

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting

April 19, 2011

Swear In Executive County Superintendent of Schools

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:

Michael A. Maddaluna, Superintendent of Schools

Diane Strober, Assistant Superintendent for Business/Board Secretary

Edmund Jones, High School Principal

Lisa Fittipaldi, Board Attorney

Jack Ciattarelli, Somerset County Freeholder Liaison

Members of the Press: The Courier News, The Star Ledger and the
Messenger Gazette

Others:

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

Pledge of Allegiance

III. Approval of Minutes of the Regular Meeting and Executive Session held on March 28, 2011.

A. Corrections

On motion of _____, seconded by _____, the minutes of the Regular Meeting and Executive Session held on March 28, 2011 were approved.

IV. Correspondence

1. Commendation of appreciation for sponsorship and active part in making the Career Expo an overwhelming success received from Franklin Township Mayor and Township Council.

V. Old or Unfinished Business

1. Student of the Month - Tiffany Romero

VI. Report of the Attorney

VII. Committee Reports

- Personnel/Finance - Dr. Braun, Mr. Smith
- Facilities - Dr. Braun, Mr. Hyncik
- Board of School Estimate - Dr. Braun, Mr. Dudeck
- Negotiations - Mr. Smith
- Teacher Liaison - Mr. Smith
- Curriculum/Grants - Mr. Smith
- Capital Projects - Dr. Braun, Mr. Hyncik
- Foundation - Dr. Braun, Mr. Smith
- Marketing - Mr. Smith
- NJSBA (Delegate, State Convention Legislative Committee)- Mr. Dudeck
- SCSBA (Delegate) - Mr. Dudeck
- SCESC (Representative) - Mr. Smith
- SCJIF - Dr. Braun

VIII. Superintendent's Report

A. Appointment - Superintendent

It is recommended that the Board of Education appoint Dr. Chryst Harttraft to the position of Superintendent, (UPC# ADM-BO-SUPT-NA-01), effective October 1, 2011 through July 1, 2015. (Contingent upon Executive County Superintendent review of contract.)

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. Appointment - High School Principal

The Superintendent recommends that the Board of Education appoint Ms. Diane Ziegler to the position of High School Principal, (UPC#ADM-HS-PRIN-FL-01), at a salary of \$121,668.00, Step A8, effective July 1, 2011.

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. Resignation

The Superintendent recommends that the Board of Education accept the resignation of Ms. Katrina Peterson, Long Term Substitute for the School Psychologist, effective April 8, 2011.

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. Elimination of Positions

The Superintendent recommends that the Board of Education eliminate the following positions, due to a reduction in force, effective July 1, 2011 as listed:

<u>TITLE</u>	<u>UPC#</u>
Supervisor of Special Projects	SUP-HS-PROJ-FL-01
Classroom Aide - Cosmetology	AID-HS-INST-FL-01
Classroom Aide - TOPS Program	AID-HS-INST-FL-04
District Receptionist/Communication Console System Manager	CLR-BO-TELE-NA-01

Motion_____ Second_____

Discussion

Call the Roll

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

E. Instructional Salaries - 2011-2012 School Year

The Superintendent recommends that in accordance with the Contract Agreement previously approved that the Board of Education approve salaries for instructional personnel for the 2011-2012 school year as listed on Addendum #1.

F. Support Staff Salaries - 2011-2012 School Year

The Superintendent recommends that in accordance with the Contract Agreement previously approved that the Board of Education approve salaries of support staff for the 2011-2012 school year as listed on Addendum #2.

G. Principal/Supervisors Salaries - 2011-2012 School Year

The Superintendent recommends that in accordance with the Memorandum of Understanding between the Somerset County Vocational Board of Education and the Principal/Supervisors Association, salaries will be frozen at the 2010-11 school year rate as listed on Addendum #3.

H. Exempt Staff Salaries - 2011-2012 School Year

The Superintendent recommends that the Board of Education approve the salaries of exempt personnel for the 2011-2012 school year as listed below:

Lashaw Benson	\$32,634.00
Stephen Boettger	\$57,491.55
Erick Bowers	\$38,443.00
Camille Bowman	\$51,345.00
Carolyn Brink*	\$59,200.00
Michelle Fresco	\$50,746.38
Valerie Hart	\$61,809.00
James Hoff	\$79,146.72
Carene Jegou	\$70,674.63
Michael Kuschyk	\$90,025.37
Ernestine Nelson	\$41,227.96
Michele Sartori	\$53,830.39
Bernice Wicks** (10-month)	\$74,287.85

*Pending approval for funding from various grants

**Retiring effective 11/1/11

Motion_____ Second_____

Discussion

Call the Roll

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

I. Reappointment of Assistant Superintendent for Business/Board Secretary - 2011-2012 School Year

The Superintendent recommends that the Board of Education approve the annual contracted salary in the amount of \$122,221.00 for the Assistant Superintendent for Business/Board Secretary, Diane Strober for the period of July 1, 2011 through June 30, 2012. (Contingent upon Executive County Superintendent review.)

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. Long Term Substitute

The Superintendent recommends that the Board of Education appoint Ms. Tara Porto as Long Term Substitute for the School Psychologist, Step1-C at a salary of \$52,355.00 (prorated), retroactive from April 11, 2011 through June 10, 2011. These temporary employees are not eligible to receive health benefits or any other employee benefits including but not limited to vacation, sick or personal days.

K. Employment of Substitutes - 2010-2011 School Year

The Superintendent recommends that the Board of Education approve employment of the following substitutes at a rate of \$100.00/day for the 2010-2011 school year:

Aneesha Ghaly

L. Employment of Part-Time Hourly Personnel - 2010-2011 School Year

The Superintendent recommends that the Board of Education approve employment of the following part-time hourly personnel for the 2010-2011 school year:

Twilight

Ivan Tudela	Recruiter for Summer Program	\$20.00/hr
	(214.5 hrs)	

Student Employment - \$7.25/hr (Maximum 15 hrs/week)Culinary Arts

Victoria Iturra	Andrea Sanchez
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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	___	___

M. Field Trips

The Superintendent recommends that the Board of Education approve field trips for high school students as they appear on Addendum #4.

N. Course Offering - 2011-2012 School Year

The Superintendent recommends that the Board of Education approve the course offering of Movement in Photography for the 2011-2012 school year. This course is in compliance with the 5-credit requirement Visual/Performing Arts (fine arts credit) of the NJ Core Curriculum Content Standards.

O. Application to Operate Summer School

The Superintendent recommends that the Board of Education submit the Application for Approval to Operate Summer School for Summer 2011.

P. Summer School - 2011

The Superintendent recommends that the Board of Education approve the 21 day, six hours per day, Summer School program. School will begin on July 11 and conclude on August 8. Tuition for non-SCVTHS students is \$375 per 60 hour course. Courses being offered are as follows:

Remedial

English	Mathematics
Health	Physical Education
Social Studies	Science

Enrichment

Performing Arts

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	___	___

Q. Board Policies and Regulations - First Reading

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

R2461.06 - Special Education/Receiving Schools-Highly Qualified and Appropriately Certified Staff

R2461.07 - Special Education/Receiving Schools-Termination of Placement

R2461.09-Special Education/Receiving Schools-Statewide and District-Wide Assessment Programs

R2461.10-Special Education/Receiving Schools-Full Educational Opportunity

R2461.11 - Special Education/Receiving Schools-Staff Consultation

Board Policies and Regulations - First Reading (con't)

R2461.12 - Special Education/Receiving Schools-Length of School Day
and Academic Year

3432.2 - Donated Leave Program

4432.2 - Donated Leave Program

5561/R5561 - Use of Physical Restraint

6311 - Contracts for Goods and Services Funded by Federal Grants

R. Revised Board Policies and Regulations - First Reading

The Superintendent recommends that the Board of Education approve the following revised Board policies and regulations at this first reading as they appear on Addendum #6.

1230 - Superintendent's Duties

1522 - School-level Planning

2132 - School District Goals and Objectives

2440/R2440 - Summer Session

2461/R2461 - Special Education/Receiving Schools

R2461.01 - Special Education/Receiving Schools-IEP Implementation

R2461.03 - Special Education/Receiving Schools-Pupil Records

R2461.04 - Special Education/Receiving Schools-Special Education and
Related Services

R2461.05-Special Education/Receiving Schools-IEP Compliance

R2461.08 - Special Education/Receiving Schools-In-Service Training

R3144 - Certification of Tenure Charges

5512.01 - Harassment, Intimidation and Bullying

6150 - Tuition Income

6220 - Budget Preparation

6820 - Financial Reports

Motion_____ Second_____

Discussion

Call the Roll

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

T. Acceptance of Funds

The Superintendent recommends the Board of Education adopt the following resolution: The governing body of the Somerset County Vocational and Technical Schools at its April 19, 2011 meeting authorized acceptance of funds for the following:

NJ Department of Agriculture	NJ CASE Grant (FY 2011)	\$7,800.00
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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	___	___

U. Superintendent's Update

- Update - SCESC Special Education School

IX. Submission of Bills

It is recommended the Board of Education approve the bills for April 2011 which is included in the board packet and will be attached to the regular meeting minutes.

Motion_____ Second_____

Discussion

Call the Roll

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

X. New Business

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

A. Reports A148 and A149

It is recommended the Board of Education adopt the monthly financial statement reports for the Assistant Superintendent for Business/Board Secretary for the month of March 2011 and the Treasurer of School Monies for the month of March 2011, 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. Ratify Board of School Estimate Approval of the 2011-2012 SY Budget and the 2011 County Capital Allocation

It is recommended the Board of Education ratify the action of the Board of School Estimate wherein the proposed budget of \$15,288,011.00 supported by county taxes in the amount of \$11,526,740.00 for the 2011-2012 school year and the proposed 2011 county capital allocation of \$750,000.00 be adopted. (County capital allocation may increase, contingent upon county funding.)

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. Budget Transfers

It is recommended the Board of Education approve the following budget transfers for the 2010-11 school year:

<u>School Based Youth Services Grant</u>			
FROM:	20-432-200-516-21-0000	Contracts	(\$1,135.60)
TO:	20-432-100-600-21-0000	Supplies	\$ 250.00
	20-432-200-580-21-0000	Travel	\$ 237.00
	20-432-200-104-21-0000	Salary	\$ 648.60

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. Contract Award - Auditorium Ceiling Replacement

It is recommended the Board of Education award the contract for the Auditorium Ceiling Replacement project to Michael Riesz and Company of Fords, NJ in the amount of \$931,250.00 as recommended by the architects and reviewed by the Board attorney. Contract to be prepared by the Board attorney.

<u>Base Bid</u> - Single Overall Lump Sum Bid	\$899,750.00
Inclusive of All Trades	
<u>Alternate Bid 1-1</u> - Sound Booth	\$ 22,000.00
<u>Alternate Bid 1-2</u> - LED Lights	\$ 9,500.00
TOTAL CONTRACT AWARD	\$931,250.00

Motion_____ Second_____

Discussion

Call the Roll

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

XII. May Meeting

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

May 31, 2011
5:00 p.m.
Somerset County Vocational & Technical Schools
14 Vogt Drive
Bridgewater, New Jersey 08807

XIII. Remarks from the Public

XIV. Resolution

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

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

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

**SOMERSET COUNTY VOCATIONAL TECHNICAL SCHOOLS
SALARY GUIDE
SY 2011-2012**

Addendum #1

NON - TENURE	STEP/ GUIDE	2011-2012 Base Salary	LONGEVITY	2011-2012 TOTAL SALARY
Alfieri, Joseph	18/A	66,065.00		66,065.00
Bentzinger, Anabela	4-5/A	50,690.00		50,690.00
Blanchard, Kristen # ***	10-11/C	72,669.25		72,669.25
Carrig, Robert # **	6-7/B	55,415.00		55,415.00
Cross, Margaret # +	10-11/C	59,455.00		59,455.00
Fargo, Erik	6-7/D	58,190.00		58,190.00
Gichan, Deborah	4-5/A	50,690.00		50,690.00
Glennon, Maureen *** +	4-5/D	70,670.25		70,670.25
Gotti, Denise	6-7/B	54,690.00		54,690.00
Hunt, Robert	14/A	58,865.00		58,865.00
Long, Karen # +	14/C	64,840.00		64,840.00
McAnally, Mary Lynne	1/D	57,190.00		57,190.00
McManus, Kevin # +	13/D	64,790.00		64,790.00
Mehta, Ushma #	6-7/C	57,165.00		57,165.00
O'Connor, Paul	6-7/C	56,440.00		56,440.00
Prezioso, Peggy #	1/C	56,165.00		56,165.00
Stutz, Sarah Morelli # ***	10-11/C	72,669.25		72,669.25
Wang, Chia Ching (Jesse)	6-7/D	58,190.00		58,190.00
Wild, Maureen +	12/A	55,270.00		55,270.00

TENURE		2011-2012 Base Salary	LONGEVITY	2011-2012 TOTAL SALARY
Bolha, Helen #	31/D	97,750.00	1,650.00	99,400.00
Brinkmann, Paul	23/A	71,865.00		71,865.00
Buttermore, Sheila ***	25/D	102,171.13	950.00	103,121.13
Byrd, Evangeline (67%)	16/A	41,851.55		41,851.55
Byrd, George	21/A	69,865.00	950.00	70,815.00
Coleman, Janet	14/A	58,865.00		58,865.00
Coslit, Andrew	14/A	58,865.00		58,865.00
Creveling, Alan	18/D	73,065.00		73,065.00
Easter, James	30/D	94,755.00	1,650.00	96,405.00
Finley, Antoinette # ***	30/C	114,656.13	1,650.00	116,306.13
Fortunato, Catherine #	30/C	93,730.00	1,650.00	95,380.00
Gewant, Garry	28/D	90,215.00	950.00	91,165.00
Harris, Sherman # ***	N/A	121,575.00	1,650.00	123,225.00
Heinbach, Thomas	24/A	74,135.00		74,135.00
Ives, Irene # ***	13/D	79,204.63		79,204.63
Kinlan, Rachel	6-7/A	51,190.00		51,190.00
Krause, Michele **	18/A	66,065.00	950.00	67,015.00
Lakhlif, Daysi	10-11/B	56,980.00		56,980.00
Lawler, Maureen***	22/C	93,240.88		93,240.88
Lee, George	20/D	75,865.00		75,865.00
Loughney, Patricia	26/A	78,675.00	950.00	79,625.00
Mancuso, Joseph	17/D	71,265.00		71,265.00
Mastrobattista, Mark	15/D	67,665.00		67,665.00
McMahon, Miranda #	8-9/C	57,670.00		57,670.00
McNerney, Kristen	14/C	64,115.00		64,115.00
Miller, Christopher	10-11/A	53,480.00		53,480.00
Morales, Jaime	14/B	62,365.00		62,365.00
Cantwell-Morales, Patricia ***	18/D	89,504.63		89,504.63
Murphy, Anna #	14/D	66,590.00		66,590.00
O'Neill, John	14/A	58,865.00		58,865.00
Patil, Pratima #	10-11/C	59,455.00		59,455.00
Perrone, M. Cristina **	12/A	55,270.00		55,270.00
Pokrywa, Benjamin	31/D	97,025.00	1,300.00	98,325.00
Pokrywa, Gladys	29/B	88,985.00	950.00	89,935.00
Scholl, Johanna**	15/A	60,665.00		60,665.00
Smith, Donald	19/A	67,865.00		67,865.00
Smith, Linda Weber	16/D	69,465.00	1,300.00	70,765.00
Sortor, Janeen	15/A	60,665.00		60,665.00
Strober, Julie	8-9/D	58,695.00		58,695.00
Unda, Louise Tokarsky #	10-11/D	61,205.00		61,205.00
Vasaturo, Kim	16/D	69,465.00		69,465.00
Vingara, John	27/C	86,195.00	1,650.00	87,845.00

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masters stipend added to base (\$725.00)
 ** pending approval for funding from various grants
 ***12 month
 + gains tenure during 11-12 SY
 5/5/2011 9:59 AM
 Salary Guide 11-12 final est.xlsx
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**SOMERSET COUNTY VOCATIONAL TECHNICAL SCHOOLS
SALARY GUIDE
SY 2011-2012**

Addendum #2

SUPPORT STAFF/SECRETARIES	STEP/GUIDE	2011-2012 salary
Leahey, Sharleen (change from 10 to 12 mo.)	D5	<i>51,016.00</i>
Pelliccia, Patrick	D14	<i>74,566.00</i>
Strickhart, James	D2	<i>45,316.00</i>
Watson, Janet Cantore	D8	<i>58,066.00</i>
Wall, Sheryl	D7	<i>55,716.00</i>
Cardinale, Carole	C16	<i>51,110.00</i>
DeFazio, Bonita	C4	<i>39,255.00</i>
Lella, Maura	C4	<i>39,255.00</i>
Murtagh, Rosemary**	C11	<i>44,970.00</i>
Patryn, Amy	C3	<i>38,555.00</i>
Santiago, Susan	C3	<i>38,555.00</i>
Scott, Wanda (change from 10 to 12 mo.)	C12	<i>46,145.00</i>
Shahid, Faiza	C14	<i>48,610.00</i>
Szymanski, Robyn	D5	<i>51,016.00</i>
Tepke, Christine	C3	<i>38,555.00</i>
Witthoeft, Cynthia	C10	<i>43,835.00</i>

**pending approval for funding from various grants

4/15/2011 11:55 AM

Salary Guide 11-12 final est.xlsx

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**SOMERSET COUNTY VOCATIONAL TECHNICAL SCHOOLS
SALARY GUIDE
SY 2011-2012**

