

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive  
Bridgewater, New Jersey 08807

Regular Meeting  
November 19, 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 October 22, 2012 and the Reorganization Meeting held on November 5, 2012.
  - A. Corrections

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the minutes of the Regular Meeting and Executive Session held on October 22, 2012 and the Reorganization Meeting held on November 5, 2012 were approved.

## IV. Correspondence

## V. Old or Unfinished Business

A. Presentation of Student of the Month – Constance Runyon, Theater Arts, 12<sup>th</sup> grade

B. Construction Projects - Update

## 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. School Communications Report

IX. Superintendent’s Report

A. Employment of Full-Time Personnel – 2012-13 School Year

The Superintendent recommends that the Board of Education appoint Mr. Lawrence Blanke to the position of Law Enforcement Instructor (UPC#TCH-HS-LAW-FL-01) at a salary of \$67,665.00, Step 15/D, effective at a mutually agreed upon date.

The Superintendent also recommends that the Board of Education appoint Mr. Michael McClain to the position of Electrical Construction Instructor (UPC#TCH-HS-ERT-FL-02) at a salary of \$60,480.00, Step 10-11/D, effective at a mutually agreed upon date.

B. Employment of Part-Time Hourly Personnel – 2012-13 School Year

The Superintendent recommends that the Board of Education approve the following part-time personnel for the 2012-13 school year:

Performing Arts – Dance Performance/Dance Education

Anne Uhlich	Assistant Technical Director (260 hours)	\$20.00/hr
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Student Employment - \$7.25/hr (Maximum 15 hrs/week)

Culinary Arts

Jason Allen	Vincent Monaco	Nicole Poyer
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C. Leave of Absence – Dr. Louise Tokarsky-Unda

The Superintendent recommends that the Board of Education approve the request of an unpaid leave of absence for Dr. Louise Tokarsky-Unda effective on or about January 8, 2013 through June 30, 2013.

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. Field Trips

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

E. Board Policies – Second Reading

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

- 3282 – Use of Social Networking Sites
- 4282 – Use of Social Networking Sites
- 6164 – Advertising on School Buses (as changed/see Addendum #2)

F. Revised Board Policies – Second Reading

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

- 0151 – Organization Meeting
- 0153 – Annual Appointments
- 0167 – Public Participation in Board Meetings
- 2361/R2361 – Acceptable Use of Computer Networks/Computers and Resources (as changed/see Addendum #3)
- 2431.4/R2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries
- 2622 – Pupil Assessment
- 6470/R6470 – Payment of Claims
- 6620 – Petty Cash

G. Board Policies – First Reading

The Superintendent recommends that the Board of Education approve the following Board policy at this first reading as it appears on Addendum #4.

- 4351 – Healthy Workplace Environment

H. Revised Board Policies – First Reading

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

- 2480 – Alternative Schools/Programs

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 Board Regulation – First Reading

The Superintendent recommends that the Board of Education approve the following revised Board regulation at this first reading as attached:

5200 - Attendance

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	___	___

# Regulation

## Somerset County Vocational Board of Education

### 5200 - ATTENDANCE (M)

Section: Pupils  
Date Created: June, 2007  
Date Edited: June, 2007

#### M

##### A. Definitions

1. "Attendance" is a pupil's presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities.
  - a. A pupil will be considered to have attended school if he/she has been present at least four hours during the school day.
  - b. A pupil not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.
2. "Excused absence" is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons:
  - a. The pupil's illness,
  - b. The pupil has uncoverable and/or uncovered weeping skin lesion(s), whether or not the pupil has been screened for HIV. No pupil may attend or visit school if he/she has an uncoverable and/or uncovered weeping skin lesion,
  - c. A death or critical illness in the pupil's immediate family,
  - d. Quarantine,
  - e. Observance of the pupil's religion on a day approved for that purpose by the State Board of Education,
  - f. The pupil's suspension from school,
  - g. The pupil's required attendance in court,
  - h. Interviews with a prospective employer or with an admissions officer of an institution of higher education,
  - i. Examination for a driver's license, and

- j. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day.
3. "Truancy" is a pupil's absence from all or a part of the school day without the knowledge of the pupil's parent(s) or legal guardian(s). A pupil will also be considered truant if he/she:
- a. Leaves school at lunch time without a pass,
  - b. Leaves school without permission when school is still in session,
  - c. Leaves class because of illness and does not report to the school nurse as directed, or
  - d. Is present in school but is absent from class without approval. Such truancy from class is a "class cut."
4. "Unexcused absence" is a pupil's absence for all or part of a school day for any reason other than those listed in ¶A2 above.
- a. Absence is expressly not excused for any of the following purposes (this list is intended to be illustrative and is not inclusive):
    - (1) Employment other than school-approved work assignments,
    - (2) Family travel,
    - (3) Performance of household or baby-sitting duties, and
    - (4) Hunting.
  - b. Instances of tardiness in the number established by Policy No. 5200 will constitute a single unexcused absence.

**B. Denial of Course Credit**

- 1. The teacher will determine the credit to be awarded a pupil for make-up work, subject to the rules set forth in this section. Where class participation is a factor in the learning process, the teacher may consider a pupil's absences in determining a final grade, except that absences for the observance of a pupil's religious holiday or for a suspension from school cannot adversely affect the pupil's grade. The teacher may record an incomplete grade, in accordance with Regulation No. 2624, for a pupil who has not had full opportunity to make up missed work.
- 2. A secondary pupil will be dropped from the course and denied course credit when he/she has been absent from sixteen days or more of the class sessions, whatever the reason for the absence, except that absences for the observance of religious holidays and absences caused by a pupil's suspension will not count toward the total. Exceptions to this rule may be made for pupils whose absences are excused and who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the course of study.

C. Discipline

1. Pupils may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth in Policy No. 2430.
2. Pupils may be denied participation in athletic competition if their attendance fails to meet the standards set forth in Board Policy No. 2431.
3. No pupil who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

**PUPIL SERVICES INTERVENTION:**

4. **Automated phone calls are made to parents for any undocumented absence.**

**Step 1:**

**After one to four unexcused absences, School Counselors and Case Managers will create an action plan and attempt to personally notify the parents of each unexcused absence prior to the start of the following school day. The student may be required to sign a Statement of Assurances that insures the student is fully aware of their attendance record.**

**Step 2:**

**Between five to nine unexcused absences, School Counselors and Case Managers will:**

- **Contact parents via certified mail to alert them that continued absences may result in a loss of credit for the year.**
- **Update the action plan to insure timely communication and follow up.**
- **Contact the sending district to alert them of continued unexcused absences.**
- **Revise the action plan if it is determined that there may be mitigating circumstances. The student may be referred for appropriate support services**

**(I&RS, Linkages- School Based, School Nurse, Child Study Team, Family Crisis Intervention Unit, or possibly family court).**

**Step 3:**

**For cumulative unexcused absences of 10 or more, the student is considered truant. Pursuant to N.J.S.A. 18A: 38-27 a mandatory referral to the Family Crisis Intervention (see FCIU information below). The following actions are required by the NJ Administrative Code:**

- **Contact parents to inform them of the mandatory referral.**
- **Contact the sending district if share time.**

**Step 4:**

**After 16 unexcused absences, School Counselors and Case Managers will:**



- Meet with students and make a final request for the missing documentation.
- If there is insufficient documentation, the student will be referred to the High School Leadership team for the final determination of non-compliance and potential loss of credit.

**FAMILY CRISIS INTERVENTION (FCIU) :**

FCIU directly addresses matters in which students demonstrate behaviors of truancy, runaway, incorrigibility, and other acting out behaviors. Referrals made to FCIU may come from the police, SCVTHS, parents, and other social service agencies. FCIU is staffed with trained family counselors. Their role is to provide immediate, short-term crisis intervention counseling and then refer the family to an appropriate social service agency. Participation with FCIU is voluntary; however, if the family fails to cooperate with FCIU recommendations and serious circumstances continue, FCIU will petition the matter to the county court.

**D. Appeal**

1. A pupil who has been suspended or expelled for trancies may appeal that action in accordance with Policy Nos. 5610 and 5620.
2. A pupil who has been retained at grade level for excessive absences may appeal that action in accordance with Policy No. 5410.
3. A pupil who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
  - a. The pupil shall file a written appeal to the ~~Assistant Principal~~ <sup>Principal</sup> within five school days of receiving notice of the action. The appeal should state the reasons for admitted absences, documentation that would reduce the number of absences, and reasons why the pupil should continue to be enrolled in the course and/or receive course credit.
  - b. The ~~Assistant Principal~~ <sup>Principal</sup> will respond in writing no later than seven working days after receiving the pupil's appeal.
  - c. If the pupil is not satisfied, he/she may submit a written request to the ~~Principal~~ <sup>Superintendent</sup> for consideration by an Attendance Review Committee.

Adopted: 25 June 2007

I. 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 November 19, 2012 meeting authorized acceptance of funds for the following:

NJ Department of Education	Perkins-Secondary (FY 2013)	\$249,915.00(federal) \$ 25,609.00(reserve)	\$275,524.00
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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	___	___

J. Donation

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

<u>Item</u>	<u>Donor</u>
50 yards canvas	Blacher Canvas 604 Bound Brook Road Dunellen, NJ

K. 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 #6.

L. Guidance Counseling/Pupil Services Curriculum

The Superintendent recommends that the Board of Education approve Guidance Counseling/Pupil Services Curriculum as it appears on Addendum #7.

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	___	___

M. Superintendent's Update

- Harassment/Intimidation/Bullying Report
- NATEF Update
- QSAC Site Visit – November 26, 2012
- NJCCVTS Business Partner of the Year

X. Submission of Bills

It is recommended the Board of Education approve the bills list for November 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	___	___

XI. New Business – Suplee, Clooney & Company, CPA, is on site conducting the annual school district audit. Due to the storm the annual audit report and presentation normally presented at the November Board meeting will now be presented at the December 17<sup>th</sup> Board meeting. The audit report will be submitted to the State by December 3, 2012 as required by law as the State has not extended the submission date.

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

A. Reports A148 and A149

It is recommended the Board of Education adopt the monthly financial statement reports for the Assistant Superintendent for Business/Board Secretary for the month of October 2012 and the Treasurer of School Monies for the month of October 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 #8)

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. Budget Transfers

It is recommended the Board of Education approve the following budget transfers for the 2012-13 school year:

From: 11-000-218-104-07-0000 (\$88,800.00) To: 11-000-221-102-07-0118 \$88,800.00  
(reclass salary due to promotion from social worker to alternative school supervisor)

From: 11-140-100-101-07-0103 (\$35,000.00) To: 11-140-100-106-07-0000 \$35,000.00  
(reclass salary from alternative school teacher to alternative school instructional aide)

From: 20-450-200-610-01-0000 (\$ 6,871.94) To: 20-450-200-500-01-0000 \$ 6,871.94  
(reclass WIA grant funds from supplies to contracted marketing services)

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	___	___

C. Obsolete Equipment

It is recommended the Board of Education approve the following equipment as obsolete and no longer needed for educational purposes:

<u>Item</u>	<u>Asset #</u>	<u>Location</u>
Roland Model PC 600	03707	Graphic Communications

D. IRS Code Section 125 Plan

It is recommended the Board of Education readopt IRS Code Section 125 Plan (document effective 6/1/09, annually approved) as required by law.

E. Section 457(b) Deferred Compensation Plan

It is recommended the Board of Education readopt Section 457(b) Deferred Compensation Plan (document effective 12/31/11) as required by law.

F. Section 403(b) Tax Shelter Annuity

It is recommended the Board of Education readopt Section 403(b) Tax Shelter Annuity (document revised June 2010) as required by law.

Motion\_\_\_\_\_ Second\_\_\_\_\_
Discussion
Call the Roll

Table with 3 columns: Name, Yes, No. Rows include Mr. Smith, Dr. Braun, Mr. Dudeck, Mr. Hyncik, and Dr. Serafino.

