

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL-TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, NJ 08807

Regular Meeting
January 24, 2011

I. Call to Order _____ P.M.

II. Roll Call of Members

William Hyncik, Jr. President Theodore Smith
William Dudeck, Vice President
Dr. Alan P. Braun

Also Present:

Michael A. Maddaluna, Superintendent of Schools
Diane Strober, Assistant Superintendent for Business/
Board Secretary
Edmund Jones, Principal
Lisa Fittipaldi, Attorney
Jack Ciattarelli, Somerset County Freeholder
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 Regular Meeting and Executive Session
held December 20, 2010.

A. Corrections _____

B. _____

C. _____

On motion of _____, seconded by _____, the minutes
of the Regular Meeting and Executive Session held on
December 20, 2010 were approved.

IV. Correspondence

V. Old or Unfinished Business

1. Student of the Month - Adam Fulmore
2. Presentation - Daniel Swayze, Birdsall Services Group, Inc.
Somerset County Improvement Authority, 2011 Renewable Energy
Program

VI. Report of the Attorney

SUPPLEMENT
to
LEAVE REPLACEMENTS (page 3, B.)

B. Leave Replacement

The Superintendent further recommends that the Board of Education appoint Ms. Rhonda Sumter as Temporary English Instructor (TOPS) (leave replacement), Step 1-C at a salary of \$52,355.00 (prorated), effective February 22, 2011 through May 20, 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	_____	_____

VII. Superintendent's Report

A. Resignation

The Superintendent recommends that the Board of Education accept the resignation of Mr. Walter Kazar, Plumbing Instructor (UPC#TCH-HS-PLUM-FL-01), effective March 10, 2011.

B. Leave Replacements

The Superintendent recommends that the Board of Education appoint Mr. Matthew Poznanski as Temporary Physical Education/Health Instructor (leave replacement), Step 1A at a salary of \$47,105.00 (prorated), effective January 25, 2011 through May 13, 2011.

The Superintendent also recommends that the Board of Education appoint Ms. Elizabeth Schur Badach as Temporary Biological Science Instructor (leave replacement), Step 1B at a salary of \$50,605.00 (prorated), effective on or about February 16, 2011 through June 30, 2011.

C. Employment of Part-Time Personnel - 2010-11 School Year

The Superintendent recommends that the Board of Education approve employment of the following part-time personnel for the 2010-11 school year:

High SchoolSubstitutes - \$100.00/day

Stanley Bobrowski

Creative Arts

Dean Watson	Guitar Instructor	\$18.00/hr
	(40 hrs)	

Twilight

John Vingara	Culinary Arts	\$34.00/hr
	(71 hrs)	

Mark Mastrobattista	Culinary Arts Substitute	\$34.00/hr
	(on call)	

Building & Grounds

Richard D'Alessandro	Maintenance	\$17.00/hr
	(272 hrs/alternating weeks)	

Bret Babich	Maintenance	\$14.00/hr
	(272 hrs/alternating week)	

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

Alec Richards

D. Volunteers

The Superintendent recommends that the Board of Education approve the following as volunteers for the 2010-11 school year:

STEM Initiative

Kevin Shutack

CAD software/technical skills for
Commercial Art/Electrical/Carpentry/Welding

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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E. Field Trips

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

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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F. Professional Seminars/Workshops

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

Motion_____ Second_____

Discussion

Call the Roll

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

G. 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 #3:

1523 - Comprehensive Equity Plan
1530 - Equal Employment Opportunities
R1520 - Equal Employment Opportunity Claim Procedures
1550 - Affirmative Action Program for Employment and Contract Practices
R1550 - Affirmative Action program for Employment and Contract Practices
2260 - Affirmative Action Program for School and Classroom Practices
2415.01 - Academic Standards, Academic Assessments and Accountability
6360 - Political Contributions
6362 - Contributions to Board Members and Contract Awards
8420 - Emergency and Crisis Situations
R8420 - Emergency and Non-Fire Evacuation Plan
R8420.2 - Bomb Threats
R8420.7 - Lockdown Procedures
8740 - Bonding

H. 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 #4:

1140 - Affirmative Action Program
R8420.10 - Active Shooter

Motion_____ Second_____

Discussion

Call the Roll

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

I. Acceptance of Additional Funding - Perkins 2010-11 SY

The Superintendent recommends that the Board of Education adopt the following resolution: The governing body of the Somerset County Vocational and Technical Schools at its January 24, 2011 meeting authorized acceptance of additional funding from the NJ Department of Education in the amount of \$18,996.00 for Perkins Secondary - 2010-11 school year.

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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J. Waiver of Requirements - Special Education Medicaid Initiative
(SEMI) Program

The Superintendent recommends that the Board of Education authorize the Chief School Administrator to submit to the Executive County Superintendent of Schools an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2010-11 school year.

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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K. Youth Transition To Work Consortium - Culinary Arts
Apprenticeship

The Superintendent recommends that the Board of Education enter into a consortium with Hunterdon County Poly Tech for the purpose of a Culinary Arts Apprenticeship program. The total amount the district will receive as a consortium member is \$34,030.00. This YTTW grant is sponsored by the NJ Department of Labor.

The Superintendent also recommends that the Board of Education accept the above funds in the amount of \$34,030.00

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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L. Superintendent's Update

- Mid-Year Review - Plans of Action

VIII. Submission of Bills

It is recommended that the Board of Education approve the bills for January 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	___	___

IX. New Business

A. _____

B. _____

X. Report of the School Business Administrator/Board Secretary

A. Reports A148 and A149

It is recommended that the board of Education adopt the monthly financial statement reports for the School Business Administrator/Board Secretary for the month of December 2010 and the Treasurer of School Monies for the month of December 2010, 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. (See Addendum #5)

Motion_____ Second_____

Discussion

Call the Roll

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

B. Board Transfers

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

	<u>FROM:</u>	
11-000-291-270-00-0605	(\$90,639.00)	Employee Health Benefits
	<u>TO:</u>	
11-000-291-241-00-0602	\$90,639.00	PERS Benefits

C. Grant Budget Modifications - SkillsUSA

It is recommended that the Board of Education approve the following grant budget modifications for SkillsUSA for the 2010-11 school year as follows:

	<u>original</u>	<u>transfer</u>	<u>revised</u>	
20-335-200-100-24-0000	\$123,650.00	(\$72,850.00)	\$50,800.00	salary
20-335-200-200-24-7230	\$9,781.00	(\$6,521.00)	\$3,260.00	benefits
20-335-200-300-24-0000	\$0.00	\$77,000.00	\$77,000.00	professional services
20-335-200-500-24-0000	\$0.00	\$590.00	\$590.00	other purchase services
20-335-200-580-24-7530	\$5,517.00	\$1,620.00	\$7,137.00	travel
20-335-200-600-24-7730	\$1,052.00	\$161.00	\$1,213.00	supplies
2010-11 Skills USA grant	\$140,000.00	\$0.00	\$140,000.00	

