

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
October 28, 2013

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

William Hyncik, Jr., President
William Dudeck, Vice President
Theodore Smith
Sarah Brennan
Dr. Kathleen Serafino

Also Present:

Dr. Chrys Harttraft, Superintendent of Schools
Diane Strober, Assistant Superintendent for Business/Board Secretary
Diane Ziegler, High School Principal
Lisa Fittipaldi, Board Attorney
Robert Zaborowski, 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 September 23, 2013.

- A. Corrections

On motion of _____, seconded by _____, the minutes of the Regular Meeting held on September 23, 2013 were approved.

IV. Correspondence

- A. Letter from Richard D'Alessandro thanking the Board for the safety jacket he received as a result of the SCJIF safety incentive award.

V. Old or Unfinished Business

- A. Presentation of Student of the Month – Shanaya Shah, Grade 10, Academy for Health & Medical Sciences
- B. Construction Projects – Update
 - Fire alarm upgrade project contract award

VI. Report of the Attorney

VII. 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 – (Alternate Commissioner) – Ms. Strober
- Foundation – Mr. Hyncik

VIII. School Communications Report

IX. Superintendent's Report

A. Resignations

The Superintendent recommends that the Board of Education accept the resignation of Ms. Victoria Fulmer, Special Education Instructor, effective November 8, 2013.

The Superintendent also recommends that the Board of Education accept the resignation of Ms. Kristen Alpaugh, Temporary Guidance Counselor (Leave Replacement), effective October 9, 2013.

B. Leave Replacement

The Superintendent recommends that the Board of Education appoint Ms. Hind Albana as Temporary Guidance Counselor (Leave Replacement), Step 1-B at a salary of \$53,690.00* (prorated), retroactive to October 14, 2013 through January 31, 2014.

The Superintendent also recommends that the Board of Education appoint Mr. Douglas Parker as Temporary LDT/C (Leave Replacement), Step 1-C at a salary of \$55,540.00* (prorated), retroactive to October 16, 2013 through February 28, 2014.

*based upon 2011-12 guide

C. Reemployment – Angela Maggs – Special Education Instructor

The Superintendent recommends that the Board of Education reemploy Mrs. Angela Maggs to the position of Special Education Instructor (67%), Step 8-9/A at a salary of \$34,635.65* (prorated), effective November 9, 2013.

*based upon 2011-12 guide

D. Employment of Part-Time Hourly Personnel – 2013-14 School Year

The Superintendent recommends that the Board of Education approve employment of the following part-time personnel for the 2013-14 school year:

High School

Gladys Pokrywa	Study Hall Monitor	\$ 32.00/day
Brendan Downey	Study Hall Monitor	\$ 32.00/day
Kristen McNerney	Study Hall Monitor	\$ 32.00/day
Mary Behot	Study Hall Monitor	\$ 32.00/day
Michael McClain	Lunch Duty Monitor	\$ 32.00/day
Patricia Cantwell-Morales	Lunch Duty Monitor	\$ 32.00/day
Andrew Coslit	Basic Skills Mathematics Literacy	\$ 42.04/hr
	(Title I – Maximum funding \$10,000.00/combined)	
Brendan Downey	Basic Skills Language Arts Literacy	\$ 35.85/hr
	(Title I – Maximum funding \$10,000.00/combined)	

Employment of Part-Time Hourly Personnel – 2013-14 School Year (con't)Performing Arts – Theater Arts (Acting/Music Vocal)

Janet Cantore-Watson	Banraku Puppetry Expert (AVENUE Q)	\$ 500.00/stipend
John VanRoosendaal	Production Assistant (260 hours)	\$ 20.00/hr

Performing Arts – Dance Performance/Dance Education

John VanRoosendaal	Production Assistant (200 hours)	\$20.00/hr
--------------------	-------------------------------------	------------

Buildings & Grounds

Robert Santiago	Maintenance (on call – as needed basis)	\$ 10.00/hr
Nicholas Sartori	Maintenance (on call – as needed basis)	\$10.00/hr
John Maggs	Maintenance (on call – as needed basis)	\$10.00/hr

E. Employment of Substitutes – 2013-14 School Year

The Superintendent recommends that the Board of Education approve employment of Mr. Matthew Mandracchia as a substitute, at a rate of \$100.00/day for the 2013-14 school year.

F. Modification FMLA Leave – Unpaid Leave of Absence

The Superintendent recommends that the Board of Education modify the Unpaid Leave of Absence (previously approved) request of Ms. Kristen Blanchard, LDT/C as follows:

FMLA – November 18, 2013 through February 7, 2014

Unpaid Leave of Absence – February 10, 2014 through February 28, 2014

The Superintendent also recommends that the Board of Education modify the Unpaid Leave of Absence (previously approved) request of Ms. Karen Winfield, Guidance Counselor as follows:

FMLA – November 1, 2013 through January 31, 2014

Unpaid Leave of Absence – December 24, 2013 through January 31, 2014 (withdraw request as FMLA will continue through January 31, 2014)

G. Volunteer

The Superintendent recommends that the Board of Education approve Mrs. Evangeline Byrd as a volunteer in the Auto Body Repair program for the 2013-14 school year.

H. Resolution 2013-14/10-A – Superintendent's Merit Salary 2013-14 School Year

It is recommended that the Board of Education adopt Resolution 2013-14/10-A 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	___	___
Dr. Serafino	___	___

I. Field Trips

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

J. Professional Seminars/Workshops/Travel Reimbursements

The Superintendent recommends that the Board of Education approve requests for district staff and Board of Education members to attend professional seminars, workshops and travel reimbursements as they appear on Addendum #3.

K. District Nursing Services Plan – 2013-14 School Year

The Superintendent recommends that the Board of Education adopt the district's Nursing Services Plan for the 2013-14 school year pursuant to NJAC 6A:16-2.1(f)3 and NJAC 6:2.1(a)10.

L. Renewal – Memorandum of Agreement Between Education and Law Enforcement Officials

The Superintendent recommends that the Board of Education renew the Amendment to the Memorandum of Agreement Between Education and Law Enforcement Officials (2011/Revisions)

M. Professional Consultative Services - Educational Alternatives, LLC

The Superintendent recommends that the Board of Education enter into an agreement with Educational Alternatives, LLC to assist in the development of and guidance with the program approval process and the implementation of the Career and Technical Education programs in partnership with the CTE Career Center/SCESC.

N. Board Policies – First Reading

The Superintendent recommends that the Board of Education approve the following Board policies at this first reading as they appear on Addendum #4.

3144.12 – Certification of Tenure Charges – Inefficiency
 3144.3 – Suspension Upon Certification of Tenure Charges
 3372 – Teaching Staff Member Tenure Acquisition
 3373 – Tenure Upon Transfer or Promotion

O. Revised Board Policies – First Reading

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

4124 – Employment Contract
5512/R5512 – Harassment, Intimidation, and Bullying

Motion_____ Second_____

Discussion

Call the Roll

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

P. Superintendent's Update

- HIB
- October 15th Enrollment Count
- EVVRS Annual Report

X. Submission of Bills

It is recommended the Board of Education approve the bills list for October 2013 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	___	___
Dr. Serafino	___	___

- XI. New Business – The Requests for Qualifications for professional services have been received. The appointment of professional services will be on the November 1st Reorganization meeting agenda for Board approval.

XII. Report of the Assistant Superintendent for Business/Board Secretary

A. Reports A148 and A149

It is recommended the Board of Education adopt the monthly financial statement reports for the Assistant Superintendent for Business/Board Secretary for the month of September 2013 and the Treasurer of School Monies for the month of September 2013, after review of the secretary's monthly financial report (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge no major fund has been overextended in violation to N.J.A.C. 6:20-2A.10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (Addendum #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	___	___
Dr. Serafino	___	___

B. Budget Transfers – 2013-14 School Year

It is recommended the Board of Education approve the following budget transfers for the 2013-14 school year:

FROM: 11-000-262-490-02-0225 (\$10,000.00) TO: 11-000-261-610-02-0349 \$10,000.00
(Reclass from Buildings & Grounds utilities to Buildings & Grounds supplies)

FROM: 11-310-100-101-00-0109 (\$54,900.00) TO: 11-310-100-106-00-000 \$54,900.00
(Reclass substitute vocational salaries to instructional aides vocational salaries)

C. Authorization Petty Cash Account – High School

It is recommended the Board of Education authorize an increase of \$400.00 for a total amount of \$800.00 for the high school office petty cash account.

D. Three-Year Comprehensive Maintenance Plan

It is recommended the Board of Education approve submission of the Three-Year Comprehensive Maintenance Plan as required by the NJDOE as it appears on Addendum #7.

E. Contract Award – Fire Alarm Upgrade Project

It is recommended the Board of Education award the contract for the Fire Alarm Upgrade Project to Alarm and Communications Technology of Wharton, NJ in the amount of \$571,899.00 with an alternate to the base bid of \$3,700.00 as recommended by the architect and reviewed by the Board attorney. (Contract to be prepared by the Board attorney.)

F. Professional Services Contract – 2013-14 School Year

It is recommended the Board of Education award the following professional services contract for the 2013-14 school year (School Based Youth Services program grant):

Delta T	Mental Health/Substance Abuse Counseling	\$15,640.00
---------	--	-------------

Motion_____ Second_____

Discussion

Call the Roll

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

XIII. Next Regular Meeting

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

November 18, 2013
5:00 p.m.
Somerset County Vocational & Technical Schools
14 Vogt Drive
Bridgewater, New Jersey 08807

(Reorganization Meeting – November 1, 2013 at 4:00 p.m. in the Technology Conference Room)

XIV. Remarks from the Public

XV. Resolution

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

- A. This Board will go into closed session with the Board Counsel for the purpose of discussing matters within the provisions of 7A(11)c231.
- B. The general nature of matters to be discussed relates to SCVTEA Negotiations; PSA Contract; Exempt staff Salaries; Personnel – E. Symborski.
- C. Under the provisions of the above stated laws, the public shall be excluded from attendance at the portion of the meeting relating to the above matters.
- D. It is anticipated that the items discussed will be made public when the matters discussed are resolved.

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

RESOLUTION – 2013-14/10-A
Merit Goals 2012-13 Compensation

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

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

WHEREAS, on September 23, 2013 the Somerset County Vocational Schools Board of Education approved and accepted the achievement of Superintendent Harttraft's merit goals for the 2012-13 school year as approved by the Somerset County ESC

NOW THEREFORE BE IT RESOLVED, the Somerset County Vocational Schools Board of Education authorizes the compensation for achievement of 2012-13 merit goals in the amount of \$19,402.00 be added to the base salary of \$151,624.00 .