BUILDINGS & GROUNDS STAFF	2011-2012 base salary	BLACK SEAL	CARBON MONOX	TECH TYPE UNIV	CDL (B)	PLUMB. LICENSE	2011-2012 salary
Averbukh, Moysey (10 mo.)	34,952.04						34,952.04
Capitani, Massimo	42,482.10	749.74					43,231.84
D'Alessandro, Thomas	34,952.47						34,952.47
Fanelli, Virginia	34,952.47						34,952.47
Heinbach, John	40,129.64	749.74					40,879.38
Layton, Michael	42,482.10	749.74					43,231.84
Leibold, Francis	38,848.35	749.74					39,598.09
Rice, Michael * (11 mo)	46,828.03	749.74					47,577.77
Symborski, Eric	52,176.12	749.74	250.00	250.00			53,425.86
Whitzer, Christopher	34,952.47						34,952.47

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SOMERSET COUNTY VOCATIONAL AND TECHNICAL SCHOOLS
PSA SALARY GUIDE
SY 2011-2012

Addendum #3

PRINCIPAL/SUPERVISORS	STEP/GUIDE	2011-2012 salary
Campanella, Robert	C10	<i>81,500.00</i>
Herrera, Michael	B8	<i>100,507.00</i>
Johnson, Maria	B4	<i>87,294.00</i>
Morelli, Teresa	B4	<i>87,294.00</i>
Petrosino, Joseph	B11	<i>113,119.00</i>
Wallace, Duane	C5	<i>71,750.00</i>

Highlighted salaries include doctorate stipend \$2000.00

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FIELD TRIPS

April 30 or May 1	Dance/Musical Theater/ Theater History	NJPAC Newark, NJ	\$65.00/student Trans/BOE
May 5	Culinary Arts	The Waldorf Astoria New York City, NY	\$00.00/student Trans/BOE
May 10	Culinary Arts	Natirar Gladstone, NJ	\$00.00/student Trans/BOE
May 24	Theater Arts	Green Knoll Care & Rehabilitation Bridgewater, NJ	\$00.00/student Trans/BOE
June 1	Musical Theater	Al Hirshfeld Theatre New York City, NY	\$30.00/student Trans/BOE
June 1	Health Occupations Senior Annual Ceremony	UMDNJ Scotch Plains, NJ	\$00.00/student Trans/BOE
June 1	TOPS Phys Ed	Colonial Park Somerset, NJ 08873	\$ 7.00/student Trans/BOE
June 3	Automotive Programs	Raceway Park Englishtown, NJ	\$20.00/student Trans/BOE
June 3	Academy Freshman Term Paper	RVCC Library Branchburg, NJ	\$00.00/student Trans/BOE
June 8	TOPS Phys Ed	Branchburg Golf Center Branchburg, NJ	\$ 6.00/student Trans/BOE
June 11 (Saturday)	EmPower Somerset Youth Fitness Group	Bridgewater Sports Arena Bridgewater, NJ	\$00.00/student Trans/BOE
June 17	TOPS Phys Ed	White Oak Park Branchburg, NJ	\$00.00/student Trans/BOE
June 20-25	Skills USA National Competition	Kansas City, MO	\$200/ \$1100 total cost per student

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Special Education/Receiving Schools – Special
Education and Related Services
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[See **POLICY ALERT No. 192**]

R 2461.04 SPECIAL EDUCATION/RECEIVING SCHOOLS – SPECIAL
EDUCATION AND RELATED SERVICES

The school district will comply with the requirements for special education and related services at no cost to the parent of a special education pupil in accordance with the provisions as outlined in N.J.A.C. 6A:14-1.1(d) and 6A:14-7.5(b)3.



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Special Education/Receiving Schools –
Termination of Placement
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[See POLICY ALERT No. 192]

R 2461.07 SPECIAL EDUCATION/RECEIVING SCHOOLS –
TERMINATION OF PLACEMENT

The school district will comply with the requirements for termination of a pupil's placement in accordance with the provisions as outlined in N.J.A.C. 6A:14-7.7(a) and (b).



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Special Education/Receiving Schools – Statewide
and District-Wide Assessment Programs

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[See **POLICY ALERT No. 192**]

R 2461.09 SPECIAL EDUCATION/RECEIVING SCHOOLS – STATEWIDE
AND DISTRICT-WIDE ASSESSMENT PROGRAMS

The school district will comply with the requirements for Statewide and district-wide assessments in accordance with the provisions as outlined in N.J.A.C. 6A:14-4.10.



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Special Education/Receiving Schools – Full
Educational Opportunity
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[See **POLICY ALERT No. 192**]

R 2461.10 SPECIAL EDUCATION/RECEIVING SCHOOLS – FULL
EDUCATIONAL OPPORTUNITY

The school district will comply with the requirements for full educational opportunity in accordance with the provisions as outlined in N.J.A.C. 6A:14-1.1.



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Special Education/Receiving Schools – Staff
Consultation
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[See **POLICY ALERT No. 192**]

R 2461.11 SPECIAL EDUCATION/RECEIVING SCHOOLS – STAFF
CONSULTATION

The school district will comply with the requirements for staff consultation in accordance with the provisions as outlined in N.J.A.C. 6A:14-4.5(d).



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Special Education/Receiving Schools – Length of
School Day and Academic Year

Feb 11

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[See POLICY ALERT No. 192]

R 2461.12 SPECIAL EDUCATION/RECEIVING SCHOOLS – LENGTH OF SCHOOL DAY AND ACADEMIC YEAR

The receiving school will ensure that the length of the school day and academic year shall be as long as that established for nondisabled pupils in accordance with N.J.A.C. 6A:14-4.1(c) and must include at least four hours of actual school work instruction in accordance with N.J.A.C. 6A:14-7.6(i).

A. Procedures To Ensure The Length Of The School Day And Academic Year Are As Long As That Established For Nondisabled Pupils

1. The receiving school will ensure that the length of a school day and academic year is consistent with a sample daily schedule and school calendar from one of their sending school districts and must reflect the appropriate age/grade level for those pupils who attend the receiving school (e.g. elementary, middle, and/or high school).
2. The receiving school will maintain documentation of the school calendar of the sending district, along with the receiving school's calendar, to ensure compliance.
3. The receiving school will maintain documentation of a sample pupil daily schedule from a sending school district, along with a sample of the receiving school's daily schedule, to ensure compliance.
4. The receiving school will not include shortened school days in its daily schedule or calendar unless such days are reflected in the sending school sample daily schedule and/or school calendar.
5. Any shortened school days for an individual pupil will be implemented, as needed on an individual basis, and must be reflected in each pupil's Individualized Education Program (IEP).



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Use of Physical Restraint
Feb 11

[See POLICY ALERT No. 192]

5561 USE OF PHYSICAL RESTRAINT

The Board of Education strives to provide a safe, caring atmosphere that supports all learners in the least restrictive environment. On occasion, during an emergency, a situation may arise making it necessary to temporarily restrain a pupil. An emergency is defined as a situation in which the pupil's behavior poses a threat of imminent, serious physical harm to the pupil or others or imminent, serious property destruction.

In accordance with N.J.S.A. 18A:6-1, no person employed or engaged in school or educational instruction, whether public or private, shall inflict or cause to be inflicted corporal punishment upon a pupil attending such school or institution. However, any such person may, within the scope of his/her employment, use and apply such amounts of force as is reasonable and necessary: to quell a disturbance, threatening physical injury to others; to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil, for the purpose of self-defense; and for the protection of persons or property. Any such acts, as above, shall not be construed to constitute corporal punishment within the meaning and intent of N.J.S.A. 18A:6-1.

"Physical restraint" means holding a pupil or otherwise restricting his/her movements. Physical restraint shall include the use of specific, planned techniques and shall only be used with reasonable limitations by school staff members who shall receive training in the use of physical restraint. Classroom and security interventions should be implemented, when possible, prior to the use of any physical restraint. The use of physical restraint shall be limited to only those circumstances and situations where other interventions are not possible or have been unsuccessful.

A pupil shall be released from physical restraint immediately upon a determination by the school staff member administering the restraint that the pupil is no longer in imminent danger of causing harm to him/herself, others, or imminent property destruction. The Principal or designee will notify the parent/legal guardian in the event an emergency existed and physical restraint was used on their child. The pupil shall be examined by the school nurse after any physical restraint.

N.J.S.A. 18A:6-1

Adopted:



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Use of Physical Restraint
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[See **POLICY ALERT No. 192**]

R 5561 USE OF PHYSICAL RESTRAINT

A. Definitions

“Physical restraint” means holding a pupil or otherwise restricting his/her movements.

B. Physical Restraint Limitations

Physical restraint shall only be used by a school staff member in an emergency situation with the following limitations:

1. Limited to the use of only the reasonable force needed;
2. Discontinued immediately when the emergency no longer exists;
3. Implemented in such a way as to protect the health and safety of the pupil and others; and
4. Not deprive the pupil of basic human necessities.

C. Physical Restraint Training Requirements

The training requirements on the use of physical restraint shall be as follows:

1. Building level administrators and school staff members designated by the Principal likely to be confronted with the need to use physical restraint shall be trained on the use of physical restraint.
 - a. If, in the event of an emergency, a person(s) who has not received training uses physical restraint, training for the person(s) that used such restraint shall occur within thirty days of the incident.
2. Training must include techniques of prevention and de-escalation, as well as alternatives to physical restraint.



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Use of Physical Restraint

3. Training must include current professionally accepted practices and standards regarding behavior management and use of physical restraint.

D. Interventions

1. Classroom interventions may include, but not be limited to, the following strategies:
 - a. The staff member may ignore the behavior;
 - b. The staff member may redirect the pupil to a task with verbal or non-verbal prompts or gestures. Proximity helps, as may the use of gentle humor, when appropriate;
 - c. The staff member shall be clear, polite, and respectful when requesting the targeted behavior. The staff member may make eye contact and tell the pupil what to do such as "I can't teach when you are talking, throwing things, ..." or "Please stop and listen, read, write, ..." The staff member should remind the pupil of consequences and rewards if they comply with the staff member's request;
 - d. The staff member shall be polite at all times. The staff member may repeat steps a. through c. above and/or quietly give the pupil adequate wait time. Sometimes if the staff member moves on with the lesson the pupil may comply after the initial confrontation;
 - e. The staff member may advise the pupil to proceed to a time-out area in the classroom for a limited time (elementary and middle school); and
 - f. If classroom removal is required, the staff member shall follow school discipline procedures for notification and request for assistance if necessary.
2. Security interventions may include, but are not limited to, the staff member:



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Use of Physical Restraint

- a. Standing quietly in the doorway and asking the pupil to accompany the staff member;
- b. Informing the pupil of the violation of the school discipline code and procedure and assure the pupil they have the choice to leave the classroom quietly; and/or
- c. Using a minimal and gentle hold on arm to remove the pupil.

E. Use of Physical Restraint

1. If the pupil's behavior reaches the level defined as an emergency, physical restraint may be needed.
2. If necessary, the staff member may utilize approved physical restraint, using the least amount of force necessary.
3. If necessary, the staff member shall restrain the pupil until the emergency no longer exists (i.e. the pupil stops punching, kicking, spitting, damaging property, etc.).
4. The staff member shall immediately contact the appropriate administrator and school nurse and complete a written report on the physical restraint the staff member used during the emergency situation.
5. If physical restraint is used, the Principal or designee shall attempt to notify the parent/legal guardian by telephone of the use of physical restraint on the day it occurs and written notification of the incident shall be mailed to the parent within one school day after the use of physical restraint.
6. Written documentation, including the Principal's or designee's report and any staff member's report regarding the incident and the use of physical restraint shall be placed in the pupil's school file.



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Use of Physical Restraint

7. The use of physical restraint is subject to the following requirements:
- a. The pupil must possess a physical risk to him/herself, or others;
 - b. Physical restraint techniques shall consider the pupil's medical conditions and shall be modified as necessary;
 - c. Staff applying physical restraint shall have been trained in the safe application of physical restraint;
 - d. Pupils will not be subjected to physical restraint for using profanity or other verbal displays or disrespect, or for non-compliance. A verbal threat will not be considered as constituting a physical danger unless a pupil also demonstrates a means of or intent to carry out the threat;
 - e. In determining whether a pupil who is being physically restrained should be removed from the area where the restraint was initiated, the supervising staff should consider the potential for injury to the pupil, the pupil's need for privacy, and the educational and emotional well-being of the other pupils in the vicinity;
 - f. A pupil shall be released from physical restraint immediately upon a determination by the staff member administering the restraint that the pupil is no longer in imminent danger of causing harm to him/herself, others, or imminent property destruction; and
 - g. The pupil shall be examined by the school nurse after any restraint.

Issued:



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Contracts for Goods or Services Funded by
Federal Grants
Feb 11

[See **POLICY ALERT No. 192**]

6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the Federal Acquisition Regulations (FAR) Subpart 9.4 – Debarment, Suspension, and Ineligibility.

The School Business Administrator/Board Secretary shall be responsible to check the web-based Excluded Parties Lists System (EPLS) maintained by the General Services Administration (GSA). The purpose of the EPLS is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving Federal contracts or Federally approved contracts or Federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The School Business Administrator/Board Secretary, upon opening of bids or upon receipt of proposals for goods or services to be funded by a Federal grant shall review the EPLS to determine if the vendor has been disbarred, suspended, or proposed for disbarment. The School Business Administrator/Board Secretary shall also review the EPLS list immediately prior to the award of a bid or contract to ensure that no award is made to a vendor on the list.

In the event a vendor under consideration to be awarded a bid or contract for goods or services to be funded by a Federal grant is on the EPLS list or proposed for disbarment, the School Business Administrator/Board Secretary shall comply with the contracting restrictions as outlined in FAR Subpart 9.405.

Continuation of current contracts and restrictions on subcontracting with vendors who are on the EPLS list or proposed for disbarment shall be in accordance with the limitations as outlined in FAR Subparts 9.405.1 and 9.405.2.

Any rejection of a bid or disqualification of a vendor who has been disbarred, suspended, or proposed for disbarment shall be consistent with the requirements as outlined in N.J.S.A. 18A:18A – Public School Contracts Law and all applicable State laws.

Federal Acquisition Regulations (FAR) Subpart 9.4

Adopted:



3432.2 DONATED LEAVE PROGRAM

Section 1. General

Employees sometimes suffer from a catastrophic illness or injury which necessitates the employee's prolonged absence from work and for which the employee has no available paid leave. SCVTS recognizes that employees would like to assist their fellow employees under such circumstances by volunteering to donate a portion of their accumulated benefit days to the employee(s) suffering from catastrophic illness or injury.

Section 2. Purpose

The Employee Donated Leave Program will consist of voluntarily donated benefit days given by employees to assist an employee suffering from a prolonged or reoccurring illness or catastrophic injury for which the employee has exhausted his/her benefit leave days, and the prolonged or reoccurring illness or catastrophic injury continues.

Section 3. Definition of a Prolonged or Reoccurring Illness or Catastrophic Injury

For the purpose of this policy, a prolonged or reoccurring illness or catastrophic injury is defined as a debilitating illness or injury that requires the employee to be on an extended or reoccurring leave of absence from work.

Section 4. Donated Leave Program

- A. The Program will be administered by the Personnel Department of the Superintendent's Office.
- B. An employee may voluntarily donate his/her accumulated benefit days to a specific eligible employee when the need arises. Donated days will be deducted from the donor's individual leave balances and credited to the named eligible employee.

Section 5. Employee Donated Leave Committee

The Committee will be comprised of the Superintendent/ Personnel representative, Payroll representative, and three non-exempt employees (1 PSA; 2 SCVTEA).

PROCEDURE:

Section 1. General

In each school year, employees may donate sick leave, personal leave and/or vacation days to an eligible employee for the purpose of continuing the employee's income during a prolonged or reoccurring illness or catastrophic injury to the employee.

Section 2. Eligibility

A. Donors must meet the following eligibility requirements:

Donors must maintain 35 days of their own sick leave balances.

B. Recipients must meet the following requirements:

1. The employee must be suffering from a prolonged or reoccurring illness or catastrophic injury that necessitates the employee's extended or reoccurring absence from work.
2. The prolonged or reoccurring illness or catastrophic injury is documented by medical evidence signed by a physician describing the nature of the illness, the diagnosis and prognosis and the anticipated duration of the leave.
3. The employee must have used all available sick leave from his/her individual balance and is required to exhaust all but 5 days vacation and/or personal leave, although he/she may elect to use all of his/her paid vacation and personal leave time.
4. The employee must have successfully completed his/her probationary period with SCVTS.

5. A review of the employee's use of sick time over the course of their employment is a factor to be considered in evaluating the employee's request for donated time.
6. Each application shall be considered on its own merits.

Section 3. Application for Donated Leave

- A. Participation may be initiated in one of three ways:
 1. The employee applies.
 2. The supervisor recommends that the employee be a recipient.
 3. The Personnel Department of the Superintendent's Office recommends that the employee be a recipient.
- B. A physician statement must accompany the application, indicating the prognosis of the illness/injury, the extent, and anticipated duration of the leave.
- C. The Employee Donated Leave Committee will review the application and may allocate up to 45 days in a twelve-month period to the employee, or the anticipated length of the illness, whichever is less.
- D. In the event the Employee Donated Leave Committee denies the application for donated leave, the employee may appeal the decision to the Somerset County Vocational and Technical School Board within 10 days of the date of the denial. The appeal must be in writing and must explain the employee's reasoning that the Committee has overlooked or failed to consider a relevant factor.