Motion_____ Second_____

Discussion

Call the Roll

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

D. Obsolete Equipment

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

<u>Item</u>	<u>Asset #</u>	<u>Date Purchased</u>
Walk-in Freezer	02607	1/85

Motion_____ Second_____

Discussion

Call the Roll

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

- E. Resolution - 2010-11/1-A - Series 2011 Local Unit Participation in the Somerset County Improvement Authority's Series 2011 Renewable Energy Program and Authorizing Such Authority to Apply to the Local Finance Board for the Necessary Consents and Approvals on Behalf of Such Participant, All in Connection with the Authority's County of Somerset Guaranteed Renewable Energy Program Lease Revenue Bonds, Series 2011 (Federally Taxable) in an Aggregate Principal Amount Not to Exceed \$52,000,000.00 and the Participant Project Financed Thereby

It is recommended that the Board of Education adopt Resolution 2010-11/1-A as it appears on Addendum #6.

Motion_____ Second_____

Discussion

Call the Roll

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

F. Submission of Documentation to NJDOE and Modification of
Long Range Facility Plan - Renewable Energy Program

It is recommended that the Board of Education authorize
submission of plans and documentation for the Renewable Energy
Program to the NJDOE as capital projects.

Motion_____ Second_____

Discussion

Call the Roll

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

XI. February Meeting

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

February 28, 2011

5:00 P.M.

Somerset County Vocational & Technical Schools
North Bridge Street & Vogt Drive
Bridgewater, NJ 08807

XII. Remarks from the Public

XIII. 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
Superintendent's Search. Action may or may not be taken.
- C. Under the provisions of the above stated laws, the public shall
be excluded from attendance at the portion of the meeting
relating to the above matters.
- D. It is anticipated that the items discussed will be made public
when the matters discussed are resolved.

XIV. On motion of _____, seconded by _____, and passed,

the meeting adjourned at _____P.M.

Field Trips

Wednesday January 26	Horticulture Trade Show/Seminar	NJ Convention Center Edison, NJ	\$0.00/student Trans/Bd. Of Ed
Saturday January 29	TOPS Phys. Ed Class	AMF Strike-n-Spare bowling Green Brook, NJ	\$5.00/student Trans/Bd. Of Ed
Tuesday February 1	Health Occupations A & B Shop	Elijah's Promise New Brunswick, NJ	\$0.00/student Trans/Bd. Of Ed
Wednesday February 2	TOPS Phys. Ed Class	AMF Strike-n-Spare Bowling Green Brook, NJ	\$5.00/student Trans/Bd. Of Ed
Monday February 7	Health Occupations C Shop	Somerset Medical Center Somerset, NJ	\$0.00/student Trans/Bd. Of Ed
Tuesday February 8	Health Occupations C Shop	Somerset Medical Center Somerset, NJ	\$0.00/student Trans/Bd. Of Ed
Wednesday February 9	TOPS B Shop Phys. Ed Class	AMF Strike-n-Spare Bowling Green Brook, NJ	\$5.00/student Trans/Bd. Of Ed
Wednesday February 9	TOPS Phys. Ed Class	AMF Strike-n-Spare Bowling Green Brook, NJ	\$5.00.student Trans/Bd. Of Ed
Thursday February 10	SkillsUSA Monthly Officer Mtg.	Passaic Tech Wayne, NJ	\$0.00/student Trans/Bd. Of Ed
Thursday February 10	Science League Seminar	Hillsborough H. S. Hillsborough, NJ	\$0.00/student Trans/Bd. Of Ed
Friday February 11	Academy Freshman Writing Class	RVCC Library Branchburg, NJ	\$0.00/student Trans/Bd. Of Ed
Monday February 14	Health Occupations C Shop	Somerset Medical Center Somerset, NJ	\$0.00/student Trans/Bd. Of Ed
Tuesday February 15	Health Occupations C Shop	Somerset Medical Center Somerset, NJ	\$0.00/student Trans/bd. Of Ed
Wednesday February 16	TOPS C Shop Phys. Ed Class	Hoop Heaven Basketball Bridgewater, NJ	\$5.00/student Trans/Bd. Of Ed
Wednesday February 16	TOPS B Shop Phys. Ed Class	Hoop Heaven Basketball Bridgewater, NJ	\$5.00/student Trans/Bd. Of Ed

Tuesday February 22	Health Occupations C Shop	Somerset Medical Center Somerset, NJ	\$0.00/student Trans/Bd. Of Ed
Wednesday February 23	US History II Unit on Holocaust	Tolerance Museum & Anne Frank Center NYC, NY	\$0.00/student Trans/Bd. Of Ed
Wednesday February 23	TOPS Phys. Ed Class	Bridgewater Sports Arena Bridgewater, NJ	\$7.00/student Trans/Bd. Of Ed
Wednesday February 24	TOPS Phys.Ed Class	Eclipse Fitness Sports & Wellness Center Green Brook, NJ	\$5.00/student Trans/Bd. Of Ed
Saturday February 26	TOPS Phys. Ed Class	AMF Strike-n-Spare Green Brook, NJ	\$5.00/student Trans/Bd. Of Ed
Monday February 28	Health Occupations C Shop	Somerset Medical Center Somerset, NJ	\$0.00/student Trans/Bd. Of Ed

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PROFESSIONAL DEVELOPMENT REQUESTS
January 24, 2011 BOARD MEETING

	DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
1	January 27, 2011	Andrew Coslit	\$199.00	\$14.72 mileage	Cutting Edge Technology Tools to Strengthen Classroom Content Learning	East Hanover, NJ
2.	February 10, 2011	Andrew Coslit	\$199.00	\$13.29 mileage \$2.00 parking	Working Successfully with Difficult & Disruptive Students	Newark, NJ
3	February 28, 2011	John Vingara	\$35.00	\$27.90 mileage \$50.00 parking \$11.00 toll	International Restaurant & Foodservice Show	New York City, NY
4	May 1, 2, 3, 2011	Karen Glass	\$340.00	\$221.34 mileage	NASW (National Association of Social Workers) Annual Conference	Atlantic City, NJ
5	February 8, 2011	Helen Bolha Margaret Cross Louise Tokarsky-Unda	\$15.00 ea	N/A	Annual Robeson Seminar for Educators @ RVCC	North Branch, NJ
6	January 27, 2011	Diane Strober	\$75.00	N/A	NJASBO State Aid & Budget Prep	Robbinsville, NJ
7	January 28, 2011	Duane Wallace	\$199.00	\$73.74 mileage	NJASA TECHSPO	Atlantic City, NJ
8	February 17, 2011	Michelle Fresco	\$75.00	\$16.12 mileage	NJASBO Workers Compensation	Mt. Olive, NJ
9	March 1, 8, 15 March 22, 39, April 5	Sharleen Leahey	\$256.00 \$256.00	N/A N/A	HTML Webpage Formatting Dreamweaver	RVCC @ Bridgewater RVCC @ Bridgewater
10	March 8-9, 2011	Michael Maddaluna	\$140.00	N/A	NJCCVTS Annual Winter Meeting	Long Branch, NJ
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Comprehensive Equity Plan

Feb 96

Dec 10

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[See POLICY ALERT Nos. 136, 168, 172 and 191]

1523 COMPREHENSIVE EQUITY PLAN

The Board of Education shall submit a Comprehensive Equity Plan based on an assessment of the district's needs for achieving equity in educational programs that includes a cohesive set of policies, programs, and practices that ensure high expectations and positive achievement patterns and equal access to education opportunity for all learners, including pupils and teachers.

The Comprehensive Equity Plan shall include the following:

1. A needs assessment that includes pupil assessment and behavioral data disaggregated by gender, race, ethnicity, Limited English Proficiency, Special Education, Migrant, date of enrollment, pupil suspension, expulsion, Child Study Team referrals, Pre-Kindergarten through grade twelve promotion/retention data, Pre-Kindergarten through grade twelve completion rates, and re-examination and re-evaluation of classification and placement of pupils in special education programs if there is overrepresentation within a certain group; staffing practices; quality of program data; and stakeholder satisfaction data;
2. A description of how other Federal, State, and district policies, programs, and practices are aligned to the Comprehensive Equity Plan;
3. Adequate yearly progress targets for closing the achievement gap;
4. Professional development targets regarding the knowledge and skills needed to provide a thorough and efficient education as defined by the Core Curriculum Content Standards; differentiated instruction and formative assessments aligned to Core Curriculum Content Standards; and high expectations for teaching and learning; and
5. Annual targets addressing district needs in equity in school and classroom practices that are aligned to professional development targets.



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Comprehensive Equity Plan

A Comprehensive Equity Plan shall be developed every three years and the Board of Education shall initiate the Comprehensive Equity Plan within sixty days of its approval and shall implement the plan in accordance with the timelines approved by the New Jersey Department of Education.

In the event the Board of Education does not implement the Comprehensive Equity Plan within one hundred eighty days of its approval date, or fails to report its progress annually or as required by the New Jersey Department of Education, sanctions deemed to be appropriate by the Commissioner of Education or his/her designee shall be imposed, and may include action to suspend, terminate, or refuse to award continued Federal or State financial assistance, pursuant to N.J.S.A. 18A:55-2.

N.J.A.C. 6A:7-1.9

Adopted:



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Equal Employment Opportunities

Aug 92

Dec 10

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[See POLICY MEMO No. 116]

[See POLICY ALERT Nos. 136, 168 and 191]

1530 EQUAL EMPLOYMENT OPPORTUNITIES

The Board of Education shall, in accordance with law, guarantee equal employment opportunity ~~in the schools of this~~ **throughout the district.**

The Board shall ensure all ~~Each otherwise qualified~~ persons shall have be offered equal and bias free access to all categories of employment and equal pay for equal work in this district without regard to the candidate's race, color, creed, religion, national origin, ancestry, age, marital status, ~~affectional~~ **affectional or sexual orientation, ~~or sex~~ **gender**, ~~social or economic~~ **socioeconomic** status, or disability, pursuant to N.J.A.C. 6A:7-1.1. The school district's employment applications and pre-employment inquiries conform to the guidelines of the New Jersey Division of Civil Rights.**

The Board will use equitable practices that prevent imbalance and isolation based on race, color, creed, religion, national origin, ancestry, age, marital status, ~~affectional~~ **affectional** or sexual orientation, ~~or sex~~ **gender**, ~~social or economic~~ **socioeconomic** status, or disability among the district's certificated and non-certificated staff and within every category of employment, including administration. Promotions and transfers will be monitored to ensure non-discrimination.

The Board shall not assign, transfer, promote or retain staff, or fail to assign, transfer, promote or retain staff, on the sole basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status, pursuant to N.J.A.C. 6A:7-1.1.

The Board will target underutilized groups, ~~so that the district's employment of females and minorities in every category of employment equals or exceeds their representation within the county workforce.~~ The Board will provide among the faculty of each school role models of diverse racial and cultural backgrounds.

~~For the purpose of this policy, "disability" means suffering from physical disability; from any mental, psychological, or developmental disability; or from AIDS or HIV infection.~~



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Equal Employment Opportunities

The Board shall not enter into, ~~or maintain, any a~~ contracts with a person, agency, or organization if it has knowledge that such person, agency, or organization that discriminates in employment practices or in the provision of benefits or services, on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, ~~affetational~~ affectional or sexual orientation, ~~or sex~~ gender, ~~social or economic~~ socioeconomic status, or disability, either in employment practices or in the provision of benefits or services to pupils or employees, pursuant to N.J.A.C. 6A:7-1.1.

The Superintendent shall promulgate a complaint procedure for the adjudication of disputes alleging violation of the law prohibiting discrimination in employment or this policy.

The Board shall not discriminate against any person for that person's exercise of rights under the laws prohibiting discrimination in employment or this policy.

~~42 U.S.C.A. 12101 et seq.~~

~~N.J.S.A. 10:5-1 et seq.~~

N.J.S.A. 18A:6-5; 18A:6-6; 18A:28-10; 18A:29-2

N.J.A.C. 6A:7-1.1 et seq.; 6A:7-1.8

Cross reference: Policy Guide Nos. 1510, 1550 and
Regulation Guide Nos. 1530

Adopted:



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Equal Employment Opportunity Complaint Procedure

Aug 92

Dec 10

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[See POLICY ALERT Nos. 116 and 191]

R 1530 EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCEDURE

A. Purpose and Application

1. The purpose of this procedure is to give any district employee or candidate for employment the opportunity to appeal an alleged denial of equal employment opportunity in violation of State statutes and administrative codes, and Federal laws and Policy No. 1530, guaranteeing "equal access to all categories of employment without regard to the candidate's race, color, creed, religion, national origin, ancestry, age, marital status, ~~affectional~~ **affectional** or sexual orientation, ~~or sex~~ **gender**, ~~social or economic~~ **socioeconomic** status, or disability."
2. This procedure is intended to facilitate an equitable and just resolution of a dispute at the most immediate level and should be implemented in an informal manner.
3. Every reasonable effort will be made to expedite the process in the interest of a prompt resolution. Time limits may, however, be extended with the consent of all parties.
4. All participants in the procedure will respect the confidentiality that this district accords to information about individual employees.