[Back to Top](#)

October 2013

<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>
10/29/2013	L&PS	Somerset County Jail Somerset, NJ	\$0.00	Outside Agency/Paid by SCVTS
10/29/2013	Plumbing	Meadowlands Stadium East Rutherford, NJ	\$0.00	SCVTS
11/1/2013	Performing Arts/Dance Department	Joyce Theater, NYC NYC, New York	\$125.00/Student Paid	Drop Off/SCVTS Paid by SCVTS Pick Up/Outside Agency Paid by SCVTS
11/14/2013	FFA Chapter Students	Rutgers University (SEBS/COOK Campus) New Brunswick, NJ	\$0.00	SCVTS
11/21/2013	SCVTHS Juniors and Seniors	RVCC Branchburg, NJ	\$0.00	SCVTS
11/26/2013	TOPS Students	Bridgeway Nursing Home Bridgewater, NJ	\$0.00	SCVTS
11/27/2013	Students from CTE Programs	Branchburg Middle School Branchburg, NJ	\$0.00	SCVTS
12/6/2013	Performing Arts/Dance Students	Montclair State University Montclair, NJ	\$0.00	SCVTS
12/9/2013	Performing Arts/The Tap Co. Students	Crème de la Crème Bridgewater, NJ	\$0.00	SCVTS
12/12/2013	Performing Arts/The Tap Co. Students	Kangaroo Kids Branchburg, NJ	\$0.00	SCVTS
12/16/2013	Performing Arts/The Tap Co. Students	Hunterdon County Senior Center Flemington, NJ	\$0.00	SCVTS
12/17/2013	Performing Arts/The Tap Co. Students	Bridgewater Senior Center Bridgewater, NJ	\$0.00	SCVTS
12/19/ 2013 01/16 2014	AHMS Juniors	Johnson & Johnson Raritan, NJ	\$0.00	SCVTS
1/10, 1/17 2014	Health Occupations	Matheny Medical Center Peapack, NJ	\$0.00	SCVTS
1/10-11/2014	Performing Arts/Theater	Broadway DoubleTree Guest Suites New York City, NY	\$400.00/Student Paid	Outside Agency/Paid by Students
4/2-6/2014	Performing Arts/Dance	New World School for Arts Miami, Florida	\$785.00/Student Paid	Outside Agency/Paid by Students

[Back to Top](#)

Professional Seminars/Workshops/Travel Reimbursements
October 2013

	DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
1	September 10, 2013	Irene Ives	NA	\$8.00/parking	Back To School: Take A Deep Breath	Trenton, NJ
2	November 1, 2013	Elaine Howe	NA	NA	The Challenge Our Youth Face (Annual Conference)	Branchburg, NJ
3	November 1, 2013	Irene Ives	NA	\$2.79/mileage	When A Family Is Affected by Cancer: Strengthening The School's Response	Bridgewater, NJ
4	November 13, 2013	Irene Ives	NA	\$15.46/mileage	Career Development Awards Board Meeting	Lawrenceville, NJ
5	November 15, 2013	Irene Ives	\$20.00	\$1.31/mileage	When Is It Mandatory To Report A Sexual Assault in New Jersey	Somerville, NJ
6	November 19, 2013	Irene Ives	NA	NA	HESAA Training Institute for School Counselors	Galloway, NJ
7	November 19, 2013	Maria Johnson	\$149.00	\$9.30/mileage	Developing Emotional Intelligence	Edison, NJ
8	December 2, 2013	Kristen McNerney Chris Miller	\$229.00 ea.	\$20.46/mileage \$21.08/mileage	Best Ipad Apps to Support Content Instruction	Newark, NJ
9	December 6, 2013	Teresa Morelli	NA	\$11.78/mileage	The Women's Conference	Edison, NJ
10	December 6, 2013	Joe Alfieri Linda Weber-Smith	\$16.00 ea.	\$32.86/mileage \$75.02/mileage \$15/parking each \$7.50/tolls each	United States Sign Council Exhibit	Atlantic City, NJ
11	December 9, 2013	Kevin McManus	\$120.00	NA	Classroom Management that Works	Piscataway, NJ
12	January 10, 2014	Kevin McManus	\$120.00	NA	Positive Action Plans Every Teacher Can Create	Piscataway, NJ

13	January 17, 2014	Kevin McManus	\$120.00	NA	Differentiating Instruction with Technology	Piscataway, NJ
14	January 22, 2014	Kristen McNerney Chris Miller	\$229.00 ea.	\$31.00/mileage \$31.00/mileage	Helping Special Ed Students with Behavioral and Emotional Disabilities	Allentown, PA
15	February 18, 2014	Teresa Morelli	\$150.00	\$18.60 /mileage	Sexual Harassment, Employment Discrimination and Affirmative Action	Monroe, NJ
16	10 Sessions varying throughout school year*	Paul O'Connor	\$750.00	NA	Vocal/Acting/Voice Overs	Westfield, NJ

*Prior approval given by Superintendent

[Back to Top](#)

POLICY GUIDE

TEACHING STAFF MEMBERS

3144.12/page 1 of 2

Certification of Tenure Charges - Inefficiency

Aug 13

M

[See POLICY ALERT No. 200]

3144.12 CERTIFICATION OF TENURE CHARGES - INEFFICIENCY

In accordance with the provisions of N.J.S.A. 18A:6-17.3 and notwithstanding the provisions of N.J.S.A. 18A:6-11 or any other section of law to the contrary, in the case of a teacher, Principal, Assistant Principal, and Vice Principal, the Superintendent shall promptly file with the Secretary of the Board of Education a charge of inefficiency whenever the employee is rated ineffective or partially effective in an annual summative evaluation and the following year is rated ineffective in the annual summative evaluation.

If the teacher, Principal, Assistant Principal, or Vice Principal is rated partially effective in two consecutive annual summative evaluations or is rated ineffective in an annual summative evaluation and the following year is rated partially effective in the annual summative evaluation, the Superintendent shall promptly file with the Secretary of the Board of Education a charge of inefficiency, except that the Superintendent upon a written finding of exceptional circumstances may defer the filing of tenure charges until after the next annual summative evaluation. If the employee is not rated effective or highly effective on this next annual summative evaluation, the Superintendent shall promptly file a charge of inefficiency.

Within thirty days of the filing, the Board of Education shall forward a written charge to the Commissioner of Education, unless the Board of Education determines the evaluation process has not been followed.

Notwithstanding the provisions of N.J.S.A. 18A:6-16 or any other section of law to the contrary, upon receipt of a charge pursuant to N.J.S.A. 18A:6-17.3.a, and this Policy, the Commissioner of Education shall examine the charge. The individual against whom the charges are filed shall have ten days to submit a written response to the charges to the Commissioner of Education. The Commissioner of Education shall, within five days immediately following the period provided for a written response to the charges, refer the case to an arbitrator and appoint an arbitrator to hear the case, unless the Commissioner determines the evaluation process has not been followed.



POLICY GUIDE

TEACHING STAFF MEMBERS

3144.12/page 2 of 2

Certification of Tenure Charges - Inefficiency

The only evaluations which may be used for purposes of N.J.S.A. 18A:6-17.3 are those evaluations conducted in accordance with a rubric adopted by the Board of Education and approved by the Commissioner of Education pursuant to P.L.2012, c.26 – N.J.S.A. 18A:6-117 et seq.

N.J.S.A. 18A:6-11; 18A:6-17.3

~~Adopted:~~



POLICY GUIDE

TEACHING STAFF MEMBERS

3144.3/page 1 of 1

Suspension Upon Certification of Tenure Charge

Aug 13

[See POLICY ALERT No. 200]

3144.3 SUSPENSION UPON CERTIFICATION OF TENURE CHARGE

Upon certification of any tenure charge to the Commissioner of Education, the Board of Education may suspend the person against whom such charge is made, with or without pay. However, if the determination of the tenure charge by the arbitrator is not made within one hundred twenty calendar days after certification of the tenure charges, excluding all delays which are granted at the request of such person, then the full salary (except for said one hundred and twenty days) of such person shall be paid beginning on the one hundred twenty-first day until such determination is made.

Should the tenure charge be dismissed at any stage of the process, the person shall be reinstated immediately with full pay from the first day of such suspension. Should the tenure charge be dismissed at any stage of the process and the suspension be continued during an appeal, then the full pay or salary of such person shall continue until the determination of the appeal. However, the Board of Education shall deduct from said full pay or salary any sums received by such employee or officers by way of pay or salary from any substituted employment assumed during such period of suspension.

Should the charge be sustained on the original hearing or an appeal, and should such person appeal from the same, then the suspension may be continued unless and until such determination is reversed, in which event the employee or officer shall be reinstated immediately with full pay from the date of such suspension.

N.J.S.A. 18A:6-14

~~Adopted:~~



POLICY GUIDE

TEACHING STAFF MEMBERS

3372/page 1 of 3

Teaching Staff Member Tenure Acquisition

Aug 13

[See POLICY ALERT No. 200]

3372 TEACHING STAFF MEMBER TENURE ACQUISITION

In accordance with the provisions of N.J.S.A. 18A:28-5.a, teaching staff members employed prior to August 6, 2012 (the effective date of P.L.2012, c.26 – N.J.S.A. 18A:6-117 et seq.) in the positions of teacher, Principal, other than Administrative Principal, Assistant Principal, Vice Principal, Assistant Superintendent, and all school nurses including school nurse supervisors, head school nurses, chief school nurses, school nurse coordinators, and any other nurse performing school nursing services, school athletic trainer and such other employees as are in positions which require them to hold appropriate certificates issued by the Board of Examiners, serving in any school district or under any Board of Education, except those who are not the holders of proper certificates in full force and effect and School Business Administrators shared by two or more school districts, shall be under tenure during good behavior and efficiency and they shall not be dismissed or reduced in compensation except for inefficiency, incapacity, or conduct unbecoming such a teaching staff member or other just cause and then only in the manner prescribed by Subarticle B of Article 2 of Chapter 6 of N.J.S.A. 18A, after employment in the district or by the Board of Education for:

1. Three consecutive calendar years, or any shorter period which may be fixed by the employing Board for such purpose; or
2. Three consecutive academic years, together with employment at the beginning of the next succeeding academic year; or
3. The equivalent of more than three academic years within a period of any four consecutive academic years.

