

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
May 21, 2012

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

William Hyncik, Jr., President
William Dudeck, Vice President
Dr. Alan P. Braun
Theodore Smith
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
Mark Caliguire, 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 April 23, 2012.
 - A. Corrections

On motion of _____, seconded by _____, the minutes of the Regular Meeting and Executive Session held on April 23, 2012 were approved.

IV. Correspondence

V. Old or Unfinished Business

A. Presentation of Student of the Month – David Jessiman - Auto Technology, Grade 12

B. Presentation of Donations

C. Construction Projects – Due to the timelines and coordination associated with certain construction projects, it is necessary to approve change orders as they are identified in an effort to keep projects moving. The following change order resolution delegates the authority and responsibility for approving such change orders between regular Board meetings.

D. Change Order Resolution – 2011-12 School Year

It is recommended the Board of Education approve the following Change Order Resolution for the 2011-12 school year:

Whereas, Somerset County Vocational Board of Education has been authorized by the Somerset County Freeholders to complete various capital projects, and

Whereas, in the course of a completing various capital projects, it is not unusual to find that changes in work are necessary because of unanticipated circumstances, and

Whereas, the Board of Education committee of the whole has recommended a plan for delegating such authority and responsibility, and

Now, thereof be it resolved, that any changes in work, known as Change Orders, whether it is an increase or decrease in cost that have been reviewed and recommended by the architect and board attorney may be approved as follows:

- Not to exceed 15,000 by the Superintendent, Business Administrator, Board President and Vice President.
- In excess of \$15,000 by the Superintendent, Business Administrator and the telephone polling of the full Board of Education.

Be it further resolved, that the change orders will be subsequently ratified by the Board of Education at the next public meeting, and

Be it further resolved, that no authority to exceed the total construction budget is granted to any party.

Depending upon experience as to the frequency and value of change orders, the authority granted herein may require review in order to efficiently carry out the intent of the resolution.

Motion_____ Second_____

Discussion

Call the Roll

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

E. Change Order – Auditorium Ceiling Replacement (SSP Architectural Group)

It is recommended that the Board of Education approve the following change order as it appears below:

Change Order No. 3, Add \$4,032.80, Michael Riesz and Co. will increase the size of (4) 1” conduits for sounds system to (4) 2” conduits and add (2) junction boxes at catwalk.

Motion_____ Second_____

Discussion

Call the Roll

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

F. Change Order – HVAC Upgrades (USA Architects)

It is recommended that the Board of Education approve the following change order as it appears below:

Change Order No. 2, Add \$1,800.00, MPA will replace defective gasket on main steam boiler header.

Motion_____ Second_____

Discussion

Call the Roll

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

G. Change Order – Underground Distribution Piping Replacement (USA Architects)

It is recommended that the Board of Education approve the following change orders as they appear below:

Change Order No. 1, Add \$11,640.00, MPA will delete the underground valves and provide for new pavement to the South and East of Building A, adjacent to Auto Shops.

Change Order No. 2, Add \$14,640.00, MPA will provide additional work at Building F boys’ bathroom piping and cabinet heater installation and provide additional work at Building A remove existing classroom unit ventilator including associate piping, electrical and fresh air louver.

Motion_____ Second_____

Discussion

Call the Roll

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

H. Change Order – Building A Roof Replacement (USA Architects)

It is recommended that the Board of Education approve the following change order as it appears below:

Change Order No. 1, No Change, E.R. Barrett, Inc. will replace bad decking encountered and repair mortar joints and related masonry work at the existing chimney.

Change Order No 2, Credit \$1,750.00, E.R. Barrett, Inc. will remove unused roof top equipment and provide new decking.

Motion_____ Second_____

Discussion

Call the Roll

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

VI. Report of the Attorney

VII. Committee Reports

- Board of School Estimate – Dr. Braun, Mr. Dudeck
- Curriculum/Grants – Mr. Smith
- NJSBA (Delegate, State Convention Legislative Committee) – Mr. Dudeck
- SCSBA (Delegate) – Mr. Dudeck
- SCESC (Representative) – Mr. Smith
- SCJIF – Dr. Braun
- Foundation – Mr. Hyncik

VIII. Superintendent’s Report

A. Assignment Change – Helen Bolha

The Superintendent recommends, due to tenure/seniority rights in effect at the time of the partial reduction in force of the full-time Educational Media Specialist position, that the Board of Education approve Mrs. Helen Bolha’s assignment change to full-time Teacher of English, beginning in the 2012-13 school year.

B. Employment of Part-Time Personnel – 2011-12 School Year

The Superintendent recommends that the Board of Education approve employment of the following part-time personnel for the 2011-12 school year:

Twilight

Isaiah Davenport	Summer Program Recruiter (204 hours)	\$20.00/hr
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C. Field Trips

The Superintendent recommends that the Board of Education approve field trips for high school students as they appear on Addendum #1.

D. Professional Seminars/Workshops

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

E. Summer Arts Enrichment Programs

The Superintendent recommends that the Board of Education approve Summer Enrichment Performing Arts Camps beginning July 9, 2012 through July 27, 2012.

Performing Arts Camp	July 9-20, 2012
Dance Intensive	July 23-27, 2012
TaDa Kids	July 23-27, 2012

Motion_____ Second_____

Discussion

Call the Roll

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

F. Application for Funds

The Superintendent recommends that the Board of Education adopt the following resolution: The governing body of the Somerset County Vocational and Technical Schools at its May 21, 2012 meeting authorized application for funds for the following:

NJ Department of Education	Anti-Bullying Bill of Rights Act (2011-12 SY)	\$ 8,767.00
NJ Department of Education	Carl D. Perkins (FY 2013)	\$275,524.00 (Preliminary Allocation)
NJ Department of Children & Families	School Based Youth Programs (2012-13 SY)	\$346,477.00
Somerset County Department of Human Services	Twilight Program (Summer 2012 & 2012-13 SY)	\$104,000.00
United Way of Central Jersey (through SCVTS Foundation)	Twilight Program (2012-13 SY)	\$ 15,000.00
United Way of Northern NJ (through SCVTS Foundation)	Twilight Program (CY 2013)	\$ 18,000.00
AT&T Aspire Grant (through SCVTS Foundation)	Twilight Program (2012-14 SY)	\$285,000.00

G. Acceptance of Funds

The Superintendent recommends that the Board of Education adopt the following resolution: The governing body of the Somerset County Vocational and Technical Schools at its May 21, 2012 meeting authorized acceptance of funds for the following:

Somerset County Department of Human Services	Twilight Program (Summer 2012 & 2012-13 SY)	\$104,000.00
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Motion_____ Second_____

Discussion

Call the Roll

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

SUPPLEMENT

Revised Application for Funds

The Superintendent recommends that the Board of Education adopt the following resolution: The governing body of the Somerset County Vocational and Technical Schools at its May 21, 2012 meeting authorized the following revision to previously application of funds:

NJ Department of Agriculture

CASE (Curriculum for Agricultural Science Education) \$ 6,000.00
 (previously approved 3/26/12)

CASE (Curriculum for Agricultural Science Education) **\$ 4,000.00**
 (notification from state additional funding available)

Total \$10,000.00

Acceptance of Funds

The Superintendent recommends that the Board of Education adopt the following resolution: The governing body of the Somerset County Vocational and Technical Schools at its May 21, 2012 meeting authorized acceptance of funds for the following:

NJ Department of Agriculture	CASE (Curriculum for Agricultural Science Education) (4/12/12-8/30/12)	\$10,000.00
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Motion_____ Second_____

Discussion

Call the Roll

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

H. Revised – Acceptance of Funds

The Superintendent recommends that the Board of Education adopt the following resolution: The governing body of the Somerset County Vocational and Technical Schools at its May 21, 2012 meeting authorized the following revisions to previously accepted funds:

Somerset County Human Services/
Innovations Program (previously accepted 6/27/2011)

Application \$40,800.00

Acceptance (**change from**) \$40,800.00 (**change to**) \$21,000.00

United Way of Central Jersey (2011-12 SY)
(through SCVTS Foundation)

Application \$15,000.00

Acceptance (previously accepted 7/25/11)	\$ 5,250.00
Additional Acceptance (not previously accepted)	<u>\$ 5,250.00</u>
Total	\$10,500.00

Motion _____ Second _____

Discussion

Call the Roll

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

I. 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 #3.

- 1631 – Residency Requirement for Person Holding School District Office, Employment or Position
- 3324 – Right of Privacy – Teaching Staff Members
- 4324 – Right of Privacy – Support Staff Members

J. 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 #3.

- 2431 – Athletic Competition
- 5600 – Pupil Discipline/Code of Conduct
- 7510 – Use of School Facilities
- 9270 – Home Schooling and Equivalent Education Outside the Schools

Motion_____ Second_____

Discussion

Call the Roll

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

K. Superintendent’s Update

- Harassment/Intimidation/Bullying Report
- US News & World Report Recognition
- Academy College Search Results
- Performing Arts Scholarship Awards
- RVCC Commencement
- Business and Industry Reception/Program

IX. Submission of Bills

It is recommended the Board of Education approve the bills list for May 2012 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	___	___
Dr. Braun	___	___
Mr. Dudeck	___	___
Mr. Hyncik	___	___
Dr. Serafino	___	___

X. New Business

The Citation of Merit Award was presented to Somerset County Vocational & Technical Schools for working through the year 2011 without a Lost-Time Injury or Illness. Thank you to Mike Kuschyk, Michelle Fresco, Richard D’Alessandro and the buildings and grounds staff for identifying potential health and safety liabilities and implementing safeguards to minimize such, which has resulted in a safe working environment, as recognized by the Governor’s Citation of Merit Award.

XI. 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 April 2012 and the Treasurer of School Monies for the month of April 2012, 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 # 4)

Motion_____ Second_____

Discussion

Call the Roll

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

B. Award Purchases in Excess of Bid Threshold in Compliance of N.J.S.A. 18A:18A

It is recommended the Board of Education award purchases in excess of the bid threshold in the following amount:

Proprietary Computer Hardware/Software	Protech	\$1,700.00
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C. Professional Services Contracts

It is recommended the Board of Education award professional services contracts for the 2012-13 School Based Youth Services Program grant as follows (proposals received and contracts to be prepared by the Board attorney):

Family and Community Services of Somerset County
 Richard Hall Community Mental Health Center
 Middle Earth

Motion_____ Second_____

Discussion

Call the Roll

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

D. Designation of Approval to Perform Budget Transfers for the 2011-12 School Year Budget

It is recommended the Board of Education designate the district’s Superintendent to approve the necessary budget transfers to close out the 2011-12 school year budget, pursuant to N.J.S.A. 18A:22-8.1. (The Board will formally ratify these transfers at the July meeting as required by law.)

Motion_____ Second_____

Discussion

Call the Roll

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

E. Food Service Management Contract Award – 2012-13 School Year

It is recommended the Board of Education award the food service management contract for the 2012-13 school year to Maschio’s Food Services, Inc. of Lyndhurst, NJ. The food service management fee will be \$11,610 and a no-cost guarantee or breakeven. (Contingent upon attorney review and approval.)

F. Cafeteria Price List – 2012-13 School Year

It is recommended the Board of Education approve the cafeteria price list for the 2012-13 school year as it appears on Addendum #5.

Motion_____ Second_____

Discussion

Call the Roll

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

XII. June Meeting

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

June 25, 2012

5:00 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

XIII. Remarks from the Public

XIV. 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 and PSA Negotiations.
- 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.

XV. On motion of _____, seconded by _____and passed, the meeting adjourned at _____ P.M.

FIELD TRIPS

ADDENDUM #1

<u>Date of Trip</u>	<u>CTE Program</u>	<u>Location</u>	<u>Approx. Cost</u>	<u>Transportation</u>
5/22/2012	Culinary Arts - Observing a Restaurant in Action	Il Pomodoro Somerville, NJ	\$0.00/student paid	Bd. of Ed.
5/23/2012	Dance Department Seniors State Exit Exam	Rutgers University New Brunswick, NJ	\$0.00/student paid	Bd. of Ed.
5/24/2012	AHMS Junior Class Career & Health Awareness for Teens	Robert Wood University Hospital New Brunswick, NJ	\$0.00/student paid	RVCC paid
6/5/2012	Cosmetology Students Computer-Based Exit Exam	Prometric Center Clark, NJ	\$0.00/student paid	Bd. of Ed.
6/8/2012	TOPS Students	White Oak Park Branchburg, NJ	\$0.00/student paid	Bd. of Ed.
6/12/2012	School Wide Trip	Dorney Park Allentown, PA	\$30.00 each/student paid	student paid
06/23-28 2012	SkillsUSA Leadership Conference	Sheridan Suites Club Plaza Kansas City, MO	\$1,500 total (\$225.00 student paid)	Bd. of Ed.
07/05 & 07/25 2012	Linkages/Middle Earth Students for Summer Recreation	Point Pleasant Beach/Boardwalk Point Pleasant, NJ	\$2.00 each/student paid	Linkages Paid
7/11/2012	Linkages/Middle Earth Students for Summer Recreation	Dorney Park Allentown, PA	\$8.00 each/student paid	Linkages Paid
7/18/2012	Linkages/Middle Earth Students for Summer Recreation	Medieval Times Lyndhurst, NJ	\$9.00 each/student paid for ticket	Linkages Paid
7/27 - 07/29 2012	Boys Basketball League Tournament	Bloomsburg University Williamsport, PA	\$202.00 each/student paid	Parents/ Guardians transporting
8/1/2012	Linkages/Middle Earth Students for Summer Recreation	Bridgewater Sports Arena Bridgewater, NJ	\$5.00 each/student paid	Linkages Paid

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PROFESSIONAL DEVELOPMENT REQUESTS
May 2012 BOARD MEETING

ADDENDUM #2

	DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
1	May 23, 2012	Maria Johnson Jack O'Neill	\$147 ea.	\$28.89/mileage	Legal One Advanced: Athletics and NJ's Anti Bullying Bill of Rights	New Providence, NJ
2	May 24, 2012	Patrick Pelliccia	NA	NA	NJ Smart Course Coding	Freehold, NJ
3	May 30, 2012	Mike Herrera Maria Johnson Teresa Morelli Patrick Pelliccia	NA NA NA NA	\$34.72/mileage \$15.44/mileage	Symposium on Teacher Evaluation Models	West Windsor, NJ
4	June 1, 2012	Jesse Wang	NA	NA	CTE Alternate Route Workshops	West Windsor, NJ
5	June 18-20 2012	Mary Lynne McAnally	\$100.00	Airfare = \$371.60 (R/T) Hotel= \$417.00 Transportation= \$69.00 Meals=\$124.25	Dance Symposium	Dallas, TX
6	June 23-28, 2012	George Byrd Teresa Morelli John Vingara Diane Ziegler	NA NA NA NA	Travel/Lodging = \$1,210.00 each Meals = \$335.50 each	SkillsUSA National Leadership Conference (chaperoning)	Kansas City, MO
7	July 10-13, 2012	George Byrd	\$100	\$276.52/mileage	Summer Seminar Ohio Technical College	Cleveland, OH
8	August 8-10, 2012	Laurie Reader	\$246	Train \$13.50/day (R/T)= \$40.50	Electronic Theatre Controls Workshops	New York City, NY
9	June 12, 2012	Michelle Fresco	NA	\$28.41/mileage	Strauss Esmay Policy Seminar	Lincroft, NJ
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*in workshop column indicates funding through grant monies

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POLICY GUIDE

ADMINISTRATION

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Residency Requirement for Person Holding School
District Office, Employment, or Position

Feb 12

[See POLICY ALERT No. 196]

1631 RESIDENCY REQUIREMENT FOR PERSON HOLDING SCHOOL DISTRICT OFFICE, EMPLOYMENT, OR POSITION

Every person holding an office, employment, or position in a school district shall have his or her principal residence in New Jersey in accordance with the provisions of N.J.S.A. 52:14-7.