XIII. December Meeting

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

December 17, 2012
5:00 p.m.
Somerset County Vocational & Technical Schools
14 Vogt Drive
Bridgewater, New Jersey 08807

XIV. Remarks from the Public – Dr. Alan P. Braun

XV. Resolution

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

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

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

SUPPLEMENT

Resolution – Dr. Alan P. Braun

It is recommended that the Board of Education adopt the following resolution:

*Whereas, Dr. Alan P. Braun has served as an outstanding member of the Somerset County Vocational Board of Education since 1978 and is retiring after 34 years of service to Somerset County Vocational & Technical Schools;*

*Whereas, the Board desires to spread the following resolution upon the minutes of their Monday, November 19, 2012 meeting;*

*Now, Therefore Be It Resolved that we recognize the excellent and dedicated service that Dr. Alan P. Braun has rendered the Somerset County Vocational & Technical Schools during his tenure;*

*Be It Resolved Further, that the Vocational Board of Education takes this opportunity to congratulate Dr. Alan P. Braun for his inspirational leadership, achievements and contributions and commitment to the educational community and to wish him happiness and good health in his retirement.*

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	_____	_____

<u>Date of Trip</u>	<u>CTE / Program</u>	<u>Location</u>	<u>Approx. Cost Per Student</u>	<u>Transportation</u>
11/28/2012	Culinary Arts A & B students	Culinary Institute of America Hyde Park, NY	\$20.00 each /student paid	Student Activity Account
11/30/2012	US History II	RVCC Holocaust & Genocide Center Branchburg, NJ	\$0.00 each/student paid	Bd. of Ed.
12/19/2012	AHMS Juniors	Rutgers University (College Tour) Piscataway, NJ	\$0.00 each/student paid	Bd. of Ed.
12/20/2012	AHMS Juniors	ITS Johnson & Johnson Raritan, NJ	\$0.00 each/student paid	Bd. of Ed.
5/20/2012	Health Occupations Juniors/Seniors	UMDNJ (College Exam) Scotch Plains, NJ	\$0.00 each/student paid	Bd. of Ed.
12/6/2012	TOPS	Bridgewater AMC Bridgewater, NJ	\$10.00 each/student paid	Bd. of Ed.

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# POLICY GUIDE

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Advertising on School Buses  
Jun 12

[See POLICY ALERT No. 197]

## 6164 ADVERTISING ON SCHOOL BUSES

The Board of Education <sup>may</sup> authorize the sale of advertising space on the exterior of school buses that are owned or leased by the Board in accordance with the provisions of N.J.S.A. 18A:39-31 and N.J.A.C. 6A:27-7.10, 7.11, and 7.12.

The Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq., shall apply to any contract or agreement entered into by the Board for the purpose of placing advertisements on school buses.

All advertisements shall require the prior approval of the Board of Education. The advertiser will be considered an independent contractor and shall not be deemed to be an agent, servant, employee, or representative of the Board. In the event the advertiser fails to provide service in accordance with the bid specifications and contract for advertisements, the advertiser shall be considered in breach of contract. Cancellation of the advertisement and/or enforcement of advertiser's performance bond may result.

The Board of Education reserves the right, at its discretion and at any time, to reject any advertising copy, whether or not it has previously acknowledged and/or advertised the exact or similar copy. No advertising space may be used or re-sold by the advertiser for the promotion, either directly or indirectly, of any business, organization, or enterprise other than the one defined in the original contract for advertisement. The advertiser will protect, defend, and save harmless the Board of Education from any suits or actions of every nature and description brought against it by reason of the advertisement.

Fifty percent of the funds generated from the placement of advertisements on the outside of school buses shall be used to offset fuel costs associated with the provision of pupil transportation services and fifty percent shall be used to support any programs or services deemed appropriate by the Board.

The Board of Education will approve the specifications for advertisements on school buses that will include: advertisement material, including paint, decals, or magnetic material; approved advertisement colors; advertisement mounting procedures, if applicable; location of advertisements on school buses; advertisement size(s); duration of advertisement contracts; and any other



# POLICY GUIDE

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Advertising on School Buses

specifications for advertisements the Board deems appropriate. All advertisements shall be in accordance with New Jersey Motor Vehicle Commission (NJMVC) regulations and shall not prevent the school bus from passing the NJMVC required inspections for school buses.

In accordance with the provisions of N.J.A.C. 6A:27-7.11, the Board will not accept advertisements to be displayed or maintained on school buses if the advertisement or information contained in the advertisement:

1. Is false, misleading, deceptive, disrespectful, fraudulent, or libelous;
2. Contains material or language that is obscene, profane, vulgar, offensive, or reasonably determined not to be in good taste;
3. Promotes unlawful or illegal goods, services, or activities;
4. Promotes gambling, the sale or use of tobacco or tobacco-related products, or the sale or use of alcoholic beverages;
5. Promotes the sale or use of products designed for use in connection with sexual activity;
6. Depicts or glamorizes violent or antisocial behavior, or sexual conduct;
7. Resembles a traffic control device;
8. Declares or implies an endorsement by the Board of Education; or
9. Is political, religious, issue-related, controversial in nature, or not age appropriate.

The Board of Education will not allow any of its school buses to become a public forum for dissemination, debate, or discussion of public issues. The Board has the authority to reject any and all advertising that it deems to be inappropriate or not in the best interest of the Board of Education, the school district, or pupils.



# POLICY GUIDE

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Advertising on School Buses

A Board of Education that permits advertisements on school buses shall submit a report to the Commissioner of Education no later than June 30 each year. The report shall include the number of district-owned school buses upon which advertising has been placed, the length of time the advertisements have been on the school buses; and the total revenue earned by the school district as a result of the advertisements.

N.J.S.A. 18A:39-31

N.J.A.C. 6A:27-7.10; 6A:27-7.11; 6A:27-7.12

Adopted:



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# REGULATION GUIDE

PROGRAM  
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Acceptable Use of Computer Networks/  
Computers and Resources  
June 96  
May 12

[See POLICY ALERT Nos. 137, 157 and 197]

## R 2361 ACCEPTABLE USE OF COMPUTER NETWORKS/ COMPUTERS AND RESOURCES

The school district provides computer equipment, computer services, and Internet access to its pupils and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources.

**For the purpose of this Policy and Regulation, "computer networks/computers" includes, but is not limited to, the school district's computer networks, computer servers, computers, other computer hardware and software, Internet equipment and access, and any other computer related equipment.**

**For the purpose of this Policy and Regulation, "school district personnel" shall be the person(s) designated by the Superintendent of Schools to oversee and coordinate the school district's computer networks/computer systems. School district personnel will** ~~The "system administrators" referred to herein as employees of the school district who administer the school district computer network/computers and the system administrators reserve the right to monitor~~ **networks and online activity, in any form necessary, to maintain the integrity of the networks, ensure proper use, and to be in compliance with Federal and State laws that regulate Internet safety all activity on network/computer facilities/computers.**

**Due to** ~~Because of~~ **the complex association between so many government agencies and computer networks/computers and the requirements of Federal and State laws, the end user of these the school district's computer networks/computers must adhere to strict regulations. Regulations are provided here to assure so that staff, community, and pupils, users and the parent(s) or legal guardian(s) of pupils are aware of their responsibilities. The school district may modify these regulations at any time by publishing modified regulations on the network and elsewhere. The signatures of the pupil and his/her parent(s) or legal guardian(s) on a the district-approved Ceonsent and Wwaiver Aagreement are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the rules and regulations established under Policy and Regulation No. 2361.**



# REGULATION GUIDE

PROGRAM

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Acceptable Use of Computer Networks/  
Computers and Resources

Pupils are responsible for **acceptable and appropriate** good behavior and **conduct** on school district computer networks/computers just as they are in a classroom or a school hallway. Communications on the computer networks/computers are often public in nature and policies and regulations governing **appropriate** behavior and communications apply. The school district's networks, Internet access, and computers are provided for pupils to conduct research, **complete school assignments**, and communicate with others. Access to computer networks services/computers is given to pupils who agree to act in a considerate, **appropriate**, and responsible manner. Parent(s) or legal guardian(s) permission is required for a pupil to access the school district's computer networks/computers. Access is a privilege not a right. Access entails responsibility and individual users of the district computer networks/computers are responsible for their behavior and communications over the computer networks/computers. It is presumed that users will comply with district standards and will honor the agreements they have signed and the **permission they have been granted**. Beyond the clarification of such standards, the district is not responsible for the actions of individuals utilizing the computer networks/computers who violate the policies and regulations of the Board.

Computer networks/computer storage areas shall be treated in the same manner as other school storage facilities. **School district personnel** Computer network/computer administrators may review files and communications to maintain system integrity, and ensure that **confirm** users are using the system responsibly, and ensure compliance with **Federal and State laws that regulate Internet safety**. Therefore, Users **no person** should not expect that files stored on district servers will always be private or **confidential**.

~~Within reason, freedom of speech and access to information will be honored. During school, teachers of younger pupils will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media. As outlined in Board policy and procedures on pupil rights and responsibilities, copies of these are available in school offices. The following prohibited behavior and/or conduct using the school district's networks/computers, including but is not limited to, the following are prohibited:~~

1. Sending or displaying offensive messages or pictures;



# REGULATION GUIDE

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Acceptable Use of Computer Networks/  
Computers and Resources

2. Using obscene language and/or accessing **material or** visual depictions that are obscene as defined in section 1460 of Title 18, United States Code;
3. Using or accessing **material or** visual depictions that are child pornography, as defined in section 2256 of Title 18, United States Code;
4. Using or accessing **material or** visual depictions that are harmful to minors including any pictures, images, graphic image files or other **material or** visual depictions that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
5. Depicting, describing, or representing in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors;
6. **Cyberbullying;**
7. **Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;**
86. Harassing, insulting, or attacking others;
97. Damaging computers, computer systems, or computer networks/computers;
108. Violating copyright laws;
119. Using another's password;
1210. Trespassing in another's folders, work or files;
1311. Intentionally wasting limited resources;
1412. Employing the computer networks/computers for commercial purposes; and/or
1513. Engaging in other activities that do not advance the educational purposes for which computer networks/computers are provided.



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## INTERNET SAFETY

### Compliance with Children's Internet Protection Act

**As a condition for receipt of certain Federal funding,** the school district has technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter **material or** visual depictions that are obscene, child pornography and harmful to minors as defined in 2, 3, and 4, **5, 6, and 7** above and in the Children's Internet Protection Act. The school district will certify the schools in the district, including media centers/libraries are in compliance with the Children's Internet Protection Act and the district **complies with and enforces Policy and Regulation 2361.**

### Compliance with Neighborhood Children's Internet Protection Act

Policy 2361 and this Regulation establishes an Internet safety **protection** policy and procedures to address:

1. Access by minors to inappropriate matter on the Internet and World Wide Web;
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Unauthorized access, including "hacking" and other unlawful activities by minors online;
4. **Cyberbullying;**
5. **Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;**
64. Unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and
75. Measures designed to restrict minors' access to materials harmful to minors.



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Notwithstanding the **material** or visual depictions defined in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act and as defined in 2, 3, and 4 above, the Board shall determine Internet material that is inappropriate for minors.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety protection policy - Policy and Regulation 2361. **Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.**

Optional **NO**

[Notice of the annual public hearing will be advertised in the designated school newspaper.]

## Information Content and Uses of the System

**Pupils may** Users agree not to publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive to an **reasonable average** person, or which, without the approval of the **Superintendent of Schools or designated school district personnel** system administrators, contains any advertising or any solicitation of other members to use goods or services. **A pupil cannot** The user agrees not to use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity, which is prohibited by law.

Because the school district provides, through connection to the Internet, access to other computer systems around the world, pupils and their parent(s) or legal guardian(s) **should be advised** understand that the Board and system administrators **school district personnel** have no control over content. While most of the content available on the Internet is innocuous **not offensive** and much of it is a valuable educational resource, some objectionable material exists. **Even though** (The Board will provides pupils access to Internet resources **through the district's computer networks/computers with installed appropriate technology protection measures, parents and pupils must be advised only in supervised environments and has taken steps to lock out objectionable areas to the extent possible, but potential dangers remain and offensive material may be accessed notwithstanding the technology protection measures taken by the school district.**





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Pupils and their parent(s) or legal guardian(s) are advised that some systems and **Internet sites** may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal or **offensive** material. The Board and the **school district personnel** ~~system administrators~~ do not condone the use of such materials and do not permit usage of such materials in the school environment. Parent(s) or legal guardian(s) having **Internet access available to their children at home** ~~accounts on the system~~ should be aware of the existence of such materials and monitor **their child's access to the school district system at home** ~~usage of the school district computer network~~. Pupils knowingly bringing such materials **prohibited by Policy and Regulation 2361** into the school environment will be disciplined in accordance with Board policies and regulations and such activities may result in termination of such pupils' accounts or access on the **school district's** computer networks and their independent use of computers.