In accordance with the provisions of N.J.S.A. 18A:28-5.b, teaching staff members employed on or after August 6, 2012 (the effective date of P.L.2012, c.26 – N.J.S.A. 18A:6-117 et seq.) in the position of teacher, Principal, other than Administrative Principal, Assistant Principal, Vice Principal, Assistant Superintendent, and all school nurses, including school nurse supervisors, head school nurses, chief school nurses, school nurse coordinators, and any other nurse performing school nursing services, school athletic trainer and such other ~~employees as are in positions which require them to hold appropriate certificates~~



POLICY GUIDE

TEACHING STAFF MEMBERS

3372/page 2 of 3

Teaching Staff Member Tenure Acquisition

issued by the Board of Examiners, serving in any school district or under any Board of Education, excepting those who are not the holders of proper certificates in full force and effect, and School Business Administrators shared by two or more school districts, shall be under tenure during good behavior and efficiency and they shall not be dismissed or reduced in compensation except for inefficiency, incapacity, or conduct unbecoming such a teaching staff member or other just cause and then only in the manner prescribed by Subarticle B of Article 2 of Chapter 6 of N.J.S.A. 18A, after employment in the district or by the Board of Education for:

1. Four consecutive calendar years; or
2. Four consecutive academic years, together with employment at the beginning of the next succeeding academic year; or
3. The equivalent of more than four academic years within a period of any five consecutive academic years.

In order to achieve tenure pursuant to N.J.S.A. 18A:28-5.b, a teacher shall also complete a district mentorship program during the initial year of employment and receive a rating of effective or highly effective in two annual summative evaluations within the first three years of employment after the initial year of employment in which the teacher completes the district mentorship program.

In order to achieve tenure pursuant to N.J.S.A. 18A:28-5.b, a Principal, Assistant Principal, and Vice Principal shall also receive a rating of effective or highly effective in two annual summative evaluations within the first three years of employment with the first effective rating being received on or after the completion of the second year of employment.

"Effective" or "highly effective" means the employee has received an annual summative evaluation rating of "effective" or "highly effective" based on the performance standards for his/her position established through the evaluation rubric adopted by the Board of Education and approved by the Commissioner of Education.



POLICY GUIDE

TEACHING STAFF MEMBERS

3372/page 3 of 3

Teaching Staff Member Tenure Acquisition

Tenure in any of the administrative or supervisory positions enumerated in N.J.S.A. 18A:28-5 et seq. shall accrue only by employment in that administrative or supervisory position. Tenure so accrued shall not extend to any other administrative or supervisory position and nothing in N.J.S.A. 18A:28-5 shall limit or restrict tenure rights which were or may be acquired, pursuant to N.J.S.A. 18A:28-6 – Tenure Upon Transfer or Promotion, in a position in which the individual actually served.

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

Adopted:



POLICY GUIDE

TEACHING STAFF MEMBERS
3373/page 1 of 2
Tenure Upon Transfer or Promotion
Aug 13

[See POLICY ALERT No. 200]

3373 TENURE UPON TRANSFER OR PROMOTION

In accordance with the provisions of N.J.S.A. 18A:28-6.a, any such teaching staff member under tenure or eligible to obtain tenure under N.J.S.A. 18A:28-1 et seq. who is transferred or promoted with his/her consent to another position covered by N.J.S.A. 18A:28-1 et seq. on or after July 1, 1962, shall not obtain tenure in the new position until after:

1. The expiration of a period of employment of two consecutive calendar years in the new position unless a shorter period is fixed by the employing Board of Education for such purpose; or
2. Employment for two academic years in the new position together with employment in the new position at the beginning of the next succeeding academic year; or
3. Employment in the new position within a period of any three consecutive academic years, for the equivalent of more than two academic years;

provided that the period of employment in such new position shall be included in determining the tenure and seniority rights in the former position held by such teaching staff member, and in the event the employment in such new position is terminated before tenure is obtained therein, if he/she then has tenure in the district or under the Board of Education, such teaching staff member shall be returned to his/her former position at the salary which he/she would have received had the transfer or promotion not occurred together with any increase to which he/she would have been entitled during the period of such transfer or promotion.

In accordance with the provisions of N.J.S.A. 18A:28-6.b, any such teaching staff member under tenure or eligible to obtain tenure under N.J.S.A. 18A:28-1 et seq., who is transferred or promoted with his/her consent to another position covered by N.J.S.A. 18A:28-1 et seq. on or after August 6, 2012 (the effective date of P.L.2012, c.26 – N.J.S.A. 18A:6-117 et seq.), shall not obtain tenure in the new position until after:

1. ~~The expiration of a period of employment of two consecutive~~
calendar years in the new position; or



POLICY GUIDE

TEACHING STAFF MEMBERS

3373/page 2 of 2

Tenure Upon Transfer or Promotion

2. Employment for two academic years in the new position together with employment in the new position at the beginning of the next succeeding academic year; or
3. Employment in the new position within a period of any three consecutive academic years, for the equivalent of more than two academic years;

provided that the period of employment in such new position shall be included in determining the tenure and seniority rights in the former position held by such teaching staff member, and in the event the employment in such new position is terminated before tenure is obtained therein, if he/she then has tenure in the district or under the Board of Education, such teaching staff member shall be returned to his/her former position at the salary which he/she would have received had the transfer or promotion not occurred together with any increase to which he/she would have been entitled during the period of such transfer or promotion. In order to receive tenure pursuant to N.J.S.A. 18A:28-6.b, a teacher, Principal, Assistant Principal, and Vice Principal shall be evaluated as effective or highly effective in two annual summative evaluations within the first three years of employment in the new position. For purposes of N.J.S.A. 18A:28-6.b, "effective" or "highly effective" means the employee has received an annual summative evaluation rating of "effective" or "highly effective" based on the performance standards for his/her position established through the evaluation rubric adopted by the Board of Education and approved by the New Jersey Commissioner of Education.

N.J.S.A. 18A:28-6

[Back to Top](#)

~~Adopted:~~



POLICY GUIDE

SUPPORT STAFF MEMBERS

4124/page 1 of 1

Employment Contract

Aug 13

[See POLICY ALERT Nos. 96 and 200]

4124 EMPLOYMENT CONTRACT

The Board of Education requires that every nontenured **support staff member** ~~employee~~ annually sign an employment contract for a term of not more than one year.

The employment contract shall include the date; name of the employee; the beginning and ending dates of service (**fixed term appointment**); the salary to be paid and the manner of payment; an authorization for salary deductions as applicable; and such other terms and conditions as may be necessary to a complete statement of the employment relationship.

The contract will ~~may~~ include a provision for a probationary **employment** period ~~in accordance with Policy No. 4123 and the~~ **with a provision providing the Board the right to terminate the employment of the nontenured support staff member at the completion of the probationary employment period.** The contract will include a provision for the termination of the nontenured support staff member's contract on 30 days notice duly given by either party ~~following the completion of the probationary period on with a~~ days notice.

In the event ~~that~~ the salary entered on the written contract differs from that formally approved by the Board, the salary approved by the Board shall be the salary paid.

Adopted:



REGULATION GUIDE

PUPILS

R 5512/page 1 of 3

Harassment, Intimidation, or Bullying
Investigation Procedure

Aug 13

M

[See POLICY ALERT Nos. 151, 162, 163, 183, 193 and 200]

R 5512 HARASSMENT, INTIMIDATION, OR BULLYING INVESTIGATION PROCEDURE

The Board of Education authorizes a prompt investigation of reports and violations and complaints of harassment, intimidation, ~~or and~~ bullying in accordance with the provisions of N.J.S.A. 18A:37-15(b)6.

The following investigation procedure shall be used for all allegations of harassment, intimidation, or bullying:

1. An investigation shall be initiated by the Principal or the Principal's designee within one school day of the **verbal** report of the incident and shall be conducted by a school's Anti-Bullying Specialist, **in coordination with the Principal.**
 - a. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist in the investigation.
2. The investigation shall be completed as soon as possible, but not later than ten school days from the date of the written report of the incident of harassment, intimidation, or bullying.
 - a. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the ten-day period, the school Anti-Bullying Specialist may amend the original report of the results of the investigation to reflect the information.
3. The results of the investigation shall be reported to the Superintendent of Schools within two school days of the completion of the investigation, and in accordance with regulations promulgated by the State Board of Education pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.).

10/21/13
DZ



REGULATION GUIDE

~~PUPILS~~

R 5512/page 2 of 3

Harassment, Intimidation, or Bullying Investigation Procedure

4. The Superintendent of Schools may decide to provide intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.
5. The results of each investigation shall be reported to the Board of Education no later than the date of the next Board of Education Meeting following the completion of the investigation, along with information on any services provided, training established, discipline imposed, or other action taken or recommended by the Superintendent.
6. Parents ~~or legal guardians~~ of **individual student offenders and targets/victims** ~~the pupils who are parties to the investigation~~ shall be entitled to receive information about the investigation, in accordance with Federal and State law and regulation, including the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.
7. A parent ~~or legal guardian~~ may request a hearing before the Board of Education after receiving the information.
 - a. This hearing shall be held within ten **school** days of the request;
 - b. The Board shall meet in executive session for the hearing to protect the confidentiality of the **students** ~~pupils~~; and
 - c. At the hearing the Board may hear from the school Anti-Bullying Specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.



REGULATION GUIDE

PUPILS

R 5512/page 3 of 3

Harassment, Intimidation, or Bullying
Investigation Procedure

8. At the next **regularly scheduled** Board of Education meeting following its receipt of the **Superintendent's report on the results of each investigation to the Board or following a hearing in executive session**, the Board of Education shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with the procedures set forth in law and regulation, no later than ninety days after the issuance of the Board's decision.
9. A parent, **student pupil**, ~~legal guardian~~, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

Issued:



10/21/13
DJ

POLICY GUIDE

PUPILS
5512/page 1 of 29
Harassment, Intimidation, and Bullying
Aug 13
M

[See POLICY ALERT Nos. 163, 179, 180, 181, 182, 183, 188, 193, 194 and 200]

5512 HARASSMENT, INTIMIDATION, AND BULLYING

Table of Contents

<u>Section</u>	<u>Section Title</u>
A.	Policy Statement
B.	Harassment, Intimidation, and Bullying Definition
C.	~~Student~~ Pupil Expectations
D.	Consequences and Appropriate Remedial Actions
~~E.~~	~~Harassment, Intimidation, and Bullying Off School Grounds~~
EF.	Harassment, Intimidation, and Bullying Reporting Procedure
FG.	Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety Team(s)
~~GH.~~	~~Harassment, Intimidation, and Bullying Investigation~~
HI.	Range of Responses to an Incident of Harassment, Intimidation, and or Bullying
IJ.	Reprisal or Retaliation Prohibited
JK.	Consequences and Appropriate Remedial Action for False Accusation
KL.	Harassment, Intimidation, and Bullying Policy Publication and Dissemination
LM.	Harassment, Intimidation, and Bullying Training and Prevention Programs
MN.	Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review



10/21/13
[Signature]

POLICY GUIDE

~~PUPILS~~

5512/page 2 of 29

Harassment, Intimidation, and Bullying

- NØ. Reports to Board of Education and New Jersey Department of Education
- O. **School and District Grading Requirements**
- P. Reports to Law Enforcement
- Q. Collective Bargaining Agreements and Individual Contracts
- R. **Students Pupils with Disabilities**
- A. Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a **student pupil**. A safe and civil environment in school is necessary for **students pupils** to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a **student's pupil's** ability to learn and a school's ability to educate its **students pupils** in a safe and disciplined environment. Since **students pupils** learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a **student pupil**. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the **student pupil**, as well as the natural or adoptive parent(s) of the **student pupil**, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

B. Harassment, Intimidation, and Bullying Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:



POLICY GUIDE

PUPILS

5512/page 3 of 29

Harassment, Intimidation, and Bullying

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or by any other distinguishing characteristic;
2. ~~By any other distinguishing characteristic; and that~~
23. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3; that
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other **students** pupils; and that
 - a4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a **student** pupil or damaging the **student's** pupil's property, or placing a **student** pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
 - b5. Has the effect of insulting or demeaning any **student** pupil or group of **students** pupils; or
 - c6. Creates a hostile educational environment for the **student** pupil by interfering with a **student's** pupil's education or by severely or pervasively causing physical or emotional harm to the **student** pupil.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.



