$0.00
Total Trust & Agency	<u>\$87,544.08</u>	<u>\$956,118.09</u>	<u>-\$942,726.02</u>	<u>\$100,936.15</u>
Grand Total for all Funds	<u>\$3,001,517.87</u>	<u>\$2,875,392.90</u>	<u>-\$2,642,875.67</u>	<u>\$3,234,035.10</u>
				\$3,234,035.10

Prepared and submitted by:

Michelle Fresco, Treasurer of School Monies

3/13/2017

Date

[Back to Top](#)

Somerset County Vocational Board of Ed.

Expense Account Adjustment Analysis By Account#

ADDENDUM #7

va_exaa1.082406

12/30/2016

Current Cycle : December

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
11-000-221-104-04-0001	CURRICULUM WRITING	December Transfers	0036	12/30/2016	RCATTERSON	\$13,702.50	\$2,100.00	\$15,802.50
11-000-221-610-04-0000	SUPPLIES AND MATERIALS	December Transfers	0036	12/30/2016	RCATTERSON	\$2,300.00	(\$1,000.00)	\$1,300.00
11-000-221-890-04-0000	MEMBERSHIPS	December Transfers	0036	12/30/2016	RCATTERSON	\$3,000.00	(\$1,100.00)	\$1,900.00
11-000-240-110-00-0000	SAL-WORK STUDY STDS, HS	December Transfers	0036	12/30/2016	RCATTERSON	\$9,900.00	(\$3,000.00)	\$6,900.00
11-000-240-500-03-0000	PRINTING EXPENSE - HS	December Transfers	0036	12/30/2016	RCATTERSON	\$10,000.00	(\$3,100.00)	\$6,900.00
11-000-240-500-03-0001	DISPLAY ADS - HS	December Transfers	0036	12/30/2016	RCATTERSON	\$15,600.00	\$3,100.00	\$18,700.00
11-000-240-610-03-0000	OFFICE SUPPLIES - HS	December Transfers	0036	12/30/2016	RCATTERSON	\$10,411.00	\$3,000.00	\$13,411.00
11-000-252-580-16-0000	TRAVEL	December Transfers	0036	12/30/2016	RCATTERSON	\$2,000.00	(\$2,000.00)	\$0.00
11-000-252-610-16-0000	SUPPLIES AND MATERIALS	December Transfers	0036	12/30/2016	RCATTERSON	\$38,500.00	\$2,000.00	\$40,500.00
11-000-291-270-08-0000	MEDICAL PREMIUM	December Transfers	0036	12/30/2016	RCATTERSON	\$1,440,531.00	(\$4,000.00)	\$1,436,531.00
11-000-291-270-08-0001	FSA-BENEFITS	December Transfers	0036	12/30/2016	RCATTERSON	\$1,000.00	\$4,000.00	\$5,000.00
11-140-100-610-03-0000	SUPPLIES - HS	December Transfers	0036	12/30/2016	RCATTERSON	\$350.00	\$1,000.00	\$1,350.00
11-140-100-610-03-0003	SUPPLIES - SCIENCE	December Transfers	0036	12/30/2016	RCATTERSON	\$8,500.00	\$300.00	\$8,800.00
11-140-100-610-03-0006	SUPPLIES - ENGLISH	December Transfers	0036	12/30/2016	RCATTERSON	\$3,000.00	(\$1,000.00)	\$2,000.00
11-140-100-610-16-0000	HIGH SCH TECH SUPPLIES	December Transfers	0036	12/30/2016	RCATTERSON	\$12,500.00	(\$300.00)	\$12,200.00
11-310-100-610-09-0000	SUPPLIES - THEATER	December Transfers	0036	12/30/2016	RCATTERSON	\$18,195.00	(\$900.00)	\$17,295.00
11-310-100-800-10-0000	OTHER OBJECTS DANCE	December Transfers	0036	12/30/2016	RCATTERSON	\$1,710.00	\$200.00	\$1,910.00
11-310-100-800-11-0000	OTHER OBJECTS - VOC	December Transfers	0036	12/30/2016	RCATTERSON	\$8,990.00	\$700.00	\$9,690.00
11-402-100-610-03-0000	SUPPLIES-ATHLETICS	December Transfers	0036	12/30/2016	RCATTERSON	\$6,737.00	(\$100.00)	\$6,637.00
11-402-100-800-03-0000	MEMBERSHIP DUES	December Transfers	0036	12/30/2016	RCATTERSON	\$21,160.00	\$100.00	\$21,260.00
30-000-400-390-00-2016	2016 COUNTY CAPITAL	December Transfers	0037	12/30/2016	RCATTERSON	\$50,000.00	\$673.29	\$50,673.29
30-000-400-450-00-2016	2016 COUNTY CAPTIAL	December Transfers	0037	12/30/2016	RCATTERSON	\$700,000.00	(\$673.29)	\$699,326.71
Total Current Appr.								\$0.00