Section 4. Use of Donated Leave

- A. An employee using donated leave will receive full pay for any such days used.
- B. If the employee returns to work prior to the anticipated date of return, the unused donated leave days will be returned to the donors on a prorated basis.
- C. If the employee's absence extends beyond the allocated number of donated hours, the employee may be eligible for Extended Sick Leave (SCVTEA/PSA Contract).

4432.2 DONATED LEAVE PROGRAM

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[See POLICY ALERT Nos. 115 and 192]

1230 SUPERINTENDENT'S DUTIES

Function

The Superintendent shall serve as Chief Executive and Administrative Officer of the district by implementing policies established by the Board of Education and by discharging the duties imposed on his/her office by law.

Authority

The Superintendent shall be the Chief School Administrator of the school district and principle advisor to the Board. He/She may delegate to an appropriate school official any duty not reserved to the Superintendent by law, but may not delegate the responsibility for duties mandated by law.

Work Relationships

The Superintendent shall report directly to the Board and shall directly or indirectly supervise all persons employed by the Board.

Duties and Responsibilities

- A. In the discharge of his/her responsibility as principle advisor to the Board, the Superintendent shall:
1. Ensure ~~that~~ all aspects of district operation comply with Board policy, State law and district contracts, ~~N.J.S.A. 18A:17-20b~~;
 2. Report to the Board on the needs of the district, ~~N.J.S.A. 18A:17-20b~~;
 3. Advise the Board of any changes or additions that should be made to its policies;
 4. Provide the Board with such information as may be needed to ensure the making of informed decisions, ~~N.J.S.A. 18A:17-20~~; and
 5. Perform such other duties as may be assigned by the Board, ~~N.J.S.A. 18A:17-20b~~.



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Superintendent's Duties

- B. In the discharge of his/her responsibility for the implementation of the operational action plan of the district, the Superintendent shall:
1. Prepare, promulgate, and maintain a manual of administrative regulations;
 2. Evaluate the future needs of the district and recommend a district action plan including goals, objectives, and priorities to the Board;
 3. Maintain written objectives to implement the district action plan adopted by the Board, ~~N.J.A.C. 6:8-2.4~~;
 4. Evaluate progress toward the attainment of the district action plan and report thereon to the Board, ~~N.J.A.C. 6:8-2.4~~; and
 5. Report to the Commissioner and the County Superintendent on or before August 1 of each year matters relating to the schools in the manner and form prescribed by the Commissioner, ~~N.J.S.A. 18A:17-21~~.
- C. In the discharge of his/her responsibility as the administrator of the instructional program, the Superintendent shall:
1. Establish and maintain a written instructional plan for the schools of the district consistent with the educational goals adopted by the Board, ~~N.J.A.C. 6:8-2.5~~;
 2. Coordinate the proper implementation of the instructional plan as it applies to each school in the district;
 3. Evaluate at least annually the effectiveness of the program of studies and recommend such changes and additions as may be required to improve its effectiveness, ~~N.J.S.A. 18A:7A-11b~~;
 4. Evaluate the performance of pupils in relation to other public school districts, as well as in relation to State and national standards, ~~N.J.S.A. 18A:7A-11b~~;



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Superintendent's Duties

5. Report periodically to the Board, as directed by the Board, on the condition of the educational program and facilities in the district; ~~N.J.S.A. 18A:17-20~~; and
 6. Keep informed regarding current research in the field of education and inform the Board as appropriate.
- D. In the discharge of his/her responsibility for the direction and welfare of pupils, the Superintendent shall:
1. Strive to motivate pupils to achieve their individual best;
 2. Create a climate of respect for authority and discipline in each of the schools of the district;
 3. Report to the Board at its next meeting the suspension of a pupil; ~~N.J.S.A. 18A:37-4~~; and
 4. Recommend any changes in the program of pupil management and support as necessary to respond to district needs.
- E. In the discharge of his/her responsibility for the supervision of district employees, the Superintendent shall:
1. Recommend to the Board all properly certified candidates for employment, assignment, or transfer; ~~N.J.S.A. 18A:27-4.1, N.J.A.C. 6:11-3.1(b)~~;
 2. Assign staff so as to achieve maximum effectiveness in the attainment of educational goals;
 3. Train staff as necessary to implement approved changes in the curriculum or instructional methods of the district; ~~N.J.S.A. 18A:7A-11e~~;
 4. Evaluate the effectiveness of staff members in the performance of their assigned tasks; ~~N.J.A.C. 6:3-4.3~~;
 5. Recommend changes in staffing patterns based on the evaluation of staff and program effectiveness; ~~N.J.A.C. 6:3-4.3~~; and
 6. Discipline staff as required and report to the Board forthwith any suspension of a teaching staff member; ~~N.J.S.A. 18A:25-6~~.



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Superintendent's Duties

- F. In the discharge of his/her responsibility for the maintenance of the physical plant, the Superintendent shall:
1. Strive to make efficient use of district resources in the daily operations of the schools;
 2. Assign support staff so as to achieve maximum effectiveness from the facilities of the district;
 3. Train support staff as necessary to maintain the facilities and to avoid safety and environmental hazards; and
 4. Evaluate the effectiveness of the district facilities in housing the instructional program and recommend to the Board such changes and improvements as may be required, ~~N.J.S.A. 18A:7A-11g.~~
- G. In the discharge of his/her responsibility for the management of the district business affairs, the Superintendent shall:
1. Supervise the preparation of the annual budget and recommend its adoption to the Board, ~~N.J.S.A. 18A:17-20b;~~
 2. Implement the budget adopted by the Board;
 3. Establish sufficient fiscal controls to ensure that district funds are expended wisely and efficiently; and
 4. Report to the Board at its next meeting any expenditure in excess of a budgeted line item, ~~N.J.S.A. 18A:22-8.1.~~
- H. In the discharge of his/her responsibility as liaison officer to the public, the Superintendent shall:
1. Strive to interpret the needs of the school to the public and the concerns of the public to the Board;
 2. As appropriate, involve members of the public in the review of district needs, community needs, and the operation of the school programs;



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Superintendent's Duties

3. Keep the public informed about the accomplishments and **challenges** ~~problems~~ of the school district;
4. Cooperate with the news media; and
5. Work effectively with municipal government officials and public agencies concerned with the welfare of pupils.

Evaluation Criteria

The Superintendent will be evaluated in accordance with Policy No. 1240 and this job description.

N.J.S.A. **18A:7A-11**; 18A:17-17; 18A:17-18; 18A:17-20; **18A:17-21**;
18A:22-8.1; 18A:27-4.1; **18A:37-4**
N.J.A.C. **6A:8-3.1**; **6A:32-4.1**; **6A:32-12.2**

Cross reference: Policy Guide Nos. 0132, 1220, 1240

Adopted:



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ADMINISTRATION

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School-level Planning

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[See POLICY ALERT Nos. 123, 124 and 192]

1522 SCHOOL-LEVEL PLANNING

The Board of Education recognizes the T&E mandate for a school-level planning process that involves parent(s) or legal guardian(s) and staff members in identifying school needs, establishing performance objectives, and monitoring progress toward those objectives.

School Report Card

~~The Board directs the compilation, no later than September 30 each year, of a profile of each school that includes as a minimum the statistical information specified by the State Department of Education.~~

The school district shall annually disseminate a report card for each school in the district which shall contain statistical information specified by the New Jersey Department of Education to all staff and parents. The school district shall also make the report card available to the media. The procedure the district will follow to disseminate the report card shall be in accordance with the requirements of the New Jersey Department of Education.

Optional

Choose one of the following:

~~[] The School Report Card of a school shall be distributed to the staff members assigned to that school and the parent(s) or legal guardian(s) of pupils enrolled in that school. The profiles of all district schools shall be made available to the media and to members of the public at a public meeting of the Board.~~

~~[] School Report Cards shall be distributed to all staff members, parent(s) or legal guardian(s) and media and shall be made available at a public meeting of the Board.~~



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School-level Planning

~~School Based Planning Team~~

~~A planning team shall be established in each district school and shall be responsible for the development and implementation of the school level plan.~~

~~The planning team shall be comprised of the Principal, teaching staff members, and parent(s) or legal guardian(s) of pupils enrolled in the school. Team members other than the Principal shall each serve for a term of _____ year(s).~~

~~School-Level Plan~~

~~By September 30, each school in the district shall develop and implement a two-year plan based on school report card data. This plan shall include pupil performance objectives, a review of progress by teaching and administrative staff, and the involvement of parents.~~

~~Teaching staff members shall be~~

~~Choose one of the following:~~

~~_____ appointed by the Principal.~~

~~_____ chosen by election at a meeting of teaching staff members~~
~~_____.~~

~~_____. (indicate other means of choosing teacher~~
~~representatives)~~

~~Parent team members shall be~~

~~Choose one of the following:~~

~~_____ appointed by the Principal.~~

~~_____ chosen by election at a meeting of the school parent/teacher organization.~~

~~_____. (indicate other means of choosing parent~~
~~representatives)~~



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School-level Planning

At least once per semester, each school shall conduct meetings by grade level, department, team, or similarly appropriate group to review the school-level plan. The review shall include: school report card data; progress toward achieving pupil performance objectives; and progress toward achieving Core Curriculum Content Standards. The results of each such meeting shall be considered by the school planning team in the development of the succeeding school-level plan.

~~The school planning team shall review the school report card and other relevant school planning materials supplied by the Superintendent. The team shall be supplied on request with such additional materials and information it deems appropriate and necessary to its work, subject to limitations on access to pupil records established by law and Policy No. 8330.~~

School-level Plan

~~The school level plan shall be developed annually. The plan shall include two or more pupil performance objectives and a review of progress by teaching and administrative staff toward the achievement of objectives established in the previous school level plan. The school planning team shall submit the plan to the Superintendent no later than _____. (The Superintendent must report the schools' performance objectives to the county Superintendent by August 1 and must submit the report on progress toward the achievement of objectives in the September 30 Quality Assurance Report.)~~

~~The annual school level plan shall be reviewed at least once each semester in meetings arranged and conducted by the school planning team. Review meetings shall be conducted by grade level, department, team, or in similarly appropriate groupings. The results of each such meeting shall be considered by the school planning team in the development of the succeeding school level plan.~~

Pupil Performance Objectives

~~Each school in the district~~ The school planning team shall develop two or more objectives based on pupil performance or behavior standards as defined in N.J.A.C. 6A:8-4.4(a), 6A:32-13.1 and 13.2. The objectives shall cover a period of not more than two years.



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School-level Planning

If pupil performance is below minimum State standards, the ~~planning team shall establish~~ objectives to meet those standards **shall be established**. Benchmarks, or (interim performance levels), shall be set **forth** to measure the school's progress toward the achievement of **minimum** State ~~minimum~~ standards.

If pupil performance **is at or above** ~~meets or exceeds~~ minimum State standards, the ~~planning team shall establish~~ challenge objectives **shall be established**.

The Superintendent shall, no later than August 1 of each year, submit each school's objectives to the **Executive** County Superintendent for review and approval.

Each school shall achieve its pupil performance objectives by meeting established benchmarks for minimum State standards and/or achieving challenge objectives or demonstrating progress toward meeting such objectives.

Each school that does not meet established benchmarks for pupil performance objectives or demonstrate progress toward meeting challenge objectives for two or more successive years shall be assigned a technical assistance team by the Executive County Superintendent to facilitate accomplishment of these objectives.

N.J.A.C. ~~6:8-2.4~~ 6A:32-12.2

Adopted:



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School District Goals and Objectives

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[See POLICY ALERT Nos. 136 and 192]

2132 SCHOOL DISTRICT GOALS AND OBJECTIVES

The Board adopts the following goals and objectives for the operation of the educational program of the school district:

N.J.A.C. ~~6A:8-2.4~~ **6A:32-12.2**

Adopted:



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[See POLICY ALERT Nos. 102, 110 and 192]

2440 SUMMER SCHOOL SESSION

The Board of Education ~~may~~ shall conduct a summer session program of instruction for pupils enrolled in grades _____ through _____. A The summer session must be approved by the **Board of Education and the Executive County Superintendent of Schools** and may include:

1. Remedial courses for pupils who wish to retake a course or subject previously taken and for which credits or placement may be awarded **upon successful completion**;
2. Advanced courses for pupils who wish to take a course or subject not previously taken **in an approved school district program** and for which **additional** credits or **advanced** placement may be awarded **upon successful completion of the course**; and
3. Enrichment courses for pupils who wish to take a course or subject of a vocational interest and for which no credits are **to be** awarded.

The **Superintendent of Schools** will develop a summer session program and ~~Board directs the Superintendent to implement a suitable educational program to carry out this policy and to submit the proposed program to the Board for its approval.~~ **The proposed program shall include the details of the summer session including, but not limited to, a list of the courses or programs offered, the hours of operation, the school(s) where the summer session(s) will be operating, any tuition fees to be charged in accordance with the provisions of N.J.A.C. 6A:32-10.3, and projected cost of operation.**

Choose only one of the following alternatives:

~~_____ each proposed course of study.~~

~~_____ each proposed remedial and advanced course of study.~~

~~Pupils eligible for the summer school of this district shall include resident pupils eligible for regular attendance in this district~~



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Optional

~~{_____ and pupils eligible by standards established by a governmental funding source.}~~

Optional

~~{_____ and may include, as space is available, nonresident pupils whose age or grade level is appropriate to the course of study applied for.}~~

Optional

~~{_____ and summer residents of this district.}~~

A pupil will be enrolled in a remedial course only on the written recommendation of the Principal of the school ~~that~~ the pupil regularly attends. The recommendation ~~shall must~~ state the **name of the subject(s) which the pupil may take recommended** and the purpose for **which each subject is taken**. A pupil previously retained at grade level may be promoted on successful completion of a required remedial course, but no pupil shall be required to attend **the summer session school**.

In accordance with the provisions of N.J.A.C. 6A:32-10.3, A reasonable tuition fee may be charged to nonresident pupils enrolled in a summer session school course and to resident pupils enrolled in enrichment courses which carry no credit and are determined by the Executive County Superintendent to have no direct relationship be unrelated to the regular school curriculum. No Tuition shall not be charged to pupils domiciled within the district for enrollment in remedial or advanced courses.

~~The Board will provide transportation to and from summer school classes~~

~~Choose only one of the following alternatives:~~

~~_____ for all pupils enrolled in summer school courses.~~

~~_____ for no pupils, except special education pupils.~~

~~_____ for resident pupils, but not nonresident pupils.~~

~~_____ for disabled and disadvantaged pupils only.~~



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Summer ~~School~~ Session

The Superintendent shall develop regulations for the summer **session school** that include provisions for appropriate planning, proper staffing, pupil assignments, pupil evaluation, pupil records, award of credit, grade placement, and the utilization of facilities. Such regulations for the operation of the summer **session school** shall be consistent with rules of the State Board of Education and Board policies, and ~~T~~the operation of **the summer session school** shall not conflict in any way with the administration of the regular school sessions of this district.

N.J.S.A. 18A:54B-1 et seq.

N.J.A.C. 6:3-1.8 **6A:32-10.1; 6A:32-10.2; 6A:32-10.3; 6A:32-10.4; 6A:32-10.5**

Adopted:



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[See POLICY ALERT No. 192]

R 2440 SUMMER SCHOOL SESSION

A. Definitions

1. "Summer school session" means the instructional program operated by this school district during the summer months ~~of July and August.~~
2. "Remedial course" means any course or subject that is a review of a course or subject the pupil has ~~already~~ **previously** taken and for which credits ~~or placement~~ may be **awarded upon successful completion of the course earned.**
3. "Advancement course" means any course or subject the pupil has not previously taken in ~~his/her an~~ approved school **district** program and for which **additional credits or advanced placement** may be **awarded upon successful completion of the course earned.**
4. "Enrichment course" means any course or subject of a vocational nature for which no credits ~~are to may be awarded earned.~~ An ~~enrichment course is unrelated to the curriculum, not mandated by New Jersey statute or State Board rule, and not required by the Board for promotion or graduation.~~

B. Instructional Program

1. Summer school session will be ~~conducted and~~ staffed in accordance with ~~N.J.S.A. 18A:54B-1~~ **the provisions of N.J.A.C. 6A:32-10.4.**
2. Remedial, advancement, and enrichment courses may be offered by the school district during the summer session to meet pupil needs.
2. ~~Principals will report annually to the Superintendent, no later than _____, the anticipated need for summer school remedial and advancement courses.~~



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3. ~~Principals will suggest to the Superintendent topics appropriate for enrichment courses.~~

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4. ~~A proposed schedule of courses approved by the Board of Education will be forwarded to the County Superintendent for approval.~~

35. Summer session school classes will meet the following standards:

- a. **To receive advanced credit for a subject not previously taken, the pupil shall receive class instruction in the summer session under standards equal to those during the regular term: An advancement course must offer instruction equivalent to an amount not less than the minimum customarily required in high school;**

(1) 3600 minutes for two and one-half high school credits (one-half unit), or

(2) 7200 minutes for five high school credits (one unit).