For the purpose of this Policy, "school district" means any local or regional school district established pursuant to Chapter 8 or Chapter 13 of Title 18A of the New Jersey Statutes and any jointure commission, county vocational school, county special services district, educational services commission, educational research and demonstration center, environmental education center, and educational information and resource center.

For the purpose of this Policy, a person may have at most one principal residence and the State of a person's principal residence means the State where the person spends the majority of his or her nonworking time, which is most clearly the center of his or her domestic life, and which is designated as his or her legal address and legal residence for voting. Having a home in New Jersey is not significant enough by itself to meet the principal residence requirement of the law. The fact that a person is domiciled in New Jersey shall not by itself satisfy the requirement of principal residency.

A person, regardless of the office, employment, or position, who holds an office, employment, or position in the school district on September 1, 2011, but does not have his or her principal residence in New Jersey on September 1, 2011, shall not be subject to this residency requirement of N.J.S.A. 52:14-7 while the person continues to hold office, employment, or position without a break in public service of greater than seven days.

A person may request an exemption from the provisions of N.J.S.A. 52:14-7 on the basis of critical need or hardship. The request shall be made to a five-member committee established in accordance with the provisions of N.J.S.A. 52:14-7 to consider applications for such exemptions. The decision on whether to approve an application from any person shall be made by a majority vote of the members of the committee, and those voting in the affirmative shall so sign the approved application. If the committee fails to act on an application within thirty days after the receipt thereof, no exemption shall be granted and the residency requirement of N.J.S.A. 52:14-7 shall be operative.



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Residency Requirement for Person Holding School
District Office, Employment, or Position

Any person holding or attempting to hold an office, employment, or position in violation of N.J.S.A. 52:14-7 shall be considered as illegally holding or attempting to hold the office, employment, or position; however, the person shall have one year from the time of taking the office, employment, or position to satisfy the requirement of principal residency. If such person fails to satisfy the requirement of principal residency as defined in N.J.S.A. 52:14-7 after the 365-day period, that person shall be deemed unqualified for holding the office, employment, or position. The Superior Court shall, in a civil action in lieu of prerogative writ, give judgment of ouster against such person, upon the complaint of any officer or citizen of the State, provided that any such complaint shall be brought within one year of the alleged 365-day period of failure to have his or her principal residence in this State.

Notice of the residency requirements as outlined in N.J.S.A. 52:14-7 and this Policy should be provided to all existing persons holding office, employment, or a position in the school district and to candidates seeking to hold office, employment, or a position in the school district.

N.J.S.A. 52:14-7

Adopted:



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Athletic Competition
May 88
Feb 12
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[See **POLICY ALERT Nos. 102, 120, 139, 157, 164, 168 and 196**]

2431 ATHLETIC COMPETITION

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

For purposes of this policy, the program of athletic competition includes all activities relating to competitive sports contests, games, or events or sports exhibitions involving individual pupils or teams of pupils of this district when such events occur within or between separate schools within this district or with any schools outside this district.

Eligibility Standards

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

Pupil participation in athletic competition shall be governed by the following eligibility standards:

[Secondary For School Districts with High School Pupils ~~grades only~~

- ~~{1. — A pupil in grade 10, 11, or 12 who in the previous school year earned twenty five percent of the total number of credits required by the State for graduation is eligible for participation in sports in the fall and winter seasons. A pupil in grade 9, 10, 11, or 12 who in the fall semester earned twelve and one-half percent of the total number of credits required by the State for graduation is eligible for participation in sports in the spring season. A pupil who is eligible at the start of a sports season remains eligible for that entire sports season regardless of his/her grades at the end of a marking period.}~~



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Athletic Competition

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

~~{Options For High School Pupils~~

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

~~_____ Home schooled children are eligible to participate in the high school interscholastic athletic program of this district only if the school district, the parent/guardian, and the home schooled child comply with the Guidelines, Constitution, Bylaws, Rules and Regulations of NJSIAA, and the policies and regulations of the Board of Education.~~

~~{Options For Schools with Elementary grades only and Middle School Pupils~~

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

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

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

~~_____ Home schooled children in grades _____ through _____ are (___ eligible ___ not eligible) to participate in the school sponsored athletic/sports program of this district.~~



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Athletic Competition

~~Optional Options For All Pupils~~

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

___ A No pupil who is has been absent (~~_____ with an excused absence~~ √ **with an unexcused absence**) for a school day may **not participate in the school district sponsored athletic/sports program** ~~an athletic competition scheduled for the afternoon or evening of that school day.~~

___ A pupil who is serving an (~~_____ in-school _____ out-of-school~~ √ **in-school or out-of-school**) suspension may **not participate in the school district sponsored athletic/sports program while serving the suspension.**]

1. The Athletic Advisor and the coaches are directly responsible for monitoring eligibility of all athletes.
2. The Principal, or designee, upon recommendation of the Athletic Advisor will be responsible for granting or denying eligibility to play sports.
3. Any student who earns two "D's" (or lower) during the marking period immediately preceding the start of the sport will be denied eligibility; this includes fourth marking period from the previous year for fall activities.
4. Upon completion of the third week of the sport, the coaches will distribute a "report card" to each of their respective team rosters. At that time all athletes will have the "report card" filled out by their teachers and returned to the coach for review. If the student falls below a 2.0 average they will be placed on 3-week probation period to bring up their grades. If they fail to do so, they will be removed from the team roster until their grades improve.
5. Athletes may not have any major discipline infractions.
6. Any student who has an unexcused tardy to school, may not participate in practice or a game that day.
7. All appeals for eligibility will be brought to the Athletic Advisor first and then the Principal.



POLICY GUIDE

~~Optional~~

decide if wanted

4.
Keep

A pupil in any grade who fails to ~~demonstrate good citizenship or~~ observe school rules for pupil conduct may forfeit his/her eligibility for participation in **school district sponsored athletic/sports program competition.**]

Notice of these eligibility requirements shall be given to pupils.

Health Requirements

Good physical condition, freedom from injury, and full recovery from illness are prerequisites to participation in **school district sponsored athletic/sports program athletic competition** and practice for such competition. HIV status shall not be screened as a part of athletic physicals or reported in school health records.

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Athletic Competition

An examination of each candidate for a school athletic squad or team shall be conducted within 365 days prior to the first practice session with examinations being conducted at the medical home of the pupil. The "medical home" is defined as a health care provider and that provider's practice site chosen by the pupil's parent(s) or legal guardian(s) for the provision of health care. Since the school physician is a "health care provider", the parent(s) or legal guardian(s) may chose either the school physician or their own private physician to provide the medical examination.

The medical examination shall be conducted in accordance with N.J.S.A 6A:16-2.2(h)1 and 2 and Regulation 2431.2. The medical report shall include a determination concerning the pupil's participation on an athletic team or squad from the examining physician, nurse practitioner/clinical nurse specialist, or physician's assistant. The medical report shall be provided to the school physician if the school physician did not provide the medical examination.

If the pupil's medical examination was completed more than sixty days prior to the first practice session, the pupil must provide a health history update of medical problems experienced since the last medical examination in accordance with



POLICY GUIDE

N.J.A.C. 6A:16-2.2(h)4. This health history must be completed and signed by the parent(s) or legal guardian(s).

The school district will provide written notification to the parent(s) or legal guardian(s), signed by the school physician, stating approval of the pupil's participation in the athletics, based solely on the medical report, or the written reasons for the school physician's disapproval of the pupil's participation. The school physician's signature on the notification indicates the medical report complies with the requirements of N.J.A.C. 6A:16-2.2(h)5.

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

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

PROGRAM
2431/page 5 of 6
Athletic Competition

Optional

do not keep
[In addition, the Board requires ~~that~~ the medical examination include _____.]

Emergency Procedures

Athletic coaches shall be trained in first aid and in the identification of pupil athletes who are injured or disabled in the course of any athletic activity.

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

Optional

do not keep
[A copy of the emergency procedures approved by this Board will be sent to each district ~~that~~ will participate in athletic competition in the facilities of this district.]



POLICY GUIDE

Interscholastic Standards

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

Optional

do not keep
[The Board shall review the athletic emergency procedures approved by each district in which pupils of this district will compete.]

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

PROGRAM
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Athletic Competition

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

Choose only one of the following alternatives:

and shall inform the Board of changes in that schedule as they occur.

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

~~The Superintendent shall prepare rules for the conduct of pupils participating in interscholastic athletics that will conform to rules of the State Board of Education, the New Jersey State Interscholastic Athletic Association, and the _____ League.~~

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

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

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

Adopted:



POLICY GUIDE

TEACHING STAFF MEMBERS

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Right of Privacy

Feb 12

[See POLICY ALERT No. 196]

3324 RIGHT OF PRIVACY

The Board of Education will provide facilities and school district-owned property to assist staff members in their job responsibilities or for the staff members' convenience. These facilities or district-owned property may include, but are not limited to, an office, a storage closet, a filing cabinet, a locker, and/or a desk. The Principal or designee may provide a staff member with exclusive use and access to such facilities or school district-owned property or may require the facility or school district-owned property be shared with other staff members. The staff member may be provided a lock or key by the school district or may secure the facility or school district-owned property using their own locking device with permission from the Principal or designee.

School staff members should be aware their expectation of privacy in these facilities and/or the school district-owned property provided by the Board of Education is reduced by virtue of actual office practices and procedures, for searches conducted pursuant to an investigation of work-related employee misconduct, or by legitimate school district policies or regulations. In addition, staff members shall have a reduced expectation of privacy in these facilities and school district-owned property if there is reasonable suspicion the staff member is violating a law or school policy. School staff members shall be on notice this reduced expectation of privacy may result in such facilities and/or school district-owned property being searched without a search warrant. In order to avoid exposing personal belongings to such a search, school staff members are discouraged from storing personal papers and effects in these facilities or school district-owned property.

Adopted:



POLICY GUIDE

SUPPORT STAFF MEMBERS

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Right of Privacy

Feb 12

[See POLICY ALERT No. 196]

4324 RIGHT OF PRIVACY

The Board of Education will provide facilities and school district-owned property to assist staff members in their job responsibilities or for the staff members' convenience. These facilities or district-owned property may include, but are not limited to, an office, a storage closet, a filing cabinet, a locker, and/or a desk. The Principal or designee may provide a staff member with exclusive use and access to such facilities or school district-owned property or may require the facility or school district-owned property be shared with other staff members. The staff member may be provided a lock or key by the school district or may secure the facility or school district-owned property using their own locking device with permission from the Principal or designee, or immediate supervisor.

School staff members should be aware their expectation of privacy in these facilities and/or the school district-owned property provided by the Board of Education is reduced by virtue of actual office practices and procedures, for searches conducted pursuant to an investigation of work-related employee misconduct, or by legitimate school district policies or regulations. In addition, staff members shall have a reduced expectation of privacy in these facilities and school district-owned property if there is reasonable suspicion the staff member is violating a law or school policy. School staff members shall be on notice this reduced expectation of privacy may result in such facilities and/or school district-owned property being searched without a search warrant. In order to avoid exposing personal belongings to such a search, school staff members are discouraged from storing personal papers and effects in these facilities or school district-owned property.

Adopted:



POLICY GUIDE

PUPILS
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Pupil Discipline/Code of Conduct
Mar 87
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[See POLICY ALERT Nos. 140, 142, 147, 164, 176, 193 and 196]

5600 PUPIL DISCIPLINE/CODE OF CONDUCT

The Board of Education adopts this Pupil Discipline/Code of Conduct Policy to establish standards and procedures for positive pupil development and behavioral expectations on school grounds, including on a school bus or at school-sponsored functions, and as appropriate, for conduct away from school grounds.

Every pupil enrolled in this district shall observe promulgated rules and regulations and submit to the discipline imposed for infraction of those rules. Regulation 5600 shall include a description of school responses and consequences to violations of the behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, considering the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

The development, annual review, and update of this Policy shall involve parent, pupil, and community involvement which represents, where possible, the composition of the schools and community and shall be based on locally determined and accepted core ethical values.

The Board will review this Policy and Regulation after considering the findings of the annual reports of pupil conduct, including suspensions and expulsions, pursuant to N.J.A.C. 6A:16-7.1(a)5 and 6, and the incidences reported under the Electronic Violence and Vandalism Reporting System, in accordance with N.J.A.C. 6A:16-5.3.