## On-line Conduct

Any action by a pupil or other user of the school district's computer networks/computers that is determined by **school district personnel** ~~a system administrator~~ to constitute an inappropriate use of **the district's** computer networks/computers resources or to improperly restrict or inhibit other **persons** members from using and enjoying those resources is strictly prohibited and may result in limitation on or termination of an offending **person's** ~~member's~~ access ~~account~~ and other **consequences** ~~action~~ in compliance with the Board policy and regulation. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal or **offensive** material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, State or Federal law is also prohibited and is a breach of the Consent and Waiver Agreement.

**Pupils** Users and their parent(s) or legal guardian(s) specifically agree to indemnify the \_\_\_\_\_ ~~the system administrators~~ **School District** and **school district personnel** for any losses, costs, or damages, including reasonable attorneys' fees incurred by the Board relating to, or arising out of any breach of this section by the **pupil user**.

Computer networks/computer resources are to be used by the **pupil user** for his/her educational use only; commercial uses are strictly prohibited.



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Acceptable Use of Computer Networks/  
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## Software Libraries on the Network

Software libraries on **or through** the **school district's** networks are provided to pupils as an educational resource. No pupil may install, upload, or download software without the expressed consent of **appropriate school district personnel** ~~the system administrator~~. Any software having the purpose of damaging **another person's** ~~other members'~~ **accounts or information** on the school district computer networks/computers (e.g., computer viruses) is specifically prohibited. **School district personnel** ~~The system administrators, at their sole discretion,~~ reserve the rights to refuse posting of files and to remove files. **School district personnel** ~~The system administrators, at their sole discretion,~~ further reserve the right to immediately limit usage or terminate the **pupil's access** ~~account~~ or take other action consistent with the Board's policies and regulations of a **pupil member** who misuses the software libraries.

## Copyrighted Material

Copyrighted material must not be placed on any system connected to the computer networks/computers without **authorization** ~~the author's specific written permission~~. ~~Only the owner(s) or persons they specifically authorize may upload copyrighted material to the system.~~ **Pupils Members** may download copyrighted material for their own use in accordance with Policy and Regulation Nos. 2531, **Use of Copying Copyrighted Materials**. ~~Any pupil member~~ may **only** also ~~noncommercially~~ redistribute a copyrighted program with the expressed written permission of the owner or authorized person. Permission must be specified in the document, on the system, or must be obtained directly from the author **or authorized source**.

## Public Posting Areas (Message Boards, ~~Usenet Groups~~ **Blogs, Etc.**)

~~Usenet M~~essages are posted from systems connected to the Internet around the world and the school district **personnel** ~~system administrators~~ have no control of the content of messages posted from these other systems. To best utilize system resources, **school district personnel** ~~the system administrators~~ will determine **message boards, blogs, etc.** ~~which Usenet groups~~ **that** are most applicable to the educational needs of the school district and will **permit access to** ~~carry~~ these ~~groups sites through~~ **on** the school district computer networks. **School district personnel** ~~The system administrators, at their sole discretion,~~ may remove messages ~~posted locally~~ that are deemed to be unacceptable or in violation of the



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Board policies and regulations. **School district personnel** ~~The system administrators, at their sole discretion,~~ further reserve the right to immediately terminate the ~~access account~~ of a **pupil member** who misuses these **public posting areas** ~~message boards or Usenet groups~~.

## Real-time, Interactive, Communication Areas

**School district personnel** ~~The system administrators, at their sole discretion,~~ reserve the right to monitor and immediately limit the use of the computer networks/computers or terminate the ~~access account~~ of a **pupil member** who misuses real-time conference features (talk/chat/Internet relay chat).

## Electronic Mail

Electronic mail ("eE-mail") is an electronic message sent by or to a **person member** in correspondence with another person having Internet mail access. **The school district may or may not establish pupil email accounts. In the event the district provides email accounts,** ~~a~~All messages sent and received on the school district computer networks/computers must have an educational purpose and are subject to review. Messages received by a **district-provided email account** ~~the system~~ are retained on the system until deleted by the **pupil recipient** or for a **period of time determined by the district** ~~maximum of fifteen days~~. A canceled account will not retain its eE-mails. **Pupils Members** are expected to remove old messages within fifteen days or **school district personnel** ~~the system administrators~~ may remove such messages. **School district personnel** ~~The system administrators~~ may inspect the contents of eE-mails sent by a **pupil one member** to an addressee, or disclose such contents to other than the sender or a recipient when required to do so by the ~~Board~~ policy, regulation, or other laws and regulations of the State and Federal governments. The Board reserves the right to cooperate fully with local, State, or Federal officials in any investigation concerning or relating to any eE-mail transmitted **or any other information** on the school district computer networks/computers.

## Disk Usage

~~The district system administrators~~ reserves the right to **establish maximum storage space a pupil receives** ~~set quotas for disk usage on the school district's system~~. A **pupil member** who exceeds his/her quota of **storage disk space** will be advised to delete files to return to compliance with **the predetermined amount of**



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~~storage space quotas.~~ A **pupil member** who remains in noncompliance of **the storage disk space quotas allotment** after seven school days of notification **may** will have their files removed **from the school district's system** by a system administrator.

## Security

Security on any computer system is a high priority, especially when the system involves many users. If a **pupil member** feels that ~~he/she can~~ **identify** a security problem on the computer networks/computers, the **pupil member** must notify **the appropriate school district staff member** a system administrator. The **pupil member** should not inform **other** individuals ~~other than the system administrators or other designated members of the school district staff~~ of a security problem. Professional staff may allow individuals who are not members to access the system through the staff personal account as long as the staff person does not disclose the password of the account to the individuals and understands that the staff person assumes responsibility for the actions of individuals using his/her account. Members may not otherwise allow others to use their account and password. Passwords **provided to pupils by the district for access to the district's computer networks/computers or developed by the pupil for access to an Internet site** to the system should not be easily guessable by others or **shared with other pupils**, nor should they be words, which could be found in a dictionary. Attempts to log in to the system using either another **pupil's member's or person's** account or as a system administrator will **may** result in termination of the account or access. A **pupil** Members should immediately notify **the Principal or designee** a system administrator if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any **pupil member** identified as a security risk will have limitations placed on usage of the computer networks/computers or may be terminated as a user and be subject to other disciplinary action.

## Vandalism

Vandalism to any school district owned computer networks/computers may will result in cancellation of system privileges and other disciplinary measures in compliance with the ~~d~~District's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other computer networks/computers that are connected to the Internet backbone or of doing intentional damage to hardware or software on the system. This includes, but is not limited to, the uploading or creation of computer viruses.



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## Printing

The printing facilities of the computer networks/computers should be used judiciously. **Unauthorized** printing for other than educational purposes is prohibited.

## Internet Sites and the World Wide Web

### Option:

Choose one of the following two options:



**Designated school district personnel** ~~The system administrator~~ may establish an Internet site(s) on the World Wide Web or other Internet locations. Such sites shall be administered and supervised by **designated school district personnel** ~~the system administrator~~, who shall ensure that the content of the site complies with Federal, State, and local laws and regulations as well as Board policies and regulations.

OR

**Designated school district personnel** ~~The system administrator~~ may not establish an Internet site(s) on the World Wide Web or other Internet locations.]

## Violations

Violations of the Acceptable Use of Computer Networks/Computers and Resources **Policy and Regulation** may result in a loss of access as well as other disciplinary or legal action. Disciplinary action shall be taken as indicated in Policy and/or Regulation, Nos. 2361,-Acceptable Use of Computer Networks/Computers and Resources, No. 5600,-Pupil Discipline/**Code of Conduct**, No. 5610,- Suspension and No. 5620,- Expulsion as well as possible legal action and reports to the legal authorities and entities.



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## Determination of Consequences for Violations

The particular consequences for violations of this Policy shall be determined by the \_\_\_\_\_ (~~individual responsible for computer network/computers~~) **Principal or designee** in matters relating to the use of computer networks/computers and by the Principal in matters of school suspension. The Superintendent or designee and the Board shall determine when school expulsion and/or legal action or actions by the authorities ~~is are~~ the appropriate course of action.

Individuals violating this Policy shall be subject to the consequences as indicated in **Board Policy and Regulation No. 2361** and other appropriate discipline, which includes but is not limited to:

1. Use of ~~c~~Computer ~~n~~Networks/~~c~~Computers only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

Decisions of the \_\_\_\_\_ (~~individual responsible for computer networks/computers~~) may be appealed in accordance with Policy No. 5710 Pupil Grievances.

Issued:

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**POLICY****Somerset County Vocational  
Board of Education**

Section: Support Staff

## 4351. HEALTHY WORKPLACE ENVIRONMENT

## 4351- HEALTHY WORKPLACE ENVIRONMENT

The Board of Education recognizes a healthy workplace environment enables school support staff members to fully contribute their expertise and skills to their school district responsibilities. A healthy workplace environment can improve productivity, reduce absenteeism, and reduce staff turnover while having a positive impact on the school district's programs provided to pupils in the school district.

A significant characteristic of a healthy workplace environment is that employees interact with each other with dignity and respect regardless of an employee's work assignment or position in the school district. Repeated malicious conduct of an employee or group of employees directed toward another employee or group of employees in the workplace that a reasonable person would find hostile or offensive is unacceptable and is not conducive to establishing or maintaining a healthy workplace environment. This unacceptable conduct may include, but is not limited to, repeated infliction of verbal abuse such as the use of derogatory remarks; insults; verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating; or the gratuitous sabotage or undermining of a person's work performance. A single act of such conduct shall not constitute the unacceptable conduct prohibited by this policy unless it is especially severe and egregious.

Unacceptable conduct, for the purposes of this policy, is not conduct toward an employee of a protected class or because of the employee's protected activity. These employees and activities are afforded the legal protections under various Federal and State anti-discrimination laws. In addition, unacceptable conduct for the purposes of this policy shall not be confused with conduct of management employees exercising management rights including, but not limited to, assigning tasks, reprimanding, assigning discipline, or directing.

Employees who believe the conduct prohibited by this policy has been directed toward them or to another employee of the school district shall submit a written report to the Superintendent of Schools. The written report shall provide specific details supporting the claim including, but not limited to, the specific conduct; the

names of witnesses (if any) who may have observed such conduct; dates or times when such conduct occurred; and any other information the person(s) making the report believes will be informative and helpful to an investigation of the allegations. Upon receipt of a report, the Superintendent or designee will conduct an investigation and upon completion of the investigation will inform the person (s) who made the report such an investigation was completed. The amount of investigation information shared with the person(s) making the report will be at the discretion of the Superintendent or designee and may vary depending on whether the conduct reported was directed to the person(s) making the report, confidential personnel matters, and/or other issues as determined by the Superintendent or designee.

If the investigation determines conduct prohibited by this policy has taken place, the Superintendent or designee will meet with the offender(s) and the victim(s) to review the investigation results and to implement remedial measures to ensure such conduct does not continue or reoccur. Appropriate disciplinary action may be taken depending on the severity of conduct.

There shall be no reprisals or retaliation against any person(s) who reports conduct prohibited by this policy.

Adopted:

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POLICY

SOMERSET COUNTY  
VOCATIONAL AND TECHNICAL  
BOARD OF EDUCATIONPROGRAM  
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ALTERNATIVE SCHOOLS/PROGRAMS

## 2480 ALTERNATIVE SCHOOLS/PROGRAMS

## A. Population

The TOPS alternative school program services high school pupils with academic ability who are not successful in their regular high school programs and who have an interest in vocational training. The majority of pupils are non-classified pupils in grades nine to twelve who need additional attention and/or support services to enable them to be successful in school. They are pupils who are in danger of dropping out, are failing their courses and/or are at risk of failing their grade. The program serves an average of thirty pupils.

