

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
April 27, 2015

- I. Call to Order
- II. Roll Call of Members

William Hyncik, Jr., President
William Dudeck, Vice President
Theodore Smith
Sarah Brennan
Juan Torres

Also Present:

Dr. Chrys Harttraft, Superintendent of Schools
James H. Strimple, Jr., Interim School Business Administrator/Board Secretary
Diane Ziegler, High School Principal
Lisa Fittipaldi, Board Attorney
Peter S. Palmer, Somerset County Freeholder Liaison
Members of the Press: The Courier News, The Star Ledger and the Messenger Gazette
Others:

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

Pledge of Allegiance

- III. Approval of Minutes of the Regular Meeting and Executive Session held on March 23, 2015.

A. Corrections

On motion of _____, seconded by _____, the minutes of the Regular Meeting and Executive Session held on March 23, 2015 were approved.

IV. Release of Closed Session Minutes

It is recommended the Board of Education release the following closed session meeting minutes as reviewed and approved by the Board counsel: May 18, 2009, June 10, 2009, August 24, 2009, September 21, 2009, October 12, 2009, October 19, 2009, November 23, 2009, December 14, 2009, January 25, 2009, February 3, 2010, February 22, 2010, March 22, 2010, April 16, 2010, May 24, 2010, June 28, 2010, August 23, 2010, September 27, 2010, October 13, 2010, November 22, 2010, December 13, 2010, December 20, 2010, January 19, 2011, January 24, 2011, February 17, 2011, February 22, 2011, February 25, 2011, February 28, 2011, March 3, 2011, March 15, 2011, March 28, 2011, April 14, 2011, May 26, 2011, May 31, 2011, August 25, 2011, September 26, 2011, October 24, 2011, November 21, 2011, February 27, 2012, March 26, 2012, April 23, 2012, May 21, 2012, June 25, 2012, July 23, 2012, August 6, 2012, August 27, 2012, September 24, 2012, October 22, 2012, January 28, 2013, February 25, 2013, March 25, 2013, April 22, 2013, May 20, 2013, June 24, 2013, August 19, 2013, September 23, 2013, September 23, 2013, October 28, 2013, and November 18, 2013.

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	___	___
Ms. Brennan	___	___
Mr. Dudeck	___	___
Mr. Hyncik	___	___
Mr. Torres	___	___

V. Correspondence

VI. Old or Unfinished Business

A. Presentation of Student of the Month – Destiny Gist, Grade 11, Graphic Communications

B. Presentation – Janet’s Law/Asthma Friendly School Award

C. Construction Projects – Update

- Chiller Replacement – Met with architect and engineer to review the specifications for the chiller: It is the recommendation of both the architect and engineer that only the one main chiller be replaced and the second chiller will be a back-up. Bids will be received for the chiller on May 7, 2015 and award will be made at the May 18, 2015 board of education meeting.
- Window Replacement Project: Initial job meeting was held on March 31st. The ordering of the windows will be a long-lead item. It is estimated that it will take 20 weeks to manufacture these windows. Actual replacement will take place in the fall, most likely starting in September. Work will take place after the end of the school day and coordination as to the windows to be replaced will be done on a weekly and daily basis.
- Roof replacement Project: Initial job meeting was held on March 31st. Building permit has been secured. Some work on overhangs may begin prior to the closing of school, but that has not been finalized. Bulk of the work will begin after school has been let out in June.

D. Energy Savings Improvement Plan – Presentations from Honeywell and Phoenix Advisors

VII. Report of the Attorney

VIII. Committee Reports

- Board of School Estimate – Mr. Dudeck
- Curriculum/Grants – Mr. Smith
- NJSBA (Delegate, State Convention Legislative Committee) – Mr. Dudeck
- SCSBA (Delegate) – Mr. Dudeck
- SCESC (Representative) – Mr. Smith
- SCJIF – (Commissioner) – Mr. Strimple – A meeting of the Somerset County Joint Insurance Fund was held on March 25th. This was a normal Business Meeting.

IX. School Communications Report

X. Superintendent's Report

A. Revised Job Description

The Superintendent recommends that the Board of Education approve revised job description Supervisor of Learning and Technology and title change to Supervisor of Technology-Based Learning and Communications as it appears on Addendum #1.

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	___	___
Ms. Brennan	___	___
Mr. Dudeck	___	___
Mr. Hyncik	___	___
Mr. Torres	___	___

B. Classification – Supervisor of Technology-Based Learning and Communications

The Superintendent recommends that the Board of Education approve the classification of the job title Supervisor of Technology-Based Learning and Communications (formerly Supervisor of Learning and Technology) from the collective bargaining unit of Principal/Supervisors Association to Exempt Status.

As a result of the above classification, it is also recommended that Mr. Duane Wallace's title be changed to Supervisor of Technology-Based Learning and Communications.

The Superintendent also recommends that the Board of Education approve a salary adjustment for Mr. Duane Wallace for the 2014-15 school year, effective May 1, 2015 as follows:

<u>FROM:</u>	<u>TO:</u>
PSA – Step C-7	Exempt
\$79,572.00	\$88,521.00 (prorated)

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	___	___
Ms. Brennan	___	___
Mr. Dudeck	___	___
Mr. Hyncik	___	___
Mr. Torres	___	___

C. Reappointment of Instructional Personnel – 2015-16 School Year

The Superintendent recommends that, in accordance with the Contract Agreement presently in effect, the following teachers and staff members be approved for continuing employment.

The specific salary and fringe benefits for these staff members will be determined in accordance with the contract between the Board of Education of the Somerset County Vocational and Technical Schools and the Somerset County Vocational-Technical Education Association when negotiated.

NON-TENURE

Albana, Hind#
Alija, Susan#
Blanke, Lawrence
Catalan, Rafael
Donaldson, Jeffrey#
Downey, Brendan
Eng, Philip
Fulmer, Victoria
Gillooly, Maura
Graf, Edward
Hamilton, Shari (67%)
Hovey, Rebecca (50%)#
Hymson, Richard#
Jefopoulos, Bryant
Mascia, Katherine (67%)
McClain, Michael
Mingle, Alison
Norbom, Melissa#
Santiago, Maria#
Setlock, Robert
Shandor, Troy
Williams, Sarah#

TENURE

Alfieri, Joseph
Blue, Janet
Brinkmann, Paul
Buttermore, Sheila***
Byrd, George
Carrig, Robert#
Coslit, Andrew
Creveling, Alan

masters degree stipend added to base

*** 12-month

** pending approval for funding from various grants

+ gains tenure during 2015-16 SY

Reappointments – Instructional Personnel – 2015-16 SY (con't)**TENURE (con't)**

Cross, Margaret#
Dolegiewitz, Matthew
Fargo, Erik
Francis, Julie
Gewant, Garry
Gichan, Deborah
Glennon, Maureen***
Gotti, Denise
Heinbach, Thomas***
Kinlan, Rachel
Krause, Michele
Lakhlif, Daysi#
Lawler, Maureen
Lee, George
Maggs, Angela
Mancuso, Joseph
Mastrobattista, Mark
McAnally, Mary Lynne
McNerney, Kristen
Mehta, Ushma#
Miller, Christopher#
Morales, Jaime***
Morales, Patricia Cantwell***
Murphy, Anna#
O'Connor, Paul
O'Neill, John***
Patil, Pratima#
Perrone, M. Cristina
Poznanski, Matthew
Prezioso, Peggy#
Scholl, Johanna
Smith, Donald
Smith, Linda Weber
Sortor, Janeen
Unda, Louise Tokarsky#
Vasaturo, Kim
Vingara, John
Winfield, Karen#

masters degree stipend added to base

*** 12-month

** pending approval for funding from various grants

+ gains tenure during 2015-16 SY

The above 2015-16 appointments are based upon budgetary, enrollment and course projections known at this time and changes therein may hereafter affect same.

D. Reappointment of Secretaries/Support Staff - 2015-16 School Year

The Superintendent recommends that the personnel listed below be reappointed for the 2015-16 school year. Salaries will be determined upon completion of a negotiated agreement with the organized bargaining unit.

Basir, Nzinga
 Bowers, Erick
 DeFazio, Bonita
 Hall, Nancy
 Leahey, Sharleen
 Lella, Maura
 Lilly, Darlene
 Murtagh, Rosemary**
 Parks, Gary
 Patryn, Amy
 Reader, Laurie (10-month)
 Santiago, Susan
 Scott, Wanda
 Shahid, Faiza
 Strickhart, James
 Szymanski, Robyn
 Wall, Sheryl
 Watson, Janet Cantore

Instructional Aides

Morlock, Karen
 Williamson, JaLisa

** Pending approval for funding from various grants

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	___	___
Ms. Brennan	___	___
Mr. Dudeck	___	___
Mr. Hyncik	___	___
Mr. Torres	___	___

E. Annual Contract – Buildings & Grounds Staff – 2015-16 School Year

The Superintendent recommends that the personnel listed below be offered an annual contract for the 2015-16 school year. Salaries will be determined upon completion of a negotiated agreement with the organized bargaining unit.

Averbukh, Moysey (10-month) – Bus Driver

Barbiero, Cosimo

Capitani, Massimo

D'Alessandro, Richard

Fanelli, Virginia - Security

Greves, Brian^ (10-month) - Security

Heinbach, John

Layton, Michael

Rice, Michael

Schmitt, Brian^

Whitzer, Christopher

^contingent upon successful completion 6-month probationary period

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	___	___
Ms. Brennan	___	___
Mr. Dudeck	___	___
Mr. Hyncik	___	___
Mr. Torres	___	___

F. Reappointment of Principal/Supervisors – 2015-16 School Year

The Superintendent recommends that the personnel listed below be reappointed for the 2015-16 school year. Salaries will be determined upon completion of a negotiated agreement between the Board of Education of the Somerset County Vocational and Technical Schools and the Principal/Supervisors Association of the Somerset County Vocational and Technical Schools.

Holz, Randee – Supervisor of Academics

Johnson, Maria – Director of Pupil Services

Lemongelli, Christopher – Supervisor of Alternative Education Program

Morelli, Teresa – Supervisor of Academics

Pelliccia, Patrick – Supervisor of Curriculum and Instruction

Peluso, Mario – Supervisor of CTE Programs

Ziegler, Diane – Principal

Motion_____ Second_____

Discussion

Call the Roll

Roll Call Yes No

Mr. Smith _____

Ms. Brennan _____

Mr. Dudeck _____

Mr. Hyncik _____

Mr. Torres _____

G. Reappointment of Exempt Staff – 2015-16 School Year

The Superintendent recommends that the exempt personnel listed below be reappointed for the 2015-16 school year. Salaries will be determined at a later date.

Boettger, Stephen – Foreman

Eberhardt, G. Andrew – Networks and Systems Administrator (formerly Network Administrator)

Fresco, Michelle – Administrative Assistant to the School Business Administrator

Gleeson, Karen – Administrative Secretary/Superintendent's Office

Hart, Valerie – Accountant

Howe, Elaine ** - Director School Based Programs

Jegou, Carene – Administrative Assistant to the Superintendent

Kuschyk, Michael – Director of Buildings and Grounds

Sartori, Michele – Bookkeeper/Accountant (Payroll)

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

**Pending approval for funding from various grants

Motion_____ Second_____

Discussion

Call the Roll

Roll Call Yes No

Mr. Smith _____

Ms. Brennan _____

Mr. Dudeck _____

Mr. Hyncik _____

Mr. Torres _____

H. Employment of Full-Time Personnel – 2014-15 School Year

The Superintendent recommends that the Board of Education appoint Ms. Susan Alija to the position of Guidance Counselor (UPC #GUI-HS-GUID-FL-02), at a salary of \$57,409.00 (masters stipend added to base) (prorated), Step 1-2/B, retroactive to April 15, 2015. (11-000-218-104-00-0116)

I. Employment of Part-Time Hourly Personnel – 2014-15 School Year

The Superintendent recommends that the Board of Education approve employment of the following part-time personnel for the 2014-15 school year:

High School

Catherine Quinn	Temporary Cosmetology Aide	\$26.54/hr
	(4/27/15-end of school year) (20 hrs/week)	(11-310-100-106-00-0000)

Student Employment - \$8.38/hrCulinary Arts

Grace Cheo-Isaacs (11-310-100-110-00-0000)

J. Employment of Part-Time Hourly Personnel – Summer 2015

The Superintendent recommends that the Board of Education approve employment of the following part-time personnel for Summer 2015:

Twilight/Linkages

Jason Cohen	Recruiter/Outreach Worker	\$20.00/hr
	(204 hours)	(20-432-200-104-21-0000)
Diane Ziegler	Director	\$2,618.00/stipend
		(20-008-200-103-14-0000)
Valerie Hart	Program Accountant	\$ 680.00/stipend
		(20-008-200-105-14-0000)
Robert Carrig	Lead Teacher	\$ 35.00/hr
	(90 hours)	(20-008-200-100-14-0000)
Alan Creveling	Auto Mechanics Instructor	\$ 35.00/hr
	(90 hours)	(20-008-100-101-14-0000)
Janet Blue	Cosmetology Instructor	\$ 35.00/hr
	(90 hours)	(20-008-100-101-14-0000)
	Bus Monitor	\$ 21.00/hr
	(54 hours)	(20-008-200-110-14-0000)
Krista Huebsch	Cosmetology Instructor	\$ 35.00/hr
	(90 hours)	(20-008-100-101-14-0000)
Deborah Gichan	Photography Instructor	\$ 35.00/hr
	(90 hours)	(20-008-100-101-14-0000)
Matthew Poznanski	Healthy Fitness Instructor	\$ 35.00/hr
	(90 hours)	(20-008-100-101-14-0000)
	Bus Monitor	\$ 21.00/hr
	(54 hours)	(20-008-200-110-14-0000)
Brendan Downey	Basic Skills Instructor	\$ 35.00/hr
	(90 hours)	(20-008-100-101-14-0000)
Janeen Sortor	Basic Skills Instructor	\$ 35.00/hr
	(90 hours)	(20-008-100-101-14-0000)

Employment of Part-Time Hourly Personnel – Summer 2015 (con't)Twilight/Linkages (con't)

Victoria Fulmer	Substitute Instructor (on call)	\$ 35.00/hr (20-008-100-101-14-0000)
Peggy Prezioso	Substitute Nurse/Instructor (on call)	\$ 35.00/hr (20-008-100-101-14-0000)
Moysey Averbukh	Bus Driver (135 hours)	\$ 17.00/hr (20-008-200-110-14-0000)
Roberta Snead	Substitute Bus Driver (on call)	\$ 17.00/hr (20-008-200-110-14-0000)
Erick Bowers	Bus Monitor (54 hours)	\$ 21.00/hr (20-008-200-110-14-0000)
Virginia Fanelli	Substitute Bus Monitor (on call)	\$ 21.00/hr (20-008-200-110-14-0000)
Aricelis Ahorrio	Student Assistant – Cosmetology (90 hours)	\$ 8.38/hr (20-008-200-105-14-0000)
Rebecca Liptak	Student Assistant – Cosmetology (90 hours)	\$ 8.38/hr (20-008-200-105-14-0000)
Marla Castillo	Student Assistant – Photography (90 hours)	\$ 8.38/hr (20-008-200-105-14-0000)
Mackenzie Serano	Student Assistant – Auto Mechanics (90 hours)	\$ 8.38/hr (20-008-200-105-14-0000)
Andrew Grimaldy	Student Assistant – Health Fitness (90 hours)	\$ 8.38/hr (20-008-200-105-14-0000)

K. Extra-Curricular Appointments – 2014-15 SY

The Superintendent recommends that the Board of Education approve the following for extra-curricular activities for the 2014-15 school year:

Karen Winfield	National Technical Honor Society Advisor	\$495.00
(replacement Irene Ives – equals 3rd installment for the final replacement time)		(11-401-100-100-03-0114)
Karen Winfield	Senior Class Advisor	\$453.67
(replacement Julie Francis – equals one-half of 3rd installment for the final replacement time)		(11-401-100-100-03-0114)

L. FMLA Leave – Julie Francis

The Superintendent recommends that the Board of Education approve the request of Ms. Julie Francis for an FMLA Leave beginning on May 18, 2015 through the end of the school year.

M. Professional Seminars/Workshops/Travel Reimbursements

The Superintendent recommends that the Board of Education approve requests for district staff to attend professional seminars, workshops and travel reimbursements as they appear on Addendum #2.

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	___	___
Ms. Brennan	___	___
Mr. Dudeck	___	___
Mr. Hyncik	___	___
Mr. Torres	___	___

N. Professional Seminars/Workshops/Travel Reimbursements

It is recommended that the Board of Education approve Mr. William Dudeck to attend the Somerset County Business Partnership Citizen of the Year Award on April 30, 2015. Registration fee - \$66.00.

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	___	___
Ms. Brennan	___	___
Mr. Dudeck	___	___
Mr. Hyncik	___	___
Mr. Torres	___	___

O. Field Trips

The Superintendent recommends that the Board of Education approve field trips for high school students as they appear on Addendum #3.