The Superintendent shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting pursuant to N.J.A.C. 6A:16-7.1(a)5. The Superintendent shall submit a report annually to the New Jersey Department of Education on pupil conduct, including all pupil suspensions and expulsions, and the implementation of the Pupil Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education and the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3(e).



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Pupil Discipline/Code of Conduct

For pupils with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Education Improvement Act, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.

The Building Principal or designee shall have the authority to assign discipline to pupils. School authorities also have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

Consequences and appropriate remedial action for a pupil who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying.

Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and shall be consistent with this Policy and the school district's pupil discipline/code of conduct pursuant to N.J.A.C. 6A:16-7.1.

Remedial measures for **one or more acts of harassment, intimidation, or bullying** 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.



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Pupil Discipline/Code of Conduct

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school's pupil code of conduct. The policies and procedures specific to acts or incidents of dating violence at school shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved.

Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident.

Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, pupil counseling (all pupils involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive pupil interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

Any pupil to be disciplined shall be provided the due process procedures for pupils and their families as set forth in N.J.A.C. 6A:16-7.2 through 7.6.

When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32(e)10.iv., and N.J.A.C. 6A:16-7.10.

Regulation 5600 shall include a description of pupil responsibilities that include expectations for academic achievement and behavior, a description of behaviors that will result in suspension or expulsion pursuant to N.J.S.A. 37-2, and a description of pupil rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.



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Pupil Discipline/Code of Conduct

Comprehensive behavioral supports that promote positive pupil development and the pupil's abilities to fulfill the behavioral expectations established by the Board will include: positive reinforcement for good conduct and academic success including the programs as outlined in Policy 5440; supportive interventions and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the nature of the behaviors, the developmental ages of the pupils and the pupil's histories of problem behaviors and performance; and for pupils with disabilities, the behavior interventions and supports shall be determined and provided pursuant to the requirements of N.J.A.C. 6A:14.

The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a pupil and the pupil's family, as appropriate, and a list of legal resources available to serve the community.

Pupil discipline and code of conduct in the district will be applied without regard to 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, pursuant to N.J.S.A. 10:5.

The Pupil Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, pupils, and parent(s) or legal guardian(s). School staff shall be trained annually on the Pupil Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of pupil conduct in violation of the district's Policy and Regulation. Information on this Policy and Regulation shall be incorporated into the orientation program for new employees.

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;

18A:37-1 et seq.; 18A:37-13.1 et seq.

N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

Adopted:



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Mar 89
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[See **POLICY ALERT** Nos. 140, 147, 176, 193, and 196]

R 5600 PUPIL DISCIPLINE/CODE OF CONDUCT

A. Purpose

The purpose of these regulations is to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of pupils;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of pupil problem behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the pupil discipline/code of conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the pupil offenders, and pupils' histories of inappropriate behaviors.

B. Rules of Conduct

1. All pupils are bound by law, policies of the Board of Education, and the administrative regulations of this school district.
2. In addition, pupils shall not:
 - a. Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority;
 - b. Create disorder or disruptions on school premises;



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- c. Use, threaten, or incite the use of physical force against other pupils, staff members, or visitors to the school;
- d. Steal, damage, or deface the property of other pupils, staff members, or the district;
- e. Engage in the sexual and/or other harassment of pupils or staff members;
- f. Violate codes of conduct adopted for organizations of pupils;
- g. Possess or use weapons or any implement intended to harm others;
- h. Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;
- i. Convey information about other pupils or staff members known to be false;
- j. Act so recklessly as to endanger the safety of others;
- k. Procure the property of others by threat or intimidation;
- l. Enter school premises or any specific portion of the premises without permission and without authority;
- m. Vandalize school property, real or personal;
- n. Create litter on school property;
- o. Be truant from school or class;
- p. Cheat or otherwise engage in academic dishonesty;
- q. Persistently refuse to complete homework and other assignments;
- r. Engage in illegal gambling;



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- s. Smoke on school property;
 - t. Falsify an excuse or any school document;
 - u. Set fire to or cause a fire in any way on school premises;
 - v. Possess or explode a firecracker or other explosive device on school premises;
 - w. Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;
 - x. Possess, use, or distribute a substance in violation of Policy No. 5530;
 - y. Join a secret society prohibited by law;
 - z. Commit an act of harassment, intimidation, or bullying; or
 - aa. Engage in any other activity expressly prohibited by a school staff member in authority.
3. Pupils assigned to a school bus must obey all school rules, and
- a. Show respect for the driver at all times;
 - b. Enter and leave the bus in an orderly manner;
 - c. Ride only the bus to which they have been assigned;
 - d. Be and remain seated while the bus is in motion;
 - e. Avoid reckless and boisterous activity at all times, including during waits at pickup points;
 - f. Talk in a reasonable tone of voice and avoid loud noises;
 - g. Extend no portion of the body or other object out a bus window;



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- h. Keep aisles clear at all times;
 - i. Refrain from bringing animals or bulky, unmanageable projects onto the school bus;
 - j. Refrain from smoking, eating, and drinking on the bus; and
 - k. Possess, use, or distribute no substance in violation of Policy No. 5530.
4. The Building Principal or designee has the right to impose a consequence on a pupil for conduct away from school grounds pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2 or when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7.2, 6A:16-7.3, or 6A:16-7.5.

C. Disciplinary Measures

The following disciplinary measures may be applied as appropriate to the pupil's violation of school rules. The measures are sequential and are organized in order of severity.

1. Admonishment

A school staff member in authority may admonish the pupil for his/her unacceptable conduct and warn the pupil that additional misconduct may warrant a more severe penalty.

2. Temporary Removal from Classroom

- a. The classroom teacher may direct the pupil to report to the office of the administrator in charge of pupil discipline.



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- b. The teacher will complete a form that indicates the pupil's name, homeroom, and the conduct that has caused the pupil's removal from the room.
 - c. The administrator in charge of discipline will interview the pupil and determine which, if any, additional disciplinary steps are indicated.
3. Deprivation of Privileges

The pupil may be deprived of the privilege of:

- a. Moving freely about the school building,
 - b. Participation in co-curricular or inter/intrascholastic activities,
 - c. Attendance at a school-related social or sports activity,
 - d. Participation in a graduation ceremony, or
 - e. Transportation by school bus, or
 - f. Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy 5600 and N.J.A.C. 6A:16-7.1 et seq.
4. Detention

- a. The pupil may be required to report before or after the school day to detention for a period of supervised study.
- b. Transportation will be the responsibility of ~~the district~~ **the pupil's parent(s) or legal guardian(s)**
- c. The pupil may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.



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5. Grading

A pupil who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence (paragraph B.2.p. and paragraph B.2.q.) may suffer a reduced grade by virtue of the disqualified work. In no other instance may a pupil's grade be lowered as a direct penalty for misconduct.

6. In-school Suspension

- a. The pupil may be removed from his/her regular classes and required to report to an in-school suspension program for supervised study.
- b. In-school suspension is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation 5610.

7. Suspension from School

- a. The pupil may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2, and 6A:16-7.3, and Policy 5610.
- b. Suspension from school is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation 5610.

8. Expulsion

- a. The Board may expel a general education pupil from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.5, and Policy 5620.
- b. Expulsion is an extremely serious disciplinary measure; it deprives the pupil of his/her right to a thorough and efficient education and will not be imposed without the due process set forth in Policies 5610 and 5620.



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D. Remedial Measures

The following remedial measures may be taken to aid in correcting pupil conduct and to ensure that the pupil is properly placed in an appropriate educational environment and is not in need of special education and/or related services.

1. Restitution and Restoration

a. The pupil may be required, to:

- (1) Make restitution, in kind or cost or labor, for any loss he/she has caused; or
- (2) Restore to its former condition, by his/her own labor, any property the pupil has damaged or defaced.

b. A pupil who refuses to make restitution or restoration as directed may be disciplined by one or more of the measures included at paragraph C.

2. Counseling

a. The pupil may be required to consult with school guidance counselors to determine the causes of his/her misconduct and to assess the need for a change in educational placement.

b. The counselor will explain:

- (1) Why the pupil's conduct is unacceptable to the school and damaging to the pupil,
- (2) What the consequences of continued misconduct are likely to be, and
- (3) Appropriate alternate behaviors.

c. The counselor may refer the pupil, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to:

- (1) The Child Study Team,
- (2) Intervention and Referral Team,



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- (3) A public or private social agency, or
- (4) A legal agency.

3. Parent Conferences

The pupil may be required to attend a meeting with his/her parent(s) and appropriate staff members to discuss the causes of the pupil's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

4. Alternate Educational Program

The pupil may be assigned to an alternate educational program as recommended by the pupil's guidance counselor, classroom teacher, Child Study Team, and/or Administrator.

E. Consequences and Remedial Measures for Acts of Harassment, Intimidation, or Bullying

1. Consequences

Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil, and the pupil's history of problem behaviors and performance.

- a. The consequences may include, but are not limited to, the examples listed below:
 - (1) Admonishment;
 - (2) Temporary removal from the classroom;
 - (3) Deprivation of privileges;
 - (4) Classroom or administrative detention;
 - (5) Referral to disciplinarian;



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- (6) In-school suspension during the school week or the weekend;
- (7) After-school programs;
- (8) Out-of-school suspension (short-term or long-term);
- (9) Reports to law enforcement or other legal action;
- (10) Expulsion; and
- (11) Participating in school district-sponsored programs.

2. Remedial Measures

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.

F. Consequences and Remedial Measures for Acts or Incidents of Dating Violence at School

Consequences and remedial measures specific to acts or incidents of dating violence at school shall be used to address the act or incident and to serve as remediation, intervention, education, and prevention for all individuals involved. Responses shall be tiered with consideration given to the seriousness and number of previous occurrences of acts or incidents in which the victim and aggressor have been involved.

1. Consequences

a. **Consequences may include, but are not limited to, the following:**

- (1) **Admonishment;**
- (2) **Temporary removal from the classroom;**
- (3) **Classroom or administrative detention;**



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- (4) **In-school suspension (Saturday detention);**
- (5) **Out-of-school suspension;**
- (6) **Reports to law enforcement; and/or**
- (7) **Expulsion (Return to district).**

2. Remedial Measures/Interventions

a. Remedial measures/interventions may include, but are not limited to, the following:

- (1) Parent conferences;
- (2) Pupil counseling (all pupils involved in the act or incident);
- (3) Peer support group;
- (4) Corrective instruction or other relevant learning or service experiences;
- (5) Supportive pupil intervention (Intervention and Referral Services - I&RS);
- (6) Behavioral management plan; and/or
- (7) Alternative placements.

FG. Chart of Discipline

Below is a listing of pupil behaviors that are subject to pupil discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2. The behaviors include, but are not limited to:

Offensive Conduct

Insubordination

First offense: Detention

Second offense: Detention



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First offense: Detention

Second offense: Detention (s)

Third offense: Suspension

Disruption

First offense: Detention

Second offense: Detention (s)

Third offense: Suspension

Use of Force

First offense: Detention

Second offense: Detention (s)

Third offense: Suspension

Theft, Damage

First offense: Restitution and suspension

Second offense: Restitution and suspension

Third offense: Restitution and return to district

Sexual Harassment

First offense: Counseling / Possible Legal action/ and suspension

Second offense: Counseling / Possible Legal action/ and suspension

Third offense: Counseling / Possible Legal action/ and suspension

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5600. - PUPIL DISCIPLINE/CODE OF CONDUCT (M) Pupils

Dress Code Violation

First offense: Change of clothes

Second offense: Change of clothes / detention

Third offense: Change of clothes and suspension

Weapon Possession

First offense: Return to district and possible legal action

Second offense: N/A

Third offense: N/A

Language Misuse

First offense: Detention

Second offense: Detention (s)

Third offense: Suspension

Falsifications

First offense: Detention

Second offense: Detention (s)

Third offense: Suspension

Recklessness

First offense: Detention

Second offense: Detention (s)

Third offense: Suspension

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Extortion

First offense: Suspension

Second offense: Suspension

Third offense: Return to district

Wrongful Entry

First offense: Detention

Second offense: Detention (s)

Third offense: Suspension

Vandalism

First offense: Restitution / suspension

Second offense: Restitution / suspension

Third offense: Restitution / Return to district

Fighting

First offense: Suspension

Second offense: Suspension

Third offense: Return to district

Littering

First offense: Admonishment / Clean up litter

Second offense: Detention / Clean up litter

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Third offense: Detention (s) / Clean up litter

Truancy/ Cutting Class

First offense: Detention

Second offense: Detention (s)

Third offense: Suspension

Cheating/Lack of Academic Integrity

First offense: Reduced grade and detention

Second offense: Reduced grade and detention (s)

Third offense: Reduced grade and suspension

Noncooperation

First offense: Admonishment

Second offense: Detention

Third offense: Detention (s)

Gambling

First offense: Detention

Second offense: Detention (s)

Third offense: Suspension

Smoking

First offense: Suspension / counseling/ possible legal action

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Second offense: Suspension / counseling/ possible legal action

Third offense: Suspension / counseling/ possible legal action

Cutting Detention

First offense: Detention (s)

Second offense: Detention (s)

Third offense: Suspension

Forgery

First offense: Detention

Second offense: Suspension

Third offense: Suspension

Failure to Wear Seatbelt in School Bus

First offense: Bus suspension

Second offense: Bus suspension

Third offense: Bus suspension

Arson

First offense: Return to district and possible legal action

Second offense: N/A

Third offense: N/A

Exploding Devices

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First offense: Return to district and possible legal action

Second offense: N/A

Third offense: N/A

Falsifying Alarm

First offense: Suspension and possible legal action

Second offense: Return to district and possible legal action

Third offense: N/A

Substance Abuse

First offense: Suspension / mandated treatment / possible legal action

Second offense: Suspension / mandated treatment / possible legal action

Third offense: Return to district

Secret Membership

First offense: Detention

Second offense: Detention (s)

Third offense: Suspension

Disobedience

First offense: Detention

Second offense: Detention (s)

Third offense: Suspension

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Misuse of Computer Networks/Computers

First offense: Loss of privilege

Second offense: Loss of privilege and detention

Third offense: Loss of privilege and suspension

Distribution of Illegal Substance

First offense: Return to district and possible legal action

Second offense: N/A

Third offense: N/A

Electronic Devices / Cell phones

First offense: Teacher confiscates and returns

Second offense: Administrator confiscates and returns to student

Third offense: Administrator confiscates and returns to parent/guardian

Student I.D.