## B. School Site Facility

The TOPS program is housed at Somerset County Vocational Technical High School. This location meets the specification standards for instructional facilities. This location is appropriate because it provides access to all the resources needed for secondary level instruction. It operates the vocational shops that the pupils in the alternative school program are enrolled in and it already has a system of transportation in place to serve the entire countywide area that the TOPS program serves.

## C. Program Strategy

Many pupils referred to the alternative school have lost credit due to high absenteeism because of various social circumstances. To help alleviate these problems we offer individualized program plans enabling students to accelerate their education. TOPS provides students with a small and nurturing environment with caring adults who help them achieve academic and social success.

An individual plan is developed for each pupil. Pupils work in small classes where they can receive additional attention and individualized instruction. Group learning and computer aided instruction is used. Flexibility is exercised in meeting each pupil's needs and circumstances. Non-traditional time scheduling can start later than regular school to allow time for additional study and make-up work. Field trips and community service activities make learning more interesting and challenging for the pupils. A full-time director serves as a

social worker and provides daily attention in areas of academics and personal counseling for all pupils. Community based counselors with special training in adolescent issues also provide counseling on a daily basis. When a new pupil enrolls during the school year they are matched with a second or third year pupil. This "buddy" walks them to their shop and academic classes, is responsible for introducing them to the other pupils, and for making them feel comfortable on their first day.

Pupils are given the opportunity to receive credit for courses that they passed but did not receive credit for due to high absenteeism. The program director can choose to make a contract with the pupil requiring excellent attendance, improved behavior and completion of course work and passing grades to receive lost credit. The contract will vary depending upon the individual needs of the pupil.

To celebrate the pupils positive work, improved behavior, and academic and shop success, each school year is ended with an awards ceremony to reward the pupils. Tables are set in the pupil cafeteria with tablecloths and flowers. Staff from the sending schools and vocational school as well as freeholders and the board of education are invited to attend. After dinner, all the pupils receive completion of program, academic, shop and special awards.

NJAC 6A:8-5.1

NJ Department of Education - A Guide For the Operation And Approval Of Alternative Schools/Programs - Spring 1992

Adopted: 25 June 2007

Revised:

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PROFESSIONAL DEVELOPMENT REQUESTS  
November 2012

	DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
1	December 10-11, 2012	Chris Miller Joe Petrosino Duane Wallace	\$279.00 ea.	NA NA NA	Preparing for Google Apps EDU Certification	Union, NJ
2	December 19, 2012	Chris Miller Kristen Mc Nerney	\$225.00 ea.	\$10.54/mileage \$10.54/mileage	BER-Working Effectively with Difficult, Defiant and Noncompliant Students	Newark, NJ
3	January 10, 2013	Chris Miller	\$219.00	\$10/54/mileage	Institute for Educational Development- Practical and Unique Ways to Reach Students Who Don't Care about School	Fairfield, NJ
4	February 7, 2013	Patricia Loughney	\$199.00	\$10.85/mileage	How to Communicate with Tact, Professionalism and Diplomacy	Edison, NJ
5	January 24, 2013	Chrys Harttraft	\$147.00	\$23.25/mileage	Tenure Reform, Staff Accountability and the Law	Monroe Township, NJ
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**A Comprehensive, and Developmental Pupil Services and Counseling Curriculum for  
Somerset County Vocational Technical School**

1<sup>st</sup> Created August 2012  
Board Approved:

## **Introduction**

*A Comprehensive, Developmental Pupil Services and Counseling Curriculum for Somerset County Vocational Technical School*, has been developed to help ensure that all students at SCVTS might benefit from high quality comprehensive, developmental school guidance and counseling programs. This curriculum provides a model for such programs.

This Curriculum has been written for the Pupil Services members to create, develop, implement and nurture services to our students.

Our Pupil Services members are all recognized as active participants in this broad-based process for determining the guidance and counseling needs of all students and for planning how best to meet those needs by improving the teaching and learning process.

Our School Counselor, Child Study Team and Linkages Departments have long been recognized and appreciated for their efforts in facilitating student learning. This curriculum provides needed flexibility in program implementation and enhances their efforts in contributing to increased student achievement and success.

Joseph A. Petrosino, EdD  
Director of Pupil Services

## **Mission Statement**

Our mission is to promote and enhance learning by helping students match their skills and abilities, interests and knowledge, values and preferences with plans that meet students' educational and career goals. We are committed to challenging our students to achieve their highest potential. In an effort to accomplish this, we have adopted the National Standards for school counseling. These standards focus on helping students achieve competencies in three areas of student development: academic, career, and personal/social. We offer comprehensive services to the school community including staff, students and their families. We advocate for our students by serving as allies with teachers and by collaborating with parents/guardians and community partners.

## **Philosophy Statement**

Our philosophy at Somerset County Vocational Technical High School Pupil Services Department is to meet the social/emotional, academic, and career needs of our students. We subscribe to a holistic, developmental counseling approach, which involves a positive, planned, proactive and preventative model to address the needs of every student.

### **A Student's Story . . .**

I'm in 12<sup>th</sup> grade now, but I was once a boy who always made bad choices and always bullied kids around. My teachers would send me to the office to see the principal. While I was in ninth grade, I played soccer for our school. I was chosen by the counselor to be on this team. The reason she picked me was because she saw potential in me. I stayed on this team for two years until my 10<sup>th</sup> grade year. I became involved in other opportunities that my counselor thought would help me feel like I belonged.

When I went to SCVTS, I met my counselor, I was very happy because she always helped me through problems and tough times. She also signed me up for after school tutoring and arranged visits for me with the school resource office (SRO). We worked on homework, projects, worked on computers or just talked. Since he was the with the Somerset County Sheriff's department, he would always tell me that if I continued behaving like I was, I would end up in jail. He also told me that if I carried weapons, I would get in trouble, have a police record and not be able to play sports. He would always ask me what it was that I wanted to do. I told him I was interested in basketball. He helped me realize that I couldn't play basketball if I kept acting up and didn't work on my grades. Having a counselor helped me realize that sometimes you can get good things out of life if you make the right decisions not the wrong ones like I had been doing. Right before the year was over, we met for the last time. He told me that we were going to go over my behavior records and try to see if I could do better next year in 12<sup>th</sup> grade. The next year, I tried my hardest not to get suspended or in as much trouble. I knew that my counselor would like for me to stay out of trouble. He would also want me to do better.

During 12<sup>th</sup> grade, my counselor worked with me on a behavior contract. This helped me stay out of trouble. My counselor would always check up on me. I liked knowing that she cared about me. My counselor would always help me with my problems. Not only was she a counselor to me, she was a best friend. Someone I could sit down and talk to her about things, laugh, and have fun with. It meant a lot to have someone outside my family who cared about me and who I could talk to about anything.

She kept me out of trouble by talking to me, expecting me to do better, and helping me to be a leader among my classmates.

I would like to be a mentor to someone someday and help them turn their lives around like the mentors and counselors have helped me. When I become a mentor, I will be able to repay what they did for me.

Having counselors and a mentor is the best thing that has ever happened to me.



## **Response to Intervention (RtI)**

### **American School Counselor Association (ASCA) and Somerset County Vo Tech Position**

Professional school counselors are stakeholders in the development and implementation of the Response to Intervention (RTI) process. Professional school counselors align with the RTI process through the implementation of a comprehensive school counseling program designed to improve student achievement and behavior.

### **The Professional School Counselor's Role**

SCVTS school counselor's assist in the academic and behavioral development of students through the implementation of a comprehensive developmental school counseling program based on the ASCA National Model by:

- Providing all students with a standards-based guidance curriculum to address universal academic, career and personal/social development
- Analyzing academic and behavioral data to identify struggling students in CTE and academic areas
- Identifying and collaborating on research-based intervention strategies that are implemented by school staff
- Evaluating academic and behavioral progress after interventions
- Revising interventions as appropriate
- Referring to school and community services as appropriate
- Collaborating with administrators about RTI design and implementation
- Advocating for equitable education for all students and working to remove systemic barriers

**Table 1 Our Counseling Curriculum aligned with RtI**

<b>RtI Process</b>	<b>Role of SCVTS Counselor</b>
<p><b>Tier 1</b></p> <p>Universal Core Instructional Interventions.</p> <p><input type="checkbox"/> All Students</p> <p><input type="checkbox"/> Preventive and Proactive</p>	<ol style="list-style-type: none"> <li>1. Standards and Competencies (Foundation)</li> <li>2. Guidance Curriculum (Delivery System)</li> <li>3. Individual Student Planning (Delivery)</li> <li>4. Curriculum Action Plan (Management)</li> <li>5. Curriculum Results Report (Accountability)</li> </ol>
<p><b>Tier 2</b></p> <p>Supplemental/Strategic Interventions <input type="checkbox"/> Students at Some Risk</p>	<ol style="list-style-type: none"> <li>1. Standards and Competencies (Foundation)</li> <li>2. Individual Student Planning (Delivery)               <ul style="list-style-type: none"> <li>• Small group appraisal</li> <li>• Small group advisement</li> </ul> </li> <li>3. Responsive Services (Delivery)               <ul style="list-style-type: none"> <li>• Consultation</li> <li>• Individual counseling</li> <li>• Small group counseling</li> </ul> </li> <li>4. Closing the Gap Action Plan (Management)</li> <li>5. Closing the Gap Results Report (Accountability)</li> </ol>
<p><b>Tier 3</b></p> <p>Intensive, Individual Interventions</p> <p>Students at High Risk</p>	<ol style="list-style-type: none"> <li>1. Standards and Competencies (Foundation)</li> <li>2. Responsive Services (Delivery)               <ul style="list-style-type: none"> <li>• Consultation</li> </ul> </li> <li>• Individual counseling</li> <li>• Small group counseling</li> <li>• Referral to school or community services</li> <li>3. Closing the Gap Action Plan (Management)</li> </ol>

## **Somerset County Vo Tech-Department of Pupil Services**

### **Standards**

#### **“One Department-One Vision”**

Our school counselors proudly share the same simple vision — to prepare today’s students to become tomorrow’s adults, or more simply put-To prepare each student for their next steps (whatever they may be)

Educational reform movements of the late 20th and early 21st centuries, such as standards-based education, whole school reform and the No Child Left Behind legislation, focused on raising teacher quality and academic achievement. Unfortunately, these efforts ignored the emotional, physical, social and economic barriers that can inhibit student success. This is where our school counselors make a difference. SCVTS school counselors are actively committed to eliminating these obstacles and to helping students understand that the choices they make now will affect their educational and career options in the future.

We have decided, as a team, to use ASCA National Standards for Students in a effort too help our school counselors help students. ASCA National Standards identify and prioritize the specific attitudes, knowledge and skills that students should be able to demonstrate as a result of participating in a school-counseling program. Best of all, by us adopting and implementing ASCA National Standards, our school counselors will change the way school counseling programs are designed and delivered across our country.

#### **Background-The Development of Standards**

The development of ASCA National Standards for Students required an examination of theory, research and practice to ensure that all aspects of school counseling were considered. The process solicited broad-based involvement from all segments of the school counseling community to determine what purpose the Standards would serve and what their content would be.

These National Standards will offer an opportunity for our school counselors, school administrators, faculty, parents, businesses and the community to engage in conversations about expectations for our students’ academic success and the role of the Pupil Services Department in

enhancing student learning.

## **SCVTS Standards for Students**

### **Competencies and Indicators**

*Legend: A:A-1.1 = Academic Domain, Standard A, Competency 1 and Indicator 1*

### **Academic Development**

SCVTS Standards for academic development guide our Pupil Services counseling programs to implement strategies and activities to support and maximize each student's ability to learn.