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	___	___
Ms. Brennan	___	___
Mr. Dudeck	___	___
Mr. Hyncik	___	___
Mr. Torres	___	___

P. 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.

0134 - Board Self Evaluation
 0152 - Board Officers
 2622 - Student Assessment
 3212 – Attendance
 4212 (formerly 4211) - Attendance
 3218/R3218 - Substance Abuse
 4218/R4218 - Substance Abuse
 5200/R5200 - Attendance
 5460 - High School Graduation
 5465 - Early Graduation
 8630 - Bus Driver/Bus Aide Responsibility
 R8630 - Emergency School Bus Procedures

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	___	___
Ms. Brennan	___	___
Mr. Dudeck	___	___
Mr. Hyncik	___	___
Mr. Torres	___	___

Q. Resolution – 2014-15/4-A – Pension and Health Benefits Reform

The Superintendent recommends that the Board of Education adopt resolution 2014-15/4-A – Pension and Health Benefits Reform as it appears on Addendum #5.

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	___	___
Ms. Brennan	___	___
Mr. Dudeck	___	___
Mr. Hyncik	___	___
Mr. Torres	___	___

R. Revised Calendar 2014-15 School Year

The Superintendent recommends that the Board of Education **revise** the 2014-15 school year calendar as follows:

June 19 and 22, 2015 – 12 noon dismissal
June 23, 2015 – 12 noon dismissal (Graduation)

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	___	___
Ms. Brennan	___	___
Mr. Dudeck	___	___
Mr. Hyncik	___	___
Mr. Torres	___	___

S. Superintendent's Update

- HIB
- PARCC Testing/State Performance Reporting Updates
- Board of School Estimate – held on March 25
- Legislative Update
- CAD/Engineering – New Program Roll-Out
- School Initiatives Update

XI. Submission of Bills

It is recommended the Board of Education approve the bills list for April 2015 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. Brennan	___	___
Mr. Dudeck	___	___
Mr. Hyncik	___	___
Mr. Torres	___	___

XII. New Business

XIII. Report of the School Business Administrator/Board Secretary

A. Reports A148 and A149

It is recommended the Board of Education adopt the monthly financial statement reports for the School Business Administrator/Board Secretary for the month of March 2015 and the Treasurer of School Monies for the month of March 2015, 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. Brennan	___	___
Mr. Dudeck	___	___
Mr. Hyncik	___	___
Mr. Torres	___	___

B. County Tax Resolution

It is recommended that the Board of Education adopt the Tax Remittance Schedule, exclusive of debt service requirements, needed to meet the obligation of the Somerset County Vocational & Technical Schools Board of Education for the period July 1, 2015 through June 30, 2016 is \$11,642,760.00 and the Board of Chosen Freeholders of Somerset County is hereby requested to place in the hands of the Treasurer of School Monies the scheduled amount each month in accordance with the statutes relating thereto:

<u>Month</u>	<u>Amount</u>
July	\$ 850,000
August	\$ 850,000
September	\$ 850,000
October	\$ 850,000
November	\$ 850,000
December	\$ 850,000
January	\$ 1,090,460
February	\$ 1,090,460
March	\$ 1,090,460
April	\$ 1,090,460
May	\$ 1,090,460
June	<u>\$ 1,090,460</u>
Total	\$11,642,760

C. Ratify Board of School Estimate Approval of the 2015-16 SY Budget and the 2015 County Capital Allocation

It is recommended the Board of Education ratify the action of the Board of School Estimate wherein the proposed budget of \$15,705,799 supported by county taxes in the amount of \$11,642,760 and the proposed 2015 county capital allocation of \$700,000 contingent upon county funding.

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	___	___
Ms. Brennan	___	___
Mr. Dudeck	___	___
Mr. Hyncik	___	___
Mr. Torres	___	___

D. Budget Transfers – 2014-15 School Year

It is recommended the Board of Education approve the budget transfers for the 2014-15 school year as they appear on Addendum #7.

E. Approval to Perform Budget Transfers for the 2014-15 School Year Budget

It is recommended the Board of Education designate the district's Superintendent to approve the necessary budget transfers to close out the 2014-15 school year budget, pursuant to NJSA 18A:22-8.1. (The board will formally ratify these transfers at the July meeting as required by law.)

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	___	___
Ms. Brennan	___	___
Mr. Dudeck	___	___
Mr. Hyncik	___	___
Mr. Torres	___	___

F. Professional Services Contract – 2015-16 School Year

Family and Community Services of Somerset County	Substance Abuse/Mental Health Counseling July 1, 2015 - June 30, 2016	\$53,308
Family and Community Services of Somerset County	Mental Health Counseling September 1, 2015 – June 30, 2016	\$44,824
Middle Earth	Recreational/Outreach Coordinator July 1, 2015 – June 30, 2016	\$33,607

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	___	___
Ms. Brennan	___	___
Mr. Dudeck	___	___
Mr. Hyncik	___	___
Mr. Torres	___	___

XIV. Next Meeting

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

May 18, 2015

5:00 P.M.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

XV. Remarks from the Public

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 Personnel – Non-Renewal Employment Contracts, Litigation, SCVTEA Negotiations, and PSA Negotiations. 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.

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION JOB DESCRIPTION

CATEGORY: INFORMATION TECHNOLOGY

ADOPTED: August 25, 2008; Revised: February 20, 2009; August 24, 2009; January 23, 2012

TITLE: SUPERVISOR OF TECHNOLOGY-BASED LEARNING AND COMMUNICATIONS

QUALIFICATIONS:

1. Master's Degree in Instructional Technology, Computer Science or related field strongly preferred; Bachelor's degree required.
2. Project Management experience with implementation of management information systems.
3. Experience with the implementation of new technologies for the purpose of enhancing outreach, advertising/marketing and educational efforts.
4. Knowledge of distance learning protocols.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools or designee

SUPERVISES: Supervises workload of the Communications Committee as identified by the Superintendent.

JOB GOAL: To lead and manage district technology initiatives and assist Superintendent in fulfilling school/community relations.

PERFORMANCE RESPONSIBILITIES:

1. Provides leadership for student information systems installation.
2. Completes and submits district-wide security statistics, technology surveys and reports as required by federal and state law.
3. Creates and maintains district-wide online learning initiatives to external and internal constituencies.
4. Coordinates the district's web site.
5. Researches and develops new technologies for student marketing purposes.
6. Delivers statistics and other reports from web traffic and online marketing campaigns.
7. Prepares and delivers reports and presentations to the administration and the Board of Education.
8. Manages and provides maintenance of online career and placement services.
9. Develops and participates in educating faculty and staff on the integration of technology within the classroom.
10. Delivers concepts and technological advancements to district staff.
11. Collaborates and compiles information to complete yearly E-rate application.
12. Collaborates and compiles information to complete district's Three Year Technology Plan.
13. Schedules monthly website committee meetings and distributes meeting minutes to appropriate personnel.
14. Creates and implements district forms in the district file folder.
15. Operates and maintains the emergency notification system.
16. Implements and manages the automated substitute placement, staff absences and employee clock-in systems.
17. Creates and maintains resources for professional development for faculty, staff and administration.
18. Coordinates Communications committee; organizes and schedules relevant publications and communiques.
19. Collaborates with Principal regarding relevant promotional and recruitment publications.
20. Assists Superintendent with marketing program and meeting communication goals.
21. Oversees the production of press releases, articles, photographs, etc. to local county and state media.
22. Supervises the printing and production of school information publications, working with outside sources as required.
23. Coordinates the cable television programming for the district.
24. Assists Superintendent in completing the administrative details of the Superintendent's Office.
25. Responsible for securing, accessing and collecting pertinent documents relative to the collective negotiations process.
26. Assists in grant writing endeavors.
27. Collaborates with Data Analyst to glean relevant and useful marketing data to promote recruitment and/or program implementation.
28. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

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

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

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Professional Seminars/Workshops/Travel Reimbursements
April 2015

	DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
1	May 8, 2015	Melissa Norrbom	\$110.00	NA	NJ Association of School Psychologists Spring Conference	East Windsor, NJ
2	May 20, 2015	George Byrd	NA	\$53.94/mileage	Universal Technology Institute Research Training	Exton, PA
3	May 20, 2015	Jason Cohen	NA	\$21.28/mileage	Youth Services Regional Meeting	Keansburg, NJ
4	June 28-July 1, 2015	George Byrd	\$150.00	\$276.52/mileage	STEM Research and Training	Cleveland, OH
5	April 30, 2015	Chrys Harttraft William Hyncik	\$66.00 \$66.00	NA	Outstanding Citizen of the Year	Bridgewater, NJ
6	May 28, 2015	Chrys Harttraft	NA	NA	NJDOE Career Readiness Institute	Ewing, NJ
7	May 8, 2015	Chris Lemongelli	Fee waived	NA	Building Positive Schools Through Positive Education	Parsippany, NJ
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*Prior approval given by Superintendent

April 2015

<u>Date of Trip</u>	<u>CTE Program/Other</u>	<u>Location</u>	<u>Cost Per Student/Paid by</u>	<u>Transportation Provided/Paid by</u>
5/1/2015	AHMS Sophomores	RVCC Branchburg, NJ	\$0.00	Outside Agency/District
5/1/2015	Electrical Construction	Garden State Exhibit Center Somerset, NJ	\$0.00	District
5/14/2015	Law & Public Safety	NJ State Police Museum Ewing Twp., NJ	\$0.00	District
5/19/2015	Cosmetology (Prac. Exam)	Burlington County Institute of Tech. Mount Holly, NJ	\$110.00/Student & District \$60.00/Student \$50.00/District	District
5/20/2015	Health Occupations	Rutgers Campus Scotch Plains, NJ	\$0.00	Outside Agency/District
5/29/2015	Junior/Seniors (Prom)	Stanton Ridge Country Club Whitehouse Station, NJ	\$72.00/Student	Student
6/5/2015	TOPS	Air Soft Factory Bridgewater, NJ	\$30.00/Student	District
6/8/2015	Theater Arts	John DeSotelle Studio New York, NY	\$100.00/Student	District
6/16/2015	TOPS Student Council	Maggianos	\$15.00/TOPS	District
6/18/2015	School Wide	Dorney Park Allentown, PA	\$37.00/Student	District & Outside Agency/Student
6/19/2015	TOPS	Six Flags Jackson, NJ	\$30.00/TOPS	District/TOPS

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POLICY GUIDE

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Board Self Evaluation
Feb 15

[See POLICY ALERT Nos. 96 and 205]

0134 BOARD SELF EVALUATION

~~The Board of Education is committed to the belief that every part of the school system in this district should be accountable to the public and that performance evaluation is essential to that accountability. The Board further believes that the improvement and growth of any institution depends upon an honest appraisal of its strengths and weaknesses. The Board accepts, therefore, responsibility for the conduct of a systematic program of self-evaluation and appraisal. The standards against which the Board will evaluate itself will be the educational goals, bylaws, and policies duly adopted by this Board.~~

The Board of Education may determine to conduct a self-evaluation on a periodic or regular basis. In the event the Board determines to conduct a self-evaluation, it ~~The Board~~ **will annually adopt an evaluation instrument that permits individual Board members to record their assessments of the** ~~conduct of the Board in fulfilling its responsibilities in accordance with applicable statutes and administrative codes~~ **conduct of Board meetings, the fiscal management of the district, the conduct of the instructional program, and the relationship of the Board with the Superintendent, other district staff members, and the community.**

~~The assessments of Board members will be tabulated by the Board President or designee and presented for discussion at a regular meeting of the Board in which the Superintendent will be invited to participate. The Board will formulate, as appropriate, goals and priorities that will serve to guide the Board's future conduct in the ensuing school year.~~

N.J.S.A. 18A:11-1

Adopted:



POLICY GUIDE

BYLAWS
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Board Officers
Feb 15

[Sec POLICY ALERT Nos. 181 and 205]

0152 BOARD OFFICERS

The Board of Education shall organize **at its first regular meeting** by electing one of its members as President and another as Vice-President.

Any member may place a member's name in nomination; a second is not required. Election for each office will be conducted by a ~~roll-call~~ vote when the nominations for that office are closed. The candidate receiving ~~the votes of~~ a **majority vote of the members of the Board present and constituting a quorum**

Choose only one of the following alternatives:

~~_____ plurality of Board members~~

~~or~~

~~_____ majority of Board members~~

Optional

~~[present and voting]~~

~~will be elected to office. In the event no candidate receives a majority of the votes cast, a second election shall be conducted between the two candidates receiving the highest number of votes.~~

Select Option 1 or 2 below

~~[Option 1 - Voting shall take place by written ballot after nominations are closed. The _____ shall count the ballots and reveal the result to the Board. Board members will be provided a blank piece of paper and shall write the name of the person they wish to see elected on the piece of paper. The ballots shall be tallied by the Board Secretary and the person with the majority vote of the members of the Board present and constituting a quorum shall be elected. In the event no candidate receives a majority vote of the members of the Board present and constituting a quorum, the procedure shall continue until someone receives a majority vote.]~~



POLICY GUIDE

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Board Officers

✓ [Option 2 – Voting shall take place by verbal roll call vote after nominations are closed. When more than one person has been nominated, the Board will vote on candidates in the order in which they were nominated. In the event no candidate receives a majority vote of the members of the Board present and constituting a quorum, the procedure shall continue until someone receives a majority vote.]

Officers shall serve for one year and until their respective successors are elected and shall qualify, but if the Board shall fail to hold the organization meeting or to elect Board officers as prescribed by N.J.S.A. 18A:15-1, the Executive County Superintendent shall appoint from among the members of the Board a President and/or Vice-President.

A President or Vice-President who refuses to perform a duty imposed upon him/her by law may be removed by a majority vote of ~~all~~ of the Board members present and constituting a quorum of the Board. In the event the office of President or Vice-President shall become vacant the Board shall, within thirty days thereafter, fill the vacancy for the unexpired term. If the Board fails to fill the vacancy within such time, the Executive County Superintendent shall fill the vacancy for the unexpired term.

N.J.S.A. 18A:15-1; 18A:15-2

Adopted:



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Student Pupil Assessment
Feb 15
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[See POLICY ALERT Nos. 120, 135, 147, 153, 168, 170, 197 and 205]

2622 STUDENT PUPIL ASSESSMENT

The Commissioner of Education shall implement a system and related schedule of Statewide assessments to evaluate student achievement of The New Jersey Statewide assessment program has been designed to measure the extent to which all pupils at the elementary, middle, and secondary levels have attained the New Jersey's Core Curriculum Content Standards in accordance with the provisions of N.J.A.C. 6A:8-4.1 et seq. The Board of Education is required to administer the applicable Statewide assessments according to the schedule prescribed by the Commissioner will comply with implementing the schedule of the New Jersey State Board of Education Statewide assessment program.

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

The New Jersey Department of Education, pursuant to State law and regulations, requires all students to take State assessments as scheduled. There is no provision for a student to opt-out of Statewide assessments. If a student is absent on a testing date, the student will be expected to take the missed test on another school day. Parents and students will be informed of all scheduled testing dates, including make-up testing dates for students who missed the initial testing date.

Statewide Assessments System

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



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Student Pupil Assessment

Test Administration Procedures and Security Measures

All Statewide assessments shall be administered in accordance with the Department of Education's required test administration procedures and security measures. Any breach of such procedures or measures shall be immediately reported to the Superintendent or designee.

Documentation of Student Achievement Records

The Department of Education shall provide the Superintendent with documentation of student achievement after administration of each test in accordance with the provisions of N.J.A.C. 6A:8-4.2. The Board shall maintain an accurate record of each student's pupil's performance on Statewide assessments in accordance with N.J.A.C. 6A:8-4.2. ~~Notwithstanding Policy 8330,~~ Information regarding individual student pupil test scores shall only be released only to the pupil, his/her parent(s) or legal guardian(s), or individuals eligible by court order and school personnel and school officials deemed authorized by in accordance with Federal and State law.

Accountability

The Superintendent shall report preliminary and final results of annual assessments to the Board of Education as required by the New Jersey Department of Education. The Board will provide parents, students, and citizens with results of annual assessments according to N.J.A.C. 6A:8-4.2. The Board shall provide appropriate instruction to improve skills and knowledge for students performing below established levels of student proficiency in any content area either on Statewide or local assessments. All students are expected to demonstrate the knowledge and skills of the Core Curriculum Content Standards as measured by the Statewide assessment system.

Public Reporting ~~Dissemination of Information~~

In accordance with the requirements of N.J.A.C. 6A:8-4.5, the Department of Education ~~school district is required to~~ shall report annually to the State Board of Education and the public on the progress of all students pupils and student pupil subgroups in meeting the Core Curriculum Content Standards as measured by the Statewide assessment system. ~~by publishing and distributing the Department~~



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Student Pupil Assessment

~~of Education's annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 6 and the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq.~~ **In public reporting of school and district performance data, the Department of Education shall not compromise the confidentiality of individual students.**

Parental Notification

Parents(s) or legal guardian(s) shall be informed of the district assessment **system** ~~program~~ and of any special tests that are to be administered to their children.

PROGRAM EXCEPTIONS

Pupils With Disabilities

~~Pupils with disabilities shall participate in all State assessment systems in accordance with provisions as outlined in N.J.A.C. 6A:14-4.10. Accommodations and modifications approved by the New Jersey Department of Education for the administration of the Statewide assessment shall be provided when determined necessary by the Individual Education Plan (IEP) team to pupils with disabilities who participate in general Statewide assessments. Pupils with disabilities shall participate in the Alternative Proficiency Assessment (APA) as provided for in N.J.A.C. 6A:14-4.10(a)2.~~

Student Accommodations/Modifications

The Board shall provide appropriate accommodations or modifications to the Statewide assessment system as specified by the Department of Education for English Language Learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act as determined by the Individualized Educational Plan (IEP) or 504 Team in accordance with N.J.A.C. 6A:8-4.1(d)1.