First offense: Administrative Admonishment

Second offense: Detention

Third offense: Detention (s)

Major Safety Violation

First offense: Detention/Removal from class

Second offense: Suspension

Third offense: Suspension

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Profanity Directed Toward Staff Member

First offense: Suspension

Second offense: Suspension/Counseling

Third offense: Reconsideration of Placement

1. 3 (number) first offenses in any combination of categories in any one year (marking period, semester, year, other) will warrant the discipline of counseling.
2. 3 (number) second offenses in any combination of categories in any one year (marking period, semester, year, other) will warrant the discipline of IR&S referral and involvement.
3. 3 (number) third offenses in any combination of categories in any one year (marking period, semester, year, other) will warrant the discipline of return to district.

G. Disciplinary Procedures

1. The Pupil Discipline/Code of Conduct Policy and Regulation 5600 shall be disseminated annually to all school staff, pupils, and parent(s). Principals will distribute these documents to all pupils on the first day of each school year and to transferring pupils on the first day of their enrollment in this district.
2. Teachers and administrators in charge of pupil discipline shall make every effort to administer these rules consistently and fairly.
3. The staff member who disciplines a pupil for conduct shall, however minimal the offense or the discipline,
 - a. Orally inform the pupil of the conduct for which he/she is being disciplined; and

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- b. Offer the pupil an opportunity to deny the charge or to present extenuating circumstances.
4. Where the discipline is greater than an admonishment, the pupil's parent(s) or legal guardian(s) will be notified of the offense and of the discipline imposed and will be offered an opportunity to confer with the Assistant Principal.
5. Where the offense is serious and the discipline greater than detention, every effort will be made to notify the parent(s) prior to the informal hearing conducted in accordance with paragraph F.3.
6. An in-school suspension, suspension from school, or expulsion will be conducted in strict accordance with law and Policies 5610 and 5620.
7. Violations of the rules regarding pupil conduct on school buses will be handled as follows.
 - a. The driver will report the offensive conduct to the Principal of the school in which the pupil is enrolled by submission of a completed written form that includes the name of the pupil, the school, and the specific offensive conduct.
 - b. The parent(s) or legal guardian(s) will be notified, by copy of the form, of the pupil's conduct.
 - c. The Principal or designee will determine the discipline to be administered, in accordance with the severity of the infraction. In general, when the offense is not severe:
 - (1) On the first notice of misconduct, the pupil will be counseled, the parent(s) or legal guardian(s) notified, and the pupil suspended from the bus for 3 school day(s);
 - (2) On the second notice of misconduct, the pupil and parent(s) or legal guardian(s) will attend a conference, and the pupil will be suspended from the bus for 5 school days; and
 - (3) On the third notice of misconduct, the Principal will confer with the parent(s) or legal guardian(s) and the pupil will be suspended

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from the bus for a period not less than 10 school days or more than one semester or the balance of the school year, whichever is less.

- d. When the misconduct is severe, the pupil may be summarily suspended from the bus pending a conference with the parent(s) or legal guardian(s) and further disciplinary action.

H. Pupils with Disabilities

For pupils with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Educational Improvement Act, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.

I. Pupil Rights

Pupils subject to the consequences of the Pupil Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
2. Education that supports pupils' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of pupils' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3; and
7. Protections pursuant to 20 U.S.C. §1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. § 1232h and 34 CFR Part 98, Protection of Pupil Rights Amendment; N.J.A.C. 6:3-6, Pupil Records; 45 CFR

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§160, Health Insurance Portability and Accountability Act; 20 U.S.C. §6301, Title IV(A)IV §4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of pupil alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Pupil Records: Maintenance and Retention, Security and Access; Regulations; Non-Liability; N.J.A.C. 6A:14-2.9, Student Records; as well as other existing Federal and State laws pertaining to pupil protections.

J. Records

1. Instances of pupil discipline will be recorded in the pupil's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy No. 8330.
2. When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, disclosure of juvenile information; penalties for disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32-7.5(e)10.iv., and N.J.A.C. 6A:16-7.10.
 - a. The record shall be provided within two weeks of the date that the pupil enrolls in the receiving district.
 - b. Written consent of the parent or adult pupil shall not be required as a condition of the transfer of this information, however, written notice of the transfer shall be provided to the parent or the adult pupil.
 - c. When a pupil transfers to a private school, which includes all sectarian or nonsectarian nonprofit institutional day or residential schools that provide education for pupils placed by their parents and that are controlled by other than public authority, all pupil disciplinary records, with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner as such records would be provided by a public school district of residence to another public school district, pursuant to N.J.A.C. 6A:16-7.10(b).

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- d. The Board shall not use a pupil's past offenses on record to discriminate against that pupil.
- e. All pupil disciplinary records maintained in the district shall conform with the requirements set forth in N.J.A.C. 6A:16-7.10(d).

K. Annual Report

The Superintendent of Schools shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting. The annual summary shall contain, at a minimum:

- 1. A numerical inventory of all violations of the pupil behavioral expectations in the Pupil Discipline/Code of Conduct Policy and Regulation;
- 2. Associated school responses to the violations of the pupil behavioral expectations;
- 3. An explanation and evidence of the effectiveness of the Pupil Discipline/Code of Conduct Policy and Regulation. The explanation and evidence, at a minimum, shall address:
 - a. The degree of effectiveness of the school district's activities in achieving the purposes of the Pupil Discipline/Code of Conduct Policy and Regulation, pursuant to the purposes as outlined in A. above; and
 - b. The degree and effectiveness of the implementation of the contents of the Pupil Discipline/Code of Conduct Policy and Regulation.
- 4. Any proposed changes to the school district's current policies, procedures, programs or initiatives, based on the annual report.

Adopted:

PROPERTY
7510
Use of School Facilities

The Board of Education believes the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational **and co-curricular** programs of the schools district. **For the purpose of this policy, "school facilities" also includes school grounds.**

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Director of Buildings and Grounds, the Board reserves the right to withdraw permission after it has been granted **in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose or due to a school closing due to weather or other emergency.**

In weighing competing requests for the use of school facilities, the Board will give priority to the following uses, in the descending order given:

Number the following uses in the appropriate order

- 1 Uses and groups directly related to the schools and the operations of the schools, including pupil and teacher groups;
- 2 Uses and organizations indirectly related to the schools, including the P.T.A., **P.T.O., Home-School Association, and other school-parent related organizations;**
- 3 Departments and agencies of the municipal government;
- 4 Governmental agencies ~~generally;~~
- 5 Community organizations formed for charitable, civic, social, or educational purposes;
- 6 Community political organizations;
- 7 Community church groups;
- 8 **Private groups and organizations;**
- 9 Business/Profit Organizations (**other**).

The use of school facilities will not be granted ~~or~~ for any purpose that is prohibited by law.

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. **Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user's access to the school facility until such conditions are addressed.** Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration. ~~All activities must terminate by _____ p.m.~~

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy No. 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, ~~no~~ **certain** items of equipment may **only** be used ~~except~~ by a qualified

operator approved by the school district administration.

The Board shall approve annually a schedule of fees for the use of school facilities based upon the following guidelines:

1. The use of school facilities for activities directly related to the educational program and district operations shall be without cost to the user except that the user shall be responsible for any custodial costs incurred by the use and any fees charged by a law enforcement agency in connection with the use.
2. All other organizations or persons granted the use of school shall pay in advance the scheduled fee and the cost of any additional staff services required by the use.

The school district shall provide a copy of Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy in the amount of \$1,000,000/\$3,000,000.00 for liability, personal injury and property damage coverage per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district’s Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

For the purpose of this Policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

The Superintendent shall develop regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree to the terms of Policy and Regulation 7510, the requirements as outlined in the use of school facilities application, and in accordance with the terms outlined in the approval in writing to be bound by these regulations granted by the school district.

N.J.S.A. 18A:20-20; 18A:20-34

The Board of Education believes the Somerset County Vocational and Technical Schools belong to the people of the county who provide the funds to establish maintain and operate the school. The Board of Education accepts the responsibility for making its facilities available to responsible organizations, associations and individuals of the Somerset County community for appropriate civic, cultural, welfare or recreational activities which do not interfere with the orderly conduct of a thorough and efficient system of education.

The Superintendent or School Business Administrator is authorized to approve and arrange for scheduling the use of school facilities by applicants satisfying the above purposes and limitations.

Permission shall not be granted for:

1. Activities promulgating any theory or doctrine subversive to the laws of the United States or advocating governmental change by violence;
2. Activities that may violate the canons of good morals, manners or taste or be injurious to the buildings, ground or equipment;

3. Activities with a purpose in conflict with school activities;
4. Activities which are discriminatory within the legal definition of the term;
5. Activities which are essentially private in nature, ex: birthdays, anniversaries or the like;
6. Activities sponsored by an organization that limits its membership or attendance at its functions on the basis of race or color;
7. Activities which are conducted by political entities; and
8. Activities operated by organizations that are not located in the County of Somerset and which will conduct activities not primarily to be attended by county residents.

The Board reserves the right to reject any application for the use of school facilities based upon problems related to prior school facility use.

The Superintendent or School Business Administrator shall make the final determination as to the qualifications of an organization relative to the prohibitions set forth above.

A. General Conditions

1. All requests for use of school facilities by any group other than school-sponsored activities and programs within the school are to be submitted to the Business office, on the Application/Approval for Use of Facilities form. All requests will comply with the following timelines:
 - a. Forty-five days prior to event applicants must submit above form;
 - b. Thirty days prior to event applicants will be notified of approval or denial and will be advised of fees and deposits to be paid; and
 - c. Twenty days prior to event applicants must submit hourly fees, additional fees, security deposit, Certificate of Insurance, Indemnity and Hold Harmless Agreement and any other required documentation.
 - d. All payments must be in the form of a money order or certified check made payable to Somerset County Vocational & Technical Schools.
2. Organizations must receive approval (permit) from the Bridgewater Township Fire Marshall, if such approval is required, prior to the conducting of any activities on the school's premises.
3. Regular school activities will have priority for all space. All applications will be processed according to the date of receipt of application. The Superintendent or Business Administrator shall have the right to alter this priority at his/her discretion.
4. Granting of an approval for use of one part of a building or grounds confers no privileges for the use of any facilities other than those stated in the approval. It does not include any other time or times for preparation or rehearsal, unless specifically approved.
5. Approvals are not transferable. If the event is to be canceled, the applicant shall notify the Business Office at least forty-eight hours in advance of the date reserved.
6. Violation by an approved applicant of any of the regulations governing the use of school buildings or grounds may be cause for the cancellation of all existing approvals and the denial of any approvals in the future.

7. Special permission must be obtained for decorating, installing scenery, moving furniture, etc. School pianos are not to be moved.
8. Use of school facilities does not include use of school equipment unless specifically permitted. Special school equipment (cafeteria, stage, etc.) will require the services of school employees trained in the use of that equipment and a fee will be charged for those employees as established each year by the School Business Administrator.
9. No unusual equipment, materials, devices and/or animals will be permitted in the school buildings or on school premises without the specific approval of the Superintendent or School Business Administrator and the compliance with all requirements of the Superintendent or School Business Administrator as to that use.
10. Scenery, decoration or equipment provided by the approved applicant must be removed from the school property promptly after the time allowed for the facility use. If there is a delay, the removal will be made by the Board of Education at the expense of the applicant.
11. Custodial and maintenance staff shall be required to be on duty at least one hour prior to the applicant's use and one hour after the use and during the time of scheduled event. Evening affairs are to terminate at 11:00 p.m. unless special arrangements have been made in advance and approved by the Superintendent or School Business Administrator. Complete vacating of the facilities is to be made according to the terms of the approval. Departure time after programs should be included in the hours applied for.
12. Smoking on school property is prohibited. Any individual who violates the smoking regulation establishment by the Board of Education shall be requested to leave the premises and may be subject to a disorderly persons offense.
13. Alcoholic beverages will not be permitted at any time.
14. The Board of Education and its authorized representatives shall have free and full access at all times to the area being utilized by the applicant.
15. The person or organization to whom the approval is granted shall be responsible for orderly and careful use of the school facilities and shall be liable for any damage or loss of property that may occur as a result of the use of the facilities. The applicant will sign a form, before utilizing the facility, which guarantees to indemnify and save harmless the Board of Education against any and all claims arising from the use of school buildings, grounds or other facilities, however caused, to any person or persons or to the property of any person or persons occurring as a result of said use and from and against all costs, counsel fees, expenses and liabilities incurred in or about such claim or any action or proceeding brought thereon. The sponsoring group shall be required to furnish a Certificate of Insurance for the above purposes. The insurance shall be at least in the amount of \$1,000,000/\$3,000,000.00 for liability, personal injury and property damage coverage.
16. The Board of Education shall not be liable for lost, stolen or damaged property.

B. Limitations of Use

1. Since the Board of Education is charged by law with the responsibility for school facilities, it reserves the final right to deny the use of school facilities or terminate an approval already issued when the Board, through its Superintendent or School Business Administrator, deems it necessary and in the public interest.
2. Sponsoring organizations will conduct orderly meetings, and such gatherings are not to incite others to disorder.
3. Sponsoring organizations will conduct meetings which are not abusive of other groups or individuals by reason of race, creed or color, or otherwise.
4. No school facility, building or grounds will be used for unlawful purposes.
5. Gambling, games of chance, raffles and lotteries as prohibited by law, are not permitted unless a municipal permit has been obtained. Gymnasium will not be used for dances without special permission from the Superintendent or School Business Administrator.