- b. **Full-year subjects which are given for review, remediation, or for other purposes not including advanced credit shall be conducted for sixty hours of instruction under standards equal to those during the regular term or through an established number of curricular activities as determined by the Board of Education and approved by the Executive County Superintendent. A remedial course in a subject meriting a full year's credit (one unit) must be organized to provide at least 3600 minutes of in-class instruction. A remedial course covering one semester's work must be organized to provide a proportionate amount of classroom instruction;**

- e. ~~Remedial instruction in English, mathematics, social studies, science, or foreign language may be given at different instructional levels concurrently in the same class, if the class size does not exceed ten pupils. Specific exceptions may be made, on application to the Superintendent, for educational programs utilizing individualized instruction for all the pupils in the class.~~



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~~Such individualized instruction programs will not exceed twenty pupils per class,~~

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~~d. If pupils in advanced work and in remedial work are assigned to the same class, instruction will be limited to one instructional level in one subject.~~

46. ~~Summer school work will include homework and study hall assignments. Time spent on homework and in the a study hall shall not be included in the minimum class times set forth in paragraph B.35.a. and b.~~

C. Staffing

1. Summer **session** school positions will be ~~posted and~~ filled in accordance with district practice and/or the negotiated contract.
2. **In each school, a** A member of the administrative, supervisory, or teaching staff who is certified **as an administrator to supervise instruction shall be assigned the responsibilities of administration and supervision of the summer session to the position of _____ (title of summer school coordinator) to administer and supervise the summer school.**
3. All summer **session** school teaching staff members **positions shall possess valid certificates for subjects taught** ~~must be filled with appropriately certified persons appointed by the Board of Education.~~
4. Curriculum enrichment may involve resource persons serving for specific periods of time under the supervision of a certified administrator, supervisor, or teacher.

D. Operations

1. The **staff member responsible for the administration and supervision of the summer session shall _____ (title of summer school coordinator) will submit a calendar of the summer session instruction** to the Superintendent for approval ~~a calendar of summer school instruction.~~



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2. The calendar will include the daily hours of the summer school session.

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3. **The Board of Education shall approve the district's summer session. Upon Board approval, the Superintendent of Schools shall obtain approval for the summer session from the Executive County Superintendent of Schools.**
43. Summer session school teachers will be bound by all Board policies applicable to instruction and teacher responsibility.

E. Eligibility of Pupils

1. Teaching staff members in the regular school program will be alert to those pupils who would ~~profit~~ **benefit** from attendance at remedial or advancement courses in the summer session school and will report such pupils to the **Principal** _____, who will suggest **recommend** summer session school enrollment to the pupil.
2. Pupils may be enrolled in a remedial course only with the **recommendation** ~~permission~~ of the Principal of the school in which the pupil **regularly attends** ~~is enrolled~~. ~~A pupil will generally be ineligible for a remedial course if he/she received a failing grade in the subject or the course in more than _____ marking periods in the regular school program. A pupil may be enrolled in no more than two remedial courses at one time.~~
3. **The Principal's recommendation shall state in writing the name of the subject(s) which the pupil may take and the purpose for which the subject is taken.**
43. Pupils may be enrolled in advancement courses only on the recommendation of a teacher and with the **recommendation** ~~permission~~ of the Principal of the school in which the pupil **regularly attends** ~~is enrolled~~. A pupil may be enrolled in no more than the equivalent of one year's work in a subject in an advancement course.



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54. Enrichment courses in the summer ~~session school~~ are open to all ~~resident pupils resident in the district~~ and **may be open, upon Board approval**, to nonresident pupils as space permits. A pupil may be enrolled in no more than the equivalent of one year's work in a subject in an enrichment course.
65. No pupil will be required to attend ~~the~~ summer ~~session school~~ as a condition of promotion or for any other reason.

F. Pupil Conduct

1. Summer ~~session school~~ pupils will be governed by the rules of conduct established for pupils in the regular school session. Rules regarding substance abuse, smoking, and aggressive, assaultive, insulting, and insubordinate behavior, among others, will be in full force and effect.
2. Pupils who violate the rules of conduct or disobey persons in authority will be subject to discipline, which may include expulsion from the summer ~~session school program~~. A pupil recommended for expulsion from the summer ~~session school program~~ will be given an ~~brief~~-administrative hearing in which the pupil will be given an opportunity to explain his/her conduct. Summer ~~session school~~ is not a part of the thorough and efficient system of free education to which the pupil is entitled by law, and expulsion from ~~the~~ summer ~~session school~~ does not involve the deprivation of a right.
3. **The school dress code policy will be applicable for the summer session; however, the Superintendent of Schools may adjust the dress code policy** ~~The summer school staff and pupils may develop a summer school dress code to take that takes into account warmer temperatures No dress code, however, will be so relaxed as to permit bare feet, scanty clothing, or clothing inappropriate to the school setting.~~



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G. Attendance

1. Although the compulsory attendance statutes do not apply to summer ~~session school~~, summer ~~session school~~ pupils are expected to attend ~~school sessions~~ regularly and promptly.
2. In general, no pupil will receive credit for a remedial or advancement course if he/she has missed more than two classes in the subject. The pupil's parent(s) or legal guardian(s) will be notified after the first absence. Three instances of tardiness will constitute one absence for this purpose.

H. Grading and Credit

1. Work in remedial and advancement courses will be evaluated and graded, in accordance with Policy No. 2624 for grading in the regular program.
2. A narrative report of each pupil's attitude, strengths, and weaknesses will be given to the pupil's parent(s) or legal guardian(s) at the end of the summer session.
3. Credit will be given for successful completion of approved remedial and advancement courses that have met the standards of instruction set forth in rules of the State Board of Education and at paragraph B.3.5 of this regulation.
4. Credit for work taken in an approved **elementary or** secondary school summer session will be transferable in the same manner as work taken in any approved **elementary or** secondary school **in accordance with Board of Education policy.**
5. **The Principal of the school which the pupil regularly attends shall give prior approval for work to be taken at other educational institutions or environments. These shall include, but not be limited to, other public and private schools, institutions of higher education, and on-line courses.**



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I. Tuition

1. No tuition will be charged for the enrollment of a ~~district~~ resident **pupil** in a remedial or advancement course taken for credit. **Tuition may be charged to a resident pupil enrolled in an enrichment(s) course which carry no credit and are determined by the Executive County Superintendent of Schools to have no direct relationship to the curriculum.**
2. **The Board of Education, upon the recommendation of the Superintendent of Schools, shall approve the tuition to be** Tuition in the amount of \$ _____ ~~per secondary credit or per elementary course will be charged for the enrollment of any pupil, resident or nonresident, in an enrichment course.~~
3. **The Board of Education, upon the recommendation of the Superintendent of Schools, shall approve the tuition to be** Tuition in the amount of \$ _____ ~~per secondary credit or per elementary course will be charged for the enrollment of a nonresident pupil in a remedial or advancement course.~~
4. Payment of tuition must be made in full to the School district before the first day of **the summer session** school.
5. Tuition will be refunded if the request for refund is received by the _____ **staff member responsible for the administration and supervision of the summer session** within _____ days ~~before of the first day beginning of the summer session school.~~
6. The _____ ~~(title of administrator responsible for summer school)~~ should report to the Superintendent any pupil for whom ~~summer school enrollment would be educationally appropriate and beneficial, but is precluded from summer school enrollment for want of funds.~~



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J. Records

1. The permanent/**cumulative** record of each pupil who completes a program of study in the summer ~~session school~~ will include:
 - a1. The amount of time the pupil spent in receiving class instruction in ~~the summer session school~~; and
 - b2. An evaluation and a description of work completed in ~~the summer session school~~, including the pupil's grade and the credit earned, if any.
2. **The amount of time which a pupil has spent in receiving class instruction shall become part of the pupil's permanent/cumulative record and shall be included whenever the record is transferred to another school.**

K. ~~Grade Placement After Summer School~~

~~The Principal of the school to which the pupil returns after summer school will determine the pupil's appropriate grade placement.~~



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[See POLICY ALERT Nos. 159 and 192]

2461 SPECIAL EDUCATION/RECEIVING SCHOOLS

To demonstrate compliance with N.J.A.C. 6A:14 and **Part B** of the Individuals with Disabilities Education Act, the Board adopts **this policy** ~~polieies~~ and **corresponding** regulations/procedures ~~that are required~~. ~~This~~ **These policy** ~~polieies~~ and **corresponding** regulations/procedures will be submitted with a Special Education Assurance Statement for Receiving Schools ~~for Polieies and Procedures~~ to the County Office of Education no later than ~~February 28, 2002~~ **April 1, 2011** for approval.

1. Pupils with disabilities who are placed in a receiving school by a district Board of Education must have an Individualized Education Program (IEP) in effect prior to the delivery of services.
 - a. ~~Procedures regarding the pupil's IEP shall be developed and implemented to ensure that the receiving school determines whether the pupil's IEP can be implemented in that setting prior to accepting the pupil [N.J.A.C. 6A:14-7.5(b)1]; and~~
 - b. ~~The pupil's teacher and, if appropriate, the pupil and other representatives of the receiving school will participate in meetings according to N.J.A.C. 6A:14-2.3(i)2.~~
2. The receiving school will collaborate with the sending district Board of Education **to ensure that in the provision of a free, appropriate public education is available for all pupils with disabilities between the ages of three and twenty-one enrolled in the receiving school for the population served** including pupils with disabilities who are suspended **from school**.
 - a. ~~Procedures regarding the provision of a free, appropriate public education to pupils with disabilities who are suspended will be developed and implemented to ensure that school officials responsible for implementing suspensions/expulsions in the receiving school are identified.~~



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- b. ~~Each time a pupil with a disability is removed from his/her current placement for disciplinary reasons, notification of the removal is provided to the case manager of the sending district.~~
- e. ~~A system will be in place to track the number of days a pupil with disabilities has been removed for disciplinary reasons.~~
- d. ~~Suspension from transportation is counted as a day of removal if the pupil does not attend school.~~
- e. ~~Removal for a portion of the school day is counted proportionately.~~
- f. ~~If the receiving school has an in-school suspension program, participation in the program is not counted as a day of removal if the program provides the following:~~
 - (1) ~~Opportunity for the pupil to progress in the general curriculum;~~
 - (2) ~~Services and modifications specified in the pupil's IEP;~~
 - (3) ~~Interaction with peers who are not disabled to the extent they would have interaction with in the current placement; and~~
 - (4) ~~The pupil is counted as present for the time spent in the in-school suspension program.~~
- g. ~~When a series of short term removals will accumulate to more than ten school days in the year:~~
 - (1) ~~School officials of the receiving school and the sending district case manager will consult to determine whether the removals create a change of placement according to N.J.A.C. 6A:14-2.8(b)2;~~



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- ~~(2) Written documentation of the consultation between school officials and the case manager of the sending district will be maintained;~~
- ~~(3) If it is determined there is no change in placement, school officials and, the case manager of the sending district and special education teacher will consult to determine the extent to which services are necessary to:~~
 - ~~(a) Enable the pupil to progress appropriately in the general education curriculum; and~~
 - ~~(b) Advance appropriately toward achieving the goals set out in the pupil's IEP.~~
- ~~(4) Written documentation of the consultation and services provided will be maintained.~~
- ~~h. Steps will be in place to review the behavioral intervention plan and if necessary convene the IEP team as required according to N.J.A.C. 6A:14 Appendix D, 34 C.F.R. §300-520(e)(1) and (2).~~
- 3. The compilation, maintenance, access to and confidentiality of pupil records will be in accordance with N.J.A.C. **6A:32-7 6:3-6.**
 - ~~a. The IEP will be accessible to each teacher or service provider in accordance with N.J.A.C. 6A:14 3.7(a)2.~~
 - ~~b. All pupil records will be returned to the sending district within fifteen calendar days of a pupil's last day of enrollment.~~
- 4. Pupils with disabilities; who are placed in receiving schools by a district Board of Education; will be provided special education and related services at no cost to their parents or legal guardian(s) **according to N.J.A.C. 6A:14-1.1(d) and N.J.A.C. 6A:14-7.5(b)3.**



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5. The programs and services provided by the receiving school will be in accordance with the requirements of N.J.A.C. 6A:14-1.1 et seq.
 - a. ~~If a change in the delivery of special education or related services is necessary due to a change in personnel or pupil need, the receiving school will contact the sending district to convene an IEP team meeting to review and, if appropriate, revise the IEP.~~
6. All personnel serving pupils with disabilities will be **highly qualified and** appropriately certified and licensed, where a license is required, **in accordance with State and Federal law** as stated in N.J.A.C. 6:11.
7. The receiving school will **only** terminate the placement of a pupil with disabilities according to **the procedures in** N.J.A.C. 6A:14-7.7(a) and **(b) (a)**1.
8. The in-service training needs for professional and paraprofessional staff who provide special education, general education or related services will be identified and appropriate in-service training will be provided. The receiving school will maintain information to demonstrate its efforts to:
 - a. Prepare general and special education personnel with the content knowledge and collaborative skills needed to meet the needs of children with disabilities;
 - b. Enhance the ability of teachers and others to use strategies, such as behavioral interventions, to address the conduct of pupils with disabilities that impedes the learning of pupils with disabilities and others;
 - c. Acquire and disseminate to teachers, administrators, ~~school Board members~~, and related services personnel, significant knowledge derived from educational research and other sources and how the **receiving school district** will, if appropriate, adopt promising practices, materials and technology;



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- d. Ensure that the in-service training is integrated to the maximum extent possible with other professional development activities; **and**
 - e. Provide for joint training activities of parents and special education, related services and general education personnel. ~~;~~ **and**
 - f. ~~Procedures shall be developed and implemented to ensure that the training needs of paraprofessionals, professionals and parents of pupils with disabilities in the five specified areas are identified and met.~~
9. **The receiving school will work with all sending school districts and ensure that pupils with disabilities are included in Statewide and district-wide assessment programs with appropriate accommodations, where necessary according to N.J.A.C. 6A:14-4.10. All pupils with disabilities will participate in Statewide assessments or the applicable Alternate Proficiency Assessment, in grades three, four, five, six, seven, eight and eleven in accordance with their assigned grade level.**
10. **Full educational opportunity to all pupils with disabilities will be provided.**
11. **The receiving school will provide teacher aides and the appropriate general or special education teaching staff time for consultation on a regular basis as specified in each pupil's IEP.**
12. **The receiving school will ensure that the length of the school day and academic year shall be as long as that established for nondisabled pupils in accordance with N.J.A.C. 6A:14-4.1(c) and must include at least four hours of actual school work instruction in accordance with N.J.A.C. 6A:14-7.6(i).**

Adopted:



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[See POLICY ALERT Nos. 159 and 192]

R 2461 SPECIAL EDUCATION/RECEIVING SCHOOLS DISTRICTS

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

- R 2461.01 Special Education/Receiving Schools –
IEP Implementation (M)
- R 2461.02 Special Education/Receiving Schools –
Suspension/~~Expulsion~~ (M)
- R 2461.03 Special Education/Receiving Schools –
Pupil Records (M)
- R 2461.04 Special Education/Receiving Schools –
Special Education and Related Services (M)**
- R 2461.05 Special Education/Receiving Schools –
IEP Compliance (M)
- R 2461.06 Special Education/Receiving Schools –
Highly Qualified and Appropriately Certified Staff (M)**
- R 2461.07 Special Education/Receiving Schools –
Termination of Placement (M)**
- R 2461.08 Special Education/Receiving Schools –
In-Service Training (M)
- R 2461.09 Special Education/Receiving Schools –
Statewide and District-Wide Assessment Programs (M)**
- R 2461.10 Special Education/Receiving Schools –
Full Educational Opportunity (M)**
- R 2461.11 Special Education/Receiving Schools –
Staff Consultation (M)**
- R 2461.12 Special Education/Receiving Schools –
Length of School Day and Academic Year (M)**

Definitions:

Refer to N.J.A.C. 6A:14 and the Individuals with Disabilities Education Act for definitions of terms used in Regulations 2461.01 through 2461.0812.



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[See **POLICY ALERT Nos. 159 and 192**]

R 2461.01 SPECIAL EDUCATION/RECEIVING SCHOOLS – IEP IMPLEMENTATION

~~The receiving school district, in order to be in compliance with N.J.A.C. 6A:14, will provide all special education services to all special education pupils in accordance with New Jersey Administrative Code, the Individuals with Disabilities Act, Board Policies 2460 and 2461 and corresponding Regulations.~~

Pupils with disabilities who are placed in a receiving school by a district ~~B~~board of ~~E~~ducation must have an Individualized Education Program (IEP) in effect prior to the delivery of services.

A. ~~Procedures F~~for Ensuring ~~T~~the Pupil's Individualized Education Program (IEP) Can Be Implemented

1. The following procedures will be used to ensure the pupil's IEP can be implemented in the receiving school setting prior to accepting the pupil: (N.J.A.C. 6A:14-7.5(b)1):

- a. The Case Manager (receiving ~~district~~ school case manager, director of special services, receiving ~~district~~ school Child Study Team) in the receiving school ~~district~~ will review the IEP.

- b. The receiving ~~district~~ school will only accept the pupil if the DIRECTOR OF PUPIL SERVICES (receiving ~~district~~ school case manager, director of special services, receiving ~~district~~ school Child Study Team) determines the pupil's IEP can be implemented. The receiving school ~~district~~ will not accept the pupil if the DIRECTOR OF PUPIL SERVICES determines the receiving school ~~district~~ cannot implement the IEP.

B. **IEP Meetings According to N.J.A.C. 6A:14-2.3(k)2** ~~6A:14-2.3(i)2.~~

1. The pupil's teacher and, if appropriate, the pupil and other representatives of the receiving school, will participate in **IEP team** meetings according to N.J.A.C. 6A:14-2.3(k)~~(i)~~2.



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M

[See POLICY ALERT Nos. 159 and 192]

R 2461.02 SPECIAL EDUCATION/RECEIVING SCHOOLS – SUSPENSION/EXPULSION

~~The receiving school district, in order to be in compliance with N.J.A.C. 6A:14, will provide all special education services to all special education pupils in accordance with New Jersey Administrative Code, the Individuals with Disabilities Act, Board Policies 2460 and 2461 and corresponding Regulations.~~

~~Procedures for Collaboration For Pupils With Disabilities Who Are Suspended/Expelled~~

The receiving school will collaborate with the **sending** district Board of Education to **ensure that in the provision for a free, appropriate public education is available for all pupils with disabilities between the ages of three and twenty-one enrolled in the receiving school for the population served** including pupils with disabilities who are suspended **from school**.