**Standard A: Students will acquire the attitudes, knowledge and skills that contribute to effective learning in school and across the life span.**

- **A:A1 Improve Academic Self-concept**

- A: A1.1 Articulate feelings of competence and confidence as learners

- A: A1.2 Display a positive interest in learning

- A: A1.3 Take pride in work and achievement

- A: A1.4 Accept mistakes as essential to the learning process

- A: A1.5 Identify attitudes and behaviors that lead to successful learning

- **A:A2 Acquire Skills for Improving Learning**

- A:A2.1 Apply time-management and task-management skills

- A:A2.2 Demonstrate how effort and persistence positively affect learning

- A:A2.3 Use communications skills to know when and how to ask for help when needed

- A:A2.4 Apply knowledge and learning styles to positively influence school performance

- **A:A3 Achieve School Success**

- A:A3.1 Take responsibility for their actions

- A:A3.2 Demonstrate the ability to work independently, as well as the ability to work cooperatively with other students

- A:A3.3 Develop a broad range of interests and abilities

- A:A3.4 Demonstrate dependability, productivity and initiative

A:A3.5 Share knowledge

**Standard B: Students will complete SCVTS with the academic and /or Career Technical Education preparation essential to choose from a wide range of substantial post-secondary options, including college, career, apprenticeship or the US Military.**

- **A:B1 Improve Learning**

A:B1.1 Demonstrate the motivation to achieve individual potential

A:B1.2 Learn and apply critical-thinking skills

A:B1.3 Apply the study skills necessary for academic success at each level

A:B1.4 Seek information and support from faculty, staff, family and peers

A:B1.5 Organize and apply academic information from a variety of sources

A:B1.6 Use knowledge of learning styles to positively influence school performance

A:B1.7 Become a self-directed and independent learner

- **A:B2 Plan to Achieve Goals**

A:B2.1 Establish challenging academic goals in elementary, middle/jr. high and high school

A:B2.2 Use assessment results in educational planning

A:B2.3 Develop and implement annual plan of study to maximize academic ability and achievement

A:B2.4 Apply knowledge of aptitudes and interests to goal setting

A:B2.5 Use problem-solving and decision-making skills to assess progress toward educational goals

A:B2.6 Understand the relationship between classroom performance and success in school

A:B2.7 Identify post-secondary options consistent with interests, achievement, aptitude and abilities

**STANDARD C: Students will understand the relationship of academics and CTE to the world of work and to life at home and in the community.**

**A:C1 Relate School to Life Experiences**

- A:C1.1 Demonstrate the ability to balance school, studies, extracurricular activities, leisure

time and family life

- A:C1.2 Seek co-curricular and community experiences to enhance the school experience
- A:C1.3 Understand the relationship between learning and work
- A:C1.4 Demonstrate an understanding of the value of lifelong learning as essential to seeking, obtaining and maintaining life goals
- A:C1.5 Understand that school success is the preparation to make the transition from student to community member
- A:C1.6 Understand how school success and academic achievement enhance future career and vocational opportunities

## **Career Development**

SCVTS Standards for career development guide school counseling programs to provide the foundation for the acquisition of skills, attitudes and knowledge that enable students to make a successful transition from school to the world of work, and from job to job across the life span.

**Standard A: Students will acquire the skills to investigate the world of CTE and work related items in relation to knowledge of self and to make informed career decisions.**

### **C:A1 Develop Career Awareness**

- C:A1.1 Develop skills to locate, evaluate and interpret career information
- C:A1.2 Learn about the variety of traditional and nontraditional occupations
- C:A1.3. Develop an awareness of personal abilities, skills, interests and motivations
- . C:A1.4 Learn how to interact and work cooperatively in teams
- . C:A1.5 Learn to make decisions
- . C:A1.6 Learn how to set goals
- . C:A1.7 Understand the importance of planning
- . C:A1.8 Pursue and develop competency in areas of interest
- . C:A1.9 Develop hobbies and vocational interests
- C:A1.10 Balance between work and leisure time

### **C:A2 Develop Employment Readiness**

- . C:A2.1 Acquire employability skills such as working on a team, problem-solving and organizational skills
- . C:A2.2 Apply job readiness skills to seek employment opportunities
- . C:A2.3 Demonstrate knowledge about the changing workplace
- . C:A2.4 Learn about the rights and responsibilities of employers and employees
- . C:A2.5 Learn to respect individual uniqueness in the workplace
- . C:A2.6 Learn how to write a résumé
- . C:A2.7 Develop a positive attitude toward work and learning
- . C:A2.8 Understand the importance of responsibility, dependability, punctuality, integrity and effort in the workplace
- . C:A2.9 Utilize time- and task-management skills

**Standard B: Students will employ strategies to achieve future career goals with success and satisfaction.**

### **C:B1 Acquire Career Information**

- C:B1.1 Apply decision-making skills to career planning, course selection and career transition
- C:B1.2 Identify personal skills, interests and abilities and relate them to current career choice
- C:B1.3 Demonstrate knowledge of the career-planning process
- C:B1.4 Know the various ways in which occupations can be classified
- C:B1.5 Use research and information resources to obtain career information
- C:B1.6 Learn to use the Internet to access career-planning information
- C:B1.7 Describe traditional and nontraditional career choices and how they relate to career choice
- C:B1.8 Understand how changing economic and societal needs influence employment trends and future training

### **C:B2 Identify Career Goals**

- . C:B2.1 Demonstrate awareness of the education and training needed to achieve career goals

- . C:B2.2 Assess and modify their educational plan to support career
- . C:B2.3 Use employability and job readiness skills in internship, mentoring, shadowing and/or other work experience
- . C:B2.4 Select course work that is related to career interests
- . C:B2.5 Maintain a career-planning portfolio

**Standard C: Students will understand the relationship between personal qualities, education, training and the world of work.**

**. C:C1 Acquire Knowledge to Achieve Career Goals**

- . C:C1.1 Understand the relationship between educational achievement and career success
- . C:C1.2 Explain how work can help to achieve personal success and satisfaction
- . C:C1.3 Identify personal preferences and interests influencing career choice and success
- . C:C1.4 Understand that the changing workplace requires lifelong learning and acquiring new skills
- . C:C1.5 Describe the effect of work on lifestyle
- . C:C1.6 Understand the importance of equity and access in career choice
- . C:C1.7 Understand that work is an important and satisfying means of personal expression

**. C:C2 Apply Skills to Achieve Career Goals**

- . C:C2.1 Demonstrate how interests, abilities and achievement relate to achieving personal, social, educational and career goals
- . C:C2.2 Learn how to use conflict management skills with peers and adults
- . C:C2.3 Learn to work cooperatively with others as a team member
- . C:C2.4 Apply academic and employment readiness skills in work-based learning situations such as internships, shadowing and/or mentoring experiences



## **Personal/Social Development**

ASCA National Standards for personal/social development guide school counseling programs to provide the foundation for personal and social growth as students progress through school and into adulthood.

**Standard A: Students will acquire the knowledge, attitudes and interpersonal skills to help them understand and respect self and others.**

### **PS:A1 Acquire Self-knowledge**

- . PS:A1.1 Develop positive attitudes toward self as a unique and worthy person
- . PS:A1.2 Identify values, attitudes and beliefs
- . PS:A1.3 Learn the goal-setting process
- . PS:A1.4 Understand change is a part of growth
- . PS:A1.5 Identify and express feelings
- . PS:A1.6 Distinguish between appropriate and inappropriate behavior
- . PS:A1.7 Recognize personal boundaries, rights and privacy needs
- . PS:A1.8 Understand the need for self-control and how to practice it
- . PS:A1.9 Demonstrate cooperative behavior in groups
- . PS:A1.10 Identify personal strengths and assets
- . PS:A1.11 Identify and discuss changing personal and social roles
- . PS:A1.12 Identify and recognize changing family roles

### **PS:A2 Acquire Interpersonal Skills**

- . PS:A2.1 Recognize that everyone has rights and responsibilities
- . PS:A2.2 Respect alternative points of view
- . PS:A2.3 Recognize, accept, respect and appreciate individual differences
- . PS:A2.4 Recognize, accept and appreciate ethnic and cultural diversity
- . PS:A2.5 Recognize and respect differences in various family configurations

- . PS:A2.6 Use effective communications skills
- . PS:A2.7 Know that communication involves speaking, listening and nonverbal behavior
- . PS:A2.8 Learn how to make and keep friends

**Standard B: Students will make decisions, set goals and take necessary action to achieve goals.**

**PS:B1 Self-knowledge Application**

- . PS:B1.1 Use a decision-making and problem-solving model
- . PS:B1.2 Understand consequences of decisions and choices
- . PS:B1.3 Identify alternative solutions to a problem
- . PS:B1.4 Develop effective coping skills for dealing with problems
- . PS:B1.5 Demonstrate when, where and how to seek help for solving problems and making decisions
- . PS:B1.6 Know how to apply conflict resolution skills
- . PS:B1.7 Demonstrate a respect and appreciation for individual and cultural differences
- . PS:B1.8 Know when peer pressure is influencing a decision
- . PS:B1.9 Identify long- and short-term goals
- . PS:B1.10 Identify alternative ways of achieving goals
- . PS:B1.11 Use persistence and perseverance in acquiring knowledge and skills
- . PS:B1.12 Develop an action plan to set and achieve realistic goals

**Standard C: Students will understand safety and survival skills. PS:C1 Acquire Personal Safety Skills**

- . PS:C1.1 Demonstrate knowledge of personal information (i.e., telephone number, home address, emergency contact)
- . PS:C1.2 Learn about the relationship between rules, laws, safety and the protection of rights of the individual
- . PS:C1.3 Learn about the differences between appropriate and inappropriate physical

contact

- . PS:C1.4 Demonstrate the ability to set boundaries, rights and personal privacy
- . PS:C1.5 Differentiate between situations requiring peer support and situations requiring adult professional help
- . PS:C1.6 Identify resource people in the school and community, and know how to seek their help
- . PS:C1.7 Apply effective problem-solving and decision-making skills to make safe and healthy choices
- . PS:C1.8 Learn about the emotional and physical dangers of substance use and abuse
- . PS:C1.9 Learn how to cope with peer pressure
- . PS:C1.10 Learn techniques for managing stress and conflict
- . PS:C1.11 Learn coping skills for managing life events\_\_

### **Pupil Services Organizational Chart**

#### **School Counselors**

<b>Guidance Curriculum</b>	<b>Responsive Services</b>	<b>Individual Student Planning</b>	<b>System Support</b>
Recommended Time  15-25%	Recommended Time  25-30%	Recommended Time  25-30%	Recommended Time  15-20%
Provides developmental, comprehensive guidance program content in a systemic way to all 9-12 students	Addresses students immediate concerns	Assists students and parents in development of academic and career plans through the use of <i>naviance</i> and other planning tools	Includes program, faculty and staff and school support services

Organizational Chart, *continued*

<p><b><u>Purpose</u></b></p> <p>Student awareness, CTE development</p>	<p><b><u>Purpose</u></b></p> <p>Prevention and intervention</p>	<p><b><u>Purpose</u></b></p> <p>Individual student academic and CTE planning, decision making, goal setting and preparation</p>	<p><b><u>Purpose</u></b></p> <p>Program delivery and support.</p>
<p><b><u>Academic</u></b></p> <p>Effective learning in school and across the life span</p> <p>Academic preparation for post-secondary options (“next steps”)</p> <p>Relationship of academics, work, (family and community)</p>	<p><b><u>Academic</u></b></p> <p>Any immediate academic/ CTE concerns</p> <p>School-related concerns including tardiness, absences and truancy, misbehavior, school avoidance, dropout, suspensions, etc.</p>	<p><b><u>Academic</u></b></p> <p>Facilitation and/or interpretation of (HSPA / SOCAT</p> <p>Academic preparation (essential for post- (secondary options</p> <p>Understanding (academic strengths (related to CTE</p> <p>Development of an (educational plan beyond high school including post- secondary selection/financial aid/scholarships through the use of Naviance</p>	<p><b><u>Total Program</u></b></p> <p>Professional development</p> <p>Advocacy and public relations for (comprehensive school (counseling programs</p> <p>Program planning and (development</p> <p>Evaluation and (assessment of comprehensive school counseling program, personnel and student results</p> <p>Documentation of how comprehensive school counseling programs contribute to student achievement</p>