Somerset County Vocational Board of Ed.

Expense Account Adjustment Analysis By Account#

va_exaa1.082406

01/31/2017

Current Cycle : January

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
11-000-219-105-05-0001	SECRETARIES/O.T.-SUMMER	January Transfers	0040	01/31/2017	RCATTERSON	\$835.36	\$100.00	\$935.36
11-000-230-590-08-0000	OTHER PURCH SERV (400-50	January Transfers	0040	01/31/2017	RCATTERSON	\$131,823.64	\$100.00	\$131,923.64
11-000-240-500-03-0001	DISPLAY ADS - HS	January Transfers	0040	01/31/2017	RCATTERSON	\$18,700.00	\$1,000.00	\$19,700.00
11-000-240-610-03-0000	OFFICE SUPPLIES - HS	January Transfers	0040	01/31/2017	RCATTERSON	\$13,411.00	\$7,000.00	\$20,411.00
11-000-240-610-05-0000	SUPPLIES - STUDENT SVS.	January Transfers	0040	01/31/2017	RCATTERSON	\$2,000.00	\$500.00	\$2,500.00
11-000-252-610-16-0000	SUPPLIES AND MATERIALS	January Transfers	0040	01/31/2017	RCATTERSON	\$40,500.00	\$2,500.00	\$43,000.00
11-000-261-420-02-0017	MAINT. FLUID CLEAN SYS	January Transfers	0040	01/31/2017	RCATTERSON	\$5,400.00	\$200.00	\$5,600.00
11-000-291-210-08-0000	GROUP INSURANCE	January Transfers	0038	01/06/2017	RCATTERSON	\$0.00	\$11,000.00	\$11,000.00
11-000-291-250-08-0000	UNEMPLOYMENT	January Transfers	0038	01/06/2017	RCATTERSON	\$50,005.00	(\$11,000.00)	\$39,005.00
11-000-291-299-08-0000	UNUSED SICK PAY RETIRED	January Transfers	0040	01/31/2017	RCATTERSON	\$0.00	\$3,050.00	\$3,050.00
11-140-100-101-03-0001	SUBSTITUTES	January Transfers	0040	01/31/2017	RCATTERSON	\$99,015.80	(\$17,180.00)	\$81,835.80
11-140-100-610-03-0000	SUPPLIES - HS	January Transfers	0041	01/31/2017	RCATTERSON	\$1,350.00	\$900.00	\$2,250.00
11-140-100-610-03-0003	SUPPLIES - SCIENCE	January Transfers	0040	01/31/2017	RCATTERSON	\$8,800.00	\$50.00	\$8,850.00
11-140-100-610-03-0004	SUPPLIES - MATH	January Transfers	0041	01/31/2017	RCATTERSON	\$1,500.00	(\$400.00)	\$1,100.00
11-140-100-610-03-0005	SUPPLIES - WORLD LANG.	January Transfers	0041	01/31/2017	RCATTERSON	\$2,000.00	(\$500.00)	\$1,500.00
11-140-100-640-03-0000	TEXTBOOKS - REG INSTRUC	January Transfers	0040	01/31/2017	RCATTERSON	\$31,267.20	\$80.00	\$31,347.20
11-310-100-101-11-0002	EXTRA HOURS	January Transfers	0040	01/31/2017	RCATTERSON	\$4,000.00	\$2,000.00	\$6,000.00
11-310-100-610-11-0009	SUPPLIES - PRINTING	January Transfers	0040	01/31/2017	RCATTERSON	\$0.00	\$400.00	\$400.00
11-310-100-800-10-0000	OTHER OBJECTS DANCE	January Transfers	0040	01/31/2017	RCATTERSON	\$1,910.00	\$200.00	\$2,110.00
Total Current Appr.								\$0.00