POLICY GUIDE

PUPILS

5512/page 4 of 29

Harassment, Intimidation, and Bullying

C. Student Pupil Expectations

The Board expects **students pupils** to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other **students pupils** and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of **Student Pupil Conduct**.

The Board believes that standards for **student pupil** behavior must be set cooperatively through interaction among the **students pupils**, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages **students pupils** to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of **students pupils**, staff, and community members.

Students Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of **Student Pupil Conduct** as opportunities to help **students pupils** learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with **students pupils** shall apply best practices designed to prevent **student pupil** conduct problems and foster **students' pupils'** abilities to grow in self-discipline.

The Board expects that **students pupils** will act in accordance with the **student pupil** behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. **Student Pupil** responsibilities (e.g., requirements for **students pupils** to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. **Student Pupil** rights; and
4. Sanctions and due process for violations of the Code of **Student Pupil Conduct**.



POLICY GUIDE

PUPILS

5512/page 5 of 29

Harassment, Intimidation, and Bullying

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, ~~students~~ pupils, instructional staff, ~~student~~ pupil support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for ~~student~~ pupil conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for ~~student~~ pupil conduct will take into consideration the developmental ages of ~~students~~ pupils, the severity of the offenses and ~~students'~~ pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all ~~students~~ pupils in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to ~~students~~ pupils and their parents ~~or guardians~~ the rules of the district regarding ~~student~~ pupil conduct. Provisions shall be made for informing parents ~~or guardians~~ whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. ~~Students~~ Pupils are encouraged to support other ~~students~~ pupils who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to ~~students~~ pupils who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.



POLICY GUIDE

PUPILS

5512/page 6 of 29

Harassment, Intimidation, and Bullying

D. Consequences and Appropriate Remedial Actions

Consequences and Appropriate Remedial Actions – Students

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for **students** ~~pupils~~ who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of **Student Pupil Conduct**, ~~and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying.~~ The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by **students** ~~pupils~~. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the **student** ~~pupil~~ offenders and **students'** ~~pupils'~~ histories of inappropriate behaviors, per the Code of **Student Pupil Conduct** and N.J.A.C. 6A:16-7.

Factors for Determining Consequences – Student Considerations

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

Factors for Determining Consequences – School Considerations

1. School culture, climate, and general staff management of the learning environment;
2. Social, emotional, and behavioral supports;
3. Student-staff relationships and staff behavior toward the student;
4. Family, community, and neighborhood situation; and
5. Alignment with Board policy and regulations/procedures.



POLICY GUIDE

PUPILS

5512/page 7 of 29

Harassment, Intimidation, and Bullying

Factors for Determining Remedial Measures

Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Traits;
56. Interests;
67. Hobbies;
78. Extra-curricular activities;
89. Classroom participation;
940. Academic performance; and
1044. Relationship to **students** pupils and the school district.

Environmental

1. School culture;
2. School climate;
3. **Student- Pupil** staff relationships and staff behavior toward the **student pupil**;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences and appropriate remedial action for a **student pupil** or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of **students** pupils, as set forth in the Board's approved Code of **Student Pupil** Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a **student pupil** who commits an act of harassment, intimidation, or bullying are those that are shall be varied and graded according to the severity of the offenses nature of the behavior, consider the developmental age of the **student offenders** pupil



POLICY GUIDE

PUPILS

5512/page 8 of 29

Harassment, Intimidation, and Bullying

and the ~~students' histories~~ pupil's history of **inappropriate** problem behaviors ~~and performance, and must be~~ consistent with the Board's approved Code of **Student Pupil Conduct** and N.J.A.C. 6A:16-7, Student Conduct. **The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.**

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension ~~during the school week or the weekend;~~
7. ~~After-school programs;~~
78. Out-of-school suspension (short-term or long-term);
89. Reports to law enforcement or other legal action; or
949. Expulsion; and.
11. ~~Bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds.~~

Examples of Remedial Measures —Personal

Personal – Student Exhibiting Bullying Behavior

1. ~~Restitution and restoration;~~
2. ~~Peer support group;~~
3. ~~Recommendations of a pupil behavior or ethics council;~~
4. ~~Corrective instruction or other relevant learning or service experience;~~



POLICY GUIDE

PUPILS

5512/page 9 of 29

Harassment, Intimidation, and Bullying

- ~~5. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;~~
- ~~6. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;~~
- ~~7. Behavioral management plan, with benchmarks that are closely monitored;~~
- ~~8. Assignment of leadership responsibilities (e.g., hallway or bus monitor);~~
- ~~9. Involvement of school disciplinarian;~~
- ~~10. Pupil counseling;~~
- ~~11. Parent conferences;~~
- ~~12. Alternative placements (e.g., alternative education programs);~~
- ~~13. Pupil treatment; or~~
- ~~14. Pupil therapy.~~

1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways he or she can solve the problem and change behaviors;
2. Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;
3. Explain the long-term negative consequences of harassment, intimidation, and bullying on all involved;
4. Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;
5. Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);
6. Develop a learning plan that includes consequences and skill building;
7. Consider wrap-around support services or after-school programs or services;
8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;
9. Arrange for an apology, preferably written;
10. Require a reflective essay to ensure the student understands the impact of his or her actions on others;
11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;



POLICY GUIDE

PUPILS

5512/page 10 of 29

Harassment, Intimidation, and Bullying

12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;
13. Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices; and
14. Schedule a follow-up conference with the student.

Personal – Target/Victim

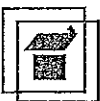
1. Meet with a trusted staff member to explore the student's feelings about the incident;
2. Develop a plan to ensure the student's emotional and physical safety at school;
3. Have the student meet with the school counselor or school social worker to ensure he or she does not feel responsible for the bullying behavior;
4. Ask students to log behaviors in the future;
5. Help the student develop skills and strategies for resisting bullying; and
6. Schedule a follow-up conference with the student.

Parents, Family, and Community

1. Develop a family agreement;
2. Refer the family for family counseling; and
3. Offer parent education workshops related to bullying and social-emotional learning.

Examples of Remedial Measures – Environmental (Classroom, School Building, or School District)

1. ~~School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;~~
2. ~~School culture change;~~
3. ~~School climate improvement;~~
4. ~~Adoption of research-based, systemic bullying prevention programs;~~
5. ~~School policy and procedures revisions;~~
6. ~~Modifications of schedules;~~



POLICY GUIDE

PUPILS

5512/page 11 of 29

Harassment, Intimidation, and Bullying

- ~~7. — Adjustments in hallway traffic;~~
- ~~8. — Modifications in pupil routes or patterns traveling to and from school;~~
- ~~9. — Supervision of pupil before and after school, including school transportation;~~
- ~~10. — Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);~~
- ~~11. — Teacher aides;~~
- ~~12. — Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;~~
- ~~13. — General professional development programs for certificated and non-certificated staff;~~
- ~~14. — Professional development plans for involved staff;~~
- ~~15. — Disciplinary action for school staff who contributed to the problem;~~
- ~~16. — Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;~~
- ~~17. — Parent conferences;~~
- ~~18. — Family counseling;~~
- ~~19. — Involvement of parent teacher organizations;~~
- ~~20. — Involvement of community-based organizations;~~
- ~~21. — Development of a general bullying response plan;~~
- ~~22. — Recommendations of a pupil behavior or ethics council;~~
- ~~23. — Peer support groups;~~
- ~~24. — Alternative placements (e.g., alternative education programs);~~
- ~~25. — School transfers; and~~
- ~~26. — Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.~~

1. Analysis of existing data to identify bullying issues and concerns;
2. Use of findings from school surveys (e.g., school climate surveys);
3. Focus groups;
4. Mailings – postal and email;
5. Cable access television;
6. School culture change;
7. School climate improvement;



POLICY GUIDE

PUPILS

5512/page 12 of 29

Harassment, Intimidation, and Bullying

8. Increased supervision in "hot spots" (e.g. locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);
9. Adoption of evidence-based systemic bullying prevention practices and programs;
10. Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;
11. Professional development plans for involved staff;
12. Participation of parents and other community members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;
13. Formation of professional learning communities to address bullying problems;
14. Small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions;
15. School policy and procedure revisions;
16. Modifications of schedules;
17. Adjustments in hallway traffic;
18. Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social institutions and people;
19. Modifications in student routes or patterns traveling to and from school;
20. Supervision of student victims before and after school, including school transportation;
21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
22. Targeted use of teacher aides;
23. Disciplinary action, including dismissal, for school staff who contributed to the problem;
24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
25. Parent conferences;
26. Family counseling;
27. Development of a general harassment, intimidation, and bullying response plan;



POLICY GUIDE

PUPILS

5512/page 13 of 29

Harassment, Intimidation, and Bullying

28. Behavioral expectations communicated to students and parents;
29. Participation of the entire student body in problem-solving harassment, intimidation, and bullying issues;
30. Recommendations of a student behavior or ethics council;
31. Participation in peer support groups;
32. School transfers; and
33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.

Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an **adult person** who commits an act of harassment, intimidation, or bullying of a **student pupil**. The consequences may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Target/Victim Support

Districts should identify a range of strategies and resources that will be available to individual victims of harassment, intimidation, and bullying, and respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. The type, diversity, location, and degree of support are directly related to the student's perception of safety.

Sufficient safety measures should be undertaken to ensure the victims' physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.



POLICY GUIDE

PUPILS

5512/page 14 of 29

Harassment, Intimidation, and Bullying

Examples of support for student victims of harassment, intimidation, and bullying include:

1. Teacher aides;
2. Hallway and playground monitors;
3. Partnering with a school leader;
4. Provision of an adult mentor;
5. Assignment of an adult "shadow" to help protect the student;
6. Seating changes;
7. Schedule changes;
8. School transfers;
9. Before- and after-school supervision;
10. School transportation supervision;
11. Counseling; and
12. Treatment or therapy.