B. Definitions

1. "Board of Education" means the Board of Education of the *Somerset County Vocational Technical Schools*.
2. "Complaint" means an alleged discriminatory act or practice.
3. "Complainant" means a teaching staff member who alleges a discriminatory act or practice.



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Equal Employment Opportunity Complaint Procedure

4. "Day" means a working or calendar day as identified.
5. "Discriminatory act or practice" means denial of equal employment opportunity in violation of State statutes and administrative codes and Federal laws and Policy No. 1530.
6. "School district" means the ~~Technical School~~ ^{Somerset County Vocational} School District.

C. Procedure

1. A complainant who believes that he/she has been harmed or adversely affected by a discriminatory practice or act prohibited by law and/or policy shall discuss the matter with his/her immediate supervisor in an attempt to resolve the matter informally.
2. If the matter is not resolved to the satisfaction of the complainant within thirty working days, the complainant may submit a written complaint to the **Affirmative Action Officer**. The complaint will include:
 - a. The complainant's name and address,
 - b. The specific act or practice that the complainant complains of,
 - c. The school employee, if any, responsible for the allegedly discriminatory act,
 - d. The results of discussions conducted in accordance with paragraph C1, and
 - e. The reasons why those results are not satisfactory.
3. The **Affirmative Action Officer** will investigate the matter informally and will respond to the complaint in writing no later than seven working days after receipt of the written complaint. A copy of the complaint and the response will be forwarded to the Superintendent.



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Equal Employment Opportunity Complaint Procedure

4. The response of the **Affirmative Action Officer** may be appealed to the Superintendent in writing within three working days after it has been received by the complainant. The appeal will include the original complaint, the response to the complaint, and the complainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have acted discriminatorily.
5. On his/her timely request (that is, submitted before the expiration of the time within which the Superintendent must render a decision), the complainant will be given an informal hearing before the Superintendent, at a time and place convenient to the parties, but no later than seven working days after the request for a hearing has been submitted. The Superintendent may also require the presence at the hearing of the staff member charged with a discriminatory act and any other person with knowledge of the act complained of.
6. The Superintendent will render a written decision in the matter no later than seven working days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties.
7. The complainant may appeal the Superintendent's decision to the Board by filing a written appeal with the Board Secretary no later than three working days after receipt of the Superintendent's decision. The appeal shall include:
 - a. The original complaint,
 - b. The response to the complaint,
 - c. The Superintendent's decision,
 - d. A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented, and
 - e. The complainant's reason for believing the Superintendent's decision should be changed.
8. A copy of the appeal to the Board must be given to the staff member, if any, charged with a discriminatory act.



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Equal Employment Opportunity Complaint Procedure

9. The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the complainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.
10. The Board will render a written decision no later than forty-five calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.
11. The complainant will be informed of his/her right to appeal the Board's decision to the:
 - a. Commissioner of Education
~~Division of Controversies and Disputes~~
New Jersey State Department of Education
P.O. Box 500
~~225 West State Street~~
Trenton, New Jersey 08625-0500
Telephone: ~~(609) 292-5705~~ (877) 900-6960 or the
 - b. New Jersey Division on Civil Rights
Trenton Regional Office
Office of the Attorney General
140 East Front Street – 6th Floor
Trenton, New Jersey 08625-0090
~~1100 Raymond Boulevard~~
~~Newark, New Jersey 07102~~
Telephone: ~~(973) 648-2700~~ (609) 292-4605

D. Record

1. The records of any complaint processed in accordance with this procedure shall be maintained in a file kept by the **Affirmative Action Officer**.
2. A copy of the decision rendered at the highest level of appeal will be kept in the employee's personnel file.

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[See POLICY ALERT Nos. 116, 167, 172 and 191]

1550 AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT PRACTICES

The Board of Education shall, in accordance with State statutes and administrative code and Federal law and regulations, strive to overcome the effects of any previous patterns of discrimination in district employment practices and shall systematically monitor district procedures to ensure continuing compliance with anti-discrimination laws and regulations.

The Board will ensure all persons regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status shall have equal and bias-free access to all categories of employment in the public educational system of New Jersey, pursuant to N.J.A.C. 6A:7-1.1.

The Board will not enter into any contract with a person, agency, or organization that discriminates on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status, either in employment practices or in the provision of benefits or services to pupils or employees.

The Board shall not assign, transfer, promote or retain staff, or fail to assign, transfer, promote or retain staff, on the sole basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status.

The Board shall ensure equal pay for equal work among members of the district's staff, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status, pursuant to N.J.A.C. 6A:7-1.1.

N.J.A.C. 6A:7-1.1 et seq.; 6A:7-1.8

Adopted:



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[See POLICY ALERT Nos. 116, 167 and 191]

R 1550 AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT PRACTICES/EMPLOYMENT PRACTICES PLAN COMPLAINT PROCEDURE

A. Purpose and Application

1. The purpose of this procedure is to give any district employee or candidate for district employment the opportunity to appeal an alleged violation of the district's Affirmative Action Plan **Program** for employment and contract practices, as set forth in Policy No. 1550 or in a plan formally adopted by the Board of Education and approved by the Commissioner.
2. No qualified handicapped person, shall, on the basis of handicap, be subjected to discrimination in employment and the Board will take positive steps to employ and advance in employment qualified handicapped persons in programs and activities.
3. This procedure is intended to facilitate an equitable and just resolution of a dispute at the most immediate level and should be implemented in an informal manner.
4. Every reasonable effort will be made to expedite the process in the interest of a prompt resolution. Time limits may, however, be extended with the consent of all parties.
5. All participants in the procedure will respect the confidentiality that this district accords to information about individual teaching staff members.

B. Definitions

1. "Board of Education" means the Board of Education of the

Somerset County Vocational & Technical Schools School District.