English Language Learner (ELL)

~~An English language learner is a person who is in the process of acquiring English and has a first language other than English. ELLs are the same pupils who are sometimes referred to as limited English proficient (LEP). All ELLs shall participate in all Statewide assessments and may be provided appropriate accommodations or modifications as approved by the New Jersey Department of Education.~~



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Student Pupil Assessment

~~All ELLs shall satisfy the requirements for high school graduation according to N.J.A.C. 6A:8-5.1, except that any ELL may demonstrate they have attained State minimum levels of proficiency through:~~

- ~~1. Passage of the Alternative High School Assessment (AHSA) process in their native language and passage of an English fluency assessment approved by the New Jersey Department of Education; or~~
- ~~2. Passage of the AHSA process in English with appropriate accommodations.~~

~~Pupils with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act and who participate in the AHSA process are not required to participate in repeated administrations of the High School Proficiency Assessment (HSPA).~~

~~N.J.S.A. 18A:7C-6.2 18A:7C-1~~

~~N.J.A.C. 6A:7-1.7; 6A:8-4.1 et seq.; 6A:8-5.1; 6A:14-1.1 et seq.; 6A:14-3.7; 6A:14-4.10; 6A:14-4.12; 6A:15-1.11~~

ADD:

Pursuant to 6A:8-4.3 All students are expected to demonstrate knowledge and skill of the Core Curriculum Content Standards as measured by the Statewide Assessment System. No student will be excused from participating. Should a student refuse participation no alternative setting or assignment will be provided. Students disruptive to the process will be handled as a discipline matter.

Adopted:



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TEACHING STAFF MEMBERS

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Attendance

Feb 15

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[See POLICY MEMO No. 54]

[See POLICY ALERT No. 205]

3212 ATTENDANCE

The regular and prompt attendance of teaching staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. ~~Because Staff member absenteeism exacts a high cost in the depletion of district resources and in the disruption of~~ **disrupts** the educational program; ~~and the Board of Education is vitally interested in the attendance of each employee and considers conscientious attendance an important component of a staff member's criterion of satisfactory job performance.~~

~~The privilege of district employment imposes on each teaching staff member the responsibility to be on the job on time every scheduled working day. This responsibility requires that the employee maintain good health standards, take intelligent precautions against accidents, both on and off the job, and manage his/her personal affairs to avoid conflict with district responsibilities.~~

A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences ~~without good cause~~ may be subject to **appropriate consequences** ~~discipline~~, which may include the withholding of one or subsequent ~~a~~ salary increments, dismissal, and/or certification of tenure charges.

In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household. No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for in the **collective bargaining agreement** ~~contract~~ negotiated with the member's majority representative, in an **individual employment contract**, or provided in the policies of the Board. In accordance with N.J.S.A. 18A:30-4, the Superintendent or Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave.



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TEACHING STAFF MEMBERS

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Attendance

The Superintendent, **in consultation with administrative staff members, will review** ~~is directed to ascertain~~ the rate of absence among the professional staff members, ~~in accordance with rules of the State Board of Education. Whenever the rate of absence in any school year is higher than three and one half percent, the Superintendent shall develop and present to the Board a plan for the review and improvement of staff attendance.~~ The review and ~~improvement plan shall require~~ **will include** the collection and analysis of attendance data, the training of teaching staff members in their attendance responsibilities, and the counseling of teaching staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:27-4; 18A:28-5; 18A:30-1 et seq.

Adopted:



POLICY GUIDE

TEACHING STAFF MEMBERS

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Substance Abuse

Feb 15

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[See **POLICY ALERT** Nos. 125, 133, and 205]

3218 SUBSTANCE ABUSE

The Board of Education recognizes a teaching staff member who reports to work under the influence of drugs or alcohol poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any teaching staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district. A teaching staff member is prohibited from possession, use, distribution, or being under the influence of any substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities.

For the purposes of this Policy, "substance" or "substances" means alcoholic beverages, any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

Any teaching staff member who reports to work or attends a school-sponsored function where the teaching staff member has assigned job responsibilities under the influence of or in possession of any substance will be subject to appropriate discipline, which may include termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.

A teaching staff member shall be required to submit to an immediate medical examination to include a substance test if the Principal or designee has reasonable suspicion to believe a teaching staff member is under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities. Refusal of a teaching staff member to consent to the medical examination and substance test will be determined to be a positive result.



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Substance Abuse

In the event a teaching staff member's medical examination and substance test results are negative for a substance, any documents or records pertaining to the requirement for the examination and test and results will not be maintained by the school district. Any required examination and testing shall be paid for by the Board. The teaching staff member will be afforded the opportunity to have any test results confirmed using acceptable test confirmation practices. This confirming test shall be paid for by the teaching staff member.

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any teaching staff member who, in the course of their employment, has reason to believe a school staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall report the matter as soon as possible to the Principal, or in the absence of the Principal, to the staff member responsible at the time of the alleged violation. Either the Principal or the staff member shall notify the Superintendent of Schools who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a teaching staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the teaching staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a teaching staff member in response to questioning initiated by the Principal or designee or following the discovery by the Principal or designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

42 CFR Part 2

N.J.A.C. 6A:16-6.3; 6A:32-6.3

Adopted:



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TEACHING STAFF MEMBERS

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Substance Abuse

Feb 15

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[See **POLICY ALERT** Nos. 125, 133, and 205]

R 3218 SUBSTANCE ABUSE

A. Definition

1. "Principal or designee" means the teaching staff member's Principal or a staff member designated by the Principal to be responsible at the time of the alleged violation or the teaching staff member's supervisor or a staff member designated by the teaching staff member's supervisor to be responsible at the time of the alleged violation.
2. "Substance" or "substances" means alcoholic beverages, any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.
3. "Substance test" means a test conducted by a State-licensed clinical laboratory using accepted substance use practices, accepted chain of custody procedures, and testing methodology recommended by the laboratory instrument's manufacturer.
4. "Under the influence" means the presence of a substance as defined in Policy 3218 and this Regulation as confirmed in a medical examination and substance test.

B. Procedures to be Followed When a Teaching Staff Member is Suspected to be Under the Influence of a Substance

1. The following procedures shall be used when a teaching staff member is suspected of being under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities.



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TEACHING STAFF MEMBERS

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Substance Abuse

- a. The Principal or designee, upon receiving a report or information a teaching staff member may be under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities will:
 - (1) Immediately notify the Superintendent of Schools;
 - (2) Immediately meet with the teaching staff member;
 - (a) The Principal or designee may include another staff member in this meeting; and
 - (b) The teaching staff member suspected of being under the influence may include another staff member or a representative of their choice in this meeting.
- b. The Principal or designee shall present to the teaching staff member the report or information supporting the suspicion the teaching staff member may be under the influence of a substance.
- c. The teaching staff member shall be provided an opportunity to respond to the report or information presented by the Principal or designee.
- d. In the event the Principal or designee believes the teaching staff member may be under the influence of a substance after meeting with the teaching staff member, the Principal or designee will arrange for an immediate medical examination to include a substance test.
- e. The teaching staff member shall be transported to the examination and testing location by means of transportation approved by the Superintendent or designee and shall be accompanied by the Principal or designee.



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TEACHING STAFF MEMBERS

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Substance Abuse

- f. The teaching staff member, prior to the medical examination and substance test, will be informed by the physician or the physician's designee on the type of testing to be completed and the substances that will be tested.
 - g. The teaching staff member may, prior to being examined and tested, disclose to the physician any prescription medicine, over-the-counter medicine or supplements, or any other reason why the teaching staff member's test results may be positive.
 - h. A teaching staff member's refusal to be examined or tested in accordance with the provisions of Policy 3218 and this Regulation will be deemed as a positive test for substances.
 2. The medical examination and substance test shall be used by the physician to determine if the teaching staff member is under the influence of any substance as defined in Policy 3218 and this Regulation. The substance test procedures will provide for a confirming test using acceptable confirmation test procedures.
 3. The physician shall receive the results of the substance test within twenty-four hours of the test being administered. If the results of the substance test are not available within twenty-four hours, the physician shall report the results to the Superintendent and the teaching staff member as soon as the test results are available.
 4. If the physician determines, based upon the medical examination and the results of the substance test, that the teaching staff member was not under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the physician will notify the Superintendent of such results and the teaching staff member shall return to their position in the school district. Any records or documentation related to the incident shall not be included in the teaching staff member's personnel file.
 5. If the physician determines, based upon the medical examination and the results of the substance test, that the teaching staff member was under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the physician will:



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TEACHING STAFF MEMBERS

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Substance Abuse

- a. Discuss the results of the examination and substance test with the teaching staff member and provide the teaching staff member an opportunity to present any medical or other reasons for the physician's determination.
- b. Provide the teaching staff member an opportunity to have the substance test results confirmed by a State-licensed clinical laboratory selected by the staff member and approved by the physician.
 - (1) The physician will schedule and coordinate the confirming test procedures, including the acceptable time period for the confirming test to be conducted based on the existing test results, and the time in which a confirming test result would be valid.
 - (2) The confirming substance test results must be provided to the physician within the time period required by the physician.
 - (3) Any confirming test results provided to the physician not within the time period required by the physician shall not be accepted and the teaching staff member shall be determined to have waived their right to have a confirming substance test considered by the physician.
- c. After completing the requirements in a. and b. above the physician shall make a final determination whether the teaching staff member was under the influence of a substance during the work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities.
 - (1) If the physician makes a final determination the teaching staff member was not under the influence during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the physician will report these



REGULATION GUIDE

TEACHING STAFF MEMBERS

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Substance Abuse

results to the Superintendent and the teaching staff member shall return to their position in the school district and any records or documentation related to the incident shall not be included in the teaching staff member's personnel file.

- (2) If the physician makes a final determination the teaching staff member was under the influence during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the physician will report these results to the Superintendent of Schools and the teaching staff member will be required to meet with the Superintendent.

C. Procedures to be Followed When a Teaching Staff Member is Determined to be Under the Influence of a Substance

1. Any teaching staff member who has been determined by the physician to be under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities shall be required to meet with the Superintendent.
 - a. The teaching staff member may include a staff member or a representative of their choice in this meeting.
2. The Superintendent will provide the teaching staff member an opportunity to respond to the physician's determination.
3. A teaching staff member who has been determined to have been under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities will be subject to appropriate discipline which may include termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member.

Issued:



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SUPPORT STAFF MEMBERS

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Attendance

Feb 15

[See POLICY ALERT Nos. 96 and 205]

42142 ATTENDANCE

The regular and prompt ~~Employee~~ attendance of support staff members is an essential element in the efficient ~~important factor in the successful operation of the any school district and the effective conduct and in the maintenance of the~~ continuity of the educational program. Staff member absenteeism disrupts the educational program and ~~t~~The Board of Education is vitally and continually interested in the attendance of each employee and considers satisfactory attendance an important component ~~entire~~ of a staff member's satisfactory job performance.

The privilege of district employment imposes on each ~~employee the responsibility to be on the job on time every scheduled working day. This responsibility requires that the employee maintain good health standards, take intelligent precautions against accidents both on and off the job, and manage personal affairs in order to satisfy district attendance requirements.~~

The Board is required by the high costs of absences and disrupted work schedules to give continuing attention to the maintenance of regular attendance by employees. Chronic absenteeism and tardiness are subject to discipline and may be cause for dismissal.

The Superintendent shall develop regulations to implement this policy.

A support staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences may be subject to appropriate consequences, which may include the withholding of a salary increment, dismissal, and/or certification of tenure charges.

In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the support staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household. No support staff member will be discouraged from the prudent, necessary



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SUPPORT STAFF MEMBERS

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Attendance

use of sick leave and any other leave provided for in the collective bargaining agreement negotiated with the member's majority representative, in an individual employment contract, or provided in the policies of the Board. In accordance with N.J.S.A. 18A:30-4, the Superintendent or Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave.

The Superintendent, in consultation with administrative staff members, will review the rate of absence among the staff members. The review will include the collection and analysis of attendance data, the training of support staff members in their attendance responsibilities, and the counseling of support staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:30-1 et seq.

Adopted:



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Substance Abuse

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[See **POLICY ALERT** Nos. 125, 133, and 205]

4218 SUBSTANCE ABUSE

The Board of Education recognizes a support staff member who reports to work under the influence of drugs or alcohol poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any support staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district. A support staff member is prohibited from possession, use, distribution, or being under the influence of any substance during work hours.

For the purposes of this Policy, "substance" or "substances" means alcoholic beverages, any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

Any support staff member who reports to work under the influence of or in possession of any substance will be subject to appropriate discipline, which may include termination or the filing of tenure charges for a tenured support staff member in accordance with law.

A support staff member shall be required to submit to an immediate medical examination to include a substance test if the support staff member's supervisor has reasonable suspicion to believe a support staff member is under the influence of a substance during work hours. Refusal of a support staff member to consent to the medical examination and substance test will be determined to be a positive result.



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Substance Abuse

In the event a support staff member's medical examination and substance test results are negative for a substance, any documents or records pertaining to the requirement for the examination and test and results will not be maintained by the school district. Any required examination and testing shall be paid for by the Board. The support staff member will be afforded the opportunity to have any test results confirmed using acceptable test confirmation practices. This confirming test shall be paid for by the support staff member.

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any support staff member who, in the course of their employment, has reason to believe a school staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall report the matter as soon as possible to the Principal, or in the absence of the Principal, to the staff member responsible at the time of the alleged violation. Either the Principal or the staff member shall notify the Superintendent of Schools who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a support staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the support staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a support staff member in response to questioning initiated by the Principal or designee or following the discovery by the Principal or designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

42 C.R. Part 2

N.J.A.C. 6A:16-6.3; 6A:32-6.3

Adopted:



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[See POLICY ALERT Nos. 125, 133, and 205]

R 4218 SUBSTANCE ABUSE

A. Definition

1. "Substance" or "substances" means alcoholic beverages, any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.
2. "Substance test" means a test conducted by a State-licensed clinical laboratory using accepted substance use practices, accepted chain of custody procedures, and testing methodology recommended by the laboratory instrument's manufacturer.
3. "Support staff member's supervisor" or "supervisor" means the building or district administrative staff member who is responsible for supervising the support staff member. For the purposes of this Policy and Regulation, the support staff member's supervisor shall be the support staff member's Principal, School Business Administrator/Board Secretary, district Director or Supervisor, or any other administrative staff member designated by the Superintendent.
4. "Under the influence" means the presence of a substance as defined in Policy 4218 and this Regulation as confirmed in a medical examination and substance test.

B. Procedures to be Followed When a Support Staff Member is Suspected to be Under the Influence of a Substance

1. The following procedures shall be used when a support staff member is suspected of being under the influence of a substance during work hours.



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- a. The support staff member's supervisor, upon receiving a report or information a support staff member may be under the influence of a substance during work hours will:
 - (1) Immediately notify the Superintendent of Schools;
 - (2) Immediately meet with the support staff member;
 - (a) The support staff member's supervisor may include another staff member in this meeting; and
 - (b) The support staff member suspected of being under the influence may include another staff member or a representative of their choice in this meeting.
- b. The support staff member's supervisor shall present to the support staff member the report or information supporting the suspicion the support staff member may be under the influence of a substance.
- c. The support staff member shall be provided an opportunity to respond to the report or information presented by the supervisor.
- d. In the event the supervisor or designee believes the support staff member may be under the influence of a substance after meeting with the support staff member, the supervisor will arrange for an immediate medical examination to include a substance test.
- e. The support staff member shall be transported to the examination and testing location by means of transportation approved by the Superintendent or designee and shall be accompanied by the support staff member's supervisor or designee.
- f. The support staff member, prior to the medical examination and substance test, will be informed by the physician or the physician's designee on the type of testing to be completed and the substances that will be tested.



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- g. The support staff member may, prior to being examined and tested, disclose to the physician any prescription medicine, over-the-counter medicine or supplements, or any other reason why the support staff member's test results may be positive.
 - h. A support staff member's refusal to be examined or tested in accordance with the provisions of Policy 4218 and this Regulation will be deemed as a positive test for substances.
- 2. The medical examination and substance test shall be used by the physician to determine if the support staff member is under the influence of any substance as defined in Policy 4218 and this Regulation. The substance test procedures will provide for a confirming test using acceptable confirmation test procedures.
- 3. The physician shall receive the results of the substance test within twenty-four hours of the test being administered. If the results of the substance test are not available within twenty-four hours, the physician shall report the results to the Superintendent and the support staff member as soon as the test results are available.
- 4. If the physician determines, based upon the medical examination and the results of the substance test, that the support staff member was not under the influence of a substance during work hours, the physician will notify the Superintendent of such results and the support staff member shall return to their position in the school district. Any records or documentation related to the incident shall not be included in the support staff member's personnel file.
- 5. If the physician determines, based upon the medical examination and the results of the substance test, that the support staff member was under the influence of a substance during work hours, the physician will:
 - a. Discuss the results of the examination and substance test with the support staff member and provide the support staff member an opportunity to present any medical or other reasons for the physician's determination.