~~E. Harassment, Intimidation, and Bullying Off School Grounds~~

~~This Policy and the Code of Pupil Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds when:~~

- ~~1. The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either~~
- ~~2. A reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or~~
- ~~3. The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or~~
- ~~4. The alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.~~



POLICY GUIDE

PUPILS

5512/page 15 of 29

Harassment, Intimidation, and Bullying

EF. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with **students** pupils are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with **students** pupils, also shall submit a report in writing to the Principal within two school days of the verbal report. The Principal will inform the parents of all **students** pupils involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students Pupils, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. **Students** Pupils, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of **Student** Pupil Conduct may not be taken solely on the basis of an anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.



POLICY GUIDE

PUPILS

5512/page 16 of 29

Harassment, Intimidation, and Bullying

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

FG. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety Team(s)

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of **students pupils**;
- b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of **students pupils** in the district;
- c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of **students pupils**;
- d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
- e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.



POLICY GUIDE

PUPILS

5512/page 17 of 29

Harassment, Intimidation, and Bullying

2. The Principal in each school shall appoint a school Anti-Bullying Specialist. ~~When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the Principal shall appoint that individual to be the school Anti-Bullying Specialist. If no individual meeting this criteria is currently employed in the school, the Principal shall appoint a school Anti-Bullying Specialist from currently employed school personnel.~~ **The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.**

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety Team as provided in N.J.S.A. 18A:37-21;
 - b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
 - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
3. A School Safety Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic **operational procedures process and educational practices** in the school, and to address school climate issues such as harassment, intimidation, or bullying **that affect school climate and culture**. Each School Safety Team shall meet, **at a minimum**, at least two times per school year. The School Safety Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a **student** pupil in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety Team.



POLICY GUIDE

PUPILS

5512/page 18 of 29

Harassment, Intimidation, and Bullying

The School Safety Team shall:

- a. Receive ~~records~~ **any of all** complaints of harassment, intimidation, or bullying of ~~students~~ **pupils** that have been reported to the Principal;
- b. Receive copies of ~~any~~ **all** reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of ~~students~~ **pupils** in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of ~~students~~ **pupils**;
- e. Educate the community, including ~~students~~ **pupils**, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of ~~students~~ **pupils**;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. **The School Safety Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and**
- ~~g. Collaborate with the district Anti-Bullying Coordinator in the collection of district wide data and in the development of district policies to prevent and address harassment, intimidation, or bullying of pupils; and~~
- gh. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.



POLICY GUIDE

PUPILS

5512/page 19 of 29

Harassment, Intimidation, and Bullying

~~The members of a School Safety Team shall be provided professional development opportunities that address effective practices of successful school climate programs or approaches. Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student pupil, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.~~

GH. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of **violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate an alleged incident of harassment, intimidation, or bullying.** The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist **in coordination with the Principal.** The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist ~~the school Anti-Bullying Specialist in~~ **with** the investigation.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the ~~alleged incident of harassment, intimidation, or bullying.~~ Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist ~~or the Principal~~ shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of **Student Pupil** Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall



POLICY GUIDE

PUPILS

5512/page 20 of 29

Harassment, Intimidation, and Bullying

ensure the Code of **Student Pupil** Conduct has been implemented and **may decide to** provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, **impose discipline**, or take or recommend other appropriate action, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report also shall include information on any consequences imposed under the Code of **Student Pupil** Conduct, **any** ~~intervention~~ services provided, ~~counseling ordered~~, training established, or other action taken or recommended by the Superintendent.

Parents of **involved student offenders and targets/victims** ~~the pupils who are parties to the investigation~~ shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents ~~or guardians~~ shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, **and** ~~or~~ whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

A parent ~~or guardian~~ may request a hearing before the Board of Education after receiving the information **about the investigation**. ~~When a request for a hearing is granted,~~ **The** hearing shall be held within ten school days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the **students** ~~pupils~~. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the ~~alleged~~ incident, the findings from the investigation of the ~~alleged~~ incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.



POLICY GUIDE

PUPILS

5512/page 21 of 29

Harassment, Intimidation, and Bullying

At the regularly scheduled Board of Education meeting following its receipt of the **Superintendent's report on the results of the investigations to the Board** or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, **student** pupil, ~~legal guardian~~, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

III. Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board **shall establish a range of responses to harassment, intimidation, and bullying incidents** and authorizes the Principal of each school, ~~in conjunction with~~ **and** the Anti-Bullying Specialist **shall appropriately apply these responses**, ~~to define the range of ways in which school staff will respond~~ once an incident of harassment, intimidation, or bullying is confirmed, ~~and the~~ **The Superintendent** shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district level or by law enforcement officials.

~~Consequences and appropriate remedial actions for a pupil who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.~~



POLICY GUIDE

PUPILS

5512/page 22 of 29

Harassment, Intimidation, and Bullying

In considering whether a response beyond the individual level is appropriate, school officials shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based harassment, intimidation, or bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable pupil and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The Board is encouraged to set the parameters for the range of responses to be established by the Principal, in conjunction with the Anti-Bullying Specialist, and for the Superintendent to follow. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include **consistent and appropriate** positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and **punitive actions** (e.g., detention, in school or out of school suspension, expulsion, law enforcement report, or other legal action) **intended to remediate the problem behaviors.**
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays (**when implemented with sensitivity to a student's situation or involvement with harassment, intimidation, and bullying**), research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.



POLICY GUIDE

PUPILS

5512/page 23 of 29

Harassment, Intimidation, and Bullying

3. School responses can include theme days, learning station programs, ~~parent programs, and information disseminated to pupils and parents or guardians, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected pupil behavior.~~ **“acts of kindness” programs or awards, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, “natural helper” or peer leadership programs, “upstander” programs, parent programs, the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.**
4. District-wide responses can ~~comprise of adoption of school-wide programs, including enhancing the school climate, involving the include community involvement in policy review and development, providing professional development programs, adoption of curricula and school-wide programs, coordination~~ **coordinating** with community-based organizations (e.g., mental health, health services, health facilities, law enforcement officials, faith-based organizations), and ~~disseminating information on the core ethical values adopted by the district Board of Education’s Code of Pupil Conduct, per N.J.A.C. 6A:16-7.1(a)2~~ **launching harassment, intimidation, and bullying prevention campaigns.**

~~The district will identify a range of strategies and resources, which could include, but not be limited to, the following actions for individual victims: counseling; teacher aides; hallway and playground monitors; schedule changes; before and after school supervision; school transportation supervision; school transfers; and therapy.~~

II. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with **students** ~~pupils~~, school volunteer, or **student** ~~pupil~~ from engaging in reprisal, retaliation, or false accusation against a victim, witness, **or** one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a



POLICY GUIDE

PUPILS

5512/page 24 of 29

Harassment, Intimidation, and Bullying

person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures. All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances.

Examples of consequences and remedial measures for **students pupils** who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

Examples of consequences for a school employee or a contracted service provider who has contact with **students pupils** who that engages in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.

JK. Consequences and Appropriate Remedial Action for False Accusation

The Board prohibits any person from falsely accusing another as a means of retaliation or as a means of harassment, intimidation, or bullying.

1. **Students Pupils** - Consequences and appropriate remedial action for a **student pupil** found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of **Students Pupils** and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.



POLICY GUIDE

PUPILS

5512/page 25 of 29

Harassment, Intimidation, and Bullying

2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with **students pupils** found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with **students pupils** or the provision of **student pupil** services. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

KL. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with **students pupils**, school volunteers, **students pupils**, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall ensure that notice of this Policy appears in the **student pupil** handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.



POLICY GUIDE

PUPILS

5512/page 26 of 29

Harassment, Intimidation, and Bullying

The Superintendent shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify ~~students~~ pupils and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.

The Superintendent shall post the name, school phone number, school address, and school email address of the district Anti-Bullying Coordinator on the home page of the school district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website.

LM. Harassment, Intimidation, and Bullying Training and Prevention Programs

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new school employees;; **including administrators, instructors, student support services, administrative/office support, transportation, food service, facilities/maintenance;** contracted service providers;; and volunteers who have significant contact with ~~students~~ pupils; **and persons contracted by the district to provide services to students.** The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying. ~~The school district's employee training program shall include information regarding the school district's Policy against harassment, intimidation, or bullying, which shall be provided to full time and part time staff members, contracted service providers, and school volunteers who have significant contact with pupils.~~

Each public school teacher **and educational services professional** shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention ~~in~~ **within** each **five** year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide prevention instruction ~~for teaching staff members~~ shall include information on the ~~relationship between the risk of suicide and incidents of harassment, intimidation, or bullying~~ **and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide in accordance with the provisions of N.J.S.A. 18A:6-112.**



POLICY GUIDE

PUPILS

5512/page 27 of 29

Harassment, Intimidation, and Bullying

Each newly elected or appointed Board members ~~must shall be required~~ to complete, during the first year of the member's first term, a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, and bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the Core Curriculum Content Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, ~~students~~ pupils, administrators, volunteers, parents or guardians, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:37-17 et seq.

MN. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review

The Superintendent shall develop and implement a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with ~~students~~ pupils.



POLICY GUIDE

PUPILS

5512/page 28 of 29

Harassment, Intimidation, and Bullying

The Superintendent and the Principal(s) shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, with input from the schools' Anti-Bullying Specialists, and recommend revisions and additions to the Policy as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

NØ. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of **violence, vandalism, and** harassment, intimidation, and bullying **which occurred during the previous reporting period** in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

O. School and District Grading Requirements

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. ~~The information reported shall be used to grade each school and each district in accordance with the provisions of N.J.S.A. 18A:17-46.~~ The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

P. Reports to Law Enforcement

Some acts of harassment, intimidation, and bullying may be bias-related acts and potentially bias crimes and school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern in accordance with the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.



POLICY GUIDE

PUPILS

5512/page 29 of 29

Harassment, Intimidation, and Bullying

Q. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.

The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

R. **Students** Pupils with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a **student** pupil with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the appropriate Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-32

N.J.A.C. 6A:16-7.1 et seq.; 6A:16-7.9 et seq.