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2. "Complaint" means an alleged violation of the district's Affirmative Action Plan or Policy.
3. "Complainant" means a ~~teaching~~ staff member who alleges a violation of the district's Affirmative Action Plan or Policy No. 1550.
4. "Day" means a working or calendar day as identified.
5. "School district" means the Somerset County Vocational & Technical Schools School District.
6. "Violation" means the failure of a district official or employee to take the positive steps outlined in Policy No. 1550 or the duly approved Affirmative Action Plan to remove impermissible bias or preference from all aspects of district employment or contract practices and/or to correct the results of past discrimination.

C. Procedure

1. A complainant who believes that he/she has been harmed or adversely affected by a failure to enforce the district's Affirmative Action Plan for employment and contract practices shall discuss the matter with his/her immediate supervisor in an attempt to resolve the matter informally.
2. If the matter is not resolved to the satisfaction of the complainant within **thirty** working days, the complainant may submit a written complaint to the Affirmative Action Officer. The complaint will include:
 - a. The complainant's name and address,
 - b. The specific failure to act that the complainant complains of,
 - c. The school officer or employee, if any, responsible for the alleged violation of the Affirmative Action Plan,



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- d. The results of discussions conducted in accordance with paragraph C1, and
 - e. The reasons why those results are not satisfactory.
3. The Affirmative Action Officer will investigate the matter informally and will respond to the complaint in writing no later than **seven** working days after receipt of the written complaint. A copy of the complaint and the response will be forwarded to the Superintendent.
4. The response of the Affirmative Action Officer may be appealed to the Superintendent in writing within **three** working days after it has been received by the complainant. The appeal will include the original complaint, the response to the complaint, and the complainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have violated the Affirmative Action Plan.
5. On his/her timely request (that is, submitted before the expiration of the time within which the Superintendent must render a decision), the complainant will be given an informal hearing before the Superintendent, at a time and place convenient to the parties, but no later than **seven** working days after the request for a hearing has been submitted. The Superintendent may also require the presence at the hearing of the staff member charged with violation of the Affirmative Action Plan and any other person with knowledge of the violation complained of.
6. The Superintendent will render a written decision in the matter no later than **seven** working days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties and to the Board of Education.
7. The complainant may appeal the Superintendent's decision to the Board by filing a written appeal with the Board Secretary no later than **three** working days after receipt of the Superintendent's decision. The appeal will include:



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- a. The original complaint,
 - b. The response to the complaint,
 - c. The Superintendent's decision,
 - d. A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented, and
 - e. The complainant's reason for believing the Superintendent's decision should be changed.
8. A copy of the appeal to the Board must be given to the staff member, if any, charged with a violation of the Affirmative Action Plan.
 9. The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the complainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.
 10. The Board will render a written decision no later than **forty-five** calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.
 11. The complainant will be informed of his/her right to appeal the Board's decision to the:
 - a. Commissioner of Education
~~Division of Controversies and Disputes~~
New Jersey State Department of Education
P.O. Box 500
~~225 East State Street~~
Trenton, New Jersey 08625-0500
Telephone: ~~(609) 292-5705~~ (877) 900-6960 or the



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- b. New Jersey Division on Civil Rights
Trenton Regional Office
Office of the Attorney General
140 East Front Street – 6th Floor
Trenton, New Jersey 08625-0090
~~31 Clinton Street~~
~~Newark, New Jersey 07102~~
Telephone: ~~(973) 648-2700~~ (609) 292-4605

D. Record

1. The records of any complaint processed in accordance with this procedure shall be kept in a file maintained by the Affirmative Action Officer.
2. A copy of the decision rendered at its highest level of appeal will be kept in the complainant's personnel file.

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[See POLICY ALERT Nos. 95, 116 and 191]

2260 AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND CLASSROOM PRACTICES

The Board of Education shall provide equal and bias-free access for all pupils to all school facilities, courses, programs, activities, and services, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status, by:

1. Ensuring equal and barrier-free access to all school and classroom facilities;
2. Attaining minority representation within each school, which approximates the district's overall minority representation. Exact apportionment is not required, however, the ultimate goal is a reasonable plan achieving the greatest degree of racial balance, which is feasible and consistent with sound educational values and procedures;
3. Utilizing a State approved English language proficiency measure on an annual basis for determining the special needs and progress in learning English of language-minority pupils pursuant to N.J.A.C. 6A:15-1.3(c);
4. Utilizing bias-free multiple measures for determining the special needs of pupils with disabilities, pursuant to N.J.A.C. 6A:14-3.4;
5. Ensuring that support services, including intervention and referral services and school health services pursuant to N.J.A.C. 6A:16, are available to all pupils; and
6. Ensuring that a pupil is not discriminated against because of a medical condition. A pupil shall not be excluded from any education program or activity because of a long-term medical condition unless a physician certifies that such exclusion is necessary. If excluded, the pupil shall be provided with equivalent and timely instruction that may include home instruction, without prejudice or penalty.



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The Board of Education shall ensure that the district's curriculum and instruction are aligned to the State's Core Curriculum Content Standards and address the elimination of discrimination by narrowing the achievement gap, by providing equity in educational programs and by providing opportunities for pupils to interact positively with others regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status, by:

1. Ensuring there are no differential requirements for completion of course offerings or programs of study solely on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status;
2. Ensuring courses shall not be offered separately on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status;
 - a. Portions of classes which deal exclusively with human sexuality may be conducted in separate developmentally appropriate sessions for male and female pupils, provided that the course content for such separately conducted sessions is the same.
3. Reducing or preventing the underrepresentation of minority, female, and male pupils in all classes and programs including gifted and talented, accelerated, and advanced classes;
4. Ensuring that schools demonstrate the inclusion of a multicultural curriculum in its instructional content, materials and methods, and that pupils understand the basic tenet of multiculturalism;
5. Ensuring that African American history, as well as the history of other cultures, is infused into the curriculum and taught as part of the history of the United States, pursuant to N.J.S.A. 18A:35-1 and the New Jersey Core Curriculum Content Standards; and



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6. Ensuring that instruction on the Holocaust and other acts of genocide is included in the curriculum of all elementary and secondary schools, as developmentally appropriate, pursuant to N.J.S.A. 18A:35-28.

The Board of Education shall ensure all pupils have access to adequate and appropriate counseling services. When informing pupils about possible careers, professional or vocational opportunities, the Board shall not restrict or limit the options presented to pupils on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status. The district will not use tests, guidance, or counseling materials which are biased or stereotyped on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status.