6. Use of gymnasium requires use of proper footwear to prevent damage to floors. Unauthorized use of gymnasium apparatus is strictly forbidden.
7. No eating or drinking permitted in gymnasium and auditorium areas unless authorized by administration for special events and programs.
8. No school facility is to be used for any other purpose or in any other way than its designated use, without express written permission of the Superintendent or School Business Administrator.
9. The Superintendent or School Business Administrator shall set any limitations upon the use of facilities which he/she deems appropriate.
10. No one is allowed in the building when school not in session unless administrative personnel are present.
11. No activity shall be harmful or cause undue wear to the school facility.
12. Electrical appliances, machines, signs, etc., may be utilized only upon the specific approval of the Superintendent or School Business Administrator.

C. Special Conditions

All approvals are subject to immediate cancellation if information given on an application is misrepresented. If the use of the facility is discovered to be contrary to any policies, rules and regulations of the Board of Education, the approval is subject to immediate cancellation. Upon notice by a duly authorized agent of the Board, such activity must end immediately and the Board of Education and its agents are to be held harmless of any resulting expense or losses incurred by the sponsoring organization.

D. Responsibility

Any group or organization using the school facilities is responsible for any damage above normal wear and tear, and is expected to:

1. Make necessary arrangements for a representative to be present during the time the facility is used. This representative is to make himself/herself known and present the approval to school personnel for verification. He/she is to be responsible for the use of the facility in accordance with the provisions herein and shall wear identification.
2. The representative shall insure, with the school representative, that:
 - a. Exit doors are free from obstruction in the area being used;
 - b. Exit lights are turned on;
 - c. Locations of fire extinguishers are known;
 - d. Fire, Police, Board of Education rules and regulations, and school rules and regulations are observed;
 - e. The buildings and grounds are left in a clean condition; all trash must be removed and all furniture, equipment or other property must be returned to its original location; and
 - f. Sufficient supervision is provided to restrict use to approved areas only.

E. Charges for the Use of the Building, Grounds or Other Facilities

1. The Superintendent or School Business Administrator shall annually determine an hourly fee to be charged to organizations for the use of school facilities. The fee schedule will be approved by the Board annually by resolution.

2. The Superintendent or School Business Administrator may adjust the aforesaid fee to the approved applicant based on the following factors:

- a. Supervisory and custodial services required;
 - b. Past experience, if any, with the applicant's use of school facilities;
 - c. Hours and day of the week the facility is to be utilized;
 - d. Type of organization to utilize the facility;
 - e. Use of kitchen or other equipment by applicant;
 - f. The actual costs to be incurred by the Board of Education for a specific proposed use; and
 - g. Any other factors the Superintendent or School Business Administrator shall deem appropriate.
3. A security deposit will be determined by the Superintendent or School Business Administrator based upon the applicant's use of the facilities.
4. Any additional time will be billed in one hour increments to the organization at the same rate. Hours will not be prorated.
5. Any damage to the facility and/or equipment, exceeding the security deposit, will be reimbursed to the Somerset County Vocational & Technical Schools by the organization requesting the use of the facilities, within thirty days of the event. If no damage to the facility and/or equipment, security deposit will be returned within thirty days.
6. Fees for Somerset County and its direct agencies may be waived by the Superintendent or School Business Administrator.

F. The following are required documents utilized for the use of school facilities:

1. Application for Use of School Facilities (school district form).
2. Certificate of Insurance (applicant's insurance).
3. Indemnity and Hold Harmless Agreement (school district form).
4. Fire Permit (Bridgewater Township, when applicable).

G. If for any reason, the District must use the services of an attorney to enforce any provision of this policy, those costs will be assessed against the user(s) of the facility and must be paid within 10 days of notification that attorney's fees have been assessed.

N.J.S.A. 18A:20-20; 18A:20-34

Adopted: June 25, 2007
November 24, 2008

POLICY GUIDE

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Home Schooling and Equivalent Education
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[See POLICY ALERT Nos. 141, 149 and 196]

9270 HOME SCHOOLING AND EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS

The Board of Education encourages the enrollment of all children of school age resident in the district in public schools or in approved private schools so that they may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment.

Every parent, legal guardian or other person having custody and control of a child between the ages of six and sixteen years shall cause such child regularly to attend the public school or a day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school. The Board recognizes its responsibility for assuring that every child of school age resident in the district is enrolled in a public or private school or is offered an equivalent thorough and efficient education elsewhere than at school. The Board acknowledges that **a parents, guardian, or other person having custody and control of a child has** have a constitutional right to choose the type and character of education they feel is best suited for their child(ren), be it secular or sectarian. Home schooling is an option ~~that parent(s) or legal guardian(s) may choose to educate their children. When parents choose and when chosen this option the program~~ will be carried out in the pupil's home rather than the school.

In the event **the Superintendent determines there is credible evidence the parent, legal guardian, or other person having custody and control of a school-aged child is not causing the child to receive equivalent instruction elsewhere than at school, the Superintendent may request a letter of intent from the parent, legal guardian, or other person confirming the a child is receiving equivalent instruction elsewhere than at school an education outside the district schools.** Tthe Superintendent may report to the appropriate municipal authorities children whom he/she has reason to believe are not **receiving an education in accordance with N.J.S.A. 18A:38-25** ~~offered instruction outside the schools equivalent to that offered in the public schools for children of similar ages or attainments. If the Superintendent makes such report, the parent(s) or~~



POLICY GUIDE

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Home Schooling and Equivalent Education
Outside the Schools

~~legal guardian(s) of a pupil receiving instruction elsewhere other than school may notify the Superintendent of their child's educational program status and provide sufficient information to satisfy the district that equivalent instruction is being offered.~~ **The New Jersey Department of Education encourages the parent, legal guardian, or other person having custody and control of a school-aged child to notify the Superintendent of the intent to educate the child elsewhere than at school to avoid questions with respect to compliance with the compulsory education laws.**

The parent(s) or legal guardian(s) or other person having **custody charge** and control of a child between the ages of six and sixteen, who shall fails to comply with any of the compulsory education provisions of N.J.S.A. 18A:38 et seq. relating to his/her duties, shall be deemed to be a disorderly person and shall be subject to a fine.

If a child who seeks admission to this the school district from a program of home schooling, the school district will evaluate the work of the child to determine his/her appropriate grade placement. The Superintendent or designee will objectively evaluate the child's skill and achievement levels, as it would with any transfer pupil, before making a determination as to the acceptability of credits and/or the appropriate grade level placement.

When children are **home schooled** ~~educated at home~~ and are not enrolled in a school, the school district **is not required to**

Choose one of the following:

will not

is not required to

provide any of the entitlements or privileges of pupils enrolled in the school district unless **an entitlement or privilege is specifically provided in Board Policy or required by Federal law, or State statute or administrative code** ~~the Federal special education laws.~~ **The school district's curriculum and other public record information will be provided to the parent, legal guardian, or other person having custody and control of a child upon request in accordance with the Open Public Records Act and Policy and Regulation 8310.**



POLICY GUIDE

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Home Schooling and Equivalent Education
Outside the Schools

A child educated at home shall not receive a State endorsed high school diploma from the Board of Education.

N.J.S.A. ~~18A:38-25~~; 18A:38-25 through 18A:38-31
U.S.C.A. 1401 et seq.

**New Jersey Department of Education – Frequently Asked Questions:
Home Schooling**

Adopted:



REGULATION GUIDE

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Home Schooling and Equivalent Education
Outside the Schools

Dec 97

Feb 12

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[See POLICY ALERT No. 141, 149 and 196]

R 9270 HOME SCHOOLING AND EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS

Home schooling is an educational program provided at home, usually by the parent(s), or legal guardian(s), or **other person having custody and control** of the child. Children are taught using their own curriculum or published home school curriculum. The Board of Education recognizes that home schooling is an option for parent(s) or legal guardian(s) under the compulsory education law.

For the purpose of this Regulation, "parent" shall mean parent, legal guardian, and other person having custody and control of a child between the ages of six and sixteen.

A. Legal Requirement for Compulsory Attendance

1. N.J.S.A. 18A:38-25 requires all children **between the ages of six to sixteen** 16 years to attend the public schools or a day school in which there is given instruction equivalent to that provided in the public school for children of similar grades and attainments or to receive equivalent instruction elsewhere other than school.
2. The parent(s), or legal guardian(s), of a child that is home schooled is responsible to ensure their child receives instruction equivalent to that provided in the public school for children of similar grades and attainments or to receive equivalent instruction elsewhere other than school.
3. **In the event the Superintendent determines there is credible evidence the parent, legal guardian, or other person having custody and control of a school-aged child is not causing the child to receive equivalent instruction elsewhere than at school, the Superintendent may request a letter of intent from the parent, legal guardian, or other person confirming the child is receiving equivalent instruction elsewhere than at school. The Superintendent may report to the appropriate municipal authorities those children whom he/she has reason to believe are not offered instruction outside the schools equivalent to that offered in the public schools for children of similar ages or attainments.**



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Home Schooling and Equivalent Education
Outside the Schools

4. If the Superintendent makes a report, the parent(s), ~~or legal guardian(s)~~, of a pupil receiving instruction elsewhere other than school may, **but is not required to**, notify the Superintendent of their child's educational program status ~~and provide sufficient information to satisfy the district that equivalent instruction is being offered.~~
5. A ~~p~~Parent(s) ~~or legal guardian(s)~~ of a home schooled ~~child pupil~~ **is** ~~are~~ not required to seek approval from the district or to submit materials to the Superintendent in order to permit it to make a determination as to the equivalency of the instruction.
6. **The New Jersey Department of Education encourages a parent to notify the Superintendent of the intent to educate the child elsewhere than at school to avoid questions with respect to compliance with the compulsory education laws.**

B. Truancy/Violations of Compelling Attendance

1. When a Superintendent and Board believe a person is not complying with the compulsory education law (N.J.S.A. 18A:38-25 et seq.) they must initiate truancy proceedings in municipal court where a parent may be found guilty of a disorderly persons offense and fined in accordance with N.J.S.A. 18A:38-27 and N.J.S.A. 18A:38-31.
2. If the parent(s), ~~or legal guardian(s)~~, ~~are~~ **is** challenged in court by the Superintendent or Board, the district must demonstrate, ~~beyond a reasonable doubt, that the parents are not providing a curriculum that is academically equivalent to that provided in the public school for a child of similar grade and attainment~~ **the child is not receiving an education in accordance with N.J.S.A. 18A:38-25.**

C. District Requirements for Home Schooled Pupils

1. **The Board is not required by law to allow a child educated elsewhere than at school to participate in the regular school curriculum or in extra-curricular or sports activities unless specifically provided in Board Policy, or required by Federal law, or State statute or administrative code. Unless requested by the parents, and agreed to by the school district, the school district is not required or permitted to:**



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Home Schooling and Equivalent Education
Outside the Schools

- a. ~~Test a child educated at home;~~
 - b. ~~Review the quality of instruction received at home; or~~
 - c. ~~To monitor the results of home instruction.~~
2. ~~When children are educated at home and are not enrolled in a school, the school district will not (or will) provide entitlements or privileges of pupils enrolled in the school district unless specifically provided in the Federal special education laws.~~
23. A child educated at home shall not receive a State endorsed high school diploma from the Board of Education.
- D. Pupils With Disabilities
1. **Any written request from a parent of a home schooled child for a special education evaluation of their child will be reviewed in a meeting of the Child Study Team (CST), the parent, and the regular education teacher in accordance with the provisions of N.J.A.C. 6A:14-2.3. At this meeting, the current information about the child shall be reviewed to determine whether an evaluation is warranted. The Superintendent will consider requests for evaluation of all potentially disabled home schooled children and make determinations whether or not to conduct evaluations.**
 - a. **If an evaluation is warranted, another determination shall be made regarding the assessment procedures. Written notice of the determinations shall be provided to the parent. Once the assessments are completed, a meeting in accordance with N.J.A.C. 6A:14-2.3 shall be held to determine whether the child is eligible for special education and related services. If the school district's Child Study Team (CST) determines that an evaluation is required, the procedures as outlined in N.J.A.C. 6:28-3.4 are followed.**



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Home Schooling and Equivalent Education

Outside the Schools

- b. If the child is eligible for special education **and related services**, the CST will determine a classification category and develop an Individualized Education Program (IEP) in accordance with N.J.A.C. 6A:14-3.7 ~~6:28-3.6~~. **If the child is eligible for special education and related services, the district shall make a free, appropriate public education available only if the child enrolls in the district.**
- ~~e. Home schooled children with disabilities may be provided a special education program including related services.~~
- ~~d. If a home schooled child with disabilities re-enrolls in the public school, the school district must implement the special education program described in the IEP. The school district will also review the IEP annually and be ready to conduct re-evaluation every three years.~~
- ce. The school district will notify the parent~~(s)~~ or legal guardian~~(s)~~ of a classified child who is being educated at home to offer services as required by law. The documentation of this notice will be maintained in the child's record file.
- df. Any determination by the school district CST regarding the provision of a special education program to a classified child who is being educated at home may be challenged by the parent~~(s)~~ or legal guardian~~(s)~~ **in accordance with the provisions of N.J.A.C. 6A:14 et seq.**

~~E. Curricular and Co-Curricular Activities~~

~~When children are educated at home and are not enrolled in a school, the school district is not required to provide any of the entitlements or privileges of pupils enrolled in the school district unless specifically provided in the Federal special education laws.~~

- ~~1. Curricular activities Home schooled children will not (or will) be permitted to participate in school curricular activities, (e.g. field trips).~~



REGULATION GUIDE

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Home Schooling and Equivalent Education
Outside the Schools

2. ~~Co-Curricular activities — Home schooled children will not (or will) be permitted to participate in school co-curricular activities, (e.g. clubs and athletics).~~
3. ~~Textbooks — The school district will not (or will) loan books or materials to home schooled children.~~

Optional (For secondary schools only)

[Required for school districts that send to a shared-time County Vocational School District

E. Shared-Time Vocational School District

- {4. Home schooled **children** pupils are permitted to enroll in shared-time vocational programs, and once enrolled they become public school pupils and are entitled to payment of tuition and eligible for transportation.]