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – April 2011 – New Jersey Department of Education

Memorandum – New Jersey Commissioner of Education – Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act – December 16, 2011

Adopted:

[Back to Top](#)

10/21/13
DJ



10/2 12:29pm

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 3 Month Period Ending 09/30/2013

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$1,256,754.71
121	Tax levy receivable		\$8,992,845.00
	Accounts receivable:		
132	Interfund	\$205,908.19	
141	Intergovernmental - State	\$1,155,213.21	
143	Intergovernmental - Other	(\$1,775.82)	
			\$1,359,345.58
	Other Current Assets		\$0.00

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

301	Estimated Revenues	\$13,967,006.00	
302	Less Revenues	(\$12,939,923.57)	
			\$1,027,082.43
	Total assets and resources		\$12,636,027.72

=====

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 3 Month Period Ending 09/30/2013

=====

LIABILITIES AND FUND EQUITY

=====

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

421	Accounts Payable	\$4,236.52
	Other current liabilities	\$3,050.00
TOTAL LIABILITIES		\$7,286.52
		=====

F U N D B A L A N C E

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

753	Reserve for encumbrances - Current Year	\$8,886,662.36
754	Reserve for encumbrance - Prior Year	\$237,390.48
	Reserved fund balance:	
760	Reserved Fund Balance	\$72,100.00
601	Appropriations	\$14,565,464.80
602	Less : Expenditures	\$3,061,125.26
603	Encumbrances	\$9,124,052.84 (\$12,185,178.10)
		\$2,380,286.70
	Total Appropriated	\$11,576,439.54

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

770	Fund Balance	\$1,096,864.66
303	Budgeted Fund Balance	(\$44,563.00)

TOTAL FUND BALANCE	\$12,628,741.20
TOTAL LIABILITIES AND FUND EQUITY	\$12,636,027.72

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$14,565,464.80	\$12,185,178.10	\$2,380,286.70
Revenues	(\$13,967,006.00)	(\$12,939,923.57)	(\$1,027,082.43)
	\$598,458.80	(\$754,745.47)	\$1,353,204.27
Less: Adjust for prior year encumb.	(\$553,895.80)	(\$553,895.80)	
Budgeted Fund Balance	\$44,563.00	(\$1,308,641.27)	\$1,353,204.27
	=====	=====	=====

Recapitulation of Budgeted Fund Balance by Subfund

Fund 10 (includes 10, 11, 12, and 13)	\$44,563.00	(\$1,308,641.27)	\$1,353,204.27
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	\$44,563.00	(\$1,308,641.27)	\$1,353,204.27
	=====	=====	=====

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 3 Month Period Ending 09/30/2013

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$12,553,104.00	\$11,526,021.57		\$1,027,082.43
3XXX	From State Sources	\$1,413,902.00	\$1,413,902.00		.00
TOTAL REVENUE/SOURCES OF FUNDS		\$13,967,006.00	\$12,939,923.57		\$1,027,082.43
		=====	=====	=====	=====
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$1,479,562.00	\$208,963.11	\$1,138,574.60	\$132,024.29
11-230-X00-XXX	Basic Skills - Remedial Instruction	\$97,157.70	\$12,993.50	\$82,740.20	\$1,424.00
11-240-X00-XXX	Bilingual Education - Instruction	\$61,588.10	\$5,987.97	\$54,656.13	\$944.00
11-3XX-100-XXX	Voc. Programs - Local - Instruction	\$3,761,346.94	\$456,715.10	\$2,501,860.86	\$802,770.98
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$55,405.00	\$582.85	\$43,677.63	\$11,144.52
11-402-100-XXX	School-Spons. Athletics - Instruction	\$63,441.00	\$4,348.80	\$48,814.20	\$10,278.00
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-213-XXX	Health Services	\$187,749.39	\$35,316.97	\$123,004.38	\$29,428.04
11-000-218-XXX	Guidance	\$524,859.54	\$88,088.33	\$366,443.79	\$70,327.42
11-000-219-XXX	Child Study Teams	\$179,299.68	\$43,931.38	\$134,210.01	\$1,158.29
11-000-221-XXX	Improvement Of Inst./Other Support				
	Improvement of Inst. Serv.	\$310,919.42	\$66,300.50	\$197,111.47	\$47,507.45
11-000-222-XXX	Educational Media Serv/School Library	\$181,565.15	\$42,925.90	\$89,994.68	\$48,644.57
11-000-223-XXX	Instructional Staff Training Services	\$113,123.00	\$27,196.98	\$33,182.57	\$52,743.45
11-000-230-XXX	Supp. Serv.-General Administration	\$537,473.57	\$124,675.76	\$353,586.56	\$59,211.25
11-000-240-XXX	Supp. Serv.-School Administration	\$553,435.74	\$150,754.63	\$378,765.74	\$23,915.37
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$755,872.48	\$216,731.88	\$454,575.24	\$84,565.36
11-000-261-XXX	Allowable Maint. for School Facilities	\$1,326,952.51	\$571,965.35	\$649,959.14	\$105,028.02
11-000-262-XXX	Custodial Services	\$1,320,557.00	\$339,141.83	\$853,654.48	\$127,760.69
11-000-263-XXX	Care and Upkeep of Grounds	\$15,500.00	.00	.00	\$15,500.00
11-000-266-XXX	Security	\$88,583.06	\$18,676.20	\$69,906.86	.00
11-000-270-XXX	Student Transportation Services	\$120,591.06	\$4,409.71	\$32,192.12	\$83,989.23
11-000-291-XXX	Allocated and Unallocated Benefits	\$2,574,704.17	\$562,484.75	\$1,464,436.90	\$547,782.52
TOTAL GENERAL CURRENT EXPENSE					
EXPENDITURES/USES OF FUNDS		\$14,309,686.51	\$2,982,191.50	\$9,071,347.56	\$2,256,147.45
		=====	=====	=====	=====

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 3 Month Period Ending 09/30/2013

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
 *** CAPITAL OUTLAY ***				
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$194,381.00	\$20,044.00	\$52,379.00	\$121,958.00
	_____	_____	_____	_____
 TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$194,381.00	\$20,044.00	\$52,379.00	\$121,958.00
	=====	=====	=====	=====
 *** SPECIAL SCHOOLS ***				
13-422-100-XXX Summer school -instruction	\$61,397.29	\$58,889.76	\$326.28	\$2,181.25
	_____	_____	_____	_____
 TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	\$61,397.29	\$58,889.76	\$326.28	\$2,181.25
	=====	=====	=====	=====
 TOTAL GENERAL FUND EXPENDITURES	\$14,565,464.80	\$3,061,125.26	\$9,124,052.84	\$2,380,286.70
	=====	=====	=====	=====

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 3 Month Period Ending 09/30/2013

		ESTIMATED	ACTUAL	UNREALIZED
		_____	_____	_____
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,452,904.00	\$11,452,904.00	.00
1310	Tuition- From LEA's	\$592,800.00	\$13,680.00	\$579,120.00
1XXX	Miscellaneous	\$507,400.00	\$59,437.57	\$447,962.43
		_____	_____	_____
	TOTAL	\$12,553,104.00	\$11,526,021.57	\$1,027,082.43
		=====	=====	=====
--- 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	\$108,616.00	\$108,616.00	\$0.00
		_____	_____	_____
	TOTAL	\$1,413,902.00	\$1,413,902.00	\$0.00
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$13,967,006.00	\$12,939,923.57	\$1,027,082.43
		=====	=====	=====

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 3 Month Period Ending 09/30/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,195,639.66	\$130,488.86	\$1,016,418.60	\$48,732.20
11-140-100-106 Other Salaries for Instruction	\$39,363.84	\$3,859.20	\$35,504.64	.00
11-140-100-320 Purchased Prof.-Ed. Services	\$40,000.00	.00	.00	\$40,000.00
11-140-100-500 Other Purchased Services	\$5,584.00	\$2,290.96	\$200.00	\$3,093.04
11-140-100-610 General Supplies	\$165,180.00	\$72,324.09	\$79,448.89	\$13,407.02
11-140-100-640 Textbooks	\$13,661.50	.00	\$4,972.47	\$8,689.03
11-140-100-800 Other Objects	\$18,103.00	.00	.00	\$18,103.00
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$2,030.00	\$0.00	\$2,030.00	\$0.00
TOTAL				
	\$1,479,562.00	\$208,963.11	\$1,138,574.60	\$132,024.29
--- Basic skills/remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$93,157.70	\$8,993.50	\$82,740.20	\$1,424.00
11-230-100-610 General Supplies	\$4,000.00	\$4,000.00	.00	.00
TOTAL				
	\$97,157.70	\$12,993.50	\$82,740.20	\$1,424.00
--- Bilingual education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$61,588.10	\$5,987.97	\$54,656.13	\$944.00
TOTAL				
	\$61,588.10	\$5,987.97	\$54,656.13	\$944.00
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$2,763,924.13	\$291,385.48	\$2,110,675.09	\$361,863.56
11-310-100-320 Purchased Prof.-Ed. Services	\$203,020.00	.00	\$13,200.00	\$189,820.00
11-310-100-500 Other Purchased Services	\$52,332.00	\$3,018.34	\$448.33	\$48,865.33
11-310-100-610 General Supplies	\$414,169.64	\$128,404.68	\$131,990.41	\$153,774.55
11-310-100-640 Textbooks	\$33,582.12	\$2,755.42	\$15,603.48	\$15,223.22
11-310-100-800 Other Objects	\$12,992.25	\$4,430.25	\$225.00	\$8,337.00
Total				
	\$3,480,020.14	\$429,994.17	\$2,272,142.31	\$777,883.66
--- Special Vocational Programs - Instruction ---				
11-320-100-101 Salaries of Teachers	\$269,145.80	\$26,120.93	\$228,613.67	\$14,411.20
11-320-100-500 Other Purchased Services	\$1,015.00	\$600.00	.00	\$415.00
11-320-100-610 General Supplies	\$11,166.00	.00	\$1,104.88	\$10,061.12

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 3 Month Period Ending 09/30/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
Total	\$281,326.80	\$26,720.93	\$229,718.55	\$24,887.32
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$42,209.00	.00	\$42,209.00	.00
11-401-100-600 Supplies and Materials	\$13,196.00	\$582.85	\$1,468.63	\$11,144.52
TOTAL	\$55,405.00	\$582.85	\$43,677.63	\$11,144.52
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$43,000.00	\$280.00	\$37,827.00	\$4,893.00
11-402-100-500 Purchased Services	\$15,000.00	\$4,068.80	\$10,931.20	.00
11-402-100-600 Supplies and Materials	\$5,441.00	.00	\$56.00	\$5,385.00
TOTAL	\$63,441.00	\$4,348.80	\$48,814.20	\$10,278.00
--- UNDISTRIBUTED EXPENDITURES ---				
--- Health services ---				
11-000-213-100 Salaries	\$153,153.39	\$28,017.60	\$120,820.42	\$4,315.37
11-000-213-300 Purchased Prof. & Tech. Svc.	\$22,969.00	.00	\$1,410.00	\$21,559.00
11-000-213-600 Supplies and Materials	\$11,221.00	\$7,299.37	\$773.96	\$3,147.67
11-000-213-800 Other Objects	\$406.00	.00	.00	\$406.00
TOTAL	\$187,749.39	\$35,316.97	\$123,004.38	\$29,428.04
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$418,218.52	\$62,396.85	\$289,588.47	\$66,233.20
11-000-218-105 Sal Sec. & Clerical Asst.	\$105,626.02	\$24,887.70	\$76,654.32	\$4,084.00
11-000-218-600 Supplies and Materials	\$1,015.00	\$803.78	\$201.00	\$10.22
TOTAL	\$524,859.54	\$88,088.33	\$366,443.79	\$70,327.42
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$75,453.38	\$18,167.28	\$55,955.35	\$1,330.75
11-000-219-105 Sal Sec. & Clerical Asst.	\$92,172.30	\$22,591.20	\$69,581.10	.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$5,076.00	\$2,048.00	\$6,460.00	(\$3,432.00)
11-000-219-500 Other Purchased Services	\$1,015.00	\$788.90	\$129.95	\$96.15
11-000-219-600 Supplies and Materials	\$2,030.00	.00	\$1,424.61	\$605.39
11-000-219-800 Other Objects	\$3,553.00	\$336.00	\$659.00	\$2,558.00