A. **Procedures For Collaboration For Pupils With Disabilities Including Pupils With Disabilities Who Are Suspended From School**

1. The ASSISTANT PRINCIPAL is responsible for implementing suspensions/~~expulsions~~ in the receiving school.
2. Each time a pupil with a disability is removed from his/her current placement for disciplinary reasons, the ASSISTANT PRINCIPAL will notify the case manager of the sending district.
3. The Building Principal or his/her designee will have a system in place to track the number of days a pupil with disabilities has been removed for disciplinary reasons.
4. Suspension of a pupil with a disability from transportation will be counted as a day of removal if the pupil does not attend school.



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5. Removal of a pupil with a disability for a portion of the school day will be counted proportionately.

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Special Education/Receiving Schools –
Suspension/~~Expulsion~~

6. If the receiving school has an in-school suspension program, participation in the **in-school suspension** program will not be counted as a day of removal if the program provides the following:

- a. An opportunity for the pupil to progress in the general curriculum;
- b. ~~The S~~services and modifications specified in the pupil's IEP;
- c. Interaction with peers who are not disabled to the extent they would have interaction ~~with~~ in the current placement; and
- d. The pupil is counted as present for the time spent in the in-school suspension program.

7. When a series of short-term removals will accumulate to more than ten school days in the year:

- a. ~~The _____~~ **Personnel from** of the receiving school, **officials of the sending district**, and the sending district case manager will consult to determine whether the removals **constitute** ~~create~~ a change of in placement. according to (N.J.A.C. 6A:14-2.8(c)2) ~~N.J.A.C. 6A:14-2.8(b)2~~ **The determination of whether a series of removals constitute a change in placement is made by the public sending school district officials;**
- b. Written documentation of the consultation between ~~school~~ **officials of the sending district, personnel from the receiving school**, and the case manager of the sending district will be maintained by the *DIRECTOR OF PUPIL SERVICES*
- c. If it is determined that there is no change in placement, **school officials of the sending district** the _____ ~~of the receiving district~~, the case manager of the sending district, and special education teacher **at the receiving**



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school will consult to determine the extent to which services are necessary to:

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Suspension/~~Expulsion~~

- (1) Enable the pupil to **participate and** progress appropriately in the general education curriculum; and
 - (2) Advance appropriately toward achieving the goals set out in the pupil's IEP.
- d. Written documentation of the consultation and services provided will be maintained by **the** DIRECTOR OF of the PUPIL SERVICES receiving district.
- e. ~~Steps will be in place to review the behavioral intervention plan and if necessary convene the IEP team as required according to N.J.A.C. 6A:14 Appendix D, 34 C.F.R. §300-520(c)(1) and (2).~~



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[See POLICY ALERT Nos. 159 and 192]

R 2461.03 SPECIAL EDUCATION/RECEIVING SCHOOLS – PUPIL RECORDS

The school district will comply with the requirements for pupil records in accordance with the provisions as outlined in N.J.A.C. 6A:32-7 - Student Records.

~~The receiving school district, in order to be in compliance with N.J.A.C. 6A:14, will provide all special education services to all special education pupils in accordance with New Jersey Administrative Code, the Individuals with Disabilities Act, Board Policies 2460 and 2461 and corresponding Regulations.~~

~~A. Procedures to Ensure the Individualized Education Program (IEP) is Accessible~~

- ~~1. Procedures regarding pupil records will be developed and implemented to ensure that the IEP is accessible to each teacher or service provider in accordance with N.J.A.C. 6A:14-3.7(a)2.~~
- ~~2. The compilation, maintenance, access to and confidentiality of pupil records will be in accordance with N.J.A.C. 6:3-6. Access means the right to view, to make notes, and/or have a reproduction of the record.~~
- ~~3. All pupil records will be returned to the sending district within fifteen calendar days of a pupil's last day of enrollment.~~
- ~~4. If the IEP is copied, the receiving district will be sure the IEP is kept confidential and is maintained according to N.J.A.C. 6:3-6.4(b). The IEP will be maintained in a central file at the school attended by the pupil and if the records are maintained in a different location, there will be a notation on the central file as to where such other records are located.~~



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[See **POLICY ALERT** Nos. 159 and 192]

R 2461.05 SPECIAL EDUCATION/RECEIVING SCHOOLS – IEP COMPLIANCE

~~The receiving school district, in order to be in compliance with N.J.A.C. 6A:14, will provide all special education services to all special education pupils in accordance with New Jersey Administrative Code, the Individuals with Disabilities Act, Board Policies 2460 and 2461 and corresponding Regulations.~~

The programs and services provided by the receiving school will be in accordance with the requirements of N.J.A.C. 6A:14-1.1 et seq.

A. Procedures To Ensure Regarding Tthe Provision Oof Services Required Bby Tthe Individualized Education Program (IEP)

- ~~1. The programs and services provided by the receiving school will be in accordance with the requirements of N.J.A.C. 6A:14-1.1 et seq.; and~~
12. If a change in the delivery of special education or related services is necessary due to a change in personnel or pupil need, the receiving school will contact the sending district to convene an IEP team meeting to review and, if appropriate, revise the IEP.



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[See **POLICY ALERT No. 192**]

R 2461.06 SPECIAL EDUCATION/RECEIVING SCHOOLS -- HIGHLY
QUALIFIED AND APPROPRIATELY CERTIFIED STAFF

The school district will comply with the requirements that all personnel serving pupils with disabilities be highly qualified and appropriately certified and licensed, where a license is required, in accordance with the provisions as outlined in N.J.A.C. 6A:14-1.2(b)13.



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[See POLICY ALERT Nos. 159 and 192]

R 2461.08 SPECIAL EDUCATION/RECEIVING SCHOOLS – IN-SERVICE TRAINING

~~The receiving school district, in order to be in compliance with N.J.A.C. 6A:14, will provide all special education services to all special education pupils in accordance with New Jersey Administrative Code, the Individuals with Disabilities Act, Board Policies 2460 and 2461 and corresponding Regulations.~~

The school district will comply with the in-service training needs for professional and paraprofessional staff who provide special education, general education, or related services as these staff members will be identified and appropriate in-service training will be provided in accordance with the provisions as outlined in N.J.A.C. 6A:14-1.2(b)14.

~~A. Procedures to Meet the Training Needs of Paraprofessionals, Professionals and Parents of Pupils with Disabilities~~

~~1. The in-service training needs for professional and paraprofessional staff who provide special education, general education or related services will be identified and appropriate in-service training will be provided. The receiving school shall maintain information to demonstrate its efforts to address training as defined in the five following areas:~~

~~a. To prepare general and special education personnel with the content knowledge and collaborative skills needed to meet the needs of children with disabilities;~~

~~b. To enhance the ability of teachers and others to use strategies, such as behavioral interventions, to address the conduct of pupils with disabilities that impedes the learning of pupils with disabilities and others;~~



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Special Education/Receiving Schools – In-Service Training

- e. ~~To acquire and disseminate to teachers, administrators, school Board members, and related services personnel, significant knowledge derived from educational research and other sources and how the district will, if appropriate, adopt promising practices, materials and technology;~~
 - (1) ~~The adoption of promising practices will be addressed through the review and dissemination by the school building curriculum committee, through turnkey trainings, presentations at Board meetings, Parent Teacher Association meetings and other methods as determined by the receiving district.~~
- d. ~~To insure that the in-service training is integrated to the maximum extent possible with other professional development activities; and~~
- e. ~~To provide for joint training activities of parents, special education, and related services and general education personnel [34 C.F.R. § 300.380].~~
- 2. ~~The _____ in the receiving district will conduct a needs assessment on an annual basis to identify the in-service training needs as part of the district wide development activities.~~
- 3. ~~The effectiveness of the in-service program will be evaluated at least once at the end of each year by a written survey administered and compiled by the _____.~~
- 4. ~~Documentation of the needs assessment, training activities and evaluation procedures will be maintained by in the receiving district for three years after the activities are completed.~~



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Certification of Tenure Charges

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[See POLICY ALERT Nos. 190 and 192]

R 3144 CERTIFICATION OF TENURE CHARGES

Filing of Written Charges and Certificate of Determination

A. Definition

1. For the purposes of Policy 3144 and this regulation, "day" means business day when the period specified is less than seven days, and calendar day when the period specified is seven days or more; provided however, that calculations do not include the day of the action from which they are computed but do not include the last day of the period being computed unless such day falls on a Saturday, Sunday or holiday, in which case the last day shall be deemed the next business day immediately following. Filings received after the close of business (4:15 p.m.) shall be deemed filed on the next business day.

BA. Procedures and Timelines

1. In all instances of the filing and certification of tenure charges, other than for reasons of inefficiency, the following procedures and timelines shall be observed:
 - a. Charges shall be stated with specificity as to the action or behavior underlying the charges and shall be filed in writing with the Secretary of the Board of Education or the State District Superintendent, accompanied by a supporting statement of evidence, both of which shall be executed under oath by the person or persons instituting such charges.
 - b. Charges along with the required sworn statement of evidence shall be transmitted to the affected tenured employee and the employee's representative, if known, within three working days of the date they were filed with the Secretary of the Board of Education or the State District Superintendent. Proof of mailing or hand delivery shall constitute proof of transmittal.



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- c. The affected tenured employee shall have an opportunity to submit to the Board of Education or the State District Superintendent a written statement of position and a written statement of evidence, both of which shall be executed under oath with respect thereto within fifteen days of receipt of the tenure charges.
- d. Upon receipt of the tenured employee's written statements of position and evidence under oath, or upon expiration of the allotted fifteen-day time period, the Board of Education shall determine by a majority vote of its full membership, or the State District Superintendent shall determine, within forty-five days whether there is probable cause to credit the evidence in support of the charges and whether such charges, if credited, are sufficient to warrant a dismissal or reduction of salary.
- e. The Board of Education or the State District Superintendent shall, within three working days, provide written notification of the determination to the employee against whom the charge has been made, in person or by certified mail to the last known address of the employee and the employee's representative, if known.
- f. In the event the Board of Education or the State District Superintendent finds that such probable cause exists and the charges, if credited, are sufficient to warrant a dismissal or reduction of salary, then the Board or the State District Superintendent shall, within fifteen days, file such written charges with the Commissioner. The charges shall be stated with specificity as to the action or behavior underlying the charges and shall be accompanied by the required certificate of determination together with the name of the attorney who is anticipated for administrative purposes will be representing the Board or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.



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- Pursuant to N.J.S.A. 18A:6-11, all deliberations and actions of the Board of Education with respect to such charges shall take place at a closed/executive session meeting.
- In the event the tenure charges are charges of inefficiency, except in the case of Building Principals and Vice Principals in school districts under full State intervention where procedures are governed by the provisions of N.J.S.A. 18A:7A-45 and such rules as may be promulgated to implement it, the following procedures and timelines shall be observed:
 - Initial charges of inefficiency shall be stated with specificity as to the nature of the inefficiency alleged and filed by the appropriate administrator with the Secretary of the Board of Education or the State District Superintendent along with a statement of evidence in support thereof executed under oath. In the event the charges are against the Chief School Administrator, they shall be filed, along with the required statement of evidence, by a designated Board member(s) upon the direction of the Board of Education as ascertained by majority vote of the full Board.
 - The Board of Education, through its Board Secretary, or the State District Superintendent, upon receipt of the charges of inefficiency and the written statement of evidence in support thereof shall cause a copy of same to be transmitted to the affected employee and the employee's representative, if known, within three working days. Proof of mailing or hand delivery shall constitute proof of transmittal.
 - The Board of Education, through its Board Secretary, or the State District Superintendent shall direct that the employee be informed in writing that, unless such inefficiencies are corrected within the minimal ninety-day period, or any longer period provided by the Board of Education or State District Superintendent, the Board or the State District Superintendent intends to certify those charges of inefficiency to the Commissioner pursuant to N.J.S.A. 18A:6-11.



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- d. Concurrent with notifying the employee of such charges of inefficiency, the Board of Education or the State District Superintendent shall direct that there be a modification of the individual professional ~~improvement~~ **development** plan mandated by N.J.A.C. 6A:32-4.3 or 4.4, to assure that such plan addresses the specific charges of inefficiency and complies with the timelines established for correction.
- e. Upon completion of the minimal ninety-day period for improvement, or such longer period as may be provided by the Board of Education or the State District Superintendent, the administrator(s) responsible for bringing such charges to the attention of the Board or the State District Superintendent shall notify the Board or the State District Superintendent in writing of what charges, if any, have not been corrected. In the event the charges are against a Chief School Administrator, the Board of Education shall determine by majority vote of the full Board what charges, if any, have not been corrected.
- f. The Board of Education or the State District Superintendent, upon receipt of the written notification or upon the Board's determination in the case of a Chief School Administrator, shall notify the affected employee in writing that all of the inefficiencies have been corrected or, in the alternative, which of the inefficiencies have not been corrected. The time from the expiration of the minimal ninety-day period, or such longer period as may be provided by the Board of Education or the State District Superintendent, to the notification of the employee by the Board of Education or the State District Superintendent shall not exceed thirty calendar days.
- g. In the event that certain charges of inefficiency have not been corrected, the affected employee shall have an opportunity to respond within fifteen days of the receipt of said notification of inefficiency by filing a statement of evidence under oath in opposition to those charges.



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- h. Upon receipt of such written statement of evidence under oath or upon expiration of the allotted fifteen-day time period, the Board of Education shall determine by a majority vote of its full membership, or the State District Superintendent shall determine, within forty-five days, whether there is probable cause to credit the evidence in support of the charges and that such charges, if credited, are sufficient to warrant a dismissal or reduction in salary.
 - i. In the event the Board of Education or the State District Superintendent finds that such probable cause exists and that the charges, if credited, are sufficient to warrant a dismissal or reduction of salary, then the Board or the State District Superintendent shall, within fifteen days, file such written charges with the Commissioner. The charge(s) shall be stated with specificity as to the nature of the inefficiency alleged, and shall be accompanied by the required certificate of determination together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.
 - j. Pursuant to N.J.S.A. 18A:6-11, all deliberations and actions of the Board of Education with respect to such charges shall take place at a closed/executive session meeting.
3. The provisions of this section shall not apply to employees of Charter Schools, who are governed by the provisions of N.J.A.C. 6A:11-6.

CB. Format of Certificate of Determination

- 1. The certificate of determination which accompanies the written charges shall contain a certification by the Board of Education Secretary or the State District Superintendent:



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- a. That the Board of Education or the State District Superintendent has determined the charges and the evidence in support of the charges are sufficient, if true in fact, to warrant dismissal or a reduction in salary;
 - b. Of the date, place, and time of the meeting at which such determination was made and whether or not the employee was suspended and, if so, whether such suspension was with or without pay;
 - c. That such determination was made by a majority vote of the full Board or by the State District Superintendent in accordance with N.J.S.A. 18A:7A-39; and
 - d. In the case of a charge of inefficiency, that the employee was given at least ninety days prior written notice of the nature and particulars of the alleged inefficiency.
2. The provisions of this section shall not apply to employees of Charter Schools, who are governed by the provisions of N.J.A.C. 6A:11-6.

DC. Filing and Service of Answer to Written Charges

1. An individual against whom tenure charges are certified shall have fifteen days from the date such charges are filed with the Commissioner to file a written response to the charges. Except as to the time for filing, the answer shall conform to the requirements of N.J.A.C. 6A:3-1.5(a) through (d).
 - a. Consistent with N.J.A.C. 6A:3-1.5(g), nothing in N.J.A.C. 6A:3-5.3 precludes the filing of a motion to dismiss in lieu of an answer to the charges, provided that such motion is filed within the time allotted for the filing of an answer. Briefing on the motions shall be in the manner and within the time fixed by the Commissioner, or by the Administrative Law Judge (ALJ) if the motion is to be briefed following transmittal to the Office of Administrative Law (OAL).



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2. Upon written application by the person against whom charges are filed, the Commissioner may extend the time period for the filing of an answer upon a finding of good cause shown consistent with the provisions of N.J.S.A. 18A:6-16. Such application shall be received prior to the expiration of the fifteen-day answer period, and a copy shall be served upon the charging Board of Education or the State District Superintendent. The Board of Education or State District Superintendent shall promptly notify the Commissioner of any opposition to the request.
 - a. A request for extension which is not filed within the fifteen-day period allotted for answer to tenure charges will be considered only in the event of demonstrated emergency or other unforeseeable circumstance such that the request could not have been made within the requisite filing period.
3. Where no answer is filed within the requisite time period and no request for extension is made, or such request is denied by the Commissioner, or where the charged employee submits an answer or other responsive filing indicating the employee does not contest the charges, the charges shall be deemed admitted by the charged employee.
4. The provisions of this section shall not apply to employees of Charter Schools, who are governed by the provisions of N.J.A.C. 6A:11-6.

ED. Determination of Sufficiency and Transmittal for Hearing

1. Within fifteen days of receipt of the charged party's answer or expiration of the time for its filing, the Commissioner shall determine whether such charge(s) are sufficient, if true, to warrant dismissal or reduction in salary. Where the charges are determined insufficient, they shall be dismissed and the parties shall be notified accordingly. Where the charges are determined sufficient, the matter shall, within ten days of such determination, be transmitted to the OAL for further proceedings, unless the Commissioner retains the matter pursuant to N.J.A.C. 6A:3-1.11 or 1.12.