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- b. Provide the support staff member an opportunity to have the substance test results confirmed by a State-licensed clinical laboratory selected by the staff member and approved by the physician.
 - (1) The physician will schedule and coordinate the confirming test procedures, including the acceptable time period for the confirming test to be conducted based on the existing test results, and the time in which a confirming test result would be valid.
 - (2) The confirming substance test results must be provided to the physician within the time period required by the physician.
 - (3) Any confirming test results provided to the physician not within the time period required by the physician shall not be accepted and the support staff member shall be determined to have waived their right to a have a confirming substance test considered by the physician.
- c. After completing the requirements in a. and b. above the physician shall make a final determination whether the support staff member was under the influence of a substance during the work hours.
 - (1) If the physician makes a final determination the support staff member was not under the influence during work hours, the physician will report these results to the Superintendent and the support staff member shall return to their position in the school district and any records or documentation related to the incident shall not be included in the support staff member's personnel file.
 - (2) If the physician makes a final determination the support staff member was under the influence during work hours, the physician will report these results to the Superintendent of Schools and the support staff member will be required to meet with the Superintendent.



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C. Procedures to be Followed When a Support Staff Member is Determined to be Under the Influence of a Substance

1. Any support staff member who has been determined by the physician to be under the influence of a substance during work hours shall be required to meet with the Superintendent.
 - a. The support staff member may include a staff member or a representative of their choice in this meeting.
2. The Superintendent will provide the support staff member an opportunity to respond to the physician's determination.
3. A support staff member who has been determined to have been under the influence of a substance during work hours will be subject to appropriate discipline which may include termination of or the filing of tenure charges for a tenured support staff member.

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[See POLICY MEMO No. 17]

[See POLICY ALERT Nos. 95, 96, 139, 172, 176, 203 and 205]

5200 ATTENDANCE

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

In accordance with the provisions of N.J.A.C. 6A:16-7.6 **and for the purposes of this Policy and Regulation 5200**, a student's absence from school **will** may be excused, or unexcused that counts toward truancy, ~~or unexcused that does not count toward truancy.~~

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. A student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level

For districts with secondary school(s)

or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

Students shall be subjected to the school district's response for unexcused absences that ~~count account~~ toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.



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Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

N.J.S.A. 18A:36-14; 18A:38-25
N.J.S.A. 34:2-21.1 et seq.
N.J.A.C. 6A:16-7.6; 6A:32-8.3

Adopted:



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[See POLICY MEMO. No. 17]

[See POLICY ALERT Nos. 95, 96, 139, 176, 203 and 205]

R 5200 ATTENDANCE

A. Definitions

1. For the purposes of school attendance, a "day in session" shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers' institutes, and inclement weather shall not be considered as days in session.
2. A "school day" shall consist of not less than four hours, ~~except that one continuous session of two and one-half hours may be considered a full day of Kindergarten.~~
3. "A day of attendance" shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.
 - a. Whenever over-crowded conditions make it necessary to hold two separate sessions with a different group of students in each session, a student attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.
4. A "half-day class" shall be considered the equivalent of a full day's attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.

B. Attendance Recording

1. A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.



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2. No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.
3. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.
4. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.
5. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.
6. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. ~~In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.~~
7. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

C. **Unexcused Absences That Count Toward Truancy/Excused Absences** ~~Unexcused Absences~~

1. **"An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined below.**



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12. **"An excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, for Take-Your-Child-to-Work Day, or any other absence determined to be excused by the New Jersey Department of Education or any absence for the reasons listed below:**

1. ~~"Unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not excused as defined above or for any unexcused absence that does not count toward truancy listed below.~~
2. ~~"Unexcused absence that does not count toward truancy" is a student's absence from school for a full day or a portion of a day for the reasons listed below:~~

[Select one or more options below]



The student's illness



supported by a written letter from the parent upon student's return to school;



supported by notification to the school by the student's parent;



The student's required attendance in court;



Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;



The student's suspension from school;



Family illness or death



supported by a written letter from the parent upon the student's return to school;



supported by notification to the school by the student's parent;



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- ☒ Visits to post-secondary educational institutions;
- ☒ Interviews with a prospective employer or with an admissions officer of an institution of higher education;
- ☒ Examination for a driver's license;
- ☒ Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
- ☒ **Take Our Children to Work Day;**
- ☒ **An absence considered excused by a New Jersey Department of Education rule;**
- ☒ An absence for a reason not listed above, but deemed **excused** unexcused that does ~~not count toward truancy~~ by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an **excused** ~~unexcused~~ absence that does ~~not count toward truancy~~;

_____ ;

_____]

43. "Truancy" means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any ~~unexcused~~ absence not listed in C.23, above shall be an **unexcused** absence counted toward truancy.



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✓
keep
[Optional]

54. ~~Instances of "Unexcused tardiness" in the number established by~~
Policy 5240 may constitute an unexcused absence that counts
toward truancy **in accordance with Policy 5240.**

D. Notice to School of a Student's Absence

1. The parent or adult student is requested to call the school office before the start of the student's school day.
2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session should call or provide notice to the school office before the start of the afternoon session.
3. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged should notify the school office to arrange make-up work.

E. Readmission to School After an Absence

1. A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reason for the absence.
2. A note explaining a student's absence for a noncommunicable illness for a period of more than 5 (no change) school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.
3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.

F. Instruction

1. Teachers shall cooperate in the preparation of home assignments for students who anticipate an excused absence of 5 (no change) school days duration. The parent or student must request such home assignments.



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2. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.
3. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
4. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up missed work.
5. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.

G. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except ~~excused~~ absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.

[Optional

2. A secondary student may be ~~dropped from a course or~~ denied course credit when he/she has been absent from 16 (number, fraction, or percentage) or more of the class sessions, whatever the reason for the absence, except that ~~excused~~ absences for the observance of a religious holiday or absences caused by a student's suspension will not count toward the total.]

[Options

✓
Keep
Exceptions to this rule may be made for students who have demonstrated to the teacher through completion of make-up assignments that they have mastered the proficiencies established for the course of study.



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~~A secondary student who has been dropped from a course of study may be assigned to an alternate program.~~

Keep ✓

A secondary student denied course credit after completing the course will be permitted to attend a credit completion session to regain the denied credit, provided the student has not been absent from the class more than 5 (no charge) times.]

[Optional

- N/A
3. ~~An elementary student may be retained at grade level, in accordance with Policy 5410, when he/she has been absent (number, fraction, or percentage) or more school days, whatever the reason for the absence, except that excused absences for the observance of a religious holiday and absences due to student's suspension will not count toward the total.]~~

[Option



Exceptions to this rule may be made for students who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.]

H. School District Response To Unexcused Absences During the School Year That Count Toward Truancy

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;



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- c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potentially missing or abused child situation is detected; and
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
- 2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and H.1.c. above;
 - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement;



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- (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and
 - (7) Engage the student's family.
 - c. Cooperate with law enforcement and other authorities and agencies, as appropriate.
- 3. For ten or more cumulative unexcused absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
 - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and II.4. below;
 - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.
- 4. A court referral may be made as follows:
 - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.



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- (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
 - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
- 5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's IEP, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized health care plan and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii.
- 6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and II.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
 - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
 - (1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and H.5. above and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and H.2. through H.5. above, as appropriate.



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I. Discipline

1. Students may be denied participation in co-curricular activities if the Board establishes attendance standards for participation.
2. Students may be denied participation in athletic competition if the Board establishes attendance standards for participation.
3. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

J. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
2. A record shall be maintained of each excused absence, and each unexcused absence that counts toward truancy as defined in **Policy and Regulation 5200**, ~~and unexcused absence that does not count toward truancy for each student.~~
3. A report card will record the number of times the student was absent and tardy in each marking period.
4. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

K. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.



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3. A student who has been ~~dropped from a course and/or~~ denied course credit for excessive absences may appeal that action in accordance with the following procedures:
 - a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
 - b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.
 - c. If the student is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.
 - d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.
 - e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.
 - f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710, Pupil Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.



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Attendance

L. Attendance Records

1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education.

Adopted:



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High School Graduation

Feb 15

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

5460 HIGH SCHOOL GRADUATION

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

A. High School Graduation Requirements

A graduating ~~pupil~~ **student** must have earned a minimum of ~~127.5~~ **(four-year high school: no fewer than one hundred twenty credits)** credits in courses designed to meet all of the New Jersey Core Curriculum Content Standards including, but not limited to, the following credits:

1. ~~20~~ **(At least twenty)** credits in language arts literacy aligned to grade nine through twelve standards, ~~effective with the 2009-2010 grade nine class;~~
2. ~~15~~ **(At least fifteen)** credits in mathematics, including Algebra I or the content equivalent ("content equivalent" is defined at N.J.A.C. 6A:8-1.3) ~~effective with the 2008-2009 grade nine class;~~ including geometry or the content equivalent effective with the 2010-2011 grade nine class;; and ~~including~~ a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares pupils ~~students~~ for college and 21st century careers effective with the 2012-2013 grade nine class;
3. ~~15~~ **(At least fifteen)** credits in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 18A:35-2;; five credits in world history;; and the integration of civics, economics, geography, and global content in all course offerings;
4. ~~15~~ **(At least fifteen)** credits in science, including at least five credits in laboratory biology/life science or the content equivalent effective with the 2008-2009 grade nine class;; including one additional laboratory/inquiry-based science course, which shall include chemistry, environmental science, or physics effective with the 2010-2011 grade nine class;; and ~~including~~ one additional laboratory/inquiry-based science course effective with 2012-2013 grade nine class;



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5. 5 (At least three and three-quarters) credits in health, safety, and physical education during each year of enrollment, distributed as one hundred fifty minutes per week, as required by N.J.S.A. 18A:35-5, 7 and 8; *(1/4 = Health / 3 3/4 = Phys Ed.)*
6. 5 (At least five) credits in visual and performing arts;
7. 5 (At least five) credits in world languages or ~~pupil student~~ demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a)2ii(2);
8. 2.5 (At least two and one-half) credits in financial, economic, business, and entrepreneurial literacy, effective with 2010-2011 grade nine class;
9. Technological literacy, consistent with the Core Curriculum Content Standards, integrated throughout the curriculum;
10. 30 (At least five) credits in 21st century life and careers, or career-technical education; and
11. *N/A* Electives as determined by the ~~high school program~~ sufficient to total a minimum of (must be at least one hundred twenty) credits.

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

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

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



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- a. Individualized **student** pupil learning opportunities in all Core Curriculum Content Standards areas include, but are not limited, to the following:
 - (1) Independent study;
 - (2) Online learning;
 - (3) Work-based programs, internships, apprenticeships;
 - (4) Study abroad programs;
 - (5) ~~Pupil Student~~ exchange programs; and
 - (6) ~~Structured Service~~ learning experiences, ~~and, including, but not limited to, work-based programs, internships, apprenticeships, and service learning experiences.~~
 - ~~(7) Structured learning experiences.~~
- b. Individualized ~~pupil~~ **student** learning opportunities based upon specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards shall:
 - (1) Be based on ~~student~~ ~~pupil~~ interest and career goals as reflected in the Personalized ~~Student~~ **Pupil** Learning Plans ~~as they are phased in according to the schedule of implementation set forth at N.J.A.C. 6A:8-3.2(a)1;~~
 - (2) Include demonstration of ~~pupil~~ **student** competency;
 - (3) Be certified for completion based on the district process adopted according to 2. below; and
 - (4) Be on file in the school district and subject to review by the Commissioner or ~~his/her~~ designee.



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- c. Group programs based upon specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards shall be permitted and shall be approved in the same manner as other approved courses.
2. The district shall establish a process for granting of credits through successful completion of assessments that verify ~~pupil~~ **student** achievement in meeting or exceeding the Core Curriculum Content Standards at the high school level, including **standards achieved** ~~these occurring~~ by means of the individualized pupil ~~student~~ learning opportunities enumerated as outlined in N.J.A.C. 6A:8-5.1(a)2. Such programs or assessments may occur all or in part prior to a ~~pupil's~~ **student's** high school enrollment; no such locally administered assessments shall preclude or exempt ~~pupil~~ **student** participation in applicable Statewide assessments at grades three through twelve.
 - a. The district shall choose assessments that are aligned with or exceed the Core Curriculum Content Standards and may include locally designed assessments.
 - b. The district shall choose from among the following assessment options to determine if ~~pupils~~ **students** have achieved the level of language proficiency designated as Novice-High as defined by the American Council on the Teaching of Foreign Languages (ACTFL) and recognized as fulfilling the world languages requirement of the Core Curriculum Content Standards:
 - (1) The Standards-based Measurement of Proficiency (STAMP) online assessment;
 - (2) The ACTFL Oral Proficiency Interview (OPI) or Modified Oral Proficiency Interview (MOPI); or
 - (3) Department-approved locally designed competency-based assessments.



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3. The district shall establish a process to approve post-secondary learning opportunities that **may** consist of: **(select one or more options)**

☐ Advanced Placement (AP) courses;
☐ the College-Level Examination Program (CLEP); or
☒ concurrent/dual enrollment at accredited higher education institutions.

- a. The district shall award credit for successful completion of an approved, accredited college course that assures achievement of knowledge and skills that meets or exceeds the Core Curriculum Content Standards.

B. Additional Graduation Requirements

1. Attendance requirements as indicated in Policy and Regulation No. 5200;

2. Other requirements established by the Board of Education as indicated below:

a. Requirements of CTE programs through the senior year (minimum 30 credits required for CTE certificate)

3. Any statutorily mandated requirements for earning a high school diploma; **and**

4. Any Statewide assessment graduation requirements as determined by the New Jersey Department of Education, and as outlined in C. below.

- ~~4. Demonstrated proficiency in all sections of the High School Proficiency Assessment (HSPA), Competency Assessments, or Alternative High School Assessment process applicable to the class graduating in the year they meet all other graduation requirements, based on a schedule prescribed by the Commissioner in accordance with N.J.A.C. 6A:8-4.1(b) through (d); and~~



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5. ~~Those pupils graduating from an adult high school shall demonstrate proficiency in all sections of the HSPA, applicable Competency Assessments, or designated Alternative High School Assessment (AHSA) process for any subjects not yet passed on a previously approved Statewide assessment required for graduation.~~

C. ~~High School Proficiency Assessment (HSPA) and Alternative High School Assessment (AHSA)~~

1. ~~The district will provide pupils who have not demonstrated proficiency on one or more sections of the HSPA following the 11th grade, or applicable Competency Assessments, with the opportunity to demonstrate such competence through both repeated administrations of the HSPA and the AHSA process conducted in accordance with rules of the State Board of Education.~~

a. ~~The _____ shall submit the results of the AHSA process to the Executive County Superintendent of Schools by March 31 of each year, or as otherwise determined by the Commissioner of Education, for approval for graduation in June of the same year. Such results shall include information, as prescribed by the Commissioner, pertaining to pupils successfully completing the AHSA process, and to those who fail to complete the AHSA process successfully.~~

b. ~~The Executive County Superintendent, as the Commissioner's designee, shall review the results of each pupil's AHSA and recommend to the Commissioner either approval or disapproval for graduation.~~

c. ~~All English Language Learners (ELLs) shall satisfy the school district's requirements for high school graduation, except that any ELLs may demonstrate that they have attained State minimum levels of proficiency through:~~

(1) ~~Passage of the AHSA process in their native language, when available, and passage of an English fluency assessment approved by the Department of Education; or~~

(2) ~~Passage of the AHSA process in English with appropriate accommodations.~~



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- d. ~~Pupils with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act and who participate in the AHSA process are not required to participate in repeated administrations of the HSPA.~~

C. Statewide Assessment Graduation Requirements

1. The New Jersey Department of Education (NJDOE) is transitioning from the High School Proficiency Assessment (HSPA) to the Partnership for the Assessment of Readiness for College and Careers (PARCC) End-of-Course assessments for students, including students with disabilities, in the classes of 2016, 2017, and 2018.
2. Students in the classes of 2016, 2017, and 2018 will be able to demonstrate proficiencies in English Language Arts (ELA) and Mathematics required by State statute by either meeting the “cut score” on the PARCC assessments or meeting the “cut score” on a substitute assessment or by meeting the criteria of the NJDOE portfolio appeal process.
3. A student with a disability, whose Individualized Educational Plan (IEP) team determines the student is exempt from these requirements, would be required to achieve the alternative proficiency in his/her IEP.
4. The NJDOE has developed “concordant” cut scores for additional substitute assessments. For the classes of 2016, 2017, and 2018, students will be able to demonstrate proficiency in both ELA and Mathematics by meeting one of the criteria under English Language Arts and Mathematics as indicated below:
 - a. English Language Arts
 - Passing score on a PARCC ELA Grade 9; or
 - Passing score on a PARCC ELA Grade 10; or
 - Passing score on a PARCC ELA Grade 11; or
 - SAT $\geq$ 400; or



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- ACT $\geq$ 16; or
- Accuplacer Write Placer $\geq$ 6; or
- PSAT $\geq$ 40; or
- ACT Aspire $\geq$ 422; or
- ASVAB – AFQT $\geq$ 31; or
- Meet the criteria of the NJDOE Portfolio Appeal

b. **Mathematics**

- Passing score on a PARCC Algebra I; or
- Passing score on a PARCC Geometry; or
- Passing score on a PARCC Algebra II; or
- SAT $\geq$ 400; or
- ACT $\geq$ 16; or
- Accuplacer Elementary Algebra $\geq$ 76; or
- PSAT $\geq$ 40; or
- ACT Aspire $\geq$ 422; or
- ASVAB – AFQT $\geq$ 31; or
- Meet the criteria of the NJDOE Portfolio Appeal

D. **Attendance**

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

E. ~~Pupils~~ **Students** with Disabilities

1. ~~The district, T~~hrough the IEP process and pursuant to N.J.A.C. 6A:14-4.11 - Graduation, ~~the district may, for individual pupils with disabilities as defined in N.J.A.C. 6A:14-1.3, specify alternate requirements for a State-endorsed diploma for individual students with disabilities as defined in N.J.A.C. 6A:14-1.3.~~
- a2. The district shall specifically address any alternate requirements for graduation in a ~~pupil's~~ **student's** IEP, in accordance with N.J.A.C. 6A:14-4.11.