~~Home Schooling in New Jersey~~

~~PTM NO. 1400.66 New Jersey Department of Education,
30 April 1997~~

~~Commissioner of Education Correspondence dated 9 April 1998~~

**New Jersey Department of Education – Frequently Asked Questions:
Home Schooling**

Issued:

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5/15 9:40am

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 10 Month Period Ending 04/30/2012

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$763,560.42
121	Tax levy receivable		\$763,604.00
	Accounts receivable:		
141	Intergovernmental - State	\$187,641.63	
143	Intergovernmental - Other	\$6,802.23	
			\$194,443.86
	Other Current Assets		\$0.00

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

301	Estimated Revenues	\$14,088,011.00	
302	Less Revenues	(\$12,419,463.65)	
		-----	\$1,668,547.35

	Total assets and resources		\$3,390,155.63
			=====

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 10 Month Period Ending 04/30/2012

=====

LIABILITIES AND FUND EQUITY

=====

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

Other current liabilities	(\$20.00)
<hr/>	
TOTAL LIABILITIES	(\$20.00)
<hr/>	
=====	

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	\$1,846,111.23
	Reserved fund balance:	
760	Reserved Fund Balance	\$207,216.00
601	Appropriations	\$14,351,511.00
602	Less : Expenditures	\$11,233,042.12
603	Encumbrances	\$1,846,111.23 (\$13,079,153.35)
		<hr/>
	Total Appropriated	\$3,325,684.88

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

770	Fund Balance	\$264,490.75
303	Budgeted Fund Balance	(\$200,000.00)
		<hr/>
	TOTAL FUND BALANCE	\$3,390,175.63
	TOTAL LIABILITIES AND FUND EQUITY	\$3,390,155.63

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
	<hr/>	<hr/>	<hr/>
Appropriations	\$14,351,511.00	\$13,079,153.35	\$1,272,357.65
Revenues	(\$14,088,011.00)	(\$12,419,463.65)	(\$1,668,547.35)
	<hr/>	<hr/>	<hr/>
	\$263,500.00	\$659,689.70	(\$396,189.70)
Less: Adjust for prior year encumb.	(\$63,500.00)	(\$63,500.00)	
	<hr/>	<hr/>	<hr/>
Budgeted Fund Balance	\$200,000.00	\$596,189.70	(\$396,189.70)
	=====	=====	=====

Recapitulation of Budgeted Fund Balance by Subfund

Fund 10 (includes 10, 11, 12, and 13)	\$200,000.00	\$596,189.70	(\$396,189.70)
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
	<hr/>	<hr/>	<hr/>
TOTAL Budgeted Fund Balance	\$200,000.00	\$596,189.70	(\$396,189.70)
	=====	=====	=====

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 10 Month Period Ending 04/30/2012

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
		-----	-----	-----	-----
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$12,862,206.00	\$11,046,099.85		\$1,816,106.15
3XXX	From State Sources	\$1,225,805.00	\$1,373,363.80		(\$147,558.80)
TOTAL REVENUE/SOURCES OF FUNDS		\$14,088,011.00	\$12,419,463.65		\$1,668,547.35
		=====	=====	=====	=====
					AVAILABLE
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	BALANCE
		-----	-----	-----	-----
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$1,245,173.00	\$977,459.45	\$148,149.59	\$119,563.96
11-230-X00-XXX	Basic Skills - Remedial Instruction	\$94,000.00	\$74,398.21	\$18,393.67	\$1,208.12
11-240-X00-XXX	Bilingual Education - Instruction	\$59,500.00	\$47,564.00	\$11,891.00	\$45.00
11-3XX-100-XXX	Voc. Programs - Local - Instruction	\$3,477,698.95	\$2,480,288.50	\$581,035.89	\$416,374.56
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$49,301.05	\$44,016.28	\$2,917.86	\$2,366.91
11-402-100-XXX	School-Spons. Athletics - Instruction	\$55,360.00	\$41,580.67	\$11,897.87	\$1,881.46
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-213-XXX	Health Services	\$168,900.00	\$134,411.45	\$29,770.70	\$4,717.85
11-000-218-XXX	Guidance	\$490,000.00	\$464,256.15	\$24,592.71	\$1,151.14
11-000-219-XXX	Child Study Teams	\$179,500.00	\$151,993.17	\$24,733.06	\$2,773.77
11-000-221-XXX	Improvement Of Inst./Other Support				
	Improvement of Inst. Serv.	\$364,500.00	\$307,084.46	\$53,263.13	\$4,152.41
11-000-222-XXX	Educational Media Serv/School Library	\$215,050.00	\$174,780.97	\$34,251.63	\$6,017.40
11-000-223-XXX	Instructional Staff Training Services	\$15,000.00	\$12,280.34	\$2,712.56	\$7.10
11-000-230-XXX	Supp. Serv.-General Administration	\$497,620.00	\$421,010.30	\$24,444.24	\$52,165.46
11-000-240-XXX	Supp. Serv.-School Administration	\$636,500.00	\$486,308.04	\$113,872.53	\$36,319.43
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$665,000.00	\$570,814.65	\$78,355.13	\$15,830.22
11-000-261-XXX	Allowable Maint. for School Facilities	\$916,400.00	\$817,174.17	\$95,902.40	\$3,323.43
11-000-262-XXX	Custodial Services	\$1,400,045.00	\$1,133,977.06	\$134,233.84	\$131,834.10
11-000-263-XXX	Care and Upkeep of Grounds	\$14,500.00	\$10,895.50	\$3,604.50	.00
11-000-266-XXX	Security	\$109,000.00	\$97,775.58	\$11,175.26	\$49.16
11-000-270-XXX	Student Transportation Services	\$103,100.00	\$54,560.53	\$11,999.06	\$36,540.41
11-000-291-XXX	Allocated and Unallocated Benefits	\$3,114,955.00	\$2,345,686.64	\$402,471.78	\$366,796.58
TOTAL GENERAL CURRENT EXPENSE					
EXPENDITURES/USES OF FUNDS		\$13,871,103.00	\$10,848,316.12	\$1,819,668.41	\$1,203,118.47
		=====	=====	=====	=====

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 10 Month Period Ending 04/30/2012

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	-----	-----	-----	-----
*** CAPITAL OUTLAY ***				
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$413,408.00	\$317,726.00	\$26,442.82	\$69,239.18
	-----	-----	-----	-----
 TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$413,408.00	\$317,726.00	\$26,442.82	\$69,239.18
	=====	=====	=====	=====
*** SPECIAL SCHOOLS ***				
13-422-100-XXX Summer school -instruction	\$67,000.00	\$67,000.00	.00	.00
	-----	-----	-----	-----
 TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	\$67,000.00	\$67,000.00	\$0.00	\$0.00
	=====	=====	=====	=====
 TOTAL GENERAL FUND EXPENDITURES	\$14,351,511.00	\$11,233,042.12	\$1,846,111.23	\$1,272,357.65
	=====	=====	=====	=====

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 10 Month Period Ending 04/30/2012

	ESTIMATED	ACTUAL	UNREALIZED	
	-----	-----	-----	
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,526,740.00	\$10,475,780.00	\$1,050,960.00
1310	Tuition- From LEA's	\$805,476.00	\$259,417.80	\$546,058.20
1XXX	Miscellaneous	\$529,990.00	\$310,902.05	\$219,087.95
	TOTAL	\$12,862,206.00	\$11,046,099.85	\$1,816,106.15
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$266,810.00	\$266,810.00	.00
3176	Equalization	\$603,031.00	\$603,031.00	.00
3177	Categorical Security	\$63,317.00	\$63,317.00	.00
3178	Adjustment Aid	\$292,647.00	\$440,205.80	(\$147,558.80)
	TOTAL	\$1,225,805.00	\$1,373,363.80	(\$147,558.80)
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$14,088,011.00	\$12,419,463.65	\$1,668,547.35
		=====	=====	=====

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 10 Month Period Ending 04/30/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,178,696.00	\$929,802.88	\$141,588.54	\$107,304.58
11-140-100-106 Other Salaries for Instruction	\$1,650.00	\$1,650.00	.00	.00
11-140-100-500 Other Purchased Services	\$5,500.00	\$3,497.89	\$449.48	\$1,552.63
11-140-100-610 General Supplies	\$48,327.00	\$34,122.34	\$5,973.82	\$8,230.84
11-140-100-640 Textbooks	\$7,000.00	\$7,000.00	.00	.00
11-140-100-800 Other Objects	\$2,000.00	\$1,386.34	\$137.75	\$475.91
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$2,000.00	\$0.00	\$0.00	\$2,000.00
TOTAL	\$1,245,173.00	\$977,459.45	\$148,149.59	\$119,563.96
--- Basic skills/remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$90,000.00	\$71,948.00	\$17,987.00	\$65.00
11-230-100-610 General Supplies	\$4,000.00	\$2,450.21	\$406.67	\$1,143.12
TOTAL	\$94,000.00	\$74,398.21	\$18,393.67	\$1,208.12
--- Bilingual education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$59,500.00	\$47,564.00	\$11,891.00	\$45.00
TOTAL	\$59,500.00	\$47,564.00	\$11,891.00	\$45.00
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$2,690,698.95	\$1,976,564.12	\$508,081.77	\$206,053.06
11-310-100-320 Purchased Prof.-Ed. Services	\$200,000.00	\$31,030.00	\$5,720.00	\$163,250.00
11-310-100-500 Other Purchased Services	\$25,000.00	\$16,985.60	\$7,863.08	\$151.32
11-310-100-610 General Supplies	\$275,000.00	\$224,548.02	\$24,683.69	\$25,768.29
11-310-100-640 Textbooks	\$9,000.00	\$9,000.00	.00	.00
11-310-100-800 Other Objects	\$7,000.00	\$6,322.05	\$27.00	\$650.95
Total	\$3,206,698.95	\$2,264,449.79	\$546,375.54	\$395,873.62
--- Special Vocational Programs - Instruction ---				
11-320-100-101 Salaries of Teachers	\$217,000.00	\$173,028.00	\$34,244.00	\$9,728.00
11-320-100-500 Other Purchased Services	\$2,000.00	\$1,583.65	\$416.35	.00
11-320-100-610 General Supplies	\$45,000.00	\$34,227.06	.00	\$10,772.94
11-320-100-640 Textbooks	\$7,000.00	\$7,000.00	.00	.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 10 Month Period Ending 04/30/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
Total	\$271,000.00	\$215,838.71	\$34,660.35	\$20,500.94
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$38,301.05	\$36,103.05	.00	\$2,198.00
11-401-100-600 Supplies and Materials	\$11,000.00	\$7,913.23	\$2,917.86	\$168.91
TOTAL	\$49,301.05	\$44,016.28	\$2,917.86	\$2,366.91
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$38,000.00	\$26,319.66	\$9,825.38	\$1,854.96
11-402-100-500 Purchased Services	\$12,000.00	\$9,991.00	\$1,982.50	\$26.50
11-402-100-600 Supplies and Materials	\$5,360.00	\$5,270.01	\$89.99	.00
TOTAL	\$55,360.00	\$41,580.67	\$11,897.87	\$1,881.46
--- UNDISTRIBUTED EXPENDITURES ---				
--- Health services ---				
11-000-213-100 Salaries	\$148,000.00	\$119,719.00	\$28,033.77	\$247.23
11-000-213-300 Purchased Prof. & Tech. Svc.	\$14,500.00	\$10,245.23	\$1,254.63	\$3,000.14
11-000-213-600 Supplies and Materials	\$6,000.00	\$4,099.43	\$482.30	\$1,418.27
11-000-213-800 Other Objects	\$400.00	\$347.79	.00	\$52.21
TOTAL	\$168,900.00	\$134,411.45	\$29,770.70	\$4,717.85
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$389,000.00	\$381,211.84	\$7,788.16	.00
11-000-218-105 Sal Sec. & Clerical Asst.	\$100,000.00	\$82,959.00	\$16,591.80	\$449.20
11-000-218-600 Supplies and Materials	\$1,000.00	\$85.31	\$212.75	\$701.94
TOTAL	\$490,000.00	\$464,256.15	\$24,592.71	\$1,151.14
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$75,000.00	\$65,167.63	\$9,832.37	.00
11-000-219-105 Sal Sec. & Clerical Asst.	\$93,000.00	\$78,304.00	\$14,696.00	.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$5,000.00	\$3,584.26	.00	\$1,415.74
11-000-219-500 Other Purchased Services	\$1,000.00	\$1,000.00	.00	.00
11-000-219-600 Supplies and Materials	\$2,000.00	\$1,901.03	\$95.69	\$3.28
11-000-219-800 Other Objects	\$3,500.00	\$2,036.25	\$109.00	\$1,354.75