The Board of Education shall ensure that the district's physical education program and its athletic programs are equitable, co-educational, and do not discriminate on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status, as follows:

1. The district shall provide separate restroom, locker room, and shower facilities on the basis of gender, but such facilities provided for pupils of each gender shall be comparable;
2. A school within the school district may choose to operate separate teams for both genders in one or more sports or single teams open competitively to members of both genders, so long as the athletic program as a whole provides equal opportunities for pupils of both genders to participate in sports at comparable levels of difficulty and competency; and
3. The activities comprising such athletic programs shall receive equitable treatment, including, but not limited to, staff salaries, purchase and maintenance of equipment, quality and availability of facilities, scheduling of practice and game time, length of season, and all other related areas or matters.

N.J.S.A. 18A:36-20

N.J.A.C. 6A:7-1.7

Adopted:



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[See POLICY ALERT Nos. 167 and 191]

2415.01 ACADEMIC STANDARDS, ACADEMIC ASSESSMENTS, AND ACCOUNTABILITY

The No Child Left Behind Act of 2001 (NCLB), a reauthorization of the Elementary and Secondary Education Act (ESEA), requires New Jersey to implement a single accountability system to include challenging academic content and academic achievement standards. The accountability requirements under NCLB were built on the foundation of the former Improving America's Schools Act (IASA).

To meet the Federal requirements, New Jersey has adopted the New Jersey Single Accountability System. State assessments in language arts literacy and mathematics are based on the New Jersey Core Curriculum Content Standards. All pupils enrolled in New Jersey public schools, plus all pupil subgroups, must meet the proficiency benchmarks to ensure the goal of 100% proficiency. Pupils must score either "proficient" or "advanced proficient" on the assessments to be counted toward meeting the benchmarks.

Schools are evaluated using adequate yearly progress (AYP) indicators. Pupil achievement is determined by grade span (Elementary School – grades three through five, Middle School – grades six through eight, and High School – grades nine through twelve) and in each content area. There are indicators that must be met (including participation and proficiency rates) plus a secondary indicator. A safe harbor calculation is applied to measure significant progress if the benchmark is missed. When a school does not meet AYP for two consecutive years in the same content area, it is designated as a "school in need of improvement."

AYP shall be calculated for all New Jersey schools under the provisions of NCLB. Schools that do not meet AYP as defined under NCLB are placed into one of the following categories. Title I schools in need of improvement must implement the sanctions for each category.

Year 1 – Early Warning: A school that does not make AYP for one year is placed into "early warning" status.



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Year 2 – In Need of Improvement/School Choice: A school that does not make AYP for two consecutive years in the same content area is designated as a “school in need of improvement.” Parents/legal guardians shall be promptly notified if their child’s school has been designated as in need of improvement. For Title I schools certain interventions apply, including intradistrict school choice (or supplemental educational services if choice is not available) and development of a school improvement plan (Title I Unified Plan). The district must offer the school technical assistance to address the areas that caused the school to be in need of improvement. Parents/legal guardians shall be notified of their right to request intradistrict public school choice and parents/legal guardians of eligible pupils shall be notified of the availability of supplemental educational services, if choice is not available, including the provider list Web address.

Year 3 – In Need of Improvement/Supplemental Educational Services (SES): A school that does not make AYP for three consecutive years in the same content area shall continue to be identified as a “school in need of improvement.” The Title I school must continue to offer intradistrict school choice and must also offer SES to eligible pupils. Technical assistance must continue to be offered by the district, parents must receive notification of the school’s status, and the school improvement plan (Title I Unified Plan) is updated annually. Parents/legal guardians of eligible pupils shall be notified of the availability of supplemental educational services, if choice is not available, including the provider list Web address.

The New Jersey Department of Education (NJDOE) offers school support by engaging a team of experienced professionals to conduct an extensive school review called Collaborative Assessment and Planning for Achievement (CAPA). The CAPA team interviews stakeholders and staff, reviews school and district documents, and conducts on-site observations to develop a report that contains recommendations for school improvement, which then becomes part of the Title I Unified Plan.



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Year 4 – Corrective Action: A school that does not make AYP for four consecutive years in the same content area is identified as a school in corrective action. The Title I school must continue to offer intradistrict school choice and SES, notify parents of the school's status, revise its school improvement plan (Title I Unified Plan), and receive technical assistance from the district and the NJDOE.

The district must take at least one of the following corrective actions:

1. Provide, for all relevant staff, appropriate, scientifically research-based professional development that is likely to improve academic achievement of low-performing pupils.
2. Institute a new curriculum grounded in scientifically-based research and provide appropriate professional development to support its implementation.
3. Extend the length of the school year or school day.
4. Replace the school staff who are deemed relevant to the school not making adequate progress.
5. Significantly decrease management authority at the school.
6. Restructure the internal organization of the school.
7. Appoint one or more outside experts to advise the school how to revise and strengthen the improvement plan it created while in school improvement status and how to address the specific issues underlying the school's continued inability to make AYP.

Year 5 – Planning for Restructuring: A Title I school that does not make AYP for five consecutive years in the same content area must plan to restructure. The restructuring plan is implemented at the beginning of the following school year if the school continues to miss AYP benchmarks and moves to Year 6. During the planning year, the Title I school must continue to offer intradistrict school choice and SES, notify parents of the school's status and invite parent input during the restructuring process, and receive technical assistance from the district and the NJDOE. The technical assistance design for a school being restructured emphasizes the following:



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1. The importance of improving instruction by using strategies grounded in scientifically-based research so that all children in the school achieve proficiency in the core academic subjects of language arts and mathematics.
2. The importance of analyzing and applying data in decision-making.

The restructuring plan must include one of the following alternative governance systems for the school as outlined by NCLB regulations and consistent with New Jersey practice and statutes:

1. Implement any major restructuring of the school's governance that is consistent with the principles of restructuring as set forth in the No Child Left Behind Act.
2. Re-open the school as a public charter school as defined by State statute and regulation (N.J.S.A. 18A:36A-1 et seq. and N.J.A.C. 6A).
3. Replace all or most of the school staff, which may include the Principal, who are relevant to the school's inability to make adequate progress (consistent with existing contractual provisions and applicable statutory protections in Title 18A).

Year 6 – Restructuring-1: A Title I school that does not make AYP for six consecutive years in the same content area must implement the approved restructuring plan. The Title I school must continue to offer intradistrict school choice and SES, notify parents of the school's status and invite parent input and support during the implementation process, and receive technical assistance from the district and the NJDOE. Technical assistance is critical to help school staff remain focused on increasing pupil achievement while the school is adjusting to potentially radical changes in its administration and governance structures. A CAPA visit will occur at the school to determine the fidelity of implementation of the restructuring plans and to review the governance structure of the school.



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Year 7 (and over) – Restructuring-2 (and over): If the school has not made AYP for seven or more consecutive years, the NJDOE will meet with school and district administrators to continually review implementation of the restructuring plan/Title I Unified Plan. Benchmark meetings with NJDOE staff, the school, and the district will occur twice a year to assess and support implementation of the school improvement plan.