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- b3. The district shall develop and implement procedures for assessing whether a **pupil student with a disability** has met any alternate requirements for graduation individually determined in an IEP.
24. If a **pupil student** with a disability attends a school other than that of the school district of residence, which is empowered to grant a diploma, the **pupil student** shall have the choice of receiving **a the** diploma of the school attended or **a the** diploma of the school district of residence.
- a. If the school the **pupil student** is attending declines to issue a diploma to the **pupil student**, the district of residence Board of Education shall issue the **pupil student** a diploma if the **pupil student** has satisfied all State and local graduation requirements, as specified in the **pupil's student's IEP**.
35. **Pupils Students** with disabilities who meet the standards for graduation according to the school district's graduation requirements shall have the opportunity to participate in graduation exercises and related activities on a nondiscriminatory basis.
46. A **pupil student** with a disability whose **IEP individualized education program** prescribes continued special education programs beyond the fourth year of high school shall be permitted to participate in commencement ceremonies with his/her graduating class and shall receive a certificate of attendance, provided the **pupil student** has attended four years of high school.
57. When a **pupil student** with a disability graduates or exceeds the age of eligibility, the **pupil student** shall be provided a written summary of his or her academic achievement and functional performance prior to the date of the **pupil's student's** graduation or the conclusion of the school year in which he or she exceeds the age of eligibility. The summary shall include recommendations to assist the child in meeting his or her postsecondary goals.



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F. High School Diploma

1. The Board of Education shall award a State-endorsed high school diploma to **prospective** graduates who have met all of the requirements adopted in accordance with State and local **Board of Education** requirements.
2. The Board of Education shall not issue a high school diploma to any ~~pupil~~ **student** not meeting the criteria specified in State and local requirements.
 - a. The district shall provide ~~pupils~~ **students** exiting grade twelve without a diploma the opportunity for continued high school enrollment to age twenty, or until the requirements for a State-endorsed diploma have been met, whichever comes first.
 - b. The district shall allow any out-of-school individual to age twenty who has otherwise met all State and local graduation requirements, but has failed to pass the ~~HSPA or applicable Competency Assessments~~ **meet the Statewide assessment graduation requirements**, to return to school at scheduled times for the purpose of **meeting the Statewide assessment graduation requirements** taking the necessary test. Upon certification of **meeting these requirements** passing the test applicable to the pupil's class in accordance with N.J.A.C. 6A:8-5.1(a)8, a State-endorsed diploma shall be granted by the high school of record.
3. The Commissioner of Education shall award a State-issued high school diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2(c) and (d).
4. The Board of Education shall award a State-endorsed high school diploma to any currently enrolled ~~pupil~~ **student** formally requesting an early award of the diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2(e) and Board Policy 5465.



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High School Graduation

G. Notification

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

H. Reporting

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

1. ~~The total number of pupils graduated;~~
2. ~~The number of pupils graduated under the AHSA process;~~
3. ~~The number of pupils receiving State endorsed high school diplomas as a result of meeting any alternative requirements for graduation as specified in their IEPs;~~
4. ~~The total number of pupils denied graduation from the 12th grade class; and~~
5. ~~The total number of pupils denied graduation from the 12th grade class solely because of failure to pass the HSPA or AHSA, based on the provisions of N.J.A.C. 6A:8-5.1(a)3.~~

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

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

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

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

Adopted:



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Early Graduation
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[See POLICY ALERT Nos. 153, 160, 186, and 205]

5465 EARLY GRADUATION

The Board of Education will award a State-endorsed diploma to a student that has met all State and local requirements for high school graduation. In addition, ~~t~~The Board of Education shall award a State-endorsed high school diploma to any currently enrolled pupil student in accordance with the provisions of N.J.A.C. 6A:8-5.2(e) who has not completed the twelfth grade.

In accordance with the provisions of N.J.A.C. 6A:8-5.2(e), **the Board of Education** ~~a State-endorsed high school diploma will~~ **shall be awarded a State-endorsed high school diploma early by the Board of Education to any currently enrolled pupil student who:**

1. ~~Has performed at a proficient or advanced proficient level of achievement in all sections of the HSPA or applicable High School Competency Assessments~~ **demonstrated proficiencies in the Statewide assessments as required by the New Jersey Department of Education for high school graduation;**
2. Has presented official transcripts showing at least thirty general education credits leading to a degree at an accredited institution of higher education; and
3. Has formally requested an early award of a State-endorsed high school diploma.

The diploma will bear the date of its issuance. The ~~pupil student~~ may be permitted to participate in graduation ceremonies with his/her classmates without formal readmission to the school district on application to and approval of the high school Principal.

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

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

Adopted:



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Bus Driver/**Bus Aide** Responsibility

Feb 15

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[See **POLICY MEMO No. 67**]

[See **POLICY ALERT Nos. 164 and 205**]

8630 BUS DRIVER/BUS AIDE RESPONSIBILITY

The Board of Education requires all school bus drivers **and bus aides** employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications ~~and communication skills~~ necessary to perform the duties of the position. **Anyone driving a The school bus driver will used to transport students to and from school and school related activities must meet all requirements of N.J.S.A. 18A:39-17, 18, 19.1, and 30 and all New Jersey Motor Vehicle Commission (NJMVC) rules governing school bus drivers. All school bus drivers must possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and are is subject to all the Federal and State requirements to maintain the appropriate license.**

School bus drivers and bus aides shall meet criminal history background check requirements pursuant to N.J.S.A. 18A:6-7.1 et seq. and tuberculin testing requirements pursuant to applicable State statutes and administrative codes. School bus drivers and bus aides shall be considered under the Federal Family Educational Rights and Privacy Act (FERPA) to be school officials who have a legitimate educational interest to parts of a student's record relating to transportation, without parental consent, as outlined in N.J.A.C. 6A:27-12.1(j)1. School bus drivers and bus aides shall receive training in the use of a student's educational records and in their responsibility to ensure the privacy of the student and his or her records. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-11.2(b) and (c).

In accordance with the provisions of N.J.S.A. 18A:39-28, school bus drivers must visually inspect the school bus they are assigned at the end of the transportation route to determine that no student has been left on the bus.

The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. The school bus driver will never exclude a **student pupil** from the school bus, but if unable to manage a **student pupil**, the school bus driver will report the unmanageable **student pupil** to the Principal or designee of the school in which the **student pupil** attends.



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Bus Driver/**Bus Aide** Responsibility

The Principal or designee, upon such report from the school bus driver, may assign appropriate discipline. The discipline may include excluding the **student** pupil from the bus. ~~and The student's parent~~ ~~pupil's parent(s) or legal guardian(s)~~ shall provide for the **student's** ~~pupil's~~ transportation to and from school during the time of exclusion.

In the event of an emergency, ~~the~~ school bus drivers shall follow procedures established by this Board. **School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school. All other students shall receive school bus evacuation instruction at least once per year. School bus drivers and bus aides shall participate in the emergency exit drills, which shall be conducted on school property and shall be supervised by the Principal or person assigned to act in a supervisory capacity. Drills shall be documented in the minutes of the Board of Education at the first meeting following completion of the emergency exit drill in accordance with the provisions of N.J.A.C. 6A:27-11.2(d).**

The school bus driver will immediately inform the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation following an accident that involves injury, death, or property damage. The school bus driver must also complete **and file within ten days of the accident the** a Preliminary School Bus Accident Report prescribed by the Commissioner of Education. **In addition to the Preliminary School Bus Accident Report, the driver of a school bus involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500, shall complete and file within ten days after such accident a motor vehicle accident report in accordance with N.J.S.A. 39:4-130. and provide the Report to the Principal of the receiving school by the end of the next working day. The Principal of the receiving school shall retain a copy of the Report and forward other copies of the Report as prescribed by the New Jersey Department of Education.**

~~A school bus driver, during the driver's work schedule, may only use a cellular, or other wireless telephone, for school related business. The driver is~~ **School bus drivers are prohibited from using a cellular, or other wireless telephone, while operating a school bus. A cellular, or other wireless telephone, may only be used for school related business by the school bus driver while operating the school bus, when unless the school bus is parked in a safe area off a highway or in an emergency situation pursuant to N.J.S.A. 39:3B-25. A school bus driver who violates this policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.**



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Bus Driver/**Bus Aide** Responsibility

~~The School bus drivers are~~ **is** responsible for the safety of ~~their his/her pupils~~ **students** and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of ~~his/her~~ **their** school bus.

N.J.S.A. 18A:25-2; **18A:39-28**

N.J.S.A. 39:3B-25

N.J.A.C. 6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted:



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Emergency School Bus Procedures

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[See POLICY ALERT Nos. 164 and 205]

R 8630 EMERGENCY SCHOOL BUS PROCEDURES

A. Staff Training

1. The Board of Education will administer a safety education program for all permanent and substitute school bus drivers and bus aides. At a minimum, the training shall include:
 - a. Student management and discipline;
 - b. School bus accident and emergency procedures;
 - c. Conducting school bus emergency exit drills;
 - d. Loading and unloading procedures;
 - e. School bus stop loading zone safety;
 - f. Inspecting the school vehicle for students left on board the bus at the end of a route; and
 - g. The use of student's educational records, including the district's responsibility to ensure the privacy of the student and his or her records, if applicable.
2. The district shall administer a safety education program to school bus drivers that includes defensive driving techniques and railroad crossing procedures.

~~The following procedures apply to all school bus drivers employed by the Board of Education or under contract with the Board of Education for the transportation of pupils to and from school or in the course of an activity sponsored by the Board of Education.~~

BA. Emergency Bus Evacuation ~~Exit~~ Drills

1. The Principal of each school shall organize and conduct emergency bus exit drills at least twice each school year for ~~students~~ pupils who are transported to and from school and **all other students shall receive school bus evacuation instruction at least once within the school year at least once per year for all other pupils.**



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Emergency School Bus Procedures

2. ~~The School bus drivers and bus aides shall will~~ participate in the emergency exit drills.
3. Bus exit drills will be conducted on school property and ~~shall will~~ be supervised by the Principal or by a person assigned ~~by the Principal to act in a supervisory capacity supervise the drill.~~ The drills will be conducted when weather is conducive to safety and preferably when the bus arrives at school with a full complement of ~~students pupils~~.
4. The portion of the drill involving the use of the rear emergency door, which requires ~~students pupils~~ to jump ~~from the bus to the ground a thirty inch drop, does~~ need not to be performed by every ~~student pupil; a few pupils and may be demonstrated by for the~~ others.
5. The school bus driver or supervisor of the drill shall:
 - a. Describe and demonstrate the use of kick-out windows and split-sash windows;
 - b. Describe the location and use of flares, flags, fire ax, and other emergency equipment;
 - c. Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake;
 - d. Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked;
 - e. Demonstrate the use of the emergency exit door;
 - f. Instruct ~~students pupils~~ that lunches and books should be left on the bus in the evacuation procedure;
 - g. ~~Encourage~~ Appoint older, bigger ~~students pupils~~ to assist younger, smaller ~~students pupils~~ in their exit from the bus;



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Emergency School Bus Procedures

- A ~~_____ (pupil leader, school bus aide, adult monitor, or other)~~ will be appointed to assist the school bus driver. A ~~pupil leader will be selected on the basis of the pupil's maturity, ability to lead, and, where possible, residency near the farthest point of the bus route; written parental approval must be secured. The _____ will be trained to substitute for the bus driver in the event of the driver's incapacitation.~~
2. School bus drivers shall attend training workshops offered by the New Jersey Department of Education and this school district and shall be trained in first aid.
 3. Each school bus shall be equipped with:
 - a. A list of the ~~pupils~~ students assigned to that bus;
 - b. A first aid kit approved by the school ~~nurse medical inspector~~ and inspected regularly by the ~~school bus driver school nurse~~;
 - c. Several emergency notice cards on which are printed the telephone numbers of the appropriate police department, the receiving school, and an emergency medical service and on which is provided a space for writing the location of a disabled school bus and the name of the bus driver; and
 - d. Flags or flares or other warning devices; **and**
 - e. **Any other equipment or supplies determined to be included on the school bus by the administration.**
 4. Each school bus driver shall:
 - a. **Inspect Daily** ~~survey~~ his/her bus for possible hazards or safety concerns **before driving the bus each day**;
 - b. Keep aisles and passageways clear at all times;
 - c. Maintain ~~student~~ ~~pupil~~ discipline on the bus;



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OPERATIONS

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Emergency School Bus Procedures

- d. Prohibit the presence of any **non-service** animal, firearm, ammunition, weapon, explosive, or any other dangerous or **illegal** material or object on the school bus;
- e. Report promptly to the _____ **(Principal, Transportation Supervisor, Other)** any potential driving hazard on his/her route, such as construction, road work, etc.;
- f. Report promptly to the _____ **(Principal, Transportation Supervisor, Other)** any deviation in the bus route or schedule;
- g. Drive at safe speeds at all times and exercise extraordinary care in inclement weather;
- h. Know and obey all motor vehicle laws and regulations and State Board of Education regulations; and
- i. Not smoke, eat, or drink **while in or operating the bus at any time** ~~any liquid~~ or perform any act or behave in any manner that may impair the safe operation of the school bus ~~while it is transporting pupils~~;
- j. **Visually inspect the school bus at the end of each transportation route to determine that no student has been left on the bus; and**
- k. **Not allow a student on board a school bus unless the bus driver or other employee of the Board or school bus contractor is also on board the bus. This shall not apply when a school bus driver leaves the bus to assist in the boarding or exiting of a disabled student or in the case of an emergency.**

DC. General Emergency Rules

- 1. ~~The School bus drivers~~ **are** is responsible for the safety of the ~~students pupils~~ on ~~their his/her~~ bus. In the event of an emergency, the school bus drivers must exercise responsible leadership. The safety and well-being of ~~students pupils~~ must be



REGULATION GUIDE

OPERATIONS

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Emergency School Bus Procedures

the ~~driver's~~ **drivers'** paramount consideration. The **School** bus drivers ~~shall~~ **will** stay with ~~their~~ **his/her** ~~students~~ **pupils** at all ~~times~~ **until another school staff member, law enforcement officer, or a first responder can assume responsibility for the safety of the students.**

2. ~~School~~ The bus drivers may not leave the school bus when children are aboard except in an emergency and, then, only after ~~he/she has~~ **they have** ~~turned off the engine~~ **stopped the motor,** removed the ignition key, **and safely secured the school bus** ~~set the auxiliary brake, and put the transmission in gear for a standard transmission or in "Park" for an automatic transmission.~~
3. A school bus must be evacuated when:
 - a. There is a fire in the engine or any other portion of the bus;
 - b. There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material and is unable to move away; ~~or~~
 - c. The bus is disabled for any reason and
 - (1) Its stopping point is in the path of a train or is adjacent to a railroad track,
 - (2) A potential exists for the position of the bus to shift thus endangering ~~students~~ **pupils**, or
 - (3) The stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 300 feet visibility of the bus, thus creating the danger of a collision; ~~or~~
 - d. **The risk of remaining in the bus poses a greater safety risk than evacuating the bus.**
4. When a school bus is evacuated, ~~students~~ **pupils** shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.



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OPERATIONS

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Emergency School Bus Procedures

5. **Students** ~~Pupils~~ who have been evacuated from a school bus shall be moved to a safe place **and distance** at least 100 feet from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority has **determined** that no danger remains or until other **alternative safety** provisions can be made.
6. No **student** ~~pupil~~ shall be allowed to request a ride with a passerby or **proceed** to walk home or leave the scene without the specific approval of the bus driver, a police officer, or other person in authority.
7. **In the event** ~~Whenever~~ a school bus is disabled in the course of providing **student** ~~pupil~~ transportation, the driver, or a responsible person **designated** ~~appointed by~~ the driver, will notify the _____ **(Principal)** ~~of the receiving school, Transportation Supervisor, School Business Administrator, Other~~ of the number and location of the bus and the circumstances of the disability. The _____ **(Principal of the receiving school, Transportation Supervisor, School Business Administrator, Other)** will make arrangements for the safety of the **students** ~~pupils~~ involved, ~~by substitute transportation or otherwise.~~

FD. Specific Emergency Situations

1. In the event of an accident or vehicle failure the following procedures will be implemented.
 - a. The school bus driver shall, in person or through a responsible **designee** ~~delegate~~, summon the police and emergency medical services, if necessary, and notify the Principal of the receiving school and the School Business Administrator, or designee, of the district providing the transportation.
 - b. The school bus driver will attempt to make all **students** ~~pupils~~ as safe and comfortable as possible. If **possible and** necessary, the driver will administer emergency first aid to injured **students** ~~pupils~~.