<b>Guidance Curriculum</b>	<b>Responsive Service</b>	<b>Individual Student Planning</b>	<b>System Support</b>
<p><b><u>Career</u></b></p> <p>Investigate the world of CTE to make (informed decisions</p> <p>Strategies to achieve (future career goals</p> <p>Relationship of (personal qualities, education, training and work</p>		<p><b><u>Career</u></b></p> <p>Utilize career information resources in school and community</p> <p>Explore career clusters</p> <p>Interest and skill (inventories</p> <p>Occupation searches</p> <p>Self-knowledge (relating to career choices</p>	<p><b><u>Total Program</u></b></p> <p>School improvement planning</p> <p>Integration of guidance essential teachings across the school curriculum</p> <p>Parent involvement and education</p> <p>Consultation with staff and community</p> <p>Instructing on age- appropriate issues with staff and community</p> <p>Community outreach and involvement</p>
<p><b><u>Personal/ Social</u></b></p> <p>Interpersonal skills to respect self and others</p> <p>Decision-making, setting goals and (taking action to achieve goals</p> <p>Understanding (everyday safety and survival skills</p>	<p><b><u>Personal/ Social</u></b></p> <p>Physical or emotional abuse and issues ,crises</p> <p>Grief, loss and death</p> <p>Substance abuse</p> <p>Family issues</p> <p>Coping with stress</p> <p>Relationship concerns</p> <p>Effective use of Linkages</p>	<p><b><u>Personal/ Social</u></b></p> <p>Skills and competencies related to student and employee success</p>	<p><b><u>Total Program</u></b></p> <p>Professional development</p> <p>Maintaining updated information regarding community resources for students and families</p> <p>Document issues and interventions as (appropriate</p>
<p><b><u>Counselor Role</u></b></p> <p>Classroom Guidance curriculum</p>	<p><b><u>Counselor Role</u></b></p> <p>Individual Consultation</p>	<p><b><u>Counselor Role</u></b></p> <p>Assessment, planning.</p>	<p><b><u>Counselor Role</u></b></p> <p>Develop programs and professional relationships</p>

**Master Calendar**

<p><b><u>10 Days Summer work</u></b></p> <p>Finish admissions</p> <p>Work with College admissions counselors</p> <p>Update records</p> <p>Schedule adjustments</p>	<p><b><u>December</u></b></p> <p>Begin scheduling for next school year</p> <p>Encourage full time where possible</p> <p>Arrange parent conferences for all failures</p> <p>Set up Tech Student for a day</p> <p>“Interview” all seniors for their final plans</p>
<p><b><u>September</u></b></p> <p>Set up for Back to School Night</p> <p>Orientation for 9<sup>th</sup> graders</p> <p>College mini day</p> <p>Review schedules</p> <p>Produce athletic ineligibility list</p> <p>Begin senior conferences</p> <p>Set up and administer PSAT</p> <p>Meet with all new share time and full time students</p> <p>Begin scholarship process</p> <p>Prepare any national merit scholarship applicants</p> <p>Register all students on Naviance</p> <p>Process transcripts</p>	<p><b><u>January</u></b></p> <p>Input into department news letter</p> <p>Process transcripts</p> <p>Produce athletic eligibility</p> <p>Review report cards-counsel accordingly</p>
<p><b><u>October</u></b></p> <p>Prepare budget needs</p> <p>Conduct/ individual/ group counseling</p> <p>Host US Armed Forces/ ASVAB</p> <p>Prepare for 8<sup>th</sup> grade visitations</p> <p><b><u>November</u></b></p>	<p><b><u>February</u></b></p> <p>Line up summer options</p> <p>Publish scholarship bulletin</p> <p>Process College / post secondary applications</p> <p>Review all failures-assist in reversing</p> <p><b><u>March</u></b></p>

<p>SAT Administration</p> <p>Prepare Honor Roll</p> <p>Review Progress reports</p> <p>Have all post secondary school visits in place</p> <p>College mini day</p>	<p>Begin post secondary planning for juniors</p> <p>Conduct sophomore conferences</p> <p>Review HSPA if applicable</p> <hr/> <p><b><u>April/ May/ June</u></b></p> <p>SAT Administration</p> <p>Continued Naviance</p> <p>Focus on seniors with “no plans”</p> <p>Address any graduation concerns</p>
<p><b><u>On going</u></b></p> <p>Verbal/ written communication with the director</p> <p>Appointments-Parents/ students/ college reps</p> <p>CST/ Linkages referrals</p> <p>Course Failures</p> <p>Records:</p> <p>Progress Reports/schedules/ transcripts/ educational/ emotional support</p>	

## **Somerset County Vocational Technical School**

### **Rules for Counseling**

1. The local school board shall require that SCVTHS provide for the implementation of a comprehensive developmental school guidance and counseling program based on “ The ASCA National Model: A Foundation for School Counseling Program,” published by the American School Counselor Association (ASCA) in 2012 as an integral part of the total educational program.
2. The Pupil Services department shall develop and distribute a comprehensive school guidance and counseling program model implementation manual that will be used by SCVTHS as a resource in professional development and planning activities.
3. The local school board shall require that the school develop, implement and nurture and have on file a comprehensive 9-12 developmental school guidance and counseling policy and implementation plan.
4. This policy and plan shall:
  - (1) Be based “The ASCA National Model: A Foundation for School Counseling Program,” published by the American School Counselor Association (ASCA) in 2012; Support the local school district’ s improvement plans and goals; and
  - (2) Identify measures of success for student competencies in each of the 3 areas of academic, individual/social, and career learning, based on planned and periodic assessment of the comprehensive developmental school guidance and counseling program.
  - (3) The comprehensive school guidance and counseling plan shall include: (1) A guidance curriculum that provides all 9-12 students the knowledge and skills appropriate to their developmental level through a collaborative model of delivery involving the school counselor, classroom teachers, and other appropriate education professionals, and including prevention and pre-referral activities; (3) Individual planning with all students to assist in establishing individual goals and developing future plans through coordinated, ongoing systemic activities, including personalized, individual goal setting and parental involvement; (4) A responsive services component of supportive, short-term counseling with the goal of facilitating the educational functioning or academic achievement of all students 9-12, or both, including:
    - b. Crisis assessment and referral;
    - c. Consultation with school personnel, parents, local agencies, or appropriate others;
    - d. Conflict resolution;
    - e. Drop out prevention;



f. Substance and abuse issues

g. College and career counseling; and

h. Individual, school, family, or peer issues impacting the educational environment; an

4) A systems support component that establishes, maintains, and enhances the total school guidance and counseling program, including:

a. The maintenance of organized, clear, and useful records in a confidential manner, utilizing technology relevant to provision of services in a confidential manner; b. The maintenance of records in a manner compliant with current state and federal laws, rules, policies, and standards, and with Ethical Standards for School Counselors as adopted by the American School Counselor Association (ASCA) Delegate Assembly March 19, 1984, revised March 27, 1992, June 25, 1998, and June 26, 2004 for school counseling, as they apply to the implementation of comprehensive school guidance and counseling services within a school setting;

c. Systematic, goal oriented professional development directly applicable to the goals and outcomes of implementing a comprehensive school guidance and counseling program and school and district improvement goals; d. Counselor evaluation based on the professional competencies of the school counseling profession; and

e. Program evaluation based on student outcomes, stakeholder surveys, and self- assessment against national model recommendations.

(f) The staff requirements for provision of the comprehensive developmental guidance and counseling program shall be as follows:

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11/7 8:50am

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 4 Month Period Ending 10/31/2012

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ASSETS AND RESOURCES

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

101	Cash in bank		\$1,520,219.14
121	Tax levy receivable		\$7,660,086.00
	Accounts receivable:		
141	Intergovernmental - State	\$1,046,698.16	
143	Intergovernmental - Other	\$5,445.09	
			\$1,052,143.25

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

301	Estimated Revenues	\$13,838,142.00	
302	Less Revenues	(\$13,032,975.31)	
			\$805,166.69

	Total assets and resources		\$11,037,615.08
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REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10 (including 16, 17 & 18)  
Interim Balance Sheet  
For 4 Month Period Ending 10/31/2012

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LIABILITIES AND FUND EQUITY

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

Other current liabilities		(\$20.00)
TOTAL LIABILITIES		(\$20.00)
=====		

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	\$7,881,346.96
754	Reserve for encumbrance - Prior Year	\$13,170.00
	Reserved fund balance:	
760	Reserved Fund Balance	\$207,216.00
601	Appropriations	\$14,109,967.71
602	Less : Expenditures	\$3,633,808.31
603	Encumbrances	\$7,894,516.96 (\$11,528,325.27)
		\$2,581,642.44
	Total Appropriated	\$10,683,375.40

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

770	Fund Balance	\$426,359.68
303	Budgeted Fund Balance	(\$72,100.00)
	TOTAL FUND BALANCE	\$11,037,635.08
	TOTAL LIABILITIES AND FUND EQUITY	\$11,037,615.08

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$14,109,967.71	\$11,528,325.27	\$2,581,642.44
Revenues	(\$13,838,142.00)	(\$13,032,975.31)	(\$805,166.69)
	\$271,825.71	(\$1,504,650.04)	\$1,776,475.75
Less: Adjust for prior year encumb.	(\$199,725.71)	(\$199,725.71)	
Budgeted Fund Balance	\$72,100.00	(\$1,704,375.75)	\$1,776,475.75
	=====	=====	=====

Recapitulation of Budgeted Fund Balance by Subfund

	Budgeted	Actual	Variance
Fund 10 (includes 10, 11, 12, and 13)	\$72,100.00	(\$1,704,375.75)	\$1,776,475.75
Fund 16 (Restricted ARRA-ESF)	\$0.00	\$0.00	\$0.00
Fund 17 (Restricted ARRA-GSF)	\$0.00	\$0.00	\$0.00
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00
TOTAL Budgeted Fund Balance	\$72,100.00	(\$1,704,375.75)	\$1,776,475.75
	=====	=====	=====

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 4 Month Period Ending 10/31/2012

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$12,424,240.00	\$11,619,073.31		\$805,166.69
3XXX	From State Sources	\$1,413,902.00	\$1,413,902.00		.00
TOTAL REVENUE/SOURCES OF FUNDS		\$13,838,142.00	\$13,032,975.31		\$805,166.69
		=====	=====	=====	=====
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$1,328,513.54	\$265,281.10	\$801,777.68	\$261,454.76
11-230-X00-XXX	Basic Skills - Remedial Instruction	\$95,562.95	\$19,644.64	\$71,948.00	\$3,970.31
11-240-X00-XXX	Bilingual Education - Instruction	\$59,506.00	\$11,891.00	\$47,564.00	\$51.00
11-3XX-100-XXX	Voc. Programs - Local - Instruction	\$3,530,944.18	\$723,318.26	\$2,356,175.13	\$451,450.79
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$51,005.00	.00	\$40,752.24	\$10,252.76
11-402-100-XXX	School-Spons. Athletics - Instruction	\$53,366.00	\$6,619.50	\$46,745.50	\$1.00
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-213-XXX	Health Services	\$178,667.00	\$47,395.76	\$112,353.48	\$18,917.76
11-000-218-XXX	Guidance	\$611,161.00	\$133,175.87	\$301,970.54	\$176,014.59
11-000-219-XXX	Child Study Teams	\$179,518.00	\$58,441.67	\$111,150.61	\$9,925.72
11-000-221-XXX	Improvement Of Inst./Other Support Improvement of Inst. Serv.	\$195,774.01	\$112,501.79	\$87,503.77	(\$4,231.55)
11-000-222-XXX	Educational Media Serv/School Library	\$215,071.00	\$35,807.41	\$85,372.55	\$93,891.04
11-000-223-XXX	Instructional Staff Training Services	\$20,651.00	\$6,060.19	\$5,188.00	\$9,402.81
11-000-230-XXX	Supp. Serv.-General Administration	\$497,670.00	\$131,960.67	\$262,135.32	\$103,574.01
11-000-240-XXX	Supp. Serv.-School Administration	\$668,628.48	\$199,111.94	\$321,734.64	\$147,781.90
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$716,638.63	\$260,503.12	\$333,243.97	\$122,891.54
11-000-261-XXX	Allowable Maint. for School Facilities	\$1,048,122.48	\$288,141.45	\$490,647.95	\$269,333.08
11-000-262-XXX	Custodial Services	\$1,314,573.00	\$419,985.53	\$810,210.96	\$84,376.51
11-000-263-XXX	Care and Upkeep of Grounds	\$14,501.00	\$7,700.00	\$6,801.00	.00
11-000-266-XXX	Security	\$109,010.00	\$30,771.52	\$51,059.34	\$27,179.14
11-000-270-XXX	Student Transportation Services	\$107,109.00	\$8,502.30	\$46,706.70	\$51,900.00
11-000-291-XXX	Allocated and Unallocated Benefits	\$2,856,786.00	\$735,431.18	\$1,459,998.46	\$661,356.36
TOTAL GENERAL CURRENT EXPENSE EXPENDITURES/USES OF FUNDS		\$13,852,778.27	\$3,502,244.90	\$7,851,039.84	\$2,499,493.53
		=====	=====	=====	=====