Removal from Early Warning/Improvement Status: To be removed from early warning or improvement status, the school must make AYP for two consecutive years in the content area that caused the school to go into status, providing the school makes AYP in the other content areas. The first year of making AYP is a “hold year” and the school does not progress to the next sanction level, but must continue to implement current interventions. If the school does not make AYP the year following “hold,” the school goes back into improvement status at the level prior to the hold year.

No Child Left Behind Act of 2001, §1111

Adopted:



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[See POLICY ALERT Nos. 175, 182, 188, 189 and 191]

6360 POLITICAL CONTRIBUTIONS

Political Contribution Disclosure Requirements

In accordance with the requirements of Section 2 of P.L. 2005, Chapter 271 (N.J.S.A. 19:44A-20.26), the Board of Education shall have on file, to be maintained with other documents related to a contract, the following documents to award a ~~“non fair and open”~~ contract to any business entity receiving a contract with an anticipated value in excess of \$17,500, **regardless of the basis upon which the contract is awarded:**

1. A Political Contribution Disclosure (PCD) form submitted by the business entity (at least ten days prior to award); and
2. A Business Registration Certificate (anytime prior to award).

“Business entity” means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other State or foreign jurisdiction.

~~A “non fair and open” procurement process is one that does not meet the standards defined in N.J.S.A. 19:44A-20.7 as a “fair and open process.” “Fair and open” is defined as being:~~

- ~~1. Publicly advertised (either conventionally in newspapers or posted on the district website) in sufficient time (at least ten calendar days) to give notice in advance of the contract, and~~
- ~~2. Awarded under “a process that provides for public solicitation or proposals or qualifications,” and~~
- ~~3. Awarded under criteria established in writing by the Board prior to the solicitation of proposals or qualifications, and~~
- ~~4. Publicly opened and announced when awarded by the Board.~~



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~~A PCD form is not required to be submitted by a business entity if the contract is awarded under a "fair and open" process as outlined above. Public bidding and competitive contracting models meet the requirements of a "fair and open" process. In addition, contracts awarded by a lead agency in a cooperative purchasing program or as a State contract are considered awarded under a "fair and open" process and a PCD form is not required.~~

The \$17,500 contract amount is not related to the Board's bid threshold and does not exempt the district from the requirements of the Public School Contracts Law or other applicable purchasing statutes.

~~Contracts less than the bid threshold but higher than \$17,500 (a.k.a. "window contracts") fall under PCD requirements, but have special circumstances.~~

- ~~1. If these contracts are awarded as a "fair and open" contract, a PCD form is not required, and the contract must be approved by the Board.~~
- ~~2. If these contracts are awarded as a non-fair and open contract and the contract is in excess of \$17,500, a PCD form is required. If generally authorized by the Board to award these contracts, the School Business Administrator/Board Secretary can award these contracts.~~

The \$17,500 contract amount threshold is subject to the principle of aggregation rules in accordance with the Division of Local Government Services guidance. Unlike the Public School Contracts Law, aggregation thresholds for this Policy and Chapter 271 purposes shall be calculated at the vendor level – meaning, when a vendor receives more than \$17,500 in a school district's fiscal year, a PCD form shall be required.

~~There is a range of goods and services that are exempt from bidding (N.J.S.A. 18A:18A-5 et seq.) which are subject to Chapter 271 (i.e. professional services, perishable food, textbooks, educational and library media material, proprietary software or software maintenance, child study consultants, etc.). School districts can meet the fair and open requirement by using the "request for qualification" (RFQ) approach to a fair and open process. Using this model, a Board can specify the desired qualifications, establish criteria for, and award open-ended~~



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~~contracts (for terms as allowed by law) based on those proposals, which may or may not include pricing proposals. Orders for specific services would then be placed, as needed, with individual contractors based on price quotations, ability, or availability of specific goods or services. A RFQ does not require an evaluation based on price—it can be based on skills, ability to deliver a certain product, or range and breadth of product line—with price being agreed upon at the end of the evaluation process.~~

The disclosure provisions of N.J.S.A. 19:44A-20.26 do not apply in cases where there is a "public emergency" that requires the immediate delivery of goods or services.

Insurance companies and banks are prohibited under State law from making political contributions. However, because the PCD form reflects contributions made by partners, Boards of Directors, spouses, etc., PCD forms are required ten days prior to the approval of a depository designation resolution or insurance company contract awarded by the Board. A PCD form is also required when a contract in excess of \$17,500 is made to an insurance broker. A PCD form is required from the company receiving the contract, regardless of the entity issuing an insurance policy.

PCD forms are required for Board of Education contracts in excess of \$17,500 with a New Jersey Department of Education "Approved In-State Private School for the Disabled." Chapter 271 also applies to in-State private special education schools, supplemental educational services under NCLB, early childhood school providers – DHS approved, and other similar programs.

If the school district spends more than \$17,500 in a school year with a newspaper, the selection of the newspaper is subject to the provisions of Chapter 271. ~~In this case, using the RFQ approach may be useful.~~

PCD forms are not required for regulated public utility services, as the Board is required by the Board of Public Utilities to use a specific utility. This exception does not apply to non-regulated public utility services, such as generated energy (not tariffed), or long-distance telephone services where other procurement practices are used.



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PCD forms are not required for membership to the New Jersey School Boards Association.

A non-profit organization having proper documentation from the Internal Revenue Service (IRS) showing it is registered with the IRS as a 501(c) type corporation is not required to file a PCD form.

A PCD form is not required for contracts with governmental agencies, including State colleges and universities.

If the original contract provided for the possibility of an extension(s), Chapter 271 compliance is not required if the extension/continuation is based on that original contract.

N.J.S.A. 19:44A-1 et seq.

N.J.A.C. 6A:23A-6.3

New Jersey Department of Community Affairs Local Finance Notices - 6/4/07 & 1/15/10

Adopted:



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[See POLICY ALERT Nos. 182 and 191]

6362 CONTRIBUTIONS TO BOARD MEMBERS AND CONTRACT AWARDS

As a condition of receiving State aid, the school district shall comply with the provisions of N.J.A.C. 6A:23A-6.3 to ensure the school district maintains honest and ethical relations with vendors and shall guard against favoritism, improvidence, extravagance, and corruption in its contracting processes and practices.