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OPERATIONS

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Emergency School Bus Procedures

- c. ~~Each pupil on a school bus involved in an accident must be examined for possible injuries, whether or not the pupil appears to have been injured. In the event the school medical inspector is not immediately available, pupils will be examined by the school nurse or by the pupil's personal physician. A written report must be made of the medical condition of each pupil on the bus and submitted to the~~
Principal of the receiving school, Transportation Supervisor, School Business Administrator, Other.

In the event of an accident with no apparent or actual injuries and when law enforcement officials permit the bus to continue on its route after investigating the accident the school nurse will:

- (1) If the accident occurred on the way to school or during school hours, examine any student who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school; or
 - (2) If the accident occurred on the way home from school, examine any student who is feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
- d. In the event of an accident where students are injured, a student(s) may be transported to a hospital if it is determined by law enforcement, medical, and/or first aid staff at the accident scene additional medical treatment is required.
- (1) If the accident occurred on the way to school or during school hours, the school nurse will examine any student not transported to the hospital who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school.



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Emergency School Bus Procedures

- (2) **If the accident occurred on the way home from school, the nurse will examine any student feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.**
- ed. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s) **or from law enforcement officers at the accident scene:** driver's name, driver's license number, vehicle owner's name and address, vehicle registration number, owner's insurance company and policy number, and a description of the vehicle (color, make, year, body type).
- c. ~~The driver will obtain the names and addresses of persons involved in the accident and, if possible, of witnesses.~~
- f. The following notifications must be provided:
- (1) The school bus driver must report immediately to the Principal of the ~~receiving school~~ and the School Business Administrator or designee ~~of the district providing the transportation~~, any accident that involves an injury, death, or property damage. In addition, the bus driver must complete and file the Preliminary School Bus Accident Report prescribed by the **Commissioner of Education** ~~Department of Education with the Principal of the receiving school. The written accident report must be accurate and complete.~~
 - (2) The Principal ~~of the receiving school~~ shall retain a copy of the Report and forward other copies of the Report as prescribed by the New Jersey Department of Education.



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Emergency School Bus Procedures

- (3) In addition, a school bus driver involved in an accident resulting in injury or death of any person, or **damage to property of any one person** damage in excess of \$500 shall **complete and file**, within ten days after ~~such the accident complete and file~~ a Motor Vehicle Accident Report in accordance with N.J.S.A. 39:4-130.
 - (4) The parent~~s~~ or legal guardian~~s~~ of **students** pupils involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported to a **hospital by per ambulance or by other emergency personnel report.**
 2. In the event the school bus driver is incapacitated, the following procedures will be implemented:
 - a. A school bus driver is incapacitated when he/she is unable to operate the school bus safely or when his/her driving ability is significantly impaired by the driver's physical or mental condition.
 - b. **If there is a bus aide on the bus, the bus aide will take steps necessary to have the bus pulled off the road to a safe location and shall contact school officials or emergency services for assistance** ~~When the school bus driver is incapacitated, the _____ (pupil leader, school bus aide, adult monitor, other (see paragraph B1)) shall take charge of the bus and will be responsible for implementing these procedures. If a bus aide is not on the bus, the bus driver shall pull the bus off the road to a safe location and contact school officials or emergency services for assistance.~~
 - c. ~~If necessary, T~~he bus shall ~~will~~ be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and **safely secure the bus the auxiliary brake set.**



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Emergency School Bus Procedures

- d. If necessary, the _____ (~~pupil leader, school bus aide, adult monitor, other (see paragraph B1)~~) shall summon emergency medical services to aid the driver.
 - e. The _____ (~~pupil leader, school bus aide, adult monitor, other (see paragraph B1)~~) shall, in person or through a responsible delegate, immediately notify the _____ (~~Principal of the receiving school, Transportation Supervisor, School Business Administrator, Other~~) of the number and location of the bus and, to the extent that it is known, the condition of the driver.
 - d.f. The _____ (Principal of the receiving school, Transportation Supervisor, School Business Administrator, Other) shall immediately arrange for the transportation of the ~~students~~ pupils by substitute driver, substitute bus, or other means.
3. In the event of an injury to a **student pupil** on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented.
- a. In the absence of another responsible adult in authority, the school bus driver will take charge of a **student pupil** who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route traveled by the school bus.
 - b. If necessary, first aid will be administered.
 - c. If the **student's** pupil's injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the **student pupil** until emergency medical help arrives.
 - d. If the **student's** pupil's injury is not serious, and



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Emergency School Bus Procedures

- (1) Occurs on the way to the school, the school bus driver will deliver the injured **student pupil** to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the **student's pupil's parent(s) or legal guardian(s)**.
 - (2) Occurs on the way to the **student's pupil's** home, the school bus driver **or another school district staff member** will deliver the injured **student pupil** to his/her parent(s) or legal guardian(s) or to a responsible adult at the **student's pupil's** home or if no one is home the injured **student pupil** will be **transported back to a school district location until a parent or another responsible adult can be contacted. If it is determined the student may need medical treatment and a parent or responsible adult cannot be contacted, the child may be transported to the school physician's office or to the nearest hospital emergency room.**
 - (3) Occurs on the way to or from an extracurricular event, the school bus driver will notify a professional staff member assigned to the activity, who will take charge of the **student pupil** and notify the **student's pupil's parent(s) or legal guardian(s)**.
- c. The school bus driver will immediately report the incident **and any injuries** to the Principal **or designee** of the school in which the **student pupil** is enrolled. ~~The Principal may request that the school medical inspector examine the pupil or may request the pupil's parent(s) or legal guardian(s) to submit the report, if any, of the examining physician.~~

Issued:

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RESOLUTION – 2014-15/4-A
Pension and Health Benefits Reform

WHEREAS, the health of New Jersey’s public employee retirement systems affects the state’s economy and its citizens’ quality of life, and impacts critical functions, ranging from the state’s ability to borrow to finance public works projects to its annual budget including state aid to education and, consequently, the operation of the public schools; and

WHEREAS, the New Jersey Pension and Health Benefits Study Commission, appointed by Governor Chris Christie in 2014, has issued its final report, “A Roadmap to Resolution,” which proposes monumental changes in how public employee benefits, particularly the Teachers’ Pension and Annuity Fund (TPAF) and the School Employees’ Health Benefits Program (SEHBP), are financed and administered; and

WHEREAS, the Somerset County Vocational Board of Education believes that reform must balance the health of the state’s retiree benefits programs with local school boards’ responsibility to provide sound educational programming; and

WHEREAS, TPAF benefits are established by the state and not through local school board action; and

WHEREAS, post-retirement medical benefits are provided to TPAF retirees through state legislation, not local school board action; and

WHEREAS, the Somerset County Vocational Board of Education believes that the TPAF and any new retirement program for certificated school district staff must be funded by the state government; and

WHEREAS, the Somerset County Vocational Board of Education believes that transferring payment of the employer’s contribution to the teacher retirement plan and post-retirement medical benefits from the state to local school districts would have a detrimental impact on the resources necessary to maintain educational programming; and

WHEREAS, to restore solvency to, and avert future default of, the state’s retirement programs, the pension and benefits reform act of 2011 (*P.L. 2011, c.78*) includes a schedule of annual state payments designed to close the deficit of the plans that serve school district employees; and

WHEREAS, medical benefits for retired school employees, which will total over \$1 billion in 2015-2016, are a major cost-driver in the state budget; and

WHEREAS, the Somerset County Vocational Board of Education supports the current statutorily required employee contributions toward health benefits, which reflect current practice in the private sector and in public employment in other states, and have provided significant financial relief for local school districts, thereby enabling them to direct resources toward educational programming, including teacher employment.

NOW, THEREFORE, BE IT RESOLVED that the Somerset County Vocational Board of Education urges the state Legislature and Governor to ensure that the employers’ cost for teacher pensions and post-retirement medical benefits—financial obligations created by the state—are not transferred to local school districts; and be it further

RESOLVED, that to provide local school districts and local property taxpayers with financial relief, the Legislature should amend *P.L. 2011, c.78* to make the current employee contributions toward health coverage a permanent requirement and not a subject of labor negotiations; and be it further

RESOLVED, that to provide further control over the cost of health benefits, the Legislature should give local boards of education unilateral authority to enroll in the School Employee Health Benefits Program if the board determines that such action would generate financial savings; and be it further

RESOLVED, that the Somerset County Vocational Board of Education supports the goal of reducing the overall costs of public employee health and retirement benefits and urges the state Legislature and Governor to take a studied and comprehensive approach that will ensure the long-term solvency of the state’s public employee retirement programs without unduly burdening local school district budgets and endangering educational programming; and be it further

RESOLVED, that this resolution be delivered to Governor Chris Christie, State Senate President Stephen M. Sweeney, Assembly Speaker Vincent Prieto; and the 23rd Legislative District’s representatives in the state Senate and General Assembly; and be it further

RESOLVED, that a copy of this resolution be sent to the New Jersey School Boards Association.

4/7 10:37am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10 (including 16, 17 & 18)
Interim Balance Sheet
For 9 Month Period Ending 03/31/2015

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$866,873.26
121	Tax levy receivable		\$3,266,395.00
	Accounts receivable:		
132	Interfund	\$18,926.00	
141	Intergovernmental - State	\$460,565.66	
143	Intergovernmental - Other	\$34,755.00	
			\$514,246.66

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

301	Estimated Revenues	\$14,155,865.00	
302	Less Revenues	(\$13,796,014.64)	
			\$359,850.36

	Total assets and resources		\$5,007,365.28
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REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10 (including 16, 17 & 18)
Interim Balance Sheet
For 9 Month Period Ending 03/31/2015

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year		\$3,240,594.77
	Reserved fund balance:		
760	Reserved Fund Balance		\$675,540.38
601	Appropriations	\$14,678,280.94	
602	Less : Expenditures	\$10,678,997.06	
603	Encumbrances	\$3,240,594.77 (\$13,919,591.83)	
			\$758,689.11
	Total Appropriated		\$4,674,824.26

--- Unappropriated ---

770	Fund Balance	\$854,031.46
303	Budgeted Fund Balance	(\$521,490.44)

TOTAL FUND BALANCE	\$5,007,365.28
TOTAL LIABILITIES AND FUND EQUITY	\$5,007,365.28

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$14,678,280.94	\$13,919,591.83	\$758,689.11
Revenues	(\$14,155,865.00)	(\$13,796,014.64)	(\$359,850.36)
	\$522,415.94	\$123,577.19	\$398,838.75
Less: Adjust for prior year encumb.	(\$925.50)	(\$925.50)	
Budgeted Fund Balance	\$521,490.44	\$122,651.69	\$398,838.75

Recapitulation of Budgeted Fund Balance by Subfund

Fund 10 (includes 10, 11, 12, and 13)	\$521,490.44	\$122,651.69	\$398,838.75
Fund 16 (Restricted ARRA-ESF)	\$0.00	\$0.00	\$0.00
Fund 17 (Restricted ARRA-GSF)	\$0.00	\$0.00	\$0.00
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00

TOTAL Budgeted Fund Balance	\$521,490.44	\$122,651.69	\$398,838.75
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REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 9 Month Period Ending 03/31/2015

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$12,731,923.00	\$12,372,072.64		\$359,850.36
3XXX	From State Sources	\$1,423,942.00	\$1,423,942.00		.00
TOTAL REVENUE/SOURCES OF FUNDS		\$14,155,865.00	\$13,796,014.64		\$359,850.36
		=====	=====	=====	=====
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$1,734,980.00	\$1,231,360.72	\$353,320.29	\$150,298.99
11-230-X00-XXX	Basic Skills - Remedial Instruction	\$14,083.40	\$9,203.40	.00	\$4,880.00
11-240-X00-XXX	Bilingual Education - Instruction	\$19,200.00	\$10,212.70	\$1,914.90	\$7,072.40
11-3XX-100-XXX	Voc. Programs - Local - Instruction	\$3,654,205.50	\$2,492,829.92	\$1,007,100.88	\$154,274.70
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$76,194.00	\$39,629.47	\$15,441.49	\$21,123.04
11-402-100-XXX	School-Spons. Athletics - Instruction	\$101,833.00	\$67,026.01	\$29,085.33	\$5,721.66
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-213-XXX	Health Services	\$184,466.00	\$131,953.04	\$42,848.18	\$9,664.78
11-000-218-XXX	Guidance	\$629,590.00	\$446,590.32	\$182,216.49	\$783.19
11-000-219-XXX	Child Study Teams	\$178,151.00	\$134,571.29	\$40,037.60	\$3,542.11
11-000-221-XXX	Improvement Of Inst./Other Support				
	Improvement of Inst. Serv.	\$287,477.00	\$204,382.94	\$68,371.62	\$14,722.44
11-000-222-XXX	Educational Media Serv/School Library	\$163,256.00	\$121,250.25	\$35,376.99	\$6,628.76
11-000-223-XXX	Instructional Staff Training Services	\$94,051.00	\$68,280.11	\$21,555.20	\$4,215.69
11-000-230-XXX	Supp. Serv.-General Administration	\$569,625.22	\$397,336.85	\$117,558.07	\$54,730.30
11-000-240-XXX	Supp. Serv.-School Administration	\$789,079.19	\$569,932.01	\$164,574.22	\$54,572.96
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$758,281.28	\$601,131.16	\$116,490.42	\$40,659.70
11-000-261-XXX	Allowable Maint. for School Facilities	\$1,055,130.17	\$796,261.97	\$188,462.92	\$70,405.28
11-000-262-XXX	Custodial Services	\$1,282,004.00	\$948,036.24	\$257,636.40	\$76,331.36
11-000-263-XXX	Care and Upkeep of Grounds	\$41,290.00	\$28,452.26	\$12,836.93	\$0.81
11-000-266-XXX	Security	\$96,000.00	\$94,414.01	\$1,585.99	.00
11-000-270-XXX	Student Transportation Services	\$115,811.00	\$46,442.52	\$28,735.07	\$40,633.41
11-000-291-XXX	Allocated and Unallocated Benefits	\$2,600,617.18	\$2,042,923.53	\$530,259.78	\$27,433.87
TOTAL GENERAL CURRENT EXPENSE					
EXPENDITURES/USES OF FUNDS		\$14,445,324.94	\$10,482,220.72	\$3,215,408.77	\$747,695.45
		=====	=====	=====	=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 GENERAL FUND - FUND 10 (including 16, 17 & 18)
 INTERIM STATEMENTS COMPARING
 BUDGET REVENUE WITH ACTUAL TO DATE AND
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
 For 9 Month Period Ending 03/31/2015

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
 *** CAPITAL OUTLAY ***				
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$172,956.00	\$137,069.80	\$25,186.00	\$10,700.20
	_____	_____	_____	_____
 TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$172,956.00	\$137,069.80	\$25,186.00	\$10,700.20
	=====	=====	=====	=====
 *** SPECIAL SCHOOLS ***				
13-422-100-XXX Summer school -instruction	\$60,000.00	\$59,706.54	.00	\$293.46
	_____	_____	_____	_____
 TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	\$60,000.00	\$59,706.54	\$0.00	\$293.46
	=====	=====	=====	=====
 TOTAL GENERAL FUND EXPENDITURES	\$14,678,280.94	\$10,678,997.06	\$3,240,594.77	\$758,689.11
	=====	=====	=====	=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 GENERAL FUND - FUND 10 (including 16, 17 & 18)
 SCHEDULE OF REVENUES
 ACTUAL COMPARED WITH ESTIMATED
 For 9 Month Period Ending 03/31/2015

		ESTIMATED	ACTUAL	UNREALIZED
		-----	-----	-----
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,291,923.00	\$11,291,923.00	.00
1310	Tuition- From LEA's	\$592,800.00	\$317,426.65	\$275,373.35
1XXX	Miscellaneous	\$847,200.00	\$762,722.99	\$84,477.01
		-----	-----	-----
	TOTAL	\$12,731,923.00	\$12,372,072.64	\$359,850.36
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$293,914.00	\$293,914.00	.00
3176	Equalization	\$580,221.00	\$580,221.00	.00
3177	Categorical Security	\$64,725.00	\$64,725.00	.00
3178	Adjustment Aid	\$366,426.00	\$366,426.00	.00
3XXX	Other State Aids	\$118,656.00	\$118,656.00	\$0.00
		-----	-----	-----
	TOTAL	\$1,423,942.00	\$1,423,942.00	\$0.00
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$14,155,865.00	\$13,796,014.64	\$359,850.36
		=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 9 Month Period Ending 03/31/2015