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 4 Month Period Ending 10/31/2012

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	-----	-----	-----	-----
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$5,745.92	\$5,514.62	\$0.00	\$231.30
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$184,436.52	\$116,811.58	\$43,477.12	\$24,147.82
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TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$190,182.44	\$122,326.20	\$43,477.12	\$24,379.12
	=====	=====	=====	=====
*** SPECIAL SCHOOLS ***				
13-422-100-XXX Summer school -instruction	\$67,007.00	\$9,237.21	.00	\$57,769.79
	-----	-----	-----	-----
TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	\$67,007.00	\$9,237.21	\$0.00	\$57,769.79
	=====	=====	=====	=====
TOTAL GENERAL FUND EXPENDITURES	\$14,109,967.71	\$3,633,808.31	\$7,894,516.96	\$2,581,642.44
	=====	=====	=====	=====

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 4 Month Period Ending 10/31/2012

	ESTIMATED	ACTUAL	UNREALIZED	
	-----	-----	-----	
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,228,340.00	\$11,228,340.00	.00
1310	Tuition- From LEA's	\$684,000.00	\$215,067.80	\$468,932.20
1XXX	Miscellaneous	\$511,900.00	\$175,665.51	\$336,234.49
	TOTAL	\$12,424,240.00	\$11,619,073.31	\$805,166.69
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$286,297.00	\$286,297.00	.00
3176	Equalization	\$699,454.00	\$699,454.00	.00
3177	Categorical Security	\$61,725.00	\$61,725.00	.00
3178	Adjustment Aid	\$366,426.00	\$366,426.00	.00
	TOTAL	\$1,413,902.00	\$1,413,902.00	\$0.00
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$13,838,142.00	\$13,032,975.31	\$805,166.69
		=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 4 Month Period Ending 10/31/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,198,529.67	\$239,505.12	\$775,589.88	\$183,434.67
11-140-100-106 Other Salaries for Instruction		\$3,150.00	.00	(\$3,150.00)
11-140-100-320 Purchased Prof.-Ed. Services	\$60,000.00	.00	.00	\$60,000.00
11-140-100-500 Other Purchased Services	\$5,501.00	\$1,715.92	\$2,799.00	\$986.08
11-140-100-610 General Supplies	\$52,481.87	\$13,639.90	\$18,667.17	\$20,174.80
11-140-100-640 Textbooks	\$10,001.00	\$7,270.16	\$2,721.63	\$9.21
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$2,000.00	\$0.00	\$2,000.00	\$0.00
TOTAL	\$1,328,513.54	\$265,281.10	\$801,777.68	\$261,454.76
--- Basic skills/remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$90,009.00	\$17,987.00	\$71,948.00	\$74.00
11-230-100-610 General Supplies	\$5,553.95	\$1,657.64	.00	\$3,896.31
TOTAL	\$95,562.95	\$19,644.64	\$71,948.00	\$3,970.31
--- Bilingual education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$59,506.00	\$11,891.00	\$47,564.00	\$51.00
TOTAL	\$59,506.00	\$11,891.00	\$47,564.00	\$51.00
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$2,729,995.00	\$552,364.16	\$2,099,996.97	\$77,633.87
11-310-100-320 Purchased Prof.-Ed. Services	\$200,020.00	.00	.00	\$200,020.00
11-310-100-500 Other Purchased Services	\$22,002.00	\$5,090.88	\$6,876.00	\$10,035.12
11-310-100-610 General Supplies	\$323,090.48	\$92,489.92	\$72,143.04	\$158,457.52
11-310-100-640 Textbooks	\$16,002.00	\$15,921.28	\$80.72	.00
11-310-100-800 Other Objects	\$7,000.00	\$165.47	\$2,292.50	\$4,542.03
Total	\$3,298,109.48	\$666,031.71	\$2,181,389.23	\$450,688.54
--- Special Vocational Programs - Instruction ---				
11-320-100-101 Salaries of Teachers	\$217,022.00	\$50,558.46	\$166,463.54	\$0.00
11-320-100-500 Other Purchased Services	\$1,000.00	.00	\$542.45	\$457.55
11-320-100-610 General Supplies	\$14,812.70	\$6,728.09	\$7,779.91	\$304.70
Total	\$232,834.70	\$57,286.55	\$174,785.90	\$762.25

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 4 Month Period Ending 10/31/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$38,004.00	.00	\$38,004.00	.00
11-401-100-600 Supplies and Materials	\$13,001.00	.00	\$2,748.24	\$10,252.76
TOTAL	\$51,005.00	\$0.00	\$40,752.24	\$10,252.76
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$38,004.00	.00	\$38,004.00	.00
11-402-100-500 Purchased Services	\$10,001.00	\$1,559.50	\$8,741.50	(\$300.00)
11-402-100-600 Supplies and Materials	\$5,361.00	\$5,060.00	.00	\$301.00
TOTAL	\$53,366.00	\$6,619.50	\$46,745.50	\$1.00
--- UNDISTRIBUTED EXPENDITURES ---				
--- Health services ---				
11-000-213-100 Salaries	\$148,015.00	\$42,451.13	\$103,468.27	\$2,095.60
11-000-213-300 Purchased Prof. & Tech. Svc.	\$24,251.00	\$4,769.63	\$3,148.89	\$16,332.48
11-000-213-600 Supplies and Materials	\$6,001.00	.00	\$5,385.32	\$615.68
11-000-213-800 Other Objects	\$400.00	\$175.00	\$351.00	(\$126.00)
TOTAL	\$178,667.00	\$47,395.76	\$112,353.48	\$18,917.76
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$466,161.00	\$99,992.27	\$234,603.14	\$131,565.59
11-000-218-105 Sal Sec. & Clerical Asst.	\$144,000.00	\$33,183.60	\$66,367.40	\$44,449.00
11-000-218-600 Supplies and Materials	\$1,000.00	.00	\$1,000.00	.00
TOTAL	\$611,161.00	\$133,175.87	\$301,970.54	\$176,014.59
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$75,008.00	\$24,223.04	\$48,446.21	\$2,338.75
11-000-219-105 Sal Sec. & Clerical Asst.	\$93,009.00	\$30,121.60	\$60,243.40	\$2,644.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$5,001.00	\$3,003.00	.00	\$1,998.00
11-000-219-500 Other Purchased Services	\$1,000.00	\$684.03	\$225.00	\$90.97
11-000-219-600 Supplies and Materials	\$2,000.00	.00	\$2,000.00	.00
11-000-219-800 Other Objects	\$3,500.00	\$410.00	\$236.00	\$2,854.00
TOTAL	\$179,518.00	\$58,441.67	\$111,150.61	\$9,925.72



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 4 Month Period Ending 10/31/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$21,273.01	\$28,606.33	.00	(\$7,333.32)
11-000-221-104 Salaries Other Prof. Staff	\$75,000.00	\$50,264.60	\$24,735.40	.00
11-000-221-105 Sal Sec. & Clerical Asst.	\$89,000.00	\$30,090.24	\$58,909.76	.00
11-000-221-500 Other Purchased Services	\$5,001.00	\$2,835.77	\$1,077.00	\$1,088.23
11-000-221-600 Supplies and Materials	\$2,500.00	.00	\$2,500.00	.00
11-000-221-800 Other Objects	\$3,000.00	\$704.85	\$281.61	\$2,013.54
TOTAL	\$195,774.01	\$112,501.79	\$87,503.77	(\$4,231.55)
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$101,060.00	\$960.96	\$24,039.04	\$76,060.00
11-000-222-177 Salaries of Technology Coordinators	\$85,009.00	\$27,847.98	\$53,652.02	\$3,509.00
11-000-222-500 Other Purchased Services	\$4,000.00	\$1,442.00	\$2,558.00	.00
11-000-222-600 Supplies and Materials	\$21,002.00	\$3,156.47	\$5,123.49	\$12,722.04
11-000-222-800 Other Objects	\$4,000.00	\$2,400.00	.00	\$1,600.00
TOTAL	\$215,071.00	\$35,807.41	\$85,372.55	\$93,891.04
--- Instructional Staff Training Services ---				
11-000-223-500 Other Purchased Services	\$18,651.00	\$6,060.19	\$3,188.00	\$9,402.81
11-000-223-600 Supplies and Materials	\$2,000.00	.00	\$2,000.00	.00
TOTAL	\$20,651.00	\$6,060.19	\$5,188.00	\$9,402.81
--- Support services-general administration ---				
11-000-230-100 Salaries	\$255,026.00	\$91,501.52	\$163,523.48	\$1.00
11-000-230-331 Legal Services	\$75,008.00	\$22,066.33	\$37,933.67	\$15,008.00
11-000-230-332 Audit Fees	\$33,503.00	.00	.00	\$33,503.00
11-000-230-339 Other Purchased Prof. Svc.	\$3,000.00	.00	.00	\$3,000.00
11-000-230-530 Communications/Telephone	\$75,007.00	(\$8,868.09)	\$48,811.36	\$35,063.73
11-000-230-590 Other Purchased Services	\$3,000.00	\$1,202.24	\$1.00	\$1,796.76
11-000-230-61X General Supplies	\$11,001.00	\$2,349.41	\$7,276.76	\$1,374.83
11-000-230-630 BOE In-House Training/Meeting Supplies	\$3,500.00	\$1,664.56	\$1,500.00	\$335.44
11-000-230-890 Misc. Expenditures	\$31,004.00	\$15,294.95	\$3,089.05	\$12,620.00
11-000-230-895 BOE Membership Dues and Fees	\$7,621.00	\$6,749.75	.00	\$871.25
TOTAL	\$497,670.00	\$131,960.67	\$262,135.32	\$103,574.01
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$460,046.00	\$129,499.89	\$190,709.61	\$139,836.50

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 4 Month Period Ending 10/31/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-240-105 Sal Secr. & Clerical Asst.	\$160,000.00	\$55,972.04	\$104,027.96	.00
11-000-240-11X Other Salaries	\$21,080.48	\$25.38	\$19,976.62	\$1,078.48
11-000-240-500 Other Purchased Services	\$16,501.00	\$9,192.92	\$3,572.05	\$3,736.03
11-000-240-600 Supplies and Materials	\$8,001.00	\$4,060.49	\$3,328.40	\$612.11
11-000-240-800 Other Objects	\$3,000.00	\$361.22	\$120.00	\$2,518.78
TOTAL	\$668,628.48	\$199,111.94	\$321,734.64	\$147,781.90
--- Central Services ---				
11-000-251-100 Salaries	\$342,376.63	\$109,287.80	\$190,680.01	\$42,408.82
11-000-251-330 Purchased Prof. Svcs.	\$28,003.00	\$19,232.70	\$5,162.70	\$3,607.60
11-000-251-340 Purchased Technical Svcs.	\$16,002.00	\$2,950.00	.00	\$13,052.00
11-000-251-600 Supplies and Materials	\$7,001.00	\$2,487.24	\$2,573.75	\$1,940.01
11-000-251-890 Other Objects	\$6,001.00	\$1,855.25	\$50.00	\$4,095.75
TOTAL	\$399,383.63	\$135,812.99	\$198,466.46	\$65,104.18
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$241,000.00	\$66,114.85	\$124,972.15	\$49,913.00
11-000-252-500 Other Pur Serv. (400-500 series )	\$60,253.00	\$57,798.64	\$2,375.36	\$79.00
11-000-252-600 Supplies and Materials	\$16,002.00	\$776.64	\$7,430.00	\$7,795.36
TOTAL	\$317,255.00	\$124,690.13	\$134,777.51	\$57,787.36
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$545,010.00	\$185,239.29	\$359,197.32	\$573.39
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$467,108.48	\$89,213.55	\$127,901.18	\$249,993.75
11-000-261-610 General Supplies	\$26,003.00	\$12,389.97	\$3,549.45	\$10,063.58
11-000-261-800 Other Objects	\$10,001.00	\$1,298.64	.00	\$8,702.36
TOTAL	\$1,048,122.48	\$288,141.45	\$490,647.95	\$269,333.08
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$347,143.19	\$115,809.84	\$231,333.35	.00
11-000-262-490 Other Purchased Property Svc.	\$59,891.81	\$10,392.25	\$49,187.75	\$311.81
11-000-262-520 Insurance	\$207,521.00	\$109,352.00	\$94,061.00	\$4,108.00
11-000-262-621 Energy (Natural Gas)	\$170,017.00	.00	\$110,000.00	\$60,017.00
11-000-262-622 Energy (Electricity)	\$530,000.00	\$184,431.44	\$325,628.86	\$19,939.70
TOTAL	\$1,314,573.00	\$419,985.53	\$810,210.96	\$84,376.51
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$14,501.00	\$7,700.00	\$6,801.00	.00
TOTAL	\$14,501.00	\$7,700.00	\$6,801.00	\$0.00