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- a. A notice of transmittal shall be issued to the parties by the Department of Education on the same date as the matter is transmitted to the OAL.
2. Where a party to a tenure matter so requests, the Commissioner may agree to hold the matter in abeyance at any time prior to transmittal to the OAL. Thereafter, requests to hold the matter in abeyance shall be directed to the OAL Clerk or the ALJ in accordance with the rules of the OAL. Any request for abeyance, whether directed to the Commissioner or the OAL, shall be consistent with the intent of N.J.S.A. 18A:6-16 as amended by P.L. 1998, c.42.

FE. Withdrawal, Settlement, or Mooting of Tenure Charges

1. Once tenure charges are certified to the Commissioner, such charges may be withdrawn or settled only with the Commissioner's approval. Any proposed withdrawal or settlement, whether submitted to the Commissioner or to the ALJ, shall address the following standards established by the State Board of Education in the matter entitled *In re Cardonick*, State Board decision of April 6, 1983 (1990 *School Law Decisions (S.L.D.)* 842, 846):
 - a. Accompaniment by documentation as to the nature of the charges;
 - b. Explication of the circumstances justifying settlement or withdrawal;
 - c. Consent of both the charged and charging parties;
 - d. Indication that the charged party entered into the agreement with a full understanding of his or her rights;
 - e. A showing that the agreement is in the public interest; and
 - f. Where the charged party is a teaching staff member, a showing that the teaching staff member has been advised of the Commissioner's duty to refer tenure determinations resulting in loss of position to the State Board of Examiners for possible suspension or revocation of certificate.



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2. A settlement agreement shall not propose terms that would restrict access to information or records deemed public by law or result in misrepresentation of the reason for an employee's separation from service. Where tenure charges have been certified to the Commissioner by a Board of Education, any proposed settlement shall indicate, by signature of the Board Attorney or inclusion of a Board of Education resolution authorizing settlement, that the Board of Education has consented to the terms of the settlement.
3. A proposed withdrawal or settlement of tenure charges shall be submitted to the Commissioner prior to transmittal of such charges to the OAL; thereafter, it shall be submitted to the ALJ in accordance with applicable rules of the OAL.
4. Where tenure proceedings against a teaching staff member are concluded prior to adjudication because the charged party has unilaterally resigned or retired, the Commissioner may refer the matter to the State Board of Examiners for action against the charged party's certificate as it deems appropriate, when such referral is warranted under the provisions governing resignation or retirement prior to conclusion of tenure charges as set forth in N.J.A.C. 6A:9-17.4.
5. Where a proposed settlement requires the tenured employee to relinquish a certificate issued by the State Board of Examiners, upon approval of the settlement agreement, the Commissioner shall forward the matter to the State Board of Examiners for proceedings in accordance with N.J.A.C. 6A:9-17.11.

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Harassment, Intimidation, and Bullying

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

5512.01 HARASSMENT, INTIMIDATION, AND BULLYING

Policy Statement

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

"Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

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



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Harassment, Intimidation, and Bullying

Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

This policy may impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this policy complies with the provisions of N.J.A.C. 6A:16-7.6, Conduct Away from School Grounds, and the district's code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1. In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the pupil's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.

Expected Behavior

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

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.



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Harassment, Intimidation, and Bullying

The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use instances of violations of the code of pupil conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the _____ **(Superintendent or Chief School Administrator)**, in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from a broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This policy requires all pupils in the district to adhere to these rules and guidelines and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules and guidelines.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or designee.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each Building Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils and ~~staff members~~ who commit one or more acts of harassment, intimidation, or bullying, consistent with the code of pupil conduct and the



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Harassment, Intimidation, and Bullying

consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), and consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the code of pupil conduct.

Factors for Determining Consequences

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

Factors for Determining Remedial Measures

Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Traits;
6. Interests;
7. Hobbies;



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Harassment, Intimidation, and Bullying

8. Extra-curricular activities;
9. Classroom participation; and
10. Academic performance.

Environmental

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

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the district's code of pupil conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, and bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:



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Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension (short-term or long-term);
9. Legal action; and
10. Expulsion.

Examples of Remedial Measures - Personal

1. Restitution and restoration;
2. Mediation;
3. Peer support group;
4. Recommendations of a pupil behavior or ethics council;
5. Corrective instruction or other relevant learning or service experience;
6. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;



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Harassment, Intimidation, and Bullying

7. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
8. Behavioral management plan, with benchmarks that are closely monitored;
9. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
10. Involvement of school disciplinarian;
11. Pupil counseling;
12. Parent conferences;
13. Pupil treatment; or
14. Pupil therapy.

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

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



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



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Harassment, Intimidation, and Bullying

N.J.A.C. 6A:16-7.9(a)2.vi requires appropriate consequences and remedial actions for any staff member who commits an act of harassment, intimidation, or bullying. The consequences may include, but not be limited to, verbal or written reprimand, increment withholding, legal action, disciplinary action, and/or termination. Remedial measures may include, but not be limited to, in or out-of-school counseling, professional development programs, and work environment modifications.

Reporting Procedure

Complaints alleging violations of this policy shall be reported to the Principal or designee. All school employees as well as all other members of the school community including pupils, parent(s) or legal guardian(s), volunteers, and visitors are required to report alleged violations of this policy to the Principal or designee. While submission of an Incident Report Form to the Principal or designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Building Principal or available at the school district's administrative offices or the reporting party may use a district's web-based reporting system. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this policy, and who makes this report in compliance with the procedures set forth in this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident, as set forth in N.J.S.A. 18A:37-16.c.

Investigation

The Principal or designee is responsible for determining whether an alleged act constitutes a violation of this policy. The Principal or designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or designee will maintain a record of each investigation regarding allegations of harassment, intimidation, or bullying.



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Harassment, Intimidation, and Bullying

Response to an Incident of Harassment, Intimidation, or Bullying

An appropriate response will be provided to the individual who commits any incident of harassment, intimidation, or bullying. Some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.

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

In considering whether a response beyond the individual level is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The district's responses may also include participation of parent(s) or legal guardian(s) and other community members and organizations, small or large group presentations for fully addressing the actions and the school district's response to the actions, in the context of acceptable pupil and staff member behavior and the consequences of such actions, and the involvement of law enforcement officers, including school resource officers. The district will also make resources available to individual victims of harassment, intimidation, and bullying, including, but not limited to, school counseling services and environmental modifications.



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Harassment, Intimidation, and Bullying

Reprisal or Retaliation Prohibited

The Board prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or designee after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures. The consequences **and appropriate remedial action** for pupils will range from positive behavior interventions up to and including suspension or expulsion. The consequences **and appropriate remedial action** for employees will range from an admonishment to termination of employment. The consequences **and appropriate remedial action** for a volunteer will range from an admonishment to dismissal from the volunteer position. **The consequences for visitors will range from an admonishment to loss of visitation privileges. Examples of consequences and remedial measures are listed in the Consequences and Appropriate Remedial Actions section of this policy.**

Consequences for False Accusation

The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation, or bullying shall be in accordance with district policies, procedures, and agreements.

Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying shall be determined by the Principal or designee, after consideration of the nature, severity and circumstances of the act, which may include a report to appropriate law enforcement officials.



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Harassment, Intimidation, and Bullying

Policy Publication

This policy will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining the policy applies to all applicable acts of harassment, intimidation, or bullying that occur on school property, at school-sponsored functions, or on a school bus. The Superintendent shall ensure notice of this policy appears in any publication of the school district that sets forth the comprehensive rules, procedures, and standards for schools within the district, and in any pupil handbook that includes the pupil code of conduct. This notice shall also indicate the district's Harassment, Intimidation, and Bullying Policy is available on the district's website.

Harassment, Intimidation, and Bullying Prevention Programs

Pursuant to N.J.S.A. 18A:37-17.5(c) and N.J.A.C. 6A:16-7.9(d)1.i, information regarding the district's Harassment, Intimidation, and Bullying Policy shall be incorporated into a school's employee training program.

Pursuant to N.J.A.C. 6A:16-7.9(d)3, the district is required to annually review the extent and characteristics of harassment, intimidation, and bullying behavior in the schools of the district and implement locally determined programmatic or other responses, if determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)1, the school district is required to annually review the training needs of district staff for the effective implementation of the Harassment, Intimidation, and Bullying Policy, procedures, programs, and initiatives of the district Board of Education and implement locally determined staff training programs consistent with the annual review of training needs and the findings of the annual review and update of the code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1(a)3, as determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)2, the school district is required to develop a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with pupils.



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Harassment, Intimidation, and Bullying

Pursuant to N.J.S.A. 18A:37-15.1, this policy shall be transmitted to the Executive County Superintendent of Schools.

Pursuant to N.J.S.A. 18A:37-19, the school district may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N.J.S.A. 18A:37-13 through N.J.S.A. 18A:37-18.

N.J.S.A. 18A:37-13 through 18A:37-19
N.J.A.C. 6A:16-7.9 et seq.

Adopted:



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[See POLICY ALERT Nos. 160 and 192]

6150 TUITION INCOME

The Board of Education will charge and assess tuition for **pupils attending this school district that are attendance in the schools of this district by pupils not entitled to receive a free public education in this district or from a pupil's sending district for the pupil attending this school district as provided for by State statute and whose enrollment has been approved by the Board.**

~~Tuition rates will be determined, charged and paid in accordance with N.J.A.C. 6A:23-3.1 et seq.~~

[Choose one of the following options that apply to the district:

Option



[Regular Public School District, excluding Educational Services Commissions or Jointure Commissions] - A receiving public school district Board and a sending public school district Board will establish a written contractual agreement for the ensuing school year with a tentative tuition charge multiplied by the estimated average daily enrollment in accordance with N.J.A.C. 6A:23A-17.1(f) ~~6A:23-3.1(f)~~. The sending district is required in the contractual agreement to pay ten percent of the tentative tuition charge no later than the first of each month from September through June of the contract year. Adjustments will be made in accordance with N.J.A.C. 6A:23A-17.1(f) ~~6A:23-3.1(f)~~.

— **[New district Board of Education only]** - Tuition rates in a new district Board of Education will be determined, charged, and paid in accordance with N.J.A.C. 6A:23A-17.2 ~~6A:23-3.2 et seq.~~

— **[County Vocational School Districts only]** - Tuition rates in a County Vocational School District will be determined, charged, and paid in accordance with N.J.A.C. 6A:23A-17.3 and 17.4 ~~6A:23-3.3 et seq.~~

— **[County Special Services School Districts only]** - Tuition rates in a County Special Services School District will be determined, charged, and paid in accordance with N.J.A.C. 6A:23A-17.5, 6A:23A-17.6 and 6A:23A-17.7 ~~6A:23-3.4 et seq.~~]



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Tuition Income

The Board will,

[Option – check one]

- ☒ with **the** consent of the Board upon such terms, admit nonresident pupils on a tuition basis pursuant to N.J.S.A. 18A:38-3.
- ☐ not admit any nonresident pupils.
- ☐ not admit any nonresident pupils, except nonresident special education pupils on a tuition basis in accordance with laws and Code, if instructional space is available and upon the recommendation of the Superintendent, with consent of the Board upon such terms.]

[Optional for County Vocational School Districts When Funds are Appropriated by the County to the County Vocational School District]

~~In addition to tuition for pupils attending this school district that reside out of the county of this school district, the Board of Education will require the payment of a nonresident fee in accordance with N.J.S.A. 18A:54-20.1 and N.J.A.C. 6A:23A-17.3.]~~

[Optional for County Special Services School Districts When Funds are Appropriated by the County to the County Special Services School District]

~~In addition to tuition for pupils attending this school district that reside out of the county of this school district, the Board of Education will require the payment of a nonresident fee in accordance with N.J.S.A. 18A:46-31.]~~

The School Business Administrator/Board Secretary shall be responsible for the assessment and collection of tuition. ~~Tuition assessment and billing will be in accordance with N.J.A.C. 6A:23-3.1 et seq.~~



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Tuition Income

The **Executive** County Superintendent in the county in which the receiving district is located should be consulted to mediate disputes that arise from tuition matters as defined in N.J.A.C. **6A:23A-17.1(f)5** ~~6A:23-3.1(f)5~~.

N.J.S.A. 18A:38-3; 18A:38-19; 18A:46-21

N.J.A.C. ~~6A:23-3.1 et seq. through 3.4 et seq.~~ **6A:23A-17.1**

N.J.A.C. 6A:23A-17.2 [New District]

N.J.A.C. 6A:23A-17.3; 6A:23A-17.4 [County Vocational School District]

N.J.A.C. 6A:23A-17.5; 6A:23A-17.6; 6A:23A-17.7 [County Special Services School District]

N.J.A.C. 6A:14-7.8

Cross reference: Policy Guide No. 5111

Adopted:



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Budget Preparation
May 88
Feb 11
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[See POLICY ALERT Nos. 95, 122, 128, 133, 140, 142 and 192]

6220 BUDGET PREPARATION

The annual budget is the financial plan for the effectuation of the educational plan for the district; its preparation is, therefore, one of the most important functions performed by the Board of Education. The budget shall be designed to carry out that plan in a thorough and efficient manner, to maintain school district facilities, and to honor continuing obligations of the district.

A proposed budget requires the critical analysis of every member of the Board during its preparation. The administration shall work with the Board to ensure Board members have a thorough understanding of the budget appropriations, budget revenue, the proposed educational program and the budget's impact to the local tax levy. The Board shall also provide for community input during the budget development process. ~~Once the budget is adopted by the Board and approved by the County Superintendent, the Board members shall inform the community on the details of the budget.~~

Optional

~~[Since school district requirements represent a substantial portion of the tax revenues raised locally, the municipal governing board shall be kept fully informed of the scope of the proposed budget and supplied with budget details on request.]~~

~~The Board shall prepare and maintain a budget in which budgeted anticipated revenues and fund balances equal budgeted appropriations. Only those expenses reasonably required to provide a thorough and efficient educational program shall be approved for the budget. Surplus/fund balance remaining from the prior year's budget may be applied against taxes to be raised locally. The amount of surplus/fund balance appropriated into the budget will be in accordance with New Jersey Department of Education regulations.~~

The annual school district budget and supporting documentation shall be prepared in accordance with the provisions of N.J.S.A. 18A:7F et seq. and N.J.A.C. 6A:23A-8.1 et seq. The Board will obtain approval of the local funding for a non-referendum capital project (school facility project or other capital project) in accordance with the provisions of N.J.A.C. 6A:23A-8.4.



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Budget Preparation

The Board will submit its proposed budget **and supporting documentation as prescribed by the Commissioner** to the Executive County Superintendent for approval. ~~, in the authorized budget format, as required by law. As a minimum, the budget shall be prepared on a fund basis and shall conform to the outline as contained in Appendix A of the Uniform Minimum Chart of Accounts (Handbook 2R2) for New Jersey Public Schools. The Board may approve an expanded coding structure to provide additional information and allow more efficient management of district resources. Unreserved fund balance/surplus remaining from the previous school year may be appropriated when developing the next year's budget to reduce the amount of local taxes required to support the budget. Unreserved fund balance/surplus may also be appropriated during the school year for unforeseen and/or emergency expenditures.~~

The budget will be presented to the Board of Education to allow adequate time for review and adoption. ~~In order to allow adequate time for the preparation and review of the proposed budget, the Board directs the _____ to present to the Board all available information associated with the budget no later than _____ (date).~~ The budget should evolve primarily from the needs of the individual schools as expressed by the Building Principals and the district educational program as expressed by the central administrative staff and be compatible with approved district plans.

The Board shall include in the budget application to the Executive County Superintendent a complete reporting of revenues and appropriations and other requirements pursuant to N.J.S.A. 18A:22-8 and N.J.S.A. 18A:7F-5 through 63.

The Board, upon submission of its budget application to the Executive County Superintendent or by the statutory submission date, whichever is earlier, shall make available upon request for public inspection all budget and supporting documentation contained in the budget application and all other documents listed in N.J.A.C. 6A:23A-8.1 once the budget application has been submitted to the Executive County Superintendent for approval.

The budget as adopted for the school year pursuant to N.J.S.A. 18A:7F-5 shall be provided for public inspection on the district's Internet site, if one exists, and made available in print in a "user-friendly" plain language budget summary format in accordance with the provisions of N.J.A.C. 6A:23A-8.1(c).



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Budget Preparation

~~The budget shall be prepared in accordance with the annual budget statement and supporting documentation as prescribed by the Commissioner of Education. The budget revenue and appropriations shall be itemized as required in the budget statement and shall be readily understandable, in which shall be shown:~~

- ~~1. The total expenditure for each item for the preceding school year, the amount appropriated for the current school year adjusted for transfers as of the date specified by the New Jersey Department of Education of the current school year, and the amount estimated to be necessary to be appropriated for the ensuing school year, indicated separately for each item as determined by the Commissioner.~~
- ~~2. The amount of the surplus account available at the beginning of the preceding school year, at the beginning of the current school year and the amount anticipated to be available for the ensuing school year.~~
- ~~3. The amount of revenue available for budget purposes for the preceding school year, the amount available for the current school year as of the date specified by the New Jersey Department of Education of the current school year and the amount anticipated to be available for the ensuing school year in the categories designated by the New Jersey Department of Education and such other categories as determined by the Board.~~
- ~~4. Transfers between current expense and capital outlay for the preceding school year, the current school year as of the date specified by the New Jersey Department of Education of that year and transfers anticipated for the ensuing school year.~~

All budgetary and accounting systems used in the school district must be in accordance with double entry bookkeeping and Generally Accepted Accounting Principles as required in N.J.A.C. 6A:23A-16.1 et seq. 6:20-2A.1.

N.J.S.A. 18A:7F et seq.; 18A:22-7 et seq.