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,516,038.00	\$1,062,832.03	\$329,167.97	\$124,038.00
11-140-100-106 Other Salaries for Instruction	\$41,200.00	\$28,938.42	\$12,163.68	\$97.90
11-140-100-320 Purchased Prof.-Ed. Services	\$39,172.00	\$31,797.36	\$900.00	\$6,474.64
11-140-100-500 Other Purchased Services	\$5,584.00	\$2,606.87	\$1,970.75	\$1,006.38
11-140-100-610 General Supplies	\$93,368.00	\$85,172.24	\$7,304.25	\$891.51
11-140-100-640 Textbooks	\$13,000.00	\$12,689.80	\$131.64	\$178.56
11-140-100-800 Other Objects	\$18,103.00	\$759.00	\$1,682.00	\$15,662.00
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$5,515.00	\$5,515.00	\$0.00	\$0.00
11-150-100-500 Other Purchased Services	\$3,000.00	\$1,050.00	.00	\$1,950.00
TOTAL	\$1,734,980.00	\$1,231,360.72	\$353,320.29	\$150,298.99
--- Basic skills/remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$7,650.00	\$7,203.40	\$0.00	\$446.60
11-230-100-106 Other Sal. For Instruction	\$4,433.40	.00	.00	\$4,433.40
11-230-100-610 General Supplies	\$2,000.00	\$2,000.00	.00	.00
TOTAL	\$14,083.40	\$9,203.40	\$0.00	\$4,880.00
--- Bilingual education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$19,200.00	\$10,212.70	\$1,914.90	\$7,072.40
TOTAL	\$19,200.00	\$10,212.70	\$1,914.90	\$7,072.40
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$2,312,620.00	\$1,573,763.99	\$717,911.61	\$20,944.40
11-310-100-106 Other Salaries for Instruction	\$57,000.00	\$37,570.47	\$17,890.08	\$1,539.45
11-310-100-320 Purchased Prof.-Ed. Services	\$272,034.00	\$154,659.00	\$117,375.00	.00
11-310-100-500 Other Purchased Services	\$52,266.97	\$37,603.68	\$4,491.00	\$10,172.29
11-310-100-610 General Supplies	\$330,141.35	\$286,621.92	\$25,133.51	\$18,385.92
11-310-100-640 Textbooks	\$16,242.00	\$16,207.12	\$2.54	\$32.34
11-310-100-800 Other Objects	\$8,622.00	\$5,819.48	\$125.00	\$2,677.52
Total	\$3,048,926.32	\$2,112,245.66	\$882,928.74	\$53,751.92
--- Special Vocational Programs - Instruction ---				
11-320-100-101 Salaries of Teachers	\$477,792.00	\$319,839.19	\$82,646.61	\$75,306.20

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 9 Month Period Ending 03/31/2015

	Appropriations	Expenditures	Encumbrances	Available Balance
11-320-100-106 Other Salaries for Instruction	\$107,566.60	\$41,350.50	\$41,082.90	\$25,133.20
11-320-100-500 Other Purchased Services	\$1,033.00	\$1,032.40	.00	\$0.60
11-320-100-610 General Supplies	\$18,887.58	\$18,362.17	\$442.63	\$82.78
Total	\$605,279.18	\$380,584.26	\$124,172.14	\$100,522.78
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$44,998.00	\$25,652.96	\$15,173.00	\$4,172.04
11-401-100-500 Purchased Services	\$18,000.00	\$1,049.00	.00	\$16,951.00
11-401-100-600 Supplies and Materials	\$13,196.00	\$12,927.51	\$268.49	.00
TOTAL	\$76,194.00	\$39,629.47	\$15,441.49	\$21,123.04
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$63,380.00	\$39,902.72	\$20,986.33	\$2,490.95
11-402-100-500 Purchased Services	\$18,000.00	\$16,298.33	.00	\$1,701.67
11-402-100-600 Supplies and Materials	\$14,941.00	\$5,312.96	\$8,099.00	\$1,529.04
11-402-100-930 Transfers to Cover Deficit (Agency Funds)	\$5,512.00	\$5,512.00	.00	.00
TOTAL	\$101,833.00	\$67,026.01	\$29,085.33	\$5,721.66
--- UNDISTRIBUTED EXPENDITURES ---				
--- Health services ---				
11-000-213-100 Salaries	\$156,805.00	\$115,226.11	\$39,773.89	\$1,805.00
11-000-213-300 Purchased Prof. & Tech. Svc.	\$19,607.00	\$9,253.89	\$2,499.63	\$7,853.48
11-000-213-600 Supplies and Materials	\$7,648.00	\$7,073.04	\$574.66	\$0.30
11-000-213-800 Other Objects	\$406.00	\$400.00	.00	\$6.00
TOTAL	\$184,466.00	\$131,953.04	\$42,848.18	\$9,664.78
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$502,000.00	\$354,926.00	\$146,876.83	\$197.17
11-000-218-105 Sal Secr. & Clerical Asst.	\$106,505.00	\$81,277.26	\$24,652.74	\$575.00
11-000-218-500 Other Purchased Services	\$20,070.00	\$9,372.06	\$10,686.92	\$11.02
11-000-218-600 Supplies and Materials	\$1,015.00	\$1,015.00	.00	.00
TOTAL	\$629,590.00	\$446,590.32	\$182,216.49	\$783.19
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$79,530.00	\$57,708.36	\$19,291.64	\$2,530.00

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 9 Month Period Ending 03/31/2015

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-219-105 Sal Secr. & Clerical Asst.	\$88,500.00	\$66,770.39	\$20,745.96	\$983.65
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$5,076.00	\$5,076.00	.00	.00
11-000-219-500 Other Purchased Services	\$1,015.00	\$1,015.00	.00	.00
11-000-219-600 Supplies and Materials	\$2,030.00	\$2,030.00	.00	.00
11-000-219-800 Other Objects	\$2,000.00	\$1,971.54	.00	\$28.46
TOTAL	\$178,151.00	\$134,571.29	\$40,037.60	\$3,542.11
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$96,933.00	\$71,535.95	\$20,464.05	\$4,933.00
11-000-221-104 Salaries Other Prof. Staff	\$81,819.00	\$61,925.61	\$16,298.39	\$3,595.00
11-000-221-105 Sal Secr. & Clerical Asst.	\$96,530.00	\$72,472.82	\$23,772.18	\$285.00
11-000-221-500 Other Purchased Services	\$6,612.00	(\$3,779.33)	\$7,836.00	\$2,555.33
11-000-221-600 Supplies and Materials	\$2,538.00	\$801.75	.00	\$1,736.25
11-000-221-800 Other Objects	\$3,045.00	\$1,426.14	\$1.00	\$1,617.86
TOTAL	\$287,477.00	\$204,382.94	\$68,371.62	\$14,722.44
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$30,000.00	\$20,895.60	\$8,724.03	\$380.37
11-000-222-177 Salaries of Technology Coordinators	\$104,000.00	\$77,024.62	\$26,499.96	\$475.42
11-000-222-500 Other Purchased Services	\$3,877.00	.00	.00	\$3,877.00
11-000-222-600 Supplies and Materials	\$21,319.00	\$19,961.10	\$153.00	\$1,204.90
11-000-222-800 Other Objects	\$4,060.00	\$3,368.93	.00	\$691.07
TOTAL	\$163,256.00	\$121,250.25	\$35,376.99	\$6,628.76
--- Instructional Staff Training Services ---				
11-000-223-104 Salaries Other Prof. Staff	\$73,175.00	\$51,829.20	\$21,170.80	\$175.00
11-000-223-500 Other Purchased Services	\$18,846.00	\$14,420.91	\$384.40	\$4,040.69
11-000-223-600 Supplies and Materials	\$2,030.00	\$2,030.00	.00	.00
TOTAL	\$94,051.00	\$68,280.11	\$21,555.20	\$4,215.69
--- Support services-general administration ---				
11-000-230-100 Salaries	\$315,975.00	\$237,407.35	\$64,592.57	\$13,975.08
11-000-230-331 Legal Services	\$76,777.22	\$34,766.66	\$36,877.56	\$5,133.00
11-000-230-332 Audit Fees	\$33,500.00	\$33,500.00	.00	.00
11-000-230-339 Other Purchased Prof. Svc.	\$3,045.00	\$2,642.34	.00	\$402.66
11-000-230-530 Communications/Telephone	\$76,132.00	\$34,221.29	\$14,979.41	\$26,931.30
11-000-230-590 Other Purchased Services	\$13,000.00	\$10,067.26	\$0.00	\$2,932.74

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 9 Month Period Ending 03/31/2015

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-230-61X General Supplies	\$11,166.00	\$10,342.34	\$365.36	\$458.30
11-000-230-630 BOE In-House Training/Meeting Supplies	\$3,553.00	\$2,179.35	\$217.56	\$1,156.09
11-000-230-890 Misc. Expenditures	\$28,742.00	\$25,460.51	\$525.61	\$2,755.88
11-000-230-895 BOE Membership Dues and Fees	\$7,735.00	\$6,749.75	.00	\$985.25
TOTAL	\$569,625.22	\$397,336.85	\$117,558.07	\$54,730.30
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$563,930.00	\$408,910.97	\$107,089.03	\$47,930.00
11-000-240-105 Sal Secr. & Clerical Asst.	\$172,450.00	\$129,619.80	\$41,880.20	\$950.00
11-000-240-11X Other Salaries	\$15,000.00	\$851.88	\$14,148.12	.00
11-000-240-500 Other Purchased Services	\$22,225.00	\$17,964.17	\$978.00	\$3,282.83
11-000-240-600 Supplies and Materials	\$10,929.19	\$10,450.19	\$478.87	\$0.13
11-000-240-800 Other Objects	\$4,545.00	\$2,135.00	.00	\$2,410.00
TOTAL	\$789,079.19	\$569,932.01	\$164,574.22	\$54,572.96
--- Central Services ---				
11-000-251-100 Salaries	\$339,349.00	\$255,873.79	\$46,590.85	\$36,884.36
11-000-251-330 Purchased Prof. Svcs.	\$29,000.00	\$28,281.38	\$718.62	.00
11-000-251-340 Purchased Technical Svcs.	\$13,797.28	\$13,797.01	.00	\$0.27
11-000-251-592 Misc Pur Serv(400-500 series)	\$50.00	.00	\$50.00	.00
11-000-251-600 Supplies and Materials	\$11,135.00	\$11,135.00	.00	.00
11-000-251-89X Other Objects	\$3,950.00	\$3,386.40	\$176.60	\$387.00
TOTAL	\$397,281.28	\$312,473.58	\$47,536.07	\$37,271.63
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$265,000.00	\$198,507.20	\$66,062.60	\$430.20
11-000-252-500 Other Pur Serv. (400-500 series)	\$74,073.00	\$73,155.18	\$917.00	\$0.82
11-000-252-600 Supplies and Materials	\$21,927.00	\$16,995.20	\$1,974.75	\$2,957.05
TOTAL	\$361,000.00	\$288,657.58	\$68,954.35	\$3,388.07
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$630,000.00	\$476,944.21	\$134,728.58	\$18,327.21
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$366,451.62	\$268,258.80	\$46,114.75	\$52,078.07
11-000-261-610 General Supplies	\$47,293.69	\$41,866.52	\$5,427.17	.00
11-000-261-800 Other Objects	\$10,673.88	\$8,481.46	\$2,192.42	.00
TOTAL	\$1,054,419.19	\$795,550.99	\$188,462.92	\$70,405.28
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$362,100.00	\$271,752.58	\$89,589.75	\$757.67

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 9 Month Period Ending 03/31/2015

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-262-490 Other Purchased Property Svc.	\$67,900.00	\$19,811.62	\$40,916.38	\$7,172.00
11-000-262-520 Insurance	\$239,150.00	\$236,342.50	.00	\$2,807.50
11-000-262-621 Energy (Natural Gas)	\$129,854.00	\$79,753.32	\$16,870.14	\$33,230.54
11-000-262-622 Energy (Electricity)	\$483,000.00	\$340,376.22	\$110,260.13	\$32,363.65
TOTAL	\$1,282,004.00	\$948,036.24	\$257,636.40	\$76,331.36
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$41,290.00	\$28,452.26	\$12,836.93	\$0.81
TOTAL	\$41,290.00	\$28,452.26	\$12,836.93	\$0.81
--- Security ---				
11-000-266-100 Salaries	\$96,000.00	\$94,414.01	\$1,585.99	.00
TOTAL	\$96,000.00	\$94,414.01	\$1,585.99	\$0.00
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$45,000.00	\$28,821.93	\$16,178.07	.00
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$3,045.00	\$400.00	.00	\$2,645.00
11-000-270-512 Contr Svc(other btw home & sch)-vendors	\$26,091.00	\$13,162.00	\$12,557.00	\$372.00
11-000-270-514 Contract Svc (spec.ed.)-vendors	\$3,045.00	(\$243.41)	.00	\$3,288.41
11-000-270-517 Contract Svc (reg std) - ESCs	\$26,600.00	\$1,372.00	.00	\$25,228.00
11-000-270-593 Misc. Purchased Svc.- Transp.	\$8,000.00	\$250.00	.00	\$7,750.00
11-000-270-610 General Supplies	\$2,030.00	\$2,030.00	.00	.00
11-000-270-800 Misc. Expenditures	\$2,000.00	\$650.00	.00	\$1,350.00
TOTAL	\$115,811.00	\$46,442.52	\$28,735.07	\$40,633.41
--- Benefits ---				
11-XXX-XXX-220 Social Security Contributions	\$240,000.00	\$184,272.45	\$53,567.44	\$2,160.11
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$304,674.86	\$304,394.51	\$280.35	.00
11-XXX-XXX-250 Unemployment Compensation	\$43,722.00	\$20,950.17	\$16,425.67	\$6,346.16
11-XXX-XXX-260 Workman's Compensation	\$180,688.00	\$180,688.00	.00	.00
11-XXX-XXX-270 Health Benefits	\$1,694,930.00	\$1,228,794.68	\$459,985.32	\$6,150.00
11-XXX-XXX-280 Tuition Reimbursement	\$26,602.32	\$26,601.32	\$1.00	.00
11-XXX-XXX-290 Other Employee Benefits	\$110,000.00	\$97,222.40	.00	\$12,777.60
TOTAL	\$2,600,617.18	\$2,042,923.53	\$530,259.78	\$27,433.87
Total Undistributed expenditures	\$8,844,118.06	\$6,631,247.52	\$1,808,545.88	\$404,324.66
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$14,444,613.96	\$10,481,509.74	\$3,215,408.77	\$747,695.45

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 GENERAL FUND - FUND 10 (including 16, 17 & 18)
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 9 Month Period Ending 03/31/2015

	Appropriations	Expenditures	Encumbrances	Available Balance
	-----	-----	-----	-----
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$14,444,613.96	\$10,481,509.74	\$3,215,408.77	\$747,695.45
	=====	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 9 Month Period Ending 03/31/2015

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
--- Facilities acquisition and construction services ---				
12-000-400-334 Architectural/Engineering Services	\$7,000.00	\$2,850.00	.00	\$4,150.00
12-000-400-450 Construction services	\$145,568.00	\$134,219.80	\$4,798.00	\$6,550.20
12-000-400-800 Other objects	\$20,388.00	.00	\$20,388.00	.00
Facilits. Acqstn. Const. Sevr. -- TOTAL --	\$172,956.00	\$137,069.80	\$25,186.00	\$10,700.20
TOTAL	\$172,956.00	\$137,069.80	\$25,186.00	\$10,700.20
TOTAL CAPITAL OUTLAY EXPENDITURES	\$172,956.00	\$137,069.80	\$25,186.00	\$10,700.20
*** SPECIAL SCHOOLS ***				
--- Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	\$55,000.00	\$54,706.54	\$0.00	\$293.46
13-422-100-610 General supplies	\$5,000.00	\$5,000.00	.00	.00
TOTAL	\$5,000.00	\$5,000.00	\$0.00	\$0.00
TOTAL SUMMER SCHOOL	\$60,000.00	\$59,706.54	\$0.00	\$293.46
TOTAL SPECIAL SCHOOLS EXPENDITURES	\$60,000.00	\$59,706.54	\$0.00	\$293.46
*** EDUCATION STABILIZATION FUND **				
*** GOVERNMENT SERVICES FUND **				
*** EDUCATION JOBS FUND **				
TOTAL GENERAL FUND EXPENDITURES	\$14,677,569.96	\$10,678,286.08	\$3,240,594.77	\$758,689.11

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

For 9 Month Period Ending 03/31/2015

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

Board Secretary/Business Administrator

Date

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

ACCOUNT NUMBER	DESCRIPTION	APPROPRIATION	EXPENDITURE	ENCUMBERANCES	AVAILABLE BALANCE
11-000-261-580-02-0000	TRAVEL	\$ 710.98	\$ 710.98	\$ 0.00	\$ 0.00
11-999-999-999- -	PAYROLL NET PAY ADJU	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 9 Month Period Ending 03/31/15

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ASSETS AND RESOURCES

=====

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

101	Cash in bank		(\$17,281.17)
	Accounts receivable:		
141	Intergovernmental - State	\$5,465.00	
			\$5,465.00

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

301	Estimated Revenues	\$1,106,931.71	
302	Less Revenues	(\$779,012.71)	
			\$327,919.00
	Total assets and resources		\$316,102.83
			=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 9 Month Period Ending 03/31/15

=====

LIABILITIES AND FUND EQUITY

=====

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

481	Deferred revenues	\$0.21
	Other current liabilities	\$18,926.00
		\$18,926.21
	TOTAL LIABILITIES	\$18,926.21

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	\$195,836.71
601	Appropriations	\$1,106,931.71
602	Less: Expenditures	\$809,755.09
603	Encumbrances	\$195,836.71 (\$1,005,591.80)
		\$101,339.91
	TOTAL FUND BALANCE	\$297,176.62
	TOTAL LIABILITIES AND FUND EQUITY	\$316,102.83

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Special Revenue Fund - Fund 20
 INTERIM STATEMENTS COMPARING
 BUDGET REVENUE WITH ACTUAL TO DATE AND
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
 For 9 Month Period Ending 03/31/15