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 4 Month Period Ending 10/31/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Security ---				
11-000-266-100 Salaries	\$109,010.00	\$30,771.52	\$51,059.34	\$27,179.14
TOTAL	\$109,010.00	\$30,771.52	\$51,059.34	\$27,179.14
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$35,004.00	\$7,502.30	\$27,501.70	.00
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$3,000.00	.00	.00	\$3,000.00
11-000-270-512 Contr Svc(other btw home & sch)-vendors	\$19,002.00	.00	\$13,001.00	\$6,001.00
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	\$29,602.00	.00	\$5,204.00	\$24,398.00
11-000-270-593 Misc. Purchased Svc.- Transp.	\$12,501.00	.00	.00	\$12,501.00
11-000-270-610 General Supplies	\$2,000.00	\$1,000.00	\$1,000.00	.00
11-000-270-800 Misc. Expenditures	\$3,000.00	.00	.00	\$3,000.00
TOTAL	\$107,109.00	\$8,502.30	\$46,706.70	\$51,900.00
--- Benefits ---				
11-XXX-XXX-220 Social Security Contributions	\$166,811.00	\$67,174.88	\$99,548.39	\$87.73
11-XXX-XXX-241 Other Retirement Contrib. - PERS	\$470,047.00	.00	\$4,236.52	\$465,810.48
11-XXX-XXX-250 Unemployment Compensation	\$61,506.00	\$4,482.11	\$30,508.52	\$26,515.37
11-XXX-XXX-260 Workman's Compensation	\$178,018.00	\$89,000.00	\$89,000.00	\$18.00
11-XXX-XXX-270 Health Benefits	\$1,902,000.00	\$552,251.16	\$1,236,705.03	\$113,043.81
11-XXX-XXX-280 Tuition Reimbursement	\$30,003.00	\$9,826.00	.00	\$20,177.00
11-XXX-XXX-290 Other Employee Benefits	\$48,401.00	\$12,697.03	.00	\$35,703.97
TOTAL	\$2,856,786.00	\$735,431.18	\$1,459,998.46	\$661,356.36
Total Undistributed expenditures	\$8,733,880.60	\$2,475,490.40	\$4,486,077.29	\$1,772,312.91
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$13,852,778.27	\$3,502,244.90	\$7,851,039.84	\$2,499,493.53
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$13,852,778.27	\$3,502,244.90	\$7,851,039.84	\$2,499,493.53
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REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 4 Month Period Ending 10/31/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>*** CAPITAL OUTLAY ***</b>				
Special education - instruction				
12-310-100-730 Regular Voc.programs	\$5,745.92	\$5,514.62	.00	\$231.30
Undistributed exp. - student transportation				
12-XXX-X00-730 Special schools (all programs)	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$5,745.92	\$5,514.62	\$0.00	\$231.30
--- Facilities acquisition and construction services ---				
12-000-400-450 Construction services	\$164,048.52	\$116,811.58	\$43,477.12	\$3,759.82
12-000-400-800 Other objects	\$20,388.00	.00	.00	\$20,388.00
Facilits. Acqstn. Const. Sevr. -- TOTAL --	\$184,436.52	\$116,811.58	\$43,477.12	\$24,147.82
TOTAL	\$184,436.52	\$116,811.58	\$43,477.12	\$24,147.82
TOTAL CAPITAL OUTLAY EXPENDITURES	\$190,182.44	\$122,326.20	\$43,477.12	\$24,379.12
<b>*** SPECIAL SCHOOLS ***</b>				
--- Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	\$62,006.00	\$7,052.72	\$0.00	\$54,953.28
13-422-100-610 General supplies	\$5,001.00	\$2,184.49	.00	\$2,816.51
TOTAL	\$5,001.00	\$2,184.49	\$0.00	\$2,816.51
TOTAL SUMMER SCHOOL	\$67,007.00	\$9,237.21	\$0.00	\$57,769.79
TOTAL SPECIAL SCHOOLS EXPENDITURES	\$67,007.00	\$9,237.21	\$0.00	\$57,769.79
<b>*** EDUCATION STABILIZATION FUND **</b>				
<b>*** GOVERNMENT SERVICES FUND **</b>				
<b>*** EDUCATION JOBS FUND **</b>				
TOTAL GENERAL FUND EXPENDITURES	\$14,109,967.71	\$3,633,808.31	\$7,894,516.96	\$2,581,642.44

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

For 4 Month Period Ending 10/31/2012

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

\_\_\_\_\_  
Board Secretary/Business Administrator

\_\_\_\_\_  
Date

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

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11/7 8:50am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 4 Month Period Ending 10/31/12

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ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$23,487.78
	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	\$1,208,172.00	
302	Less Revenues	(\$315,811.43)	
			\$892,360.57
	Total assets and resources		\$896,598.35
			=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Special Revenue Fund - Fund 20  
 Interim Balance Sheet  
 For 4 Month Period Ending 10/31/12

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LIABILITIES AND FUND EQUITY

=====

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

421	Accounts Payable	(\$2,789.23)
481	Deferred revenues	(\$15,473.75)
	Other current liabilities	\$2,789.23
	<b>TOTAL LIABILITIES</b>	<b>(\$15,473.75)</b>

=====

F U N D   B A L A N C E

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

753	Reserve for encumbrances - Current Year	\$310,309.06
601	Appropriations	\$1,208,172.00
602	Less: Expenditures	\$296,099.90
603	Encumbrances	\$310,309.06    (\$606,408.96)
		\$601,763.04
	<b>TOTAL FUND BALANCE</b>	<b>\$912,072.10</b>
	<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>\$896,598.35</b>

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REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 4 Month Period Ending 10/31/12

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$181,865.00	\$134,775.00		\$47,090.00
3XXX	From State Sources	\$457,684.00	\$146,865.00		\$310,819.00
4XXX	From Federal Sources	\$568,623.00	\$34,171.43		\$534,451.57
		-----	-----	-----	-----
	TOTAL REVENUE/SOURCES OF FUNDS	\$1,208,172.00	\$315,811.43		\$892,360.57
		=====	=====	=====	=====
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
		-----	-----	-----	-----
	LOCAL PROJECTS:	\$181,865.00	\$85,212.36	\$28,573.10	\$68,079.54
	STATE PROJECTS:				
	Other special projects	\$457,684.00	\$105,176.01	\$151,120.23	\$201,387.76
		-----	-----	-----	-----
	TOTAL STATE PROJECTS	\$457,684.00	\$105,176.01	\$151,120.23	\$201,387.76
	FEDERAL PROJECTS:				
	NCLB Title I	\$48,981.00	(\$1,022.12)	\$725.45	\$49,277.67
	NCLB Title II - Part A/D	\$10,380.00	.00	\$2,977.80	\$7,402.20
	I.D.E.A. Part B (Handicapped)	\$85,000.00	\$24,223.04	\$48,446.08	\$12,330.88
	Vocational Education	\$235,000.00	.00	.00	\$235,000.00
	ARRA/Other (450-469)	\$189,262.00	\$82,510.61	\$78,466.40	\$28,284.99
		-----	-----	-----	-----
	TOTAL FEDERAL PROJECTS	\$568,623.00	\$105,711.53	\$130,615.73	\$332,295.74
		-----	-----	-----	-----
	*** TOTAL EXPENDITURES ***	\$1,208,172.00	\$296,099.90	\$310,309.06	\$601,763.04
		=====	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 4 Month Period Ending 10/31/12

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

For 4 Month Period Ending 10/31/12

I, \_\_\_\_\_, Board Secretary/Business Administrator  
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Board Secretary/Business Administrator

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11/7 8:50am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 4 Month Period Ending 10/31/12

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$32,703.29
	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	\$797,567.79	
302	Less Revenues	(\$714,631.35)	
		\$82,936.44	\$82,936.44

		\$1,669,107.58	
Total assets and resources		\$1,669,107.58	\$1,669,107.58
			=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Capital Projects Fund - Fund 30  
 Interim Balance Sheet  
 For 4 Month Period Ending 10/31/12

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

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--- Appropriated ---

753	Reserve for encumbrances - Current Year		\$82,560.49
601	Appropriations	\$908,708.80	
602	Less : Expenditures	\$564,857.90	
603	Encumbrances	\$82,560.49	(\$647,418.39)
			\$261,290.41
	Total Appropriated		\$343,850.90

--- Unappropriated ---

770	Fund balance		\$1,325,256.68

TOTAL FUND BALANCE \$1,669,107.58

TOTAL LIABILITIES AND FUND EQUITY \$1,669,107.58

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REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Capital Projects Fund - Fund 30  
 INTERIM STATEMENTS COMPARING  
 BUDGET REVENUE WITH ACTUAL TO DATE AND  
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
 For 4 Month Period Ending 10/31/12

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$797,567.79	\$714,631.35		\$82,936.44
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$797,567.79	\$714,631.35		\$82,936.44
	=====	=====	=====	=====
*** EXPENDITURES ***				
	_____	_____	_____	_____
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-450 Construction services	\$908,708.80	\$564,857.90	\$82,560.49	\$261,290.41
	_____	_____	_____	_____
Total fac.acq.and constr. serv.	\$908,708.80	\$564,857.90	\$82,560.49	\$261,290.41
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$908,708.80	\$564,857.90	\$82,560.49	\$261,290.41
*** TOTAL EXPENDITURES AND TRANSFERS	\$908,708.80	\$564,857.90	\$82,560.49	\$261,290.41
	=====	=====	=====	=====

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

For 4 Month Period Ending 10/31/12

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\_\_\_\_\_  
Board Secretary/Business Administrator

\_\_\_\_\_  
Date



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

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Report of the Treasurer  
to the Board of Education

District of Somerset County Vocational  
All Funds  
For Month Ended: October 31, 2012

CASH REPORT

<b>FUNDS</b>	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
<b>Governmental Funds</b>	<b>Adjusted Beginning Balance</b>	<b>Deposits</b>	<b>Disbursements</b>	<b>Ending Balance</b>
General Fund (10)	\$1,320,151.13	\$1,352,758.22	-\$1,152,690.21	\$1,520,219.14
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)	\$15,402.23	\$67,144.43	-\$59,058.88	\$23,487.78
Capital Project Fund (30)	-\$397,912.10	\$430,615.39	\$0.00	\$32,703.29
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
<b>Total Governmental Funds</b>	<b>\$1,016,454.75</b>	<b>\$1,850,518.04</b>	<b>-\$1,211,749.09</b>	<b>\$1,655,223.70</b>
Summer Savings	\$8,156.84	\$8,731.04	\$0.00	\$16,887.88
Enterprise Fund (60) Cafeteria	\$20,750.29	\$13,163.38	-\$19,293.10	\$14,620.57
Payroll Fund (70)	\$0.00	\$470,491.81	-\$470,491.81	\$0.00
Agency Fund (90)	\$0.00	\$310,410.44	-\$310,410.44	\$0.00
<b>Total Trust &amp; Agency</b>	<b>\$28,907.13</b>	<b>\$802,796.67</b>	<b>-\$800,195.35</b>	<b>\$31,508.45</b>
<b>Grand Total for all Funds</b>	<b>\$1,045,361.88</b>	<b>\$2,653,314.71</b>	<b>-\$2,011,944.44</b>	<b>\$1,686,732.15</b>
				<b>\$1,686,732.15</b>

[Back to Top](#)

Prepared and submitted by:

Michelle Fresco  
Michelle Fresco, Treasurer of School Moneys

11/13/2012

Date