Somerset County Vocational Board of Ed.

Expense Account Adjustment Analysis By Account#

va_exaa1.082406

03/06/2017

Selected Cycle : February

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
11-000-213-300-05-0000	PHYSICIAN SVS/PHYSICALS	February Transfers	0045	02/01/2017	RCATTERSON	\$15,500.00	\$5,000.00	\$20,500.00
11-000-213-800-05-0000	MED. WASTE DISPOSAL FEE	February Transfers	0045	02/01/2017	RCATTERSON	\$100.00	\$200.00	\$300.00
11-000-218-105-05-0001	SUBSTITUTES/O.T.	February Transfers	0045	02/01/2017	RCATTERSON	\$0.00	\$500.00	\$500.00
11-000-219-105-05-0001	SECRETARIES/O.T.-SUMMER	February Transfers	0046	02/28/2017	RCATTERSON	\$935.36	\$300.00	\$1,235.36
11-000-219-199-02-0000	UNUSED VAC. PAYMENT RETR	February Transfers	0046	02/28/2017	RCATTERSON	\$0.00	\$2,728.64	\$2,728.64
11-000-230-590-08-0000	OTHER PURCH SERV (400-50	February Transfers	0045	02/01/2017	RCATTERSON	\$131,923.64	\$1,000.00	\$132,923.64
11-000-230-890-08-0001	MEMBERSHIPS - SUPT.	February Transfers	0045	02/01/2017	RCATTERSON	\$13,855.00	\$100.00	\$13,955.00
11-000-240-105-03-0001	SUBSTITUTES/O.T.	February Transfers	0045	02/01/2017	RCATTERSON	\$100.00	\$500.00	\$600.00
11-000-252-610-16-0000	SUPPLIES AND MATERIALS	February Transfers	0045	02/01/2017	RCATTERSON	\$43,000.00	\$35,000.00	\$78,000.00
11-000-261-420-02-0017	MAINT. FLUID CLEAN SYS	February Transfers	0045	02/01/2017	RCATTERSON	\$5,600.00	\$1,100.00	\$6,700.00
11-000-262-490-02-0000	PUBLIC WATER & SEWER	February Transfers	0045	02/01/2017	RCATTERSON	\$65,000.00	(\$6,000.00)	\$59,000.00
11-000-262-621-02-0000	ENERGY - NATURAL GAS	February Transfers	0045	02/01/2017	RCATTERSON	\$130,013.00	(\$46,800.12)	\$83,212.88
11-000-262-622-02-0000	ENERGY - ELECTRICITY	February Transfers	0045	02/01/2017	RCATTERSON	\$468,556.00	(\$34,493.85)	\$434,062.15
11-000-266-100-02-0000	UE S SALS OF SEC G & INV	February Transfers	0042	02/10/2017	RCATTERSON	\$48,652.80	\$21,000.00	\$69,652.80
11-000-270-162-02-0001	SUBSTITUTES/OT	February Transfers	0045	02/01/2017	RCATTERSON	\$2,999.80	\$3,000.00	\$5,999.80
11-000-291-270-08-0000	MEDICAL PREMIUM	February Transfers	0045	02/01/2017	RCATTERSON	\$1,415,531.00	(\$46,733.86)	\$1,368,797.14
		February Transfers	0042	02/10/2017	RCATTERSON	\$1,436,531.00	(\$21,000.00)	\$1,415,531.00
Total For Account # 11-000-291-270-08-0000							(\$67,733.86)	