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 3 Month Period Ending 09/30/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$179,299.68	\$43,931.38	\$134,210.01	\$1,158.29
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$90,300.00	\$23,517.50	\$66,760.05	\$22.45
11-000-221-104 Salaries Other Prof. Staff	\$76,900.00	\$20,040.32	\$56,850.28	\$9.40
11-000-221-105 Sal Secr. & Clerical Asst.	\$133,060.42	\$22,567.68	\$69,508.74	\$40,984.00
11-000-221-500 Other Purchased Services	\$5,076.00	.00	\$3,991.40	\$1,084.60
11-000-221-600 Supplies and Materials	\$2,538.00	.00	.00	\$2,538.00
11-000-221-800 Other Objects	\$3,045.00	\$175.00	\$1.00	\$2,869.00
TOTAL	\$310,919.42	\$66,300.50	\$197,111.47	\$47,507.45
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$65,549.15	\$2,920.74	\$25,260.91	\$37,367.50
11-000-222-177 Salaries of Technology Coordinators	\$86,760.00	\$22,597.22	\$64,162.77	\$0.01
11-000-222-500 Other Purchased Services	\$4,060.00	.00	\$546.00	\$3,514.00
11-000-222-600 Supplies and Materials	\$21,136.00	\$17,092.94	.00	\$4,043.06
11-000-222-800 Other Objects	\$4,060.00	\$315.00	\$25.00	\$3,720.00
TOTAL	\$181,565.15	\$42,925.90	\$89,994.68	\$48,644.57
--- Instructional Staff Training Services ---				
11-000-223-104 Salaries Other Prof. Staff	\$50,400.00	\$25,853.90	\$24,546.10	.00
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$41,847.00	.00	.00	\$41,847.00
11-000-223-500 Other Purchased Services	\$18,846.00	\$530.29	\$7,838.47	\$10,477.24
11-000-223-600 Supplies and Materials	\$2,030.00	\$812.79	\$798.00	\$419.21
TOTAL	\$113,123.00	\$27,196.98	\$33,182.57	\$52,743.45
--- Support services-general administration ---				
11-000-230-100 Salaries	\$280,855.07	\$71,297.79	\$209,481.28	\$76.00
11-000-230-331 Legal Services	\$76,133.00	\$12,256.23	\$63,876.77	.00
11-000-230-332 Audit Fees	\$33,500.00	.00	\$33,380.00	\$120.00
11-000-230-339 Other Purchased Prof. Svc.	\$3,045.00	\$3,045.00	.00	.00
11-000-230-530 Communications/Telephone	\$76,132.00	\$14,458.47	\$40,019.67	\$21,653.86
11-000-230-590 Other Purchased Services	\$13,000.00	\$585.84	\$3,558.00	\$8,856.16
11-000-230-61X General Supplies	\$11,166.00	.00	.00	\$11,166.00
11-000-230-630 BOE In-House Training/Meeting Supplies	\$3,553.00	\$19.50	.00	\$3,533.50
11-000-230-890 Misc. Expenditures	\$32,354.50	\$16,263.18	\$3,270.84	\$12,820.48
11-000-230-895 BOE Membership Dues and Fees	\$7,735.00	\$6,749.75	.00	\$985.25

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 3 Month Period Ending 09/30/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$537,473.57	\$124,675.76	\$353,586.56	\$59,211.25
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$338,500.00	\$87,695.49	\$250,481.88	\$322.63
11-000-240-105 Sal Secr. & Clerical Asst.	\$166,213.62	\$40,170.12	\$123,724.50	\$2,319.00
11-000-240-11X Other Salaries	\$7,022.93	.00	.00	\$7,022.93
11-000-240-500 Other Purchased Services	\$26,704.00	\$12,749.74	\$3,286.00	\$10,668.26
11-000-240-600 Supplies and Materials	\$10,450.19	\$7,143.78	\$1,273.36	\$2,033.05
11-000-240-800 Other Objects	\$4,545.00	\$2,995.50	.00	\$1,549.50
TOTAL	\$553,435.74	\$150,754.63	\$378,765.74	\$23,915.37
--- Central Services ---				
11-000-251-100 Salaries	\$334,155.73	\$84,803.63	\$249,352.10	.00
11-000-251-330 Purchased Prof. Svcs.	\$29,000.00	\$24,139.70	\$3,924.77	\$935.53
11-000-251-340 Purchased Technical Svcs.	\$17,000.00	\$8,376.00	.00	\$8,624.00
11-000-251-600 Supplies and Materials	\$13,489.69	\$4,722.43	\$714.95	\$8,052.31
11-000-251-890 Other Objects	\$6,091.00	\$1,982.55	\$703.45	\$3,405.00
TOTAL	\$399,736.42	\$124,024.31	\$254,695.27	\$21,016.84
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$254,136.06	\$62,288.04	\$191,848.02	.00
11-000-252-500 Other Pur Serv. (400-500 series)	\$85,000.00	\$27,411.18	\$4,316.61	\$53,272.21
11-000-252-600 Supplies and Materials	\$17,000.00	\$3,008.35	\$3,715.34	\$10,276.31
TOTAL	\$356,136.06	\$92,707.57	\$199,879.97	\$63,548.52
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$604,866.80	\$163,176.08	\$437,205.22	\$4,485.50
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$685,541.71	\$384,431.15	\$208,827.48	\$92,283.08
11-000-261-610 General Supplies	\$26,393.00	\$23,451.00	\$2,250.84	\$691.16
11-000-261-800 Other Objects	\$10,151.00	\$907.12	\$1,675.60	\$7,568.28
TOTAL	\$1,326,952.51	\$571,965.35	\$649,959.14	\$105,028.02
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$360,000.00	\$88,716.31	\$266,935.00	\$4,348.69
11-000-262-490 Other Purchased Property Svc.	\$70,000.00	\$8,290.14	\$19,782.86	\$41,927.00
11-000-262-520 Insurance	\$225,557.00	\$119,931.00	\$105,626.00	.00
11-000-262-621 Energy (Natural Gas)	\$170,000.00	\$29,228.90	\$59,286.10	\$81,485.00
11-000-262-622 Energy (Electricity)	\$495,000.00	\$92,975.48	\$402,024.52	.00
TOTAL	\$1,320,557.00	\$339,141.83	\$853,654.48	\$127,760.69

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 3 Month Period Ending 09/30/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
	_____	_____	_____	_____
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$15,500.00	.00	.00	\$15,500.00
TOTAL	\$15,500.00	\$0.00	\$0.00	\$15,500.00
--- Security ---				
11-000-266-100 Salaries	\$88,583.06	\$18,676.20	\$69,906.86	.00
TOTAL	\$88,583.06	\$18,676.20	\$69,906.86	\$0.00
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$40,699.06	\$3,919.55	\$31,731.55	\$5,047.96
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$3,045.00	.00	.00	\$3,045.00
11-000-270-512 Contr Svc(other btw home & sch)-vendors	\$26,091.00	.00	.00	\$26,091.00
11-000-270-514 Contract Svc (spec.ed.)-vendors	\$3,045.00	.00	.00	\$3,045.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$29,947.00	\$192.16	.00	\$29,754.84
11-000-270-593 Misc. Purchased Svc.- Transp.	\$12,689.00	.00	.00	\$12,689.00
11-000-270-610 General Supplies	\$2,030.00	\$298.00	\$460.57	\$1,271.43
11-000-270-800 Misc. Expenditures	\$3,045.00	.00	.00	\$3,045.00
TOTAL	\$120,591.06	\$4,409.71	\$32,192.12	\$83,989.23
--- Benefits ---				
11-XXX-XXX-220 Social Security Contributions	\$200,000.00	\$53,379.31	\$146,620.69	.00
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$323,691.27	\$582.40	\$4,917.51	\$318,191.36
11-XXX-XXX-250 Unemployment Compensation	\$62,429.00	\$10,726.89	\$24,290.11	\$27,412.00
11-XXX-XXX-260 Workman's Compensation	\$180,688.00	\$87,650.00	\$87,650.00	\$5,388.00
11-XXX-XXX-270 Health Benefits	\$1,727,895.90	\$401,680.15	\$1,198,082.34	\$128,133.41
11-XXX-XXX-280 Tuition Reimbursement	\$30,000.00	\$1,645.00	\$1.00	\$28,354.00
11-XXX-XXX-290 Other Employee Benefits	\$50,000.00	\$6,821.00	\$2,875.25	\$40,303.75
TOTAL	\$2,574,704.17	\$562,484.75	\$1,464,436.90	\$547,782.52
Total Undistributed expenditures	\$8,791,185.77	\$2,292,600.17	\$5,201,023.94	\$1,297,561.66
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$14,309,686.51	\$2,982,191.50	\$9,071,347.56	\$2,256,147.45
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$14,309,686.51	\$2,982,191.50	\$9,071,347.56	\$2,256,147.45
	=====	=====	=====	=====

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 3 Month Period Ending 09/30/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
--- Facilities acquisition and construction services ---				
12-000-400-334 Architectural/Engineering Services	\$7,000.00	.00	.00	\$7,000.00
12-000-400-450 Construction services	\$155,943.00	\$20,044.00	\$52,379.00	\$83,520.00
12-000-400-800 Other objects	\$31,438.00	.00	.00	\$31,438.00
Facilits. Acqstn. Const. Sevr. -- TOTAL --	\$194,381.00	\$20,044.00	\$52,379.00	\$121,958.00
TOTAL	\$194,381.00	\$20,044.00	\$52,379.00	\$121,958.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$194,381.00	\$20,044.00	\$52,379.00	\$121,958.00
*** SPECIAL SCHOOLS ***				
--- Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	\$55,000.00	\$55,000.00	\$0.00	\$0.00
13-422-100-610 General supplies	\$6,397.29	\$3,889.76	\$326.28	\$2,181.25
TOTAL	\$6,397.29	\$3,889.76	\$326.28	\$2,181.25
TOTAL SUMMER SCHOOL	\$61,397.29	\$58,889.76	\$326.28	\$2,181.25
TOTAL SPECIAL SCHOOLS EXPENDITURES	\$61,397.29	\$58,889.76	\$326.28	\$2,181.25
*** EDUCATION STABILIZATION FUND **				
*** GOVERNMENT SERVICES FUND **				
*** EDUCATION JOBS FUND **				
TOTAL GENERAL FUND EXPENDITURES	\$14,565,464.80	\$3,061,125.26	\$9,124,052.84	\$2,380,286.70