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 10 Month Period Ending 04/30/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$179,500.00	\$151,993.17	\$24,733.06	\$2,773.77
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$164,000.00	\$129,873.31	\$34,126.69	.00
11-000-221-104 Salaries Other Prof. Staff	\$152,000.00	\$133,124.80	\$18,875.20	.00
11-000-221-105 Sal Secr. & Clerical Asst.	\$38,000.00	\$35,672.26	.00	\$2,327.74
11-000-221-500 Other Purchased Services	\$5,000.00	\$4,738.76	\$261.24	.00
11-000-221-600 Supplies and Materials	\$2,500.00	\$2,488.52	.00	\$11.48
11-000-221-800 Other Objects	\$3,000.00	\$1,186.81	.00	\$1,813.19
TOTAL	\$364,500.00	\$307,084.46	\$53,263.13	\$4,152.41
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$101,050.00	\$79,520.00	\$19,880.00	\$1,650.00
11-000-222-177 Salaries of Technology Coordinators	\$85,000.00	\$67,916.60	\$13,583.32	\$3,500.08
11-000-222-500 Other Purchased Services	\$4,000.00	\$3,999.09	.00	\$0.91
11-000-222-600 Supplies and Materials	\$21,000.00	\$20,473.92	\$526.08	.00
11-000-222-800 Other Objects	\$4,000.00	\$2,871.36	\$262.23	\$866.41
TOTAL	\$215,050.00	\$174,780.97	\$34,251.63	\$6,017.40
--- Instructional Staff Training Services ---				
11-000-223-500 Other Purchased Services	\$13,000.00	\$10,280.34	\$2,712.56	\$7.10
11-000-223-600 Supplies and Materials	\$2,000.00	\$2,000.00	.00	.00
TOTAL	\$15,000.00	\$12,280.34	\$2,712.56	\$7.10
--- Support services-general administration ---				
11-000-230-100 Salaries	\$255,000.00	\$220,962.38	\$833.32	\$33,204.30
11-000-230-331 Legal Services	\$75,000.00	\$43,813.78	\$14,967.04	\$16,219.18
11-000-230-332 Audit Fees	\$33,500.00	\$33,380.00	.00	\$120.00
11-000-230-339 Other Purchased Prof. Svc.	\$3,000.00	\$2,750.00	\$249.00	\$1.00
11-000-230-530 Communications/Telephone	\$75,000.00	\$64,878.76	\$8,370.51	\$1,750.73
11-000-230-590 Other Purchased Services	\$3,000.00	\$3,000.00	\$0.00	\$0.00
11-000-230-61X General Supplies	\$11,000.00	\$11,000.00	.00	.00
11-000-230-630 BOE In-House Training/Meeting Supplies	\$3,500.00	\$3,476.63	\$23.37	.00
11-000-230-890 Misc. Expenditures	\$31,000.00	\$30,999.00	\$1.00	.00
11-000-230-895 BOE Membership Dues and Fees	\$7,620.00	\$6,749.75	.00	\$870.25
TOTAL	\$497,620.00	\$421,010.30	\$24,444.24	\$52,165.46

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 10 Month Period Ending 04/30/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$460,000.00	\$339,837.29	\$112,088.71	\$8,074.00
11-000-240-105 Sal Secr. & Clerical Asst.	\$129,000.00	\$110,975.29	.00	\$18,024.71
11-000-240-11X Other Salaries	\$20,000.00	\$9,302.23	\$1,078.48	\$9,619.29
11-000-240-500 Other Purchased Services	\$16,500.00	\$15,620.16	\$455.34	\$424.50
11-000-240-600 Supplies and Materials	\$8,000.00	\$7,844.47	.00	\$155.53
11-000-240-800 Other Objects	\$3,000.00	\$2,728.60	\$250.00	\$21.40
TOTAL	\$636,500.00	\$486,308.04	\$113,872.53	\$36,319.43
--- Central Services ---				
11-000-251-100 Salaries	\$390,000.00	\$314,100.54	\$61,053.59	\$14,845.87
11-000-251-330 Purchased Prof. Svcs.	\$28,000.00	\$26,101.04	\$1,823.24	\$75.72
11-000-251-340 Purchased Technical Svcs.	\$16,000.00	\$14,761.85	\$1,114.26	\$123.89
11-000-251-600 Supplies and Materials	\$7,000.00	\$7,000.00	.00	.00
11-000-251-890 Other Objects	\$6,000.00	\$4,792.08	\$475.08	\$732.84
TOTAL	\$447,000.00	\$366,755.51	\$64,466.17	\$15,778.32
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$171,000.00	\$159,238.68	\$11,761.32	.00
11-000-252-500 Other Pur Serv. (400-500 series)	\$31,000.00	\$29,192.83	\$1,800.00	\$7.17
11-000-252-600 Supplies and Materials	\$16,000.00	\$15,627.63	\$327.64	\$44.73
TOTAL	\$218,000.00	\$204,059.14	\$13,888.96	\$51.90
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$565,000.00	\$500,926.90	\$60,823.46	\$3,249.64
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$315,400.00	\$282,331.51	\$33,067.49	\$1.00
11-000-261-610 General Supplies	\$26,000.00	\$25,927.21	.00	\$72.79
11-000-261-800 Other Objects	\$10,000.00	\$7,988.55	\$2,011.45	.00
TOTAL	\$916,400.00	\$817,174.17	\$95,902.40	\$3,323.43
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$332,545.00	\$277,186.05	\$55,358.95	.00
11-000-262-490 Other Purchased Property Svc.	\$67,000.00	\$53,508.39	\$6,946.05	\$6,545.56
11-000-262-520 Insurance	\$207,500.00	\$147,504.50	.00	\$59,995.50
11-000-262-621 Energy (Natural Gas)	\$170,000.00	\$84,695.79	\$71,928.84	\$13,375.37
11-000-262-622 Energy (Electricity)	\$623,000.00	\$571,082.33	.00	\$51,917.67
TOTAL	\$1,400,045.00	\$1,133,977.06	\$134,233.84	\$131,834.10
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$14,500.00	\$10,895.50	\$3,604.50	.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 10 Month Period Ending 04/30/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$14,500.00	\$10,895.50	\$3,604.50	\$0.00
--- Security ---				
11-000-266-100 Salaries	\$109,000.00	\$97,775.58	\$11,175.26	\$49.16
TOTAL	\$109,000.00	\$97,775.58	\$11,175.26	\$49.16
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$35,000.00	\$31,242.69	\$3,757.31	.00
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$3,000.00	\$1,880.28	.00	\$1,119.72
11-000-270-512 Contr Svc(other btw home & sch)-vendors	\$19,000.00	\$11,766.00	\$6,881.00	\$353.00
11-000-270-514 Contract Svc (spec.ed.)-vendors	\$3,000.00	.00	.00	\$3,000.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$29,600.00	\$1,430.50	\$1,360.75	\$26,808.75
11-000-270-593 Misc. Purchased Svc.- Transp.	\$8,500.00	\$6,250.00	.00	\$2,250.00
11-000-270-610 General Supplies	\$2,000.00	\$1,991.06	.00	\$8.94
11-000-270-800 Misc. Expenditures	\$3,000.00	.00	.00	\$3,000.00
TOTAL	\$103,100.00	\$54,560.53	\$11,999.06	\$36,540.41
--- Benefits ---				
11-XXX-XXX-220 Social Security Contributions	\$190,000.00	\$162,115.81	\$24,901.02	\$2,983.17
11-XXX-XXX-241 Other Retirement Contrib. - PERS	\$417,455.00	\$417,437.79	.00	\$17.21
11-XXX-XXX-250 Unemployment Compensation	\$61,500.00	\$20,871.02	\$32,922.44	\$7,706.54
11-XXX-XXX-260 Workman's Compensation	\$178,000.00	\$178,000.00	.00	.00
11-XXX-XXX-270 Health Benefits	\$2,098,000.00	\$1,440,310.03	\$344,648.32	\$313,041.65
11-XXX-XXX-280 Tuition Reimbursement	\$30,000.00	\$30,000.00	.00	.00
11-XXX-XXX-290 Other Employee Benefits	\$140,000.00	\$96,951.99	.00	\$43,048.01
TOTAL	\$3,114,955.00	\$2,345,686.64	\$402,471.78	\$366,796.58
Total Undistributed expenditures	\$8,890,070.00	\$7,183,009.01	\$1,045,382.53	\$661,678.46
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$13,871,103.00	\$10,848,316.12	\$1,819,668.41	\$1,203,118.47
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$13,871,103.00	\$10,848,316.12	\$1,819,668.41	\$1,203,118.47
	=====	=====	=====	=====

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 10 Month Period Ending 04/30/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
--- Facilities acquisition and construction services ---				
12-000-400-334 Architectural/Engineering Services	\$35,000.00	\$35,000.00	.00	.00
12-000-400-450 Construction services	\$378,408.00	\$282,726.00	\$26,442.82	\$69,239.18
Facilitis. Acqstn. Const. Sevr. -- TOTAL --	\$413,408.00	\$317,726.00	\$26,442.82	\$69,239.18
TOTAL	\$413,408.00	\$317,726.00	\$26,442.82	\$69,239.18
TOTAL CAPITAL OUTLAY EXPENDITURES	\$413,408.00	\$317,726.00	\$26,442.82	\$69,239.18
*** SPECIAL SCHOOLS ***				
--- Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	\$62,000.00	\$62,000.00	\$0.00	\$0.00
13-422-100-610 General supplies	\$5,000.00	\$5,000.00	.00	.00
TOTAL	\$67,000.00	\$67,000.00	\$0.00	\$0.00
TOTAL SUMMER SCHOOL	\$67,000.00	\$67,000.00	\$0.00	\$0.00
TOTAL SPECIAL SCHOOLS EXPENDITURES	\$67,000.00	\$67,000.00	\$0.00	\$0.00
*** EDUCATION STABILIZATION FUND **				
*** GOVERNMENT SERVICES FUND **				
*** EDUCATION JOBS FUND **				
TOTAL GENERAL FUND EXPENDITURES	\$14,351,511.00	\$11,233,042.12	\$1,846,111.23	\$1,272,357.65

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

For 10 Month Period Ending 04/30/2012

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



Board Secretary/Business Administrator

April 30, 2012

Date

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

ACCOUNT NUMBER	DESCRIPTION	APPROPRIATION	EXPENDITURE	ENCUMBERANCES	AVAILABLE BALANCE
11-000-262-620	ENERGY-GAS/ELECTRIC-	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

5/15 9:40am

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Special Revenue Fund - Fund 20
 Interim Balance Sheet
 For 10 Month Period Ending 04/30/12

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

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

101	Cash in bank		(\$35,210.53)
	Accounts receivable:		
141	Intergovernmental - State	\$51,237.83	
		\$51,237.83	
	Other Current Assets		(\$70,487.83)

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

301	Estimated Revenues	\$993,182.61	
302	Less Revenues	(\$813,783.50)	
		\$179,399.11	
	Total assets and resources		\$124,938.58
			=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Special Revenue Fund - Fund 20
 Interim Balance Sheet
 For 10 Month Period Ending 04/30/12

=====

LIABILITIES AND FUND EQUITY

=====

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

421	Accounts Payable	(\$2,789.23)
481	Deferred revenues	(\$19,250.00)
	Other current liabilities	\$2,789.23

	TOTAL LIABILITIES	(\$19,250.00)
		=====

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	\$96,504.94
601	Appropriations	\$993,182.61
602	Less: Expenditures	\$848,994.03
603	Encumbrances	\$96,504.94 (\$945,498.97)

	TOTAL FUND BALANCE	\$47,683.64

	TOTAL LIABILITIES AND FUND EQUITY	\$144,188.58
		\$124,938.58
		=====

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 10 Month Period Ending 04/30/12

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$165,430.00	\$162,707.50		\$2,722.50
3XXX	From State Sources	\$378,819.61	\$317,603.00		\$61,216.61
4XXX	From Federal Sources	\$448,933.00	\$333,473.00		\$115,460.00
		-----	-----	-----	-----
	TOTAL REVENUE/SOURCES OF FUNDS	\$993,182.61	\$813,783.50		\$179,399.11
		=====	=====	=====	=====
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
		-----	-----	-----	-----
	LOCAL PROJECTS:	\$165,430.00	\$140,004.06	\$8,752.65	\$16,673.29
	STATE PROJECTS:				
	Other special projects	\$378,819.61	\$301,080.58	\$62,441.41	\$15,297.62
		-----	-----	-----	-----
	TOTAL STATE PROJECTS	\$378,819.61	\$301,080.58	\$62,441.41	\$15,297.62
	FEDERAL PROJECTS:				
	NCLB Title I	\$44,057.00	\$31,682.22	\$4,148.92	\$8,225.86
	NCLB Title II - Part A/D	\$10,812.00	\$7,204.47	\$414.16	\$3,193.37
	I.D.E.A. Part B (Handicapped)	\$109,274.00	\$88,520.84	\$16,459.66	\$4,293.50
	Vocational Education	\$284,790.00	\$280,501.86	\$4,288.14	.00
		-----	-----	-----	-----
	TOTAL FEDERAL PROJECTS	\$448,933.00	\$407,909.39	\$25,310.88	\$15,712.73
		-----	-----	-----	-----
	*** TOTAL EXPENDITURES ***	\$993,182.61	\$848,994.03	\$96,504.94	\$47,683.64
		=====	=====	=====	=====

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

For 10 Month Period Ending 04/30/12

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



Board Secretary/Business Administrator

April 30, 2012

Date

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

5/15 9:40am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 10 Month Period Ending 04/30/12

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$6,722.73
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$1,553,467.85	
		\$1,553,467.85	\$1,553,467.85

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

301	Estimated Revenues	\$1,000,000.00	
302	Less Revenues	(\$1,583,816.64)	
		(\$583,816.64)	(\$583,816.64)

Total assets and resources

\$976,373.94

=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 10 Month Period Ending 04/30/12

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year			\$794,468.20
754	Reserve for encumbrances - Prior Year			\$1,131.00
601	Appropriations		\$2,658,722.37	
602	Less : Expenditures	\$1,682,348.43		
603	Encumbrances	\$795,599.20	(\$2,477,947.63)	
				\$180,774.74
	Total Appropriated			\$976,373.94

--- Unappropriated ---

770	Fund balance			\$616,975.92
303	Budgeted Fund Balance			(\$616,975.92)

TOTAL FUND BALANCE \$976,373.94

TOTAL LIABILITIES AND FUND EQUITY \$976,373.94

=====

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 10 Month Period Ending 04/30/12

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$1,000,000.00	\$1,583,816.64		(\$583,816.64)
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$1,000,000.00	\$1,583,816.64		(\$583,816.64)
	=====	=====	=====	=====
*** EXPENDITURES ***				
	_____	_____	_____	_____
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-450 Construction services	\$2,658,722.37	\$1,682,348.43	\$795,599.20	\$180,774.74
	_____	_____	_____	_____
Total fac.acq.and constr. serv.	\$2,658,722.37	\$1,682,348.43	\$795,599.20	\$180,774.74
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$2,658,722.37	\$1,682,348.43	\$795,599.20	\$180,774.74
*** TOTAL EXPENDITURES AND TRANSFERS	\$2,658,722.37	\$1,682,348.43	\$795,599.20	\$180,774.74
	=====	=====	=====	=====