11-000-291-270-08-0002	WAIVERS(SB 291-290)	February Transfers	0045	02/01/2017	RCATTERSON	\$56,000.00	(\$56,000.00)	\$0.00
11-000-291-270-08-0003	DENTAL INSURANCE	February Transfers	0045	02/01/2017	RCATTERSON	\$127,580.00	(\$15,849.32)	\$111,730.68
11-000-291-270-08-0004	VISION	February Transfers	0045	02/01/2017	RCATTERSON	\$27,301.00	(\$1,563.00)	\$25,738.00
11-000-291-280-08-0000	TUITION REIMBURSEMENT	February Transfers	0045	02/01/2017	RCATTERSON	\$30,000.00	\$6,000.00	\$36,000.00
11-000-291-299-08-0000	UNUSED SICK PAY RETIRED	February Transfers	0045	02/01/2017	RCATTERSON	\$3,050.00	\$1,000.00	\$4,050.00
11-140-100-101-03-0001	SUBSTITUTES	February Transfers	0045	02/01/2017	RCATTERSON	\$81,835.80	(\$8,659.85)	\$73,175.95
		February Transfers	0046	02/28/2017	RCATTERSON	\$73,175.95	(\$3,028.64)	\$70,147.31
Total For Account # 11-140-100-101-03-0001							(\$11,688.49)	
11-140-100-320-03-0000	PURCHASED PROF ED SERVC	February Transfers	0044	02/24/2017	RCATTERSON	\$8,600.00	(\$2,400.00)	\$6,200.00
11-140-100-610-03-0003	SUPPLIES - SCIENCE	February Transfers	0044	02/24/2017	RCATTERSON	\$8,850.00	\$2,400.00	\$11,250.00
11-140-100-610-07-0000	SUPPLIES - ALT. SCHOOL	February Transfers	0045	02/01/2017	RCATTERSON	\$2,050.00	\$100.00	\$2,150.00
11-310-100-101-11-0002	EXTRA HOURS	February Transfers	0045	02/01/2017	RCATTERSON	\$6,000.00	\$5,000.00	\$11,000.00
11-310-100-320-60-0000	PAYMENT - RVCC	February Transfers	0045	02/01/2017	RCATTERSON	\$207,849.00	\$154,000.00	\$361,849.00

Somerset County Vocational Board of Ed.

Expense Account Adjustment Analysis By Account#

va_exaa1.082406

03/06/2017

Selected Cycle : February

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
11-310-100-610-11-0001	SUPPLIES - CIE	February Transfers	0045	02/01/2017	RCATTERSON	\$0.00	\$500.00	\$500.00
11-310-100-800-10-0000	OTHER OBJECTS DANCE	February Transfers	0045	02/01/2017	RCATTERSON	\$2,110.00	\$100.00	\$2,210.00
12-000-260-730-00-0000	EQUIPMENT - FACILITIES	February Transfers	0045	02/01/2017	RCATTERSON	\$50,000.00	\$3,000.00	\$53,000.00
30-000-400-390-00-2016	2016 COUNTY CAPITAL	February Transfers	0046	02/28/2017	RCATTERSON	\$50,673.29	\$4,311.75	\$54,985.04
30-000-400-450-00-2016	2016 COUNTY CAPTIAL	February Transfers	0046	02/28/2017	RCATTERSON	\$699,326.71	(\$4,311.75)	\$695,014.96
Total Current Appr.								\$0.00

[Back to Top](#)