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

For 3 Month Period Ending 09/30/2013

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

10/2 12:29pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 3 Month Period Ending 09/30/13

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$35,657.73
	Accounts receivable:		
141	Intergovernmental - State	(\$5,440.00)	
142	Intergovernmental - Federal	\$5,440.00	

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

301	Estimated Revenues	\$1,109,001.00	
302	Less Revenues	(\$209,092.00)	
			\$899,909.00

Total assets and resources			\$935,566.73
----------------------------	--	--	--------------

=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Special Revenue Fund - Fund 20
 Interim Balance Sheet
 For 3 Month Period Ending 09/30/13

=====

LIABILITIES AND FUND EQUITY

=====

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

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

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

=====

F U N D B A L A N C E

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

753	Reserve for encumbrances - Current Year	\$532,267.30
-----	---	--------------

601	Appropriations	\$1,109,001.00
-----	----------------	----------------

602	Less: Expenditures	\$182,609.02
-----	--------------------	--------------

603	Encumbrances	\$532,267.30 (\$714,876.32)
-----	--------------	----------------------------------

		\$394,124.68
--	--	--------------

TOTAL FUND BALANCE	\$926,391.98
--------------------	--------------

TOTAL LIABILITIES AND FUND EQUITY	\$935,566.73
-----------------------------------	--------------

=====

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 3 Month Period Ending 09/30/13

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
		_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$114,000.00	\$93,600.00		\$20,400.00
3XXX	From State Sources	\$492,977.00	\$115,492.00		\$377,485.00
4XXX	From Federal Sources	\$502,024.00	.00		\$502,024.00
		_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS		\$1,109,001.00	\$209,092.00		\$899,909.00
		=====	=====	=====	=====
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
		_____	_____	_____	_____
*** EXPENDITURES ***					
LOCAL PROJECTS:		\$114,000.00	\$67,534.90	\$14,999.89	\$31,465.21
STATE PROJECTS:					
Vocational education		\$146,500.00	\$10,350.01	\$117,637.99	\$18,512.00
Other special projects		\$346,477.00	\$67,299.10	\$175,705.74	\$103,472.16
		_____	_____	_____	_____
TOTAL STATE PROJECTS		\$492,977.00	\$77,649.11	\$293,343.73	\$121,984.16
FEDERAL PROJECTS:					
NCLB Title I		\$63,027.00	\$19,257.73	.00	\$43,769.27
NCLB Title II - Part A/D		\$10,290.00	.00	.00	\$10,290.00
I.D.E.A. Part B (Handicapped)		\$85,000.00	\$18,167.28	\$54,501.97	\$12,330.75
Vocational Education		\$235,000.00	.00	\$169,421.71	\$65,578.29
ARRA/Other (450-469)		\$108,707.00	.00	.00	\$108,707.00
		_____	_____	_____	_____
TOTAL FEDERAL PROJECTS		\$502,024.00	\$37,425.01	\$223,923.68	\$240,675.31
*** TOTAL EXPENDITURES ***		\$1,109,001.00	\$182,609.02	\$532,267.30	\$394,124.68
		=====	=====	=====	=====

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 3 Month Period Ending 09/30/13

	ESTIMATED	ACTUAL	UNREALIZED
	-----	-----	-----
--- LOCAL SOURCES ---			
1XXX Other Revenue from Local Sources	\$114,000.00	\$93,600.00	\$20,400.00
	-----	-----	-----
Total Revenues from Local Sources	\$114,000.00	\$93,600.00	\$20,400.00
	=====	=====	=====
--- STATE SOURCES ---			
3XXX Other State Aids	\$492,977.00	\$115,492.00	\$377,485.00
	-----	-----	-----
Total Revenue from State Sources	\$492,977.00	\$115,492.00	\$377,485.00
	=====	=====	=====
--- FEDERAL SOURCES ---			
4411-16 Title I	\$63,027.00	.00	\$63,027.00
4451-55 Title II	\$10,290.00	.00	\$10,290.00
4420-29 I.D.E.A. Part B (Handicapped)	\$85,000.00	.00	\$85,000.00
4430-39 Vocational Education	\$235,000.00	.00	\$235,000.00
4700-99 Private Industry Council (JTPA)	\$108,707.00	.00	\$108,707.00
	-----	-----	-----
Total Revenues from Federal Sources	\$502,024.00	\$0.00	\$502,024.00
	=====	=====	=====
TOTAL REVENUES/SOURCES OF FUNDS	\$1,109,001.00	\$711,116.00	\$1,123,832.68
	=====	=====	=====

Somerset County Vocational Board of Ed.

SPECIAL REVENUE - FUND 20

SCHEDULE OF REVENUES

ACTUAL COMPARED WITH ESTIMATED

For 3 Month Period Ending 09/30/13

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 3 Month Period Ending 09/30/13

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

For 3 Month Period Ending 09/30/13

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

10/2 12:29pm

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Capital Projects Fund - Fund 30
 Interim Balance Sheet
 For 3 Month Period Ending 09/30/13

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

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

101	Cash in bank	\$149,773.45
	Accounts receivable:	
140	Intergovernmental - Accts. Recvble.	\$371,628.75
		\$371,628.75

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

301	Estimated Revenues	\$2,601,227.12
302	Less Revenues	(\$70,140.80)
		\$2,531,086.32

Total assets and resources	\$3,052,488.52 =====
----------------------------	-------------------------

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 3 Month Period Ending 09/30/13

=====

LIABILITIES AND FUND EQUITY

=====

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

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

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

=====

F U N D B A L A N C E

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

753	Reserve for encumbrances - Current Year	\$166,111.46
-----	---	--------------

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

601	Appropriations	\$2,601,227.12
-----	----------------	----------------

602	Less : Expenditures	\$70,140.80
-----	---------------------	-------------

603	Encumbrances	\$166,111.46 (\$236,252.26)
-----	--------------	----------------------------------

		\$2,364,974.86
--	--	----------------

	Total Appropriated	\$2,673,654.11
--	--------------------	----------------

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

770	Fund balance	\$260,914.46
-----	--------------	--------------

	TOTAL FUND BALANCE	\$2,934,568.57
--	--------------------	----------------

	TOTAL LIABILITIES AND FUND EQUITY	\$3,052,488.52
--	-----------------------------------	----------------

=====

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 3 Month Period Ending 09/30/13

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$2,601,227.12	\$70,140.80		\$2,531,086.32
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$2,601,227.12	\$70,140.80		\$2,531,086.32
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-450 Construction services	\$2,601,227.12	\$70,140.80	\$166,111.46	\$2,364,974.86
	_____	_____	_____	_____
Total fac.acq.and constr. serv.	\$2,601,227.12	\$70,140.80	\$166,111.46	\$2,364,974.86
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$2,601,227.12	\$70,140.80	\$166,111.46	\$2,364,974.86
*** TOTAL EXPENDITURES AND TRANSFERS	\$2,601,227.12	\$70,140.80	\$166,111.46	\$2,364,974.86
	=====	=====	=====	=====

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

For 3 Month Period Ending 09/30/13

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: September 30, 2013

CASH REPORT

FUNDS	(1)	(2)	(3)	(4)
Governmental Funds	Adjusted Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$1,825,163.98	\$1,039,925.27	-\$1,608,334.54	\$1,256,754.71
ARRA-ESF Fund (16)	\$0.00	\$0.00	\$0.00	\$0.00
ARRA-GSF Fund (17)	\$0.00	\$0.00	\$0.00	\$0.00
Fund (18)	\$0.00	\$0.00	\$0.00	\$0.00
Special Revenue Fund (20)	-\$37,235.52	\$141,399.00	-\$68,505.75	\$35,657.73
Capital Project Fund (30)	\$79,632.65	\$70,140.80	\$0.00	\$149,773.45
Debt Services Fund (40)	\$0.00	\$0.00	\$0.00	\$0.00
Enterprise Fund (61)	\$78,813.49	\$0.00	\$0.00	\$78,813.49
Total Governmental Funds	\$1,946,374.60	\$1,251,465.07	-\$1,676,840.29	\$1,520,999.38
Summer Savings	\$49.46	\$10,854.96	\$0.00	\$10,904.42
Enterprise Fund (60) Cafeteria	\$22,147.01	\$8,609.95	-\$11.50	\$30,745.46
Payroll Fund (70)	\$0.00	\$460,957.86	-\$460,957.86	\$0.00
Agency Fund (90)	\$0.00	\$324,347.78	-\$324,347.78	\$0.00
Total Trust & Agency	\$22,196.47	\$804,770.55	-\$785,317.14	\$41,649.88
Grand Total for all Funds	\$1,968,571.07	\$2,056,235.62	-\$2,462,157.43	\$1,562,649.26
				\$1,562,649.26

Prepared and submitted by:

Michelle Fresco, Treasurer of School Moneys

10/7/2013

[Back to Top](#)

Somerset County Vocational & Technical Schools

Somerset/4810

Comprehensive Maintenance Plan

Report

Actual FY 13-- Budgeted FY 14-- Projected FY 15

<u>School Name</u>	<u>12-13 Actual</u>	<u>13-14 Budgeted</u>	<u>14-15 Projected</u>
Somerset County Vo-Tech			
	Localized repairs, pointing, water proofing.	Localized repairs, pointing, water proofing.	Localized repairs, pointing, water proofing.
	Repair, replace frames, sash, caulk, etc.	Repair, replace frames, sash, caulk, etc.	Repair, replace frames, sash, caulk, etc.
	Prepare and paint walls, patch plaster.	Prepare and paint walls, patch plaster.	Prepare and paint walls, patch plaster.
	Replace carpet and tile.	Replace carpet and tile.	Replace carpet and tile.
	Inspect, repair, service valves, seals, etc.	Inspect, repair, service valves, seals, etc.	Inspect, repair, service valves, seals, etc.
	Repair piping or insulation,	Repair piping or insulation,	Repair piping or insulation,
	Chemical water treatment,	Chemical water treatment,	Chemical water treatment,
	Annual service and inspection of all sys.	Annual service and Inspection of all sys.	Annual service and Inspection of all sys.
Total	\$1,017,400	\$1,065,476	\$1,065,476

[Back to Top](#)