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
		_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$98,800.00	\$98,800.00		.00
3XXX	From State Sources	\$499,889.71	\$295,642.71		\$204,247.00
4XXX	From Federal Sources	\$508,242.00	\$384,570.00		\$123,672.00
		_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS		\$1,106,931.71	\$779,012.71		\$327,919.00
		=====	=====	=====	=====
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
		_____	_____	_____	_____
*** EXPENDITURES ***					
LOCAL PROJECTS:		\$98,800.00	\$93,619.16	.00	\$5,180.84
STATE PROJECTS:					
Vocational education		\$146,500.00	\$87,292.54	\$165.00	\$59,042.46
Other special projects		\$353,389.71	\$256,640.00	\$93,862.27	\$2,887.44
		_____	_____	_____	_____
TOTAL STATE PROJECTS		\$499,889.71	\$343,932.54	\$94,027.27	\$61,929.90
FEDERAL PROJECTS:					
NCLB Title I		\$60,082.00	\$43,705.28	\$380.35	\$15,996.37
NCLB Title II - Part A/D		\$10,782.00	\$10,782.00	.00	.00
I.D.E.A. Part B (Handicapped)		\$116,550.00	\$89,980.85	\$19,673.70	\$6,895.45
Vocational Education		\$320,828.00	\$227,735.26	\$81,755.39	\$11,337.35
		_____	_____	_____	_____
TOTAL FEDERAL PROJECTS		\$508,242.00	\$372,203.39	\$101,809.44	\$34,229.17
*** TOTAL EXPENDITURES ***		\$1,106,931.71	\$809,755.09	\$195,836.71	\$101,339.91
		=====	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
SPECIAL REVENUE - FUND 20
SCHEDULE OF REVENUES
ACTUAL COMPARED WITH ESTIMATED
For 9 Month Period Ending 03/31/15

	ESTIMATED	ACTUAL	UNREALIZED
	-----	-----	-----
--- LOCAL SOURCES ---			
1XXX Other Revenue from Local Sources	\$98,800.00	\$98,800.00	\$0.00
	-----	-----	-----
Total Revenues from Local Sources	\$98,800.00	\$98,800.00	\$0.00
	=====	=====	=====
--- STATE SOURCES ---			
3XXX Other State Aids	\$499,889.71	\$295,642.71	\$204,247.00
	-----	-----	-----
Total Revenue from State Sources	\$499,889.71	\$295,642.71	\$204,247.00
	=====	=====	=====
--- FEDERAL SOURCES ---			
4411-16 Title I	\$60,082.00	\$43,707.00	\$16,375.00
4451-55 Title II	\$10,782.00	\$10,782.00	.00
4420-29 I.D.E.A. Part B (Handicapped)	\$116,550.00	\$86,703.00	\$29,847.00
4430-39 Vocational Education	\$320,828.00	\$243,378.00	\$77,450.00
	-----	-----	-----
Total Revenues from Federal Sources	\$508,242.00	\$384,570.00	\$123,672.00
	=====	=====	=====
 TOTAL REVENUES/SOURCES OF FUNDS	 \$1,106,931.71	 \$779,012.71	 \$327,919.00
	=====	=====	=====

Somerset County Vocational Board of Ed.

SPECIAL REVENUE - FUND 20

SCHEDULE OF REVENUES

ACTUAL COMPARED WITH ESTIMATED

For 9 Month Period Ending 03/31/15

ESTIMATED	ACTUAL	UNREALIZED
-----------	--------	------------

REPORT OF THE SECRETARY

TO THE BOARD OF EDUCATION

Somerset County Vocational Board of Ed.

Special Revenue Fund - Fund 20

STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS

COMPARED WITH EXPENDITURES AND ENCUMBRANCES

For 9 Month Period Ending 03/31/15

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

For 9 Month Period Ending 03/31/15

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

Board Secretary/Business Administrator

Date

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

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 9 Month Period Ending 03/31/15

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$372,307.20
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$2,178,888.54	
			\$2,178,888.54

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

301	Estimated Revenues	\$2,500,000.00	
302	Less Revenues	(\$2,908,230.32)	
			(\$408,230.32)
	Total assets and resources		\$2,142,965.42
			=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Capital Projects Fund - Fund 30
 Interim Balance Sheet
 For 9 Month Period Ending 03/31/15

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

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

753	Reserve for encumbrances - Current Year		\$1,948,925.05
601	Appropriations	\$4,205,632.30	
602	Less : Expenditures	\$1,918,993.02	
603	Encumbrances	\$1,948,925.05	(\$3,867,918.07)
			\$337,714.23
	Total Appropriated		\$2,286,639.28

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

770	Fund balance	(\$125,447.06)
303	Budgeted Fund Balance	(\$18,226.80)

TOTAL FUND BALANCE \$2,142,965.42

TOTAL LIABILITIES AND FUND EQUITY \$2,142,965.42

=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Capital Projects Fund - Fund 30
 INTERIM STATEMENTS COMPARING
 BUDGET REVENUE WITH ACTUAL TO DATE AND
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
 For 9 Month Period Ending 03/31/15

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$2,500,000.00	\$2,908,230.32		(\$408,230.32)
TOTAL REVENUE/SOURCES OF FUNDS	\$2,500,000.00	\$2,908,230.32		(\$408,230.32)
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-334 Agriculture/Engineering	\$2,500,000.00	\$213,360.72	\$1,948,925.05	\$337,714.23
30-000-4XX-450 Construction services	\$1,705,632.30	\$1,705,632.30	.00	.00
Total fac.acq.and constr. serv.	\$4,205,632.30	\$1,918,993.02	\$1,948,925.05	\$337,714.23
TOTAL EXPENDITURES	\$4,205,632.30	\$1,918,993.02	\$1,948,925.05	\$337,714.23
*** TOTAL EXPENDITURES AND TRANSFERS	\$4,205,632.30	\$1,918,993.02	\$1,948,925.05	\$337,714.23

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

For 9 Month Period Ending 03/31/15

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

Board Secretary/Business Administrator

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: March 31, 2015

CASH REPORT

FUNDS	(1)	(2)	(3)	(4)
Governmental Funds	Adjusted Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$840,094.98	\$1,560,561.26	-\$1,533,782.98	\$866,873.26
Special Revenue Fund (20)	-\$61,477.32	\$126,594.71	-\$82,398.56	-\$17,281.17
Capital Project Fund (30)	\$319,867.52	\$86,223.48	-\$33,783.80	\$372,307.20
Total Governmental Funds	\$1,098,485.18	\$1,773,379.45	-\$1,649,965.34	\$1,221,899.29
Summer Savings	\$68,579.50	\$12,615.04	\$0.00	\$81,194.54
Enterprise Fund (60) Cafeteria	\$7,515.50	\$10,607.28	-\$12,019.00	\$6,103.78
Payroll Fund (70)	\$0.00	\$478,405.53	-\$478,405.53	\$0.00
Agency Fund (90)	\$11.13	\$616,390.06	-\$616,401.19	\$0.00
Total Trust & Agency	\$76,106.13	\$1,118,017.91	-\$1,106,825.72	\$87,298.32
Grand Total for all Funds	\$1,174,591.31	\$2,891,397.36	-\$2,756,791.06	\$1,309,197.61
				\$1,309,197.61

Prepared and submitted by:

Michelle Fresco, Treasurer of School Moneys

3/8/2015

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State of New Jersey
DEPARTMENT OF EDUCATION
HUNTERDON COUNTY OFFICE
PO Box 2900

Flemington, New Jersey 08822-2900

Telephone: 908-788-1414

908-788-1415

Fax: 908-788-1457

E-mail: schools@co.hunterdon.nj.us

Website: www.co.hunterdon.nj.us/schools.htm

Chris Christie
Governor
Kim Guadagno
Lt. Governor

David C. Hespe
Commissioner
Juan Torres
Interim Executive County Superintendent

TO: Jim Strimple, School Business Administrator
Somerset County Vocational

FROM: Bill Poch, Executive County Business Official

DATE: April 21, 2015

RE: REQUEST FOR APPROVAL OF TRANSFERS FOR 2014-15

Attached please find your request for approval of transfers for the month of March, 2015, which has been approved.

If you should have any questions please call me at 908-788-1466 in Hunterdon or 908-541-5792 in Somerset.

Thank you.

A handwritten signature in cursive script, appearing to read "Bill Poch".

Bill Poch

Attachment

**Monthly Transfer Report
Request for Approval of Transfers
For the Year 2014-15**

DATE RECEIVED:

DATE DUE:

District:	Somerset County Vocational	LEA Code:	4810
Month/Year:	March-15		

The above district requests approval for the following transfers:

----- To Be Completed By District ----- To be completed
By Executive
County
Superintendent

Line	Budget Category	Account	Proposed Net Transfer to/(from)	Reason for Transfer	Approval
3200	Regular Programs	11-1XX-100-XXX			
10300, 11160, 12160, 40580, 41080	Special Education, Basic Skills/Remedial and Bilingual Instruction, and Speech/OT/PT and Extraordinary Services	11-2XX-100-XXX 11-000-216,217	(127,052)	reallocation of salary line items; district is not running Basic Skills Program or Bilingual Programs	
13160, 15180	Vocational Programs - Local	11-3XX-100-XXX			
17100, 17600, 19620, 20620, 21620, 22620, 23620, 25100	School-Sponsored Co/Extra-Curricular Activities, School Sponsored Athletics, and Other Instructional Programs	11-4XX-X00-XXX	35,890	district appointed athletic director to 12 months this reflect a portion of salary; supplies for athletic program; payment to officials	
27100	Community Services Programs/Operations	11-800-330-XXX			
29180	Tuition	11-000-100-XXX			
29680, 30620, 41660, 42200, 43620	Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/School Library	11-000-211,213,218,219,222	141,105	increase in guidance salary line items for advisory positions; increase in media services line item for technology supervisor	
43200, 44180	Improvement of Instruction Services and Instructional Staff Training Services	11-000-221,223			
45300	General Administration	11-000-230-XXX			
46160	School Administration	11-000-240-XXX	99,890	increase in salary line item; individuals were part time and now full time	
47200, 47620	Central Services & Administrative Information Technology	11-000-25X-XXX			
51120	Operation and Maintenance of Plant Services	11-000-26X-XXX			
52480	Student Transportation Services	11-000-270-XXX	(15,000)	funds budgeted not needed, transferred to other line items	
71260	Personal Services - Employee Benefits	11-XXX-XXX-2XX			

**Monthly Transfer Report
Request for Approval of Transfers
For the Year 2014-15**

DATE RECEIVED:
DATE DUE:

Line	Budget Category	Account	Proposed Net Transfer to/(from)	Reason for Transfer	Approval
72020	Food Services	11-000-310-XXX			
72160	Deposit to Sale/Lease-Back Reserve	10-605			
72180	Interest Earned on Maintenance Reserve	10-606			
72240	Interest Earned on Current Expense Emergency Reserve	10-607			
75880	Equipment	12-XXX-XXX-73X			
76260	Facilities Acquisition and Construction Services	12-000-4XX-XXX			
76320	Capital Reserve-Transfer to Capital Projects Fund	12-000-4XX-931			
76340	Capital Reserve-Transfer to Repayment of Debt	12-000-4XX-933			
76380	Interest Earned on Capital Reserve	10-604			
83080	TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX			
84000	Transfer of Funds to Charter Schools	10-000-100-56X			
84020	General Fund Contribution to School Based Budgets	10-000-520-930			

James H. Strimple, Jr.
School Business Administrator Signature

4/10/2015
Date

Executive County Superintendent Signature

Date

Monthly Transfer Report

Detail of Transfers

For the Year 2014-15

District: Somerset County Vocational			LEA Code: 4810							
Month/Year: March-15										
Line	Budget Category	Account	(col 1) 2014-15 Original Budget	(col 2) Revenues Allowed (N.J.A.C 6A:23A-13.3(d))	(col 3) 2014-15 Original Budget For Use in 10% Calc	(col 4) Maximum Transfer Amount	(col 5) 2014-15 YTD Net Transfers to/(from) as of 2/28/2015	(col 6) % Change of Transfers YTD	(col 7) 2014-15 Remaining Allowable Balance From	(col 8) 2014-15 Remaining Allowable Balance To
			+ Data Entry	+ Data Entry	(col 1 + col 2)	(col 3 *.1)	+ or - Data Entry	(col 5 / col 3)	(col 4 + col 5)	(col 4 - col 5)
	Instruction									
3200	Regular Programs	11-1XX-100-XXX	1,588,956		1,588,956	158,896	146,023	9.19%	304,919	
10300, 11160, 12160, 40580, 41080	Special Education, Basic Skills/Remedial and Bilingual Instruction, and Speech/OT/PT and Extraordinary Services	11-2XX-100-XXX 11-000-216,217	160,335		160,335	16,034	(127,052)	-79.24%	(111,018)	
13160, 15180	Vocational Programs - Local	11-3XX-100-XXX	3,972,388		3,972,388	397,239	(318,182)	-8.01%	79,057	
17100, 17600, 19620, 20620, 21620, 22620, 23620, 25100	School-Sponsored Co/Extra-Curricular Activities, School Sponsored Athletics, and Other Instructional Programs	11-4XX-X00-XXX	142,137		142,137	14,214	35,890	25.25%	50,104	
27100	Community Services Programs/Operations	11-800-330-XXX	-		-	-		0.00%	-	
	Undistributed Expenditures									
29180	Tuition	11-000-100-XXX	-		-	-		0.00%	-	
29680, 30620, 41660, 42200, 43620	Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/School Library	11-000- 211,213,218,219,222	1,014,358		1,014,358	101,436	141,105	13.91%	242,541	
43200, 44180	Improvement of Instruction Services and Instructional Staff Training Services	11-000-221,223	391,004		391,004	39,100	(9,476)	-2.42%	29,624	
45300	General Administration	11-000-230-XXX	555,131	644	555,775	55,578	13,850	2.49%	69,428	41,728
46160	School Administration	11-000-240-XXX	689,199		689,199	68,920	99,880	14.49%	168,800	(30,960)
47200, 47620	Central Services & Administrative Information Technology	11-000-25X-XXX	749,000	281	749,281	74,928	9,000	1.20%	83,928	65,928
51120	Operation and Maintenance of Plant Services	11-000-26X-XXX	2,449,413		2,449,413	244,941	25,012	1.02%	269,953	
52480	Student Transportation Services	11-000-270-XXX	110,811		110,811	11,081	(15,000)	-13.54%	(3,919)	
71260	Personal Services - Employee Benefits	11-XXX-XXX-2XX	2,600,618		2,600,618	260,062	-	0.00%	260,062	
72020	Food Services	11-000-310-XXX	-		-	-		0.00%	-	
72120	Transfer Property Sale Proceeds to Debt Service Reserve	11-000-520-934	-		-	-				
72122	Transfer from General Fund Surplus to Debt Service Fund to Repay CDL	11-000-520-936	-		-	-				
72160	Deposit to Sale/Lease-Back Reserve	10-605	-		-	-		0.00%	-	
72180	Interest Earned on Maintenance Reserve	10-606	-		-	-		0.00%	-	
72200	Deposit to Maintenance Reserve	10-606	-		-	-				
72220	Deposit to Current Expense Emergency Reserve	10-607	-		-	-				
72240	Interest Earned on Current Expense Emergency Reserve	10-607	-		-	-		0.00%	-	

Monthly Transfer Report
Detail of Transfers
For the Year 2014-15

District:		Somerset County Vocational		LEA Code:		4810				
Month/Year:		March-15								
			(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
Line	Budget Category	Account	2014-15 Original Budget	Revenues Allowed (N.J.A.C 6A:23A-13.3(d))	2014-15 Original Budget For Use in 10% Calc	Maximum Transfer Amount	2014-15 YTD Net Transfers to/(from) as of 2/28/2015	% Change of Transfers YTD	2014-15 Remaining Allowable Balance From	2014-15 Remaining Allowable Balance To
			+ Data Entry	+ Data Entry	(col 1 + col 2)	(col 3 *.1)	+ or - Data Entry	(col 5 / col 3)	(col 4 + col 5)	(col 4 - col 5)
72260	TOTAL GENERAL CURRENT EXPENSE		14,423,350	925	14,424,275	1,442,429	1,050			
	Capital Outlay									
75880	Equipment	12-XXX-XXX-73X			-	-		0.00%	-	
76260	Facilities Acquisition and Construction Services	12-000-4XX-XXX	174,006		174,006	17,401	(1,050)	-0.60%		
76320	Capital Reserve-Transfer to Capital Projects Fund	12-000-4XX-931			-	-		0.00%	-	
76340	Capital Reserve-Transfer to Repayment of Debt	12-000-4XX-933			-	-		0.00%	-	
76360	Deposit to Capital Reserve	10-604			-	-				
76380	Interest Earned on Capital Reserve	10-604			-	-		0.00%	-	
76400	TOTAL CAPITAL EXPENDITURES		174,006	-	174,006	17,401	(1,050)			
83080	TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	60,000		60,000	6,000		0.00%	6,000	
84000	Transfer of Funds to Charter Schools	10-000-100-56X	-		-	-		0.00%	-	
84020	General Fund Contribution to School Based Budgets	10-000-520-930			-	-		0.00%	-	
84060	OPERATING BUDGET GRAND TOTAL		14,657,356	925	14,658,281	1,465,830	-			

James H. Strimple, Jr.
School Business Administrator Signature

4/10/2015
Date

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