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

For 10 Month Period Ending 04/30/12

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



Board Secretary/Business Administrator

April 30, 2012

Date

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

Report of the Treasurer
to the Board of Education

District of Somerset County Vocational
All Funds
For Month Ended: April 30, 2012

CASH REPORT

FUNDS	(1)	(2)	(3)	(4)
Governmental Funds	Adjusted Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$698,332.93	\$1,148,154.60	-\$1,082,927.11	\$763,560.42
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)	\$41,837.95	\$45,582.00	-\$122,630.48	-\$35,210.53
Capital Project Fund (30)	\$11,806.80	\$0.00	-\$5,084.07	\$6,722.73
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	\$830,791.17	\$1,193,736.60	-\$1,210,641.66	\$813,886.11
Summer Savings	\$62,080.30	\$8,869.39	\$0.00	\$70,949.69
Enterprise Fund (60) Cafeteria	\$63,342.32	\$13,706.29	-\$12,555.23	\$64,493.38
Payroll Fund (70)	\$0.00	\$468,801.63	-\$468,801.63	\$0.00
Agency Fund (90)	\$0.00	\$313,472.08	-\$313,472.08	\$0.00
Total Trust & Agency	\$125,422.62	\$804,849.39	-\$794,828.94	\$135,443.07
Grand Total for all Funds	\$956,213.79	\$1,998,585.99	-\$2,005,470.60	\$949,329.18
				\$949,329.18

[Back to Top](#)

Prepared and submitted by:

Michelle Fresco

Michelle Fresco, Treasurer of School Moneys

5/8/2012

Date



Somerset Vocational & Technical High School PRICE LIST 2012-2013

Student Lunch	\$3.00	Student Breakfast	\$2.00
Adult Lunch	\$3.50	Adult Breakfast	\$2.50
Entrée	\$2.50	Bagel with Cream Cheese/ Butter	\$1.50
Milk	\$0.50		\$2.00
Baked Chips	\$0.75	Fresh Fruit	\$0.75
Ice Cream	\$1.50	Baked Cookies	\$0.35
Hot Pretzel	\$1.25	Breakfast Sandwich	\$2.50
Iced Tea	\$0.50	Yogurt	\$1.50
Soup	\$0.85	Cereal	\$1.00
Chef Salad Lunch	\$3.00	French Fries	\$1.50
Spring Water	\$1.00	Sandwich	\$2.50

Maschio's Food Services, Inc.



**NEW JERSEY
POLICY ALERT**
Policy Alert and Support System

No. 196
February 2012

- 1631 Residency Requirement for Person Holding School District Office, Employment, or Position (New)**
- 2431 Athletic Competition (Revised)**
- 3324 Right of Privacy - Teaching Staff Members (New)**
- 4324 Right of Privacy - Support Staff Members (New)**
- 5117 Interdistrict Public School Choice (New)**
- 5600 Pupil Discipline/Code of Conduct (Revised)**
- 7510 Use of School Facilities (Revised)**
- 8613 Waiver of Pupil Transportation (New)**
- 9270 Home Schooling and Equivalent Education Outside the Schools (Revised)**

This POLICY ALERT replaces and/or adds Policy and/or Regulation Guides in the following sections: 1000, 2000, 3000, 4000, 5000, 7000, 8000 and 9000.

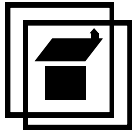
Please note the comments below are organized as follows:

0000 NAME OF POLICY

This paragraph describes a development at the State or Federal level.

This paragraph describes the effect of the development on local Board policy. Local policy is **MANDATED** by law or monitoring standards, (these policies will be designated with a small **M** in the upper right hand corner), **RECOMMENDED** by sound management practices, or merely **SUGGESTED** as may be appropriate to meet your district needs.

These policy and regulation guides should be used to update the Policy and Regulation Manuals of the school district. If your district manual(s) contain any of the policies or regulations contained in this Policy Alert, they must be updated for your district manual(s) to remain current and in compliance with law. It does not matter whether or not the policy or regulation is MANDATED, all policies and regulations in district manuals contained in this alert should be updated.



NEW JERSEY POLICY ALERT Policy Alert and Support System

Subscribers to Strauss Esmay's Policy Alert & Support System (PASS) receive new and/or revised policies and regulations in paper copy and electronically either through email or download from Strauss Esmay's website, www.straussesmay.com. For your convenience, the revised policies and regulations have changes indicated by ~~strike throughs~~ to denote required text deletions and **bolded text** to indicate new material. The **Policy Alerts** tab on our website contains two different folders: one titled "Alert in one Word document" with ~~strike throughs~~ and **bolded text**; and the second titled "[Alert in one Word document - NO BOLDS OR STRIKETHROUGHs](#)" with ~~strike throughs~~ and **bolded text** removed for a clean document. The File Maker Pro download requires File Maker Pro software installed on your computer and will run on IBM, Apple Macintosh, or compatibles. On the electronic download versions, the text should be changed to regular print in 12 font Courier, Courier (WL), or Times New Roman for DistrictOnline clients and ~~strike throughs~~ should be deleted when the policy or regulation is prepared for your print manual. Policy and regulation guides enclosed in this mailing are double sided as a cost containment and paper conservation measure.

1631 – Residency Requirement for Person Holding School District Office, Employment, or Position (New)

The "New Jersey First Act" (P.L. 2011, c. 70) establishes residency requirements for all persons holding office, employment, or a position in a New Jersey school district. Although the law was effective September 1, 2011, the New Jersey Department of Community Affairs recently published a Local Finance Notice on October 21, 2011 that included a summary of the law and a FAQ. Policy Guide 1631 has been developed to incorporate the provisions of this new law. Although the law does not mandate a policy, it is highly recommended a district consider adopting a policy regarding this law.

Policy Guide 1631 is **RECOMMENDED**

2431 – Athletic Competition (Revised)

Policy Guide 2431 has been revised as a result of New Jersey State Interscholastic Athletic Association's (NJSIAA) recent policy permitting home schooled children to participate in a school district's interscholastic athletic program. The New Jersey Department of Education Homeschooling FAQ – Question 10 indicates "a Board of Education may, but is not required to, allow a child educated elsewhere than at school to participate in curricular and extracurricular activities or sports activities." Therefore, an option has been provided in this revised Policy Guide permitting home schooled children the opportunity to participate in the district's interscholastic athletic program in accordance with NJSIAA's rules and Board of Education policy. A district considering this option should review the recently published NJSIAA Guidelines that provide the conditions needed to be met to permit participation of a home schooled child in the district's interscholastic athletic program. Several other revisions are provided in this updated Policy Guide.

Policy Guide 2431 is **MANDATED**



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3324 – Right of Privacy - Teaching Staff Members (New)

4324 – Right of Privacy - Support Staff Members (New)

There have been requests by several school districts for a policy guide concerning a staff member's expectation of privacy and a public employer's right to conduct a search in the workplace. This issue is governed by Federal Court decisions interpreting the Fourth Amendment of the United States Constitution. The Federal Courts determine whether a public employee maintains an expectation of privacy on a case-by-case basis depending on specific facts. However, Courts have consistently determined there is a reduced expectation of privacy for searches conducted pursuant to an investigation of work-related employee misconduct, by legitimate policies or regulations, or with reasonable suspicion the staff member is violating a law or school policy. Policy Guides 3324 and 4324 have been developed to inform school employees this reduced expectation of privacy *may* result in school property being searched without a search warrant. We suggest the use of "*may result in school property being searched*" in the Policy Guide as any search is subject to the reasonableness standard, meaning the search from its inception and the scope of the intrusion must be reasonable. These Policy Guides are not mandated and a district may want to review this issue with their Board Attorney prior to adoption.

Policy Guide 3324 is **SUGGESTED**

Policy Guide 4324 is **SUGGESTED**

5117 – Interdistrict Public School Choice (New)

The legislature established a permanent interdistrict public school choice program in June 2010. The New Jersey Interdistrict Public School Choice Program Act of 2010, N.J.S.A. 18A:36B-14 through 18A:36B-24, provides all school districts the option of being a "choice" district. Prior to passage of the Act, there was a pilot program limiting the establishment of choice districts to one per county. Strauss Esmay delayed the development of a Policy and Regulation Guide pending the adoption of "choice" administrative code that is aligned with the Interdistrict Public School Choice Program Act of 2010. However, while the "choice" administrative code is being finalized by the NJDOE, school districts have requested Policy guidance on the Act. Therefore, Policy Guide 5117 – Interdistrict Public School Choice Program has been developed and is aligned with N.J.S.A. 18A:36B-14 through 18A:36B-24. A corresponding Regulation Guide will be developed upon adoption of administrative code by the New Jersey State Board of Education. The Act does not mandate adoption of a policy as a district's decision to become a "choice" district is optional. However, a district should limit the number of pupils it permits to attend a "choice" district by adopting a Board resolution as outlined in the law and in this Policy Guide.

Policy Guide 5117 is **RECOMMENDED**



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5600 – Pupil Discipline/Code of Conduct (Revised)

Policy Alert 195 included new Dating Violence at School Policy and Regulation Guides - 5519 mandated by recent legislation. Strauss Esmay provided these Guides as soon as possible as the law's effective date was the beginning of the 2011-2012 school year. Similar to the Anti-Bullying Bill of Rights Act, the new dating violence at school law requires consequences and remedial/intervention measures for acts or incidents of dating violence at school. A listing of consequences and remedial/intervention measures are included in the new Dating Violence at School Policy and Regulation Guides. However, it is recommended these listings also be included in the school district's Pupil Discipline/Code of Conduct. Therefore, Policy and Regulation Guides 5600 have also been revised to include consequences and remedial/intervention measures for acts or incidents of dating violence at school. School district responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of an act or incident of dating violence at school which is explained in the new section F. in Regulation Guide 5600.

Policy Guide 5600 is **MANDATED**
Regulation Guide 5600 is **MANDATED**

7510 – Use of School Facilities (Revised)

Policy Alert 194 included new Policy and Regulation Guides 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries. These new Guides were mandated as a result of P.L. 2010, Chapter 94 (N.J.S.A. 18A:40-41.1 through 41.5). N.J.S.A. 18A:40-41.5 provides immunity to school districts for the injury or death of a person due to the action or inaction of persons employed by or under contract with a youth sports team organization that operates on school grounds provided the organization provides proof of a specific level of liability insurance and a statement of assurance the organization will comply with the district's Policy and Regulation 2431.4. In addition to including these provisions in Policy and Regulation Guides 2431.4, it is recommended these provisions be incorporated into the school district's Use of School Facilities Policy. Therefore, Policy and Regulation Guides 7510 – Use of School Facilities have been revised to incorporate this immunity language. In addition, several minor suggested revisions are also included in each Guide.

Although the law only requires a concussion policy and regulation for school districts that have "interscholastic athletics" as defined in Policy Guide 2431.4, the immunity from liability provisions of N.J.S.A. 18A:40-41.5 are required to protect all school districts that permit youth sports team organizations to use its school facilities. Therefore, a district that does not have "interscholastic athletics" but permits youth sports team organizations to use its school facilities should adopt Policy and Regulation Guides 2431.4 as these organizations would be required to meet the minimum insurance requirements and sign a statement of assurance for the district to receive immunity as outlined in N.J.S.A. 18A:40-41.5. Policy and Regulation Guides 2431.4 were included in Policy Alert 194 and can be downloaded from *ELANOnline*.

Most school districts have a locally-developed Use of School Facilities Policy and Regulation. If a district is not using Strauss Esmay's Policy and Regulation Guides 7510, it is strongly recommended the immunity from liability language be incorporated into the district's current locally-developed Use of School Facilities Policy and Regulation.

Policy Guide 7510 is **RECOMMENDED**
Regulation Guide 7510 is **RECOMMENDED**



8613 – Waiver of Pupil Transportation (New)

Public Law 2011, Chapter 132 (N.J.S.A. 18A:39-1c) was recently approved. The new statute permits a school district to not provide transportation to and from school for a pupil who lives remote from their school if the parent/guardian provides a signed written statement the pupil waives transportation services for that school year. This law was enacted to improve transportation efficiency by not requiring a school district to reserve seats on a school bus for pupils who voluntarily elect not to use the transportation services offered by the district. The new law requires the written statement shall be in such form as determined by the NJDOE. The NJDOE has indicated the form will be forthcoming and would likely be provided directly to school districts. The law further requires the district's policy have a provision allowing this waiver to be revised by a parent/guardian in the case of family or economic hardship. This is not a mandated policy guide, but has the potential to increase transportation efficiency and reduce transportation costs. Policy Guide 8613 has been developed indicating the Board may provide the pupil's parent/guardian the option of waiving transportation services. Obtaining waivers and modifying transportation routes will require the district's attention in the spring prior to the September opening of school.

Policy Guide 8613 is **RECOMMENDED**

9270 – Home Schooling and Equivalent Education Outside the Schools (Revised)

Policy and Regulation Guides 9270 require revision as a result of New Jersey State Interscholastic Athletic Association's (NJSIAA) recent policy permitting home schooled children to participate in a school district's interscholastic athletic program. Policy Guide 2431 – Athletic Competition has been revised (provided in this Policy Alert) to provide the district the option to permit a home schooled child to participate in a school district's interscholastic athletic program provided NJSIAA recently published guidelines are met. Rather than restate this option in Policy and Regulation Guides 9270, these Guides have been revised to indicate any participation by a home schooled child in the regular school program, in an extra-curricular program, or sports activities will be in accordance with Board Policy or if required by Federal law, or State statute or administrative code. This policy language limits the Board's position on this issue to one policy - Policy 2431. Additional revisions incorporated into these Guides were based on information provided in the New Jersey Department of Education – Frequently Asked Questions: Homeschooling that is published on the NJDOE website. There is limited legislation on home schooling, the NJDOE FAQ provides a good overview of the requirements, which we have provided in this Policy Alert.

Policy Guide 9270 is **MANDATED**
Regulation Guide 9270 is **MANDATED**