N.J.A.C. 6A:23A-8.1 et seq.; 6A:23A-16.1 et seq.

Adopted:



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Financial Reports
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[See POLICY ALERT Nos. 95, 122, 168 and 192]

6820 FINANCIAL REPORTS

The Board of Education directs the **School Business Administrator/Board Secretary** and the Treasurer of School Moneys, **or designee**, to make such accurate and timely reports to county, State, and Federal offices as are required by law and rules of the State Board of Education. In addition, the **School Business Administrator/Board Secretary** and Treasurer, **or designee**, shall report to the Board on the financial condition of the school district in accordance with law and in the manner and form required by the State Department of Education. There shall be a common terminology and classification system used consistently throughout the budget, the accounts, and the financial reports of each fund. **The district will establish and implement an adequate internal control structure and procedures for financial reporting.**

The **School Business Administrator/Board Secretary** shall prepare monthly financial statements, reports of financial condition, operating results, and other pertinent information in accordance with directions issued by the Commissioner of Education, to facilitate management control of financial operations, legislative oversight and, where necessary or desired, for external reporting purposes.

In the event the Board has approved a budget with an expanded coding structure, the **School Business Administrator/Board Secretary** shall present the financial report in two forms. One form shall use the minimum level chart of accounts established by the State Department of Education and the other shall use the expanded chart of accounts approved by this Board in accordance with Policy No. 6220.

If no line item account has encumbrances and expenditures that in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(a) law, the **School Business Administrator/Board Secretary** shall so certify to the Board each month. **If a violation has occurred, corrective action as outlined in N.J.A.C. 6A:23A-16.10(c)3.i shall be taken by the Board.** ~~If one or more line item account has encumbrances and expenditures that in total exceed the line item appropriation, the Board Secretary shall promptly notify the Board so that corrective action may be taken in accordance with Policy No. 6422.~~



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Financial Reports

The Board of Education, after review of the monthly financial reports and upon consultation with the appropriate district officials, shall certify in the minutes of the Board each month that no fund has been overexpended in violation of N.J.A.C. 6A:23A-16.10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. If the Board is unable to make such a certification, the Superintendent of Schools shall initiate the steps outlined in N.J.A.C. 6A:23A-16.10(b) and shall reflect such directive in the minutes of the Board. If the Board makes such certification but one or more Board members vote no to the certification, the Board shall provide to the Executive County Superintendent the Board vote, names of the members that voted no, and the reason for the no vote.

If the reports of the **School Business Administrator/Board Secretary** and the Treasurer differ in cash receipts or expenditures, the **School Business Administrator/Board Secretary** shall resolve the difference prior to the next meeting of the Board. Any difference that cannot be rectified shall be referred immediately to the Auditor. **In the event the School Business Administrator/Board Secretary is more than two months behind in submitting the financial report to the Board pursuant to N.J.S.A. 18A:17-9, the Superintendent of Schools shall report this non-compliance to the Executive County Superintendent.**

N.J.S.A. 18A:17-9; 18A:17-36

N.J.S.A. 54:4-75

N.J.A.C. ~~6A:23-2.2; 6A:23-2.3; 6A:23-2.10; 6A:23-2.11~~ 6A:23A-16.2;
6A:23A-16.9; 6A:23A-16.10

Cross reference: Policy Guide No. 1320

Adopted:



PROFESSIONAL DEVELOPMENT REQUESTS
April 19, 2011 BOARD MEETING

ADDENDUM #7

	DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
1	June 14, 2011	Kim Vasaturo	\$85.00	\$28.33 mileage	Healthcare Provider: Basic Life Support Instructor Certification*	Fairfield, NJ
2.	April 29, 2011	Michele Sartori	\$99.00	\$24.80 mileage	Update Pension Rules-TPAF & PERS	Neptune City, NJ
3	April 29, 2011	Michael Maddaluna William Hyncik William Dudeck	\$75.00/pp	n/a	Fifth Friday Friars Public Policy Sessions	Bedminster, NJ
4	June 1-3, 2011	Diane Strober	\$150.00	\$250.00 lodging	NJASBO Conference	Atlantic City, NJ
5						
6						
7						
8						

***in workshop column indicates funding through grant monies**

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REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10 (including 16, 17 & 18)
Interim Balance Sheet
For 9 Month Period Ending 03/31/2011

=====

ASSETS AND RESOURCES

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

101	Cash in bank		\$181,063.72
121	Tax levy receivable		\$2,748,737.00
	Accounts receivable:		
132	Interfund	\$295,631.05	
141	Intergovernmental - State	\$147,370.95	
			\$443,002.00

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

301	Estimated Revenues	\$13,404,949.00	
302	Less Revenues	(\$13,247,926.42)	
			\$157,022.58

	Total assets and resources		\$3,529,825.30
			=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10 (including 16, 17 & 18)
Interim Balance Sheet
For 9 Month Period Ending 03/31/2011

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LIABILITIES AND FUND EQUITY

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FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year		\$2,741,520.60
	Reserved fund balance:		
760	Reserved Fund Balance		\$161,478.00
601	Appropriations	\$13,566,427.00	
602	Less : Expenditures	\$10,261,628.17	
603	Encumbrances	\$2,741,520.60 (\$13,003,148.77)	
			\$563,278.23
	Total Appropriated		\$3,466,276.83

--- Unappropriated ---

770	Fund Balance	\$225,026.47
303	Budgeted Fund Balance	(\$161,478.00)

TOTAL FUND BALANCE	\$3,529,825.30
TOTAL LIABILITIES AND FUND EQUITY	\$3,529,825.30

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$13,566,427.00	\$13,003,148.77	\$563,278.23
Revenues	(\$13,404,949.00)	(\$13,247,926.42)	(\$157,022.58)
	\$161,478.00	(\$244,777.65)	\$406,255.65
Less: Adjust for prior year encumb.	\$0.00	\$0.00	
Budgeted Fund Balance	\$161,478.00	(\$244,777.65)	\$406,255.65

Recapitulation of Budgeted Fund Balance by Subfund

Fund 10 (includes 10, 11, 12, and 13)	\$161,478.00	(\$244,777.65)	\$406,255.65
Fund 16 (Restricted ARRA-ESF)	\$0.00	\$0.00	\$0.00
Fund 17 (Restricted ARRA-GSF)	\$0.00	\$0.00	\$0.00
TOTAL Budgeted Fund Balance	\$161,478.00	(\$244,777.65)	\$406,255.65

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 9 Month Period Ending 03/31/2011

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$12,282,014.00	\$12,135,876.57		\$146,137.43
3XXX From State Sources	\$1,060,419.00	\$1,060,419.00		.00
4XXX From Federal Sources	\$62,516.00	\$51,630.85		\$10,885.15
<hr/>				
TOTAL REVENUE/SOURCES OF FUNDS	\$13,404,949.00	\$13,247,926.42		\$157,022.58
	=====	=====	=====	=====
				AVAILABLE
*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	BALANCE
<hr/>				
--- CURRENT EXPENSE ---				
11-1XX-100-XXX Regular Programs - Instruction	\$1,291,827.00	\$950,468.27	\$275,573.79	\$65,784.94
11-230-X00-XXX Basic Skills - Remedial Instruction	\$89,000.00	\$62,793.43	\$24,468.00	\$1,738.57
11-240-X00-XXX Bilingual Education - Instruction	\$58,000.00	\$39,791.50	\$17,053.50	\$1,155.00
11-3XX-100-XXX Voc. Programs - Local - Instruction	\$3,197,969.14	\$2,213,065.96	\$860,666.09	\$124,237.09
11-401-100-XXX School-Spon. Cocurr. Acti-Instr	\$54,000.00	\$35,878.73	\$15,362.54	\$2,758.73
11-402-100-XXX School-Spons. Athletics - Instruction	\$58,372.00	\$37,345.15	\$18,819.20	\$2,207.65
--- UNDISTRIBUTED EXPENDITURES ---				
11-800-330-XXX Community Services Programs-				
11-000-213-XXX Health Services	\$151,900.00	\$121,926.05	\$29,791.82	\$182.13
11-000-218-XXX Guidance	\$440,000.00	\$420,292.44	\$19,001.00	\$706.56
11-000-219-XXX Child Study Teams	\$169,500.00	\$139,650.39	\$27,228.00	\$2,621.61
11-000-221-XXX Improvement Of Inst./Other Support				
Improvement of Inst. Serv.	\$279,700.00	\$217,362.35	\$52,425.76	\$9,911.89
11-000-222-XXX Educational Media Serv/School Library	\$209,000.00	\$147,661.24	\$52,552.96	\$8,785.80
11-000-223-XXX Instructional Staff Training Services	\$15,000.00	\$11,596.16	\$1,213.20	\$2,190.64
11-000-230-XXX Supp. Serv.-General Administration	\$549,993.00	\$413,674.46	\$120,237.55	\$16,080.99
11-000-240-XXX Supp. Serv.-School Administration	\$727,300.00	\$528,736.43	\$146,963.73	\$51,599.84
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$635,000.00	\$532,819.80	\$98,148.03	\$4,032.17
11-000-261-XXX Allowable Maint. for School Facilities	\$950,744.00	\$658,711.75	\$234,892.11	\$57,140.14
11-000-262-XXX Custodial Services	\$1,253,000.00	\$980,111.89	\$231,149.54	\$41,738.57
11-000-263-XXX Care and Upkeep of Grounds	\$14,500.00	\$10,760.00	\$2,775.00	\$965.00
11-000-266-XXX Security	\$108,656.00	\$81,478.86	\$26,755.87	\$421.27
11-000-270-XXX Student Transportation Services	\$118,600.00	\$70,759.77	\$9,395.83	\$38,444.40
11-000-291-XXX Allocated and Unallocated Benefits	\$2,845,787.00	\$2,418,046.08	\$394,075.29	\$33,665.63
<hr/>				
TOTAL GENERAL CURRENT EXPENSE				
EXPENDITURES/USES OF FUNDS	\$13,217,848.14	\$10,092,930.71	\$2,658,548.81	\$466,368.62
	=====	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 9 Month Period Ending 03/31/2011

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$44,875.86	\$38,395.00	\$0.00	\$6,480.86
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$152,546.00	\$8,750.00	\$53,500.00	\$90,296.00
	_____	_____	_____	_____
 TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	 \$197,421.86	 \$47,145.00	 \$53,500.00	 \$96,776.86
	=====	=====	=====	=====
 *** SPECIAL SCHOOLS ***				
13-422-100-XXX Summer school -instruction	\$77,985.00	\$52,505.19	\$25,479.81	.00
13-422-200-XXX Summer school-support serv	\$10,656.00	\$6,531.27	\$3,991.98	\$132.75
	_____	_____	_____	_____
 TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	 \$88,641.00	 \$59,036.46	 \$29,471.79	 \$132.75
	=====	=====	=====	=====
 *** ED JOBS - EDUCATION JOBS ***				
18-XXX-XXX-XX ED JOBS - Education Jobs Fund Accounts	\$62,516.00	\$62,516.00	\$0.00	\$0.00
	_____	_____	_____	_____
 TOTAL ED JOBS - EDUCATION JOBS	 \$62,516.00	 \$62,516.00	 \$0.00	 \$0.00
	=====	=====	=====	=====
 TOTAL GENERAL FUND EXPENDITURES	 \$13,566,427.00	 \$10,261,628.17	 \$2,741,520.60	 \$563,278.23
	=====	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
SCHEDULE OF REVENUES
ACTUAL COMPARED WITH ESTIMATED
For 9 Month Period Ending 03/31/2011

		ESTIMATED	ACTUAL	UNREALIZED
		-----	-----	-----
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,325,234.00	\$11,325,234.00	.00
1310	Tuition- From LEA's	\$682,280.00	\$453,741.20	\$228,538.80
1XXX	Miscellaneous	\$274,500.00	\$356,901.37	(\$82,401.37)
		-----	-----	-----
	TOTAL	\$12,282,014.00	\$12,135,876.57	\$146,137.43
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$266,810.00	\$266,810.00	.00
3176	Equalization	\$603,031.00	\$603,031.00	.00
3177	Categorical Security	\$63,317.00	\$63,317.00	.00
3178	Adjustment Aid	\$127,261.00	\$127,261.00	.00
		-----	-----	-----
	TOTAL	\$1,060,419.00	\$1,060,419.00	\$0.00
		=====	=====	=====
--- FEDERAL SOURCES ---				
4522	ED JOBS - Education Jobs Fund	\$62,516.00	\$51,630.85	\$10,885.15
		-----	-----	-----
	TOTAL	\$62,516.00	\$51,630.85	\$10,885.15
		=====	=====	=====
--- OTHER FINANCING SOURCES ---				
	TOTAL REVENUES/SOURCES OF FUNDS	\$13,404,949.00	\$13,247,926.42	\$157,022.58
		=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 9 Month Period Ending 03/31/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,214,000.00	\$895,497.21	\$268,452.70	\$50,050.09
11-140-100-500 Other Purchased Services	\$5,500.00	\$4,735.53	\$131.00	\$633.47
11-140-100-610 General Supplies	\$51,327.00	\$32,298.53	\$3,947.09	\$15,081.38
11-140-100-640 Textbooks	\$17,000.00	\$17,000.00	.00	.00
11-140-100-800 Other Objects	\$2,000.00	\$835.00	\$1,145.00	\$20.00
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$2,000.00	\$102.00	\$1,898.00	\$0.00
TOTAL	\$1,291,827.00	\$950,468.27	\$275,573.79	\$65,784.94
--- Basic skills/remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$85,000.00	\$60,532.00	\$24,468.00	\$0.00
11-230-100-610 General Supplies	\$4,000.00	\$2,261.43	.00	\$1,738.57
TOTAL	\$89,000.00	\$62,793.43	\$24,468.00	\$1,738.57
--- Bilingual education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$58,000.00	\$39,791.50	\$17,053.50	\$1,155.00
TOTAL	\$58,000.00	\$39,791.50	\$17,053.50	\$1,155.00
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$2,485,500.00	\$1,658,200.61	\$770,718.74	\$56,580.65
11-310-100-320 Purchased Prof.-Ed. Services	\$143,000.00	\$123,926.64	.00	\$19,073.36
11-310-100-500 Other Purchased Services	\$21,000.00	\$18,957.90	\$1,339.00	\$703.10
11-310-100-610 General Supplies	\$267,552.00	\$207,028.85	\$24,145.67	\$36,377.48
11-310-100-640 Textbooks	\$19,000.00	\$18,918.97	.00	\$81.03
11-310-100-800 Other Objects	\$7,000.00	\$6,597.00	.00	\$403.00
Total	\$2,943,052.00	\$2,033,629.97	\$796,203.41	\$113,218.62
--- Special Vocational Programs - Instruction ---				
11-320-100-101 Salaries of Teachers	\$207,345.00	\$145,141.50	\$62,203.50	\$0.00
11-320-100-500 Other Purchased Services	\$2,000.00	\$1,965.35	.00	\$34.65
11-320-100-610 General Supplies	\$38,572.14	\$25,329.14	\$2,259.18	\$10,983.82
11-320-100-640 Textbooks	\$7,000.00	\$7,000.00	.00	.00
Total	\$254,917.14	\$179,435.99	\$64,462.68	\$11,018.47

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 9 Month Period Ending 03/31/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
	<hr/>	<hr/>	<hr/>	<hr/>
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$41,000.00	\$26,037.06	\$14,962.94	.00
11-401-100-600 Supplies and Materials	\$13,000.00	\$9,841.67	\$399.60	\$2,758.73
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$54,000.00	\$35,878.73	\$15,362.54	\$2,758.73
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$43,012.00	\$24,449.30	\$18,562.70	.00
11-402-100-500 Purchased Services	\$10,000.00	\$7,919.26	\$71.50	\$2,009.24
11-402-100-600 Supplies and Materials	\$5,360.00	\$4,976.59	\$185.00	\$198.41
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$58,372.00	\$37,345.15	\$18,819.20	\$2,207.65
--- UNDISTRIBUTED EXPENDITURES ---				
<hr/>				
--- Health services ---				
11-000-213-100 Salaries	\$131,000.00	\$101,721.18	\$29,278.82	.00
11-000-213-300 Purchased Prof. & Tech. Svc.	\$14,500.00	\$13,805.52	\$513.00	\$181.48
11-000-213-600 Supplies and Materials	\$6,000.00	\$5,999.35	.00	\$0.65
11-000-213-800 Other Objects	\$400.00	\$400.00	.00	.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$151,900.00	\$121,926.05	\$29,791.82	\$182.13
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$344,000.00	\$343,417.94	\$1.00	\$581.06
11-000-218-105 Sal Sec. & Clerical Asst.	\$95,000.00	\$75,940.87	\$19,000.00	\$59.13
11-000-218-600 Supplies and Materials	\$1,000.00	\$933.63	.00	\$66.37
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$440,000.00	\$420,292.44	\$19,001.00	\$706.56
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$103,000.00	\$76,432.93	\$26,567.07	.00
11-000-219-105 Sal Sec. & Clerical Asst.	\$55,000.00	\$55,000.00	.00	.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$5,000.00	\$2,600.00	.00	\$2,400.00
11-000-219-500 Other Purchased Services	\$1,000.00	\$963.29	\$20.46	\$16.25
11-000-219-600 Supplies and Materials	\$2,000.00	\$1,994.97	.00	\$5.03
11-000-219-800 Other Objects	\$3,500.00	\$2,659.20	\$640.47	\$200.33
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$169,500.00	\$139,650.39	\$27,228.00	\$2,621.61

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 9 Month Period Ending 03/31/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
	<hr/>	<hr/>	<hr/>	<hr/>
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$73,200.00	\$68,739.20	\$4,460.80	.00
11-000-221-104 Salaries Other Prof. Staff	\$158,000.00	\$113,496.37	\$35,541.56	\$8,962.07
11-000-221-105 Sal Secr. & Clerical Asst.	\$38,000.00	\$27,371.76	\$10,393.24	\$235.00
11-000-221-500 Other Purchased Services	\$5,000.00	\$4,997.00	.00	\$3.00
11-000-221-600 Supplies and Materials	\$2,500.00	\$439.84	\$2,030.16	\$30.00
11-000-221-800 Other Objects	\$3,000.00	\$2,318.18	.00	\$681.82
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$279,700.00	\$217,362.35	\$52,425.76	\$9,911.89
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$98,000.00	\$68,726.00	\$29,274.00	.00
11-000-222-177 Salaries of Technology Coordinators	\$82,000.00	\$61,124.94	\$20,375.06	\$500.00
11-000-222-500 Other Purchased Services	\$4,000.00	\$4,000.00	.00	.00
11-000-222-600 Supplies and Materials	\$21,000.00	\$9,838.00	\$2,903.90	\$8,258.10
11-000-222-800 Other Objects	\$4,000.00	\$3,972.30	.00	\$27.70
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$209,000.00	\$147,661.24	\$52,552.96	\$8,785.80
--- Instructional Staff Training Services ---				
11-000-223-500 Other Purchased Services	\$13,000.00	\$10,195.46	\$873.47	\$1,931.07
11-000-223-600 Supplies and Materials	\$2,000.00	\$1,400.70	\$339.73	\$259.57
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$15,000.00	\$11,596.16	\$1,213.20	\$2,190.64
--- Support services-general administration ---				
11-000-230-100 Salaries	\$300,000.00	\$219,412.50	\$80,587.50	\$0.00
11-000-230-331 Legal Services	\$73,873.00	\$42,493.55	\$21,838.45	\$9,541.00
11-000-230-332 Audit Fees	\$39,000.00	\$39,000.00	.00	.00
11-000-230-339 Other Purchased Prof. Svc.	\$3,000.00	\$3,000.00	.00	.00
11-000-230-530 Communications/Telephone	\$78,000.00	\$65,144.14	\$12,855.86	.00
11-000-230-590 Other Purchased Services	\$3,000.00	\$2,972.11	\$0.00	\$27.89
11-000-230-61X General Supplies	\$11,000.00	\$10,965.79	.00	\$34.21
11-000-230-630 BOE In-House Training/Meeting Supplies	\$3,500.00	\$3,337.13	\$42.00	\$120.87
11-000-230-890 Misc. Expenditures	\$31,000.00	\$20,599.49	\$4,913.74	\$5,486.77
11-000-230-895 BOE Membership Dues and Fees	\$7,620.00	\$6,749.75	.00	\$870.25
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$549,993.00	\$413,674.46	\$120,237.55	\$16,080.99
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$558,000.00	\$378,972.12	\$130,534.60	\$48,493.28

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 9 Month Period Ending 03/31/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-240-104 Salaries Other Prof. Staff	\$46,800.00	\$46,799.37	.00	\$0.63
11-000-240-105 Sal Secr. & Clerical Asst.	\$77,000.00	\$77,000.00	.00	.00
11-000-240-11X Other Salaries	\$20,000.00	\$3,590.26	\$16,409.74	.00
11-000-240-500 Other Purchased Services	\$14,500.00	\$14,108.36	\$19.39	\$372.25
11-000-240-600 Supplies and Materials	\$8,000.00	\$5,350.34	.00	\$2,649.66
11-000-240-800 Other Objects	\$3,000.00	\$2,915.98	.00	\$84.02
TOTAL	\$727,300.00	\$528,736.43	\$146,963.73	\$51,599.84
--- Central Services ---				
11-000-251-100 Salaries	\$400,000.00	\$313,359.70	\$85,515.43	\$1,124.87
11-000-251-330 Purchased Prof. Svcs.	\$28,000.00	\$27,301.52	\$565.36	\$133.12
11-000-251-340 Purchased Technical Svcs.	\$16,000.00	\$13,620.00	\$2,380.00	.00
11-000-251-600 Supplies and Materials	\$7,000.00	\$6,983.02	\$1.00	\$15.98
11-000-251-890 Other Objects	\$6,000.00	\$3,378.58	.00	\$2,621.42
TOTAL	\$457,000.00	\$364,642.82	\$88,461.79	\$3,895.39
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$131,000.00	\$121,613.76	\$9,386.24	.00
11-000-252-500 Other Pur Serv. (400-500 series)	\$31,000.00	\$31,000.00	.00	.00
11-000-252-600 Supplies and Materials	\$16,000.00	\$15,563.22	\$300.00	\$136.78
TOTAL	\$178,000.00	\$168,176.98	\$9,686.24	\$136.78
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$599,344.00	\$435,552.35	\$163,791.65	.00
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$315,400.00	\$203,072.13	\$69,072.93	\$43,254.94
11-000-261-610 General Supplies	\$26,000.00	\$14,757.97	\$2,027.53	\$9,214.50
11-000-261-800 Other Objects	\$10,000.00	\$5,329.30	.00	\$4,670.70
TOTAL	\$950,744.00	\$658,711.75	\$234,892.11	\$57,140.14
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$280,000.00	\$203,000.33	\$67,261.10	\$9,738.57
11-000-262-490 Other Purchased Property Svc.	\$49,000.00	\$32,312.12	\$16,687.88	.00
11-000-262-520 Insurance	\$204,000.00	\$204,000.00	.00	.00
11-000-262-621 Energy (Natural Gas)	\$380,000.00	\$290,135.59	\$57,864.41	\$32,000.00
11-000-262-622 Energy (Electricity)	\$340,000.00	\$250,663.85	\$89,336.15	.00
TOTAL	\$1,253,000.00	\$980,111.89	\$231,149.54	\$41,738.57
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$14,500.00	\$10,760.00	\$2,775.00	\$965.00

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 9 Month Period Ending 03/31/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
	_____	_____	_____	_____
TOTAL	\$14,500.00	\$10,760.00	\$2,775.00	\$965.00

Security ---				
11-000-266-100 Salaries	\$108,656.00	\$81,478.86	\$26,755.87	\$421.27
TOTAL	\$108,656.00	\$81,478.86	\$26,755.87	\$421.27

Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$34,000.00	\$25,281.64	\$8,718.36	.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	\$39,000.00	\$27,654.75	.00	\$11,345.25
11-000-270-514 Contract Svc (spec.ed.)-vendors	\$13,000.00	.00	.00	\$13,000.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$9,600.00	\$2,258.00	\$459.75	\$6,882.25
11-000-270-593 Misc. Purchased Svc.- Transp.	\$15,000.00	\$15,000.00	.00	.00
11-000-270-610 General Supplies	\$2,000.00	\$415.38	\$217.72	\$1,366.90
11-000-270-800 Misc. Expenditures	\$3,000.00	\$150.00	.00	\$2,850.00
TOTAL	\$118,600.00	\$70,759.77	\$9,395.83	\$38,444.40

Benefits ---				
11-XXX-XXX-220 Social Security Contributions	\$154,120.00	\$124,082.64	\$30,037.36	.00
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$423,639.00	\$423,639.00	.00	.00
11-XXX-XXX-250 Unemployment Compensation	\$31,000.00	\$24,923.39	\$6,076.61	.00
11-XXX-XXX-260 Workman's Compensation	\$104,000.00	\$104,000.00	.00	.00
11-XXX-XXX-270 Health Benefits	\$1,765,028.00	\$1,373,401.05	\$357,961.32	\$33,665.63
11-XXX-XXX-280 Tuition Reimbursement	\$18,000.00	\$18,000.00	.00	.00
11-XXX-XXX-290 Other Employee Benefits	\$350,000.00	\$350,000.00	.00	.00
TOTAL	\$2,845,787.00	\$2,418,046.08	\$394,075.29	\$33,665.63
Total Undistributed expenditures	\$8,468,680.00	\$6,753,587.67	\$1,446,605.69	\$268,486.64
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$13,217,848.14	\$10,092,930.71	\$2,658,548.81	\$466,368.62
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$13,217,848.14	\$10,092,930.71	\$2,658,548.81	\$466,368.62
	=====	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 9 Month Period Ending 03/31/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
	<hr/>	<hr/>	<hr/>	<hr/>
*** C A P I T A L O U T L A Y ***				
Special education - instruction				
12-310-100-730 Regular Voc.programs	\$44,875.86	\$38,395.00	.00	\$6,480.86
Undistributed exp. - student transportation				
12-XXX-X00-730 Special schools (all programs)	\$0.00	\$0.00	\$0.00	\$0.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$44,875.86	\$38,395.00	\$0.00	\$6,480.86
--- Facilities acquisition and construction services ---				
12-000-400-334 Architectural/Engineering Services	\$10,000.00	.00	.00	\$10,000.00
12-000-400-450 Construction services	\$117,000.00	\$8,750.00	\$53,500.00	\$54,750.00
12-000-400-800 Other objects	\$25,546.00	.00	.00	\$25,546.00
Facilitis. Acqstn. Const. Sevr. -- TOTAL --	\$152,546.00	\$8,750.00	\$53,500.00	\$90,296.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$152,546.00	\$8,750.00	\$53,500.00	\$90,296.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$197,421.86	\$47,145.00	\$53,500.00	\$96,776.86
*** S P E C I A L S C H O O L S ***				
--- Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	\$61,686.00	\$46,495.72	\$15,190.28	\$0.00
13-422-100-106 Other salaries for instruction	\$16,299.00	\$6,009.47	\$10,289.53	.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$16,299.00	\$6,009.47	\$10,289.53	\$0.00
--- Summer school - support services ---				
13-422-200-100 Salaries	\$10,656.00	\$6,531.27	\$3,991.98	\$132.75
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$10,656.00	\$6,531.27	\$3,991.98	\$132.75
TOTAL SUMMER SCHOOL	\$88,641.00	\$59,036.46	\$29,471.79	\$132.75
TOTAL SPECIAL SCHOOLS EXPENDITURES	\$88,641.00	\$59,036.46	\$29,471.79	\$132.75

*** EDUCATION STABILIZATION FUND **

*** GOVERNMENT SERVICES FUND **

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 9 Month Period Ending 03/31/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
	<hr/>	<hr/>	<hr/>	<hr/>
*** EDUCATION JOBS FUND **				
--- Vocational Programs-Local-Instruction ---				
18-3XX-100-101 Salaries of Teachers	\$56,580.65	\$56,580.65	\$0.00	\$0.00
TOTAL	<hr/> \$56,580.65	<hr/> \$56,580.65	<hr/> \$0.00	<hr/> \$0.00
--- Unallocated Benefits ---				
18-000-291-2XX Benefit	\$5,935.35	\$5,935.35	.00	.00
TOTAL	<hr/> \$5,935.35	<hr/> \$5,935.35	<hr/> \$0.00	<hr/> \$0.00
TOTAL EDUCATION JOBS FUND	\$62,516.00	\$62,516.00	\$0.00	\$0.00
	=====	=====	=====	=====
TOTAL GENERAL FUND EXPENDITURES	\$13,566,427.00	\$10,261,628.17	\$2,741,520.60	\$563,278.23

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

For 9 Month Period Ending 03/31/2011

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



Board Secretary/Business Administrator

3/31/2011

Date

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

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

4/14 2:11pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 9 Month Period Ending 03/31/11

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$264,414.27
	Accounts receivable:		
141	Intergovernmental - State	(\$272,248.03)	
142	Intergovernmental - Federal	\$275,678.00	
			\$3,429.97

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

301	Estimated Revenues	\$1,093,889.05	
302	Less Revenues	(\$831,483.31)	
			\$262,405.74

	Total assets and resources		\$530,249.98
--	----------------------------	--	--------------

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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 Balance Sheet
For 9 Month Period Ending 03/31/11

=====

LIABILITIES AND FUND EQUITY

=====

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

411	Intergovernmental accounts payable - State	(\$1,342.00)
481	Deferred revenues	\$124.50
	Other current liabilities	\$293,082.30
		\$291,864.80
	TOTAL LIABILITIES	\$291,864.80

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	\$188,868.89
601	Appropriations	\$1,093,889.05
602	Less: Expenditures	\$855,503.87
603	Encumbrances	\$188,868.89 (\$1,044,372.76)
		\$49,516.29
	TOTAL FUND BALANCE	\$238,385.18
	TOTAL LIABILITIES AND FUND EQUITY	\$530,249.98

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 9 Month Period Ending 03/31/11

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$155,300.00	\$149,926.25		\$5,373.75
3XXX From State Sources	\$494,522.05	\$368,603.06		\$125,918.99
4XXX From Federal Sources	\$444,067.00	\$312,954.00		\$131,113.00
TOTAL REVENUE/SOURCES OF FUNDS	\$1,093,889.05	\$831,483.31		\$262,405.74
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
LOCAL PROJECTS:	\$155,300.00	\$120,823.50	\$18,518.58	\$15,957.92
STATE PROJECTS:				
Vocational education	\$146,194.80	\$78,578.91	\$60,425.00	\$7,190.89
Other special projects	\$348,327.25	\$270,882.36	\$59,142.67	\$18,302.22
TOTAL STATE PROJECTS	\$494,522.05	\$349,461.27	\$119,567.67	\$25,493.11
FEDERAL PROJECTS:				
NCLB Title I	\$43,844.00	\$32,503.12	\$4,662.39	\$6,678.49
NCLB Title II - Part A/D	\$11,232.00	\$8,646.82	\$1,516.01	\$1,069.17
I.D.E.A. Part B (Handicapped)	\$100,746.00	\$82,559.11	\$18,108.24	\$78.65
Vocational Education	\$288,245.00	\$261,510.05	\$26,496.00	\$238.95
TOTAL FEDERAL PROJECTS	\$444,067.00	\$385,219.10	\$50,782.64	\$8,065.26
*** TOTAL EXPENDITURES ***	\$1,093,889.05	\$855,503.87	\$188,868.89	\$49,516.29
	=====	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 9 Month Period Ending 03/31/11

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

For 9 Month Period Ending 03/31/11

I, Diane Strober, Board Secretary/Business Administrator
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Board Secretary/Business Administrator

3/31/2011

Date

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

4/14 2:11pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 9 Month Period Ending 03/31/11

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$8,287.37
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$940,366.45	
		<hr/>	\$940,366.45

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

301	Estimated Revenues	\$2,046,929.75	
302	Less Revenues	(\$281,215.00)	
		<hr/>	\$1,765,714.75
			<hr/>
	Total assets and resources		\$2,714,368.57
			=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 9 Month Period Ending 03/31/11

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year		\$120,861.00
601	Appropriations	\$2,059,158.50	
602	Less : Expenditures	\$287,662.38	
603	Encumbrances	\$120,861.00	(\$408,523.38)
			\$1,650,635.12
	Total Appropriated		\$1,771,496.12

--- Unappropriated ---

770	Fund balance		\$942,872.45
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TOTAL FUND BALANCE \$2,714,368.57

TOTAL LIABILITIES AND FUND EQUITY \$2,714,368.57

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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 9 Month Period Ending 03/31/11

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$2,046,929.75	\$281,215.00		\$1,765,714.75
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$2,046,929.75	\$281,215.00		\$1,765,714.75
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-450 Construction services	\$2,059,158.50	\$287,662.38	\$120,861.00	\$1,650,635.12
	_____	_____	_____	_____
Total fac.acq.and constr. serv.	\$2,059,158.50	\$287,662.38	\$120,861.00	\$1,650,635.12
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$2,059,158.50	\$287,662.38	\$120,861.00	\$1,650,635.12
*** TOTAL EXPENDITURES AND TRANSFERS	\$2,059,158.50	\$287,662.38	\$120,861.00	\$1,650,635.12
	=====	=====	=====	=====

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

For 9 Month Period Ending 03/31/11

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Board Secretary/Business Administrator

3/31/2011

Date

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

Report of the Treasurer
to the Board of Education

District of Somerset County Vocational
All Funds
For Month Ended: March 31, 2011

CASH REPORT

FUNDS	(1)	(2)	(3)	(4)
Governmental Funds	Adjusted Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$510,752.80	\$1,267,674.08	-\$1,586,478.01	\$191,948.87
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)	\$40,745.71	\$10,885.14	-\$62,516.00	-\$10,885.15
Special Revenue Fund (20)	\$317,904.06	\$31,002.00	-\$84,491.79	\$264,414.27
Capital Project Fund (30)	-\$68,950.59	\$79,562.50	-\$2,324.54	\$8,287.37
Debt Services Fund (40)	\$0.00	\$0.00	\$0.00	\$0.00
Enterprise Fund (61)	\$78,813.49	\$0.00	\$0.00	\$78,813.49
Total Governmental Funds	\$879,265.47	\$1,389,123.72	-\$1,735,810.34	\$532,578.85
Enterprise Fund (60) Cafeteria	\$45,094.94	\$15,866.47	-\$9,640.38	\$51,321.03
Payroll Fund (70)	\$0.00	\$486,192.88	-\$486,192.88	\$0.00
Agency Fund (71)	\$57,005.48	\$736,266.61	-\$726,688.74	\$66,583.35
Total Trust & Agency	\$102,100.42	\$1,238,325.96	-\$1,222,522.00	\$117,904.38
Grand Total for all Funds	\$981,365.89	\$2,627,449.68	-\$2,958,332.34	\$650,483.23
				\$650,483.23

Prepared and submitted by:

Michelle Fresco

Michelle Fresco, Treasurer of School Monies

4/11/2011

Date

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