For the purposes of this Policy, "business" means any corporation, partnership, firm, enterprise, franchise, trust, association, sole proprietorship, union, political organization, or other legal entity but shall not include a local public school district or any other public entity. "Business entity" means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other State or foreign jurisdiction. "Interest" means the ownership or control of more than ten percent of the profits or assets of a business entity or ten percent of the stock in the case of a business entity that is a corporation for profit, as appropriate.

In accordance with the provisions of N.J.A.C. 6A:23A-6.3:

1. No Board of Education will vote upon or award any contract in the amount of \$17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L. 1973, c. 83 (N.J.S.A. 19:44A-1 et seq.) to a member of the Board of Education during the preceding one-year period.
2. Contributions reportable by the recipient under P.L. 1973, c. 83 (N.J.S.A. 19:44A-1 et seq.) to any member of the Board of Education from any business entity doing business with the school district are prohibited during the term of a contract.



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Contributions to Board Members and Contract Awards

3. When a business entity referred to in 2. above is a natural person, a contribution by that person's spouse or child that resides therewith shall be deemed to be a contribution by the business entity. Where a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.
4. The disclosure requirement set forth in section 2 of P.L. 2005, c. 271 (N.J.S.A. 19:44A-20.26) also shall apply when the contract is required by law to be publicly advertised for bids.

A Business Entity Disclosure Certification (BED-C) shall be submitted by the business entity for all contracts of \$17,500 or greater in order to facilitate disclosure of contributions to Board members by a business entity. The BED-C shall be reviewed prior to the award of any contract in excess of \$17,500 to ensure the Board of Education's compliance with N.J.A.C. 6A:23A-6.3(a).

The requirements of N.J.A.C. 6A:23A-6.3 shall not apply to a contract when a district emergency requires the immediate delivery of goods or services. With the exception of districts previously subject to the requirements of N.J.A.C. 6A:10-2.1(e), N.J.A.C. 6A:23A-6.3 shall not apply to contributions made prior to its effective date.

N.J.A.C. 6A:23A-6.3

Adopted:



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8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement written plans and procedures to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, pupils, and their families.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school district's plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

A copy of the school district's school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district's safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be briefed in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crisis, consistent with the school district's plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1 by ~~November 1, 2010~~. New employees shall receive this in-service training, as appropriate, within sixty days of the effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.



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Emergency and Crisis Situations

In accordance with N.J.S.A. 18A:41-1, at least one fire drill and one school security drill will be conducted each month within school hours, including any summer months, which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, **bomb threat**, or active shooter situation that is similar in duration to a fire drill. **Schools are required to hold a minimum of two active shooter, non-fire evacuation, bomb threat, and lockdown security drills annually. Fire alarm systems shall be initiated only during a fire drill evacuation. Responses made necessary by the unplanned activation of emergency procedures or by any other emergency shall not be substituted for a required school security drill.**

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. Although these outside agencies are not required to observe school security drills, the Principal is encouraged to invite representatives from local law enforcement and emergency responder agencies to attend and observe at least four different security drills annually.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds as provided by the New Jersey Office of Homeland Security and Preparedness.

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3

N.J.S.A. 18A:41-1 et seq.

N.J.A.C. 6A:16-5.1; 6A:27-11.2

Adopted:



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R 8420 EMERGENCY AND NON-FIRE EVACUATION PLAN

The need for orderly and safe evacuation during certain situations is critical to the safety of the occupants of a school building. If such a threat is deemed immediate, credible, and reasonable, the Principal or designee may order a non-fire building evacuation. In the event the Principal or designee believes a threat does not exist or immediate evacuation is not required, the Principal or designee shall review the situation with the Superintendent of Schools, who may consult with local law enforcement officials to review the threat risk.

A. Procedures in the Event it is Determined a Non-Fire Evacuation is Warranted

1. The Principal or designee will immediately order a non-fire evacuation of the school building. The notification process may be the school's fire alarm system, a notice over the school's public address system, or any other method deemed appropriate by the Principal or designee to inform building occupants to evacuate the school building. The evacuation may be an entire or partial building evacuation depending on the circumstances.
2. The Principal or designee will:
 - a. Immediately call local law enforcement officials;
 - b. Immediately call the Superintendent of Schools;
 - c. Ensure any school buses enroute to the school or other vehicles entering the school grounds are redirected to a designated alternative location pending further instructions from law enforcement officials;
 - d. Notify and maintain contact with the Superintendent of Schools regarding the communication to be released to parents, community and media; and
 - e. Allow local enforcement officials to control the scene upon their arrival.



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Emergency and Non-Fire Evacuation Plan

3. School staff members, upon receiving notice the school needs to be evacuated, will:
 - a. Direct pupils to gather personal belongings in the classroom or within their immediate area;
 - b. Instruct pupils not to use any electronic communication device until instructed otherwise;
 - c. Close the windows and doors of their vacated rooms and turn off any light or electrical switch;
 - d. Take the pupil roster and the day's attendance;
 - e. Lead their class or the pupils under their supervision upon receiving the evacuation notice to the evacuation area;
 - f. Take attendance when arriving at the evacuation area and report any additional pupils or missing pupils to the Principal or designee;
 - g. Not allow any pupil to re-enter the building, leave the evacuation area, or be dismissed from school unless authorized by the Principal or designee or law enforcement officials; and
 - h. Not speak to the media or permit media to interview any pupil.

B. Procedures After it is Determined the School Building Can be Reoccupied

1. The Principal or designee, upon a determination by school and law enforcement officials that the threat or risk is concluded, will direct the reoccupation of the building.
2. If it is determined the building is not safe to re-enter, the Principal or designee will notify school officials of the situation at the evacuation assembly locations. If it is determined pupils will be released for the day, the Principal or designee, in consultation with the Superintendent of Schools, will coordinate pupil dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.



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3. The school district will provide school district staff and other school district crisis response team members to provide counseling and support as needed.

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R 8420.2 BOMB THREATS

A. Definition

A "bomb threat" consists of a message to a school employee, regardless of the source or form or truth of the message, that someone has placed or intends to place in the school an explosive device or any material that will cause significant harm to persons in the school or damage to school property. **The bomb threat message may be a telephone call, written, e-mailed, rumored, graffiti or any other communication method.**

AB. Procedures Receipt of When a Bomb Threat is Received

1. A bomb threat received by any school employee will be immediately relayed to the school Principal or **designee** the person designated to act on behalf of an absent Principal.
2. A written bomb threat should be placed in a folder or a folded paper and should be handled as little as possible.
3. If possible, a telephoned bomb threat should be transferred to the Principal or **designee**.
 - a. The Principal or other person who talks to the caller will attempt to keep the caller on the line as long as possible **to enhance the chance to identify the telephone caller and will alert a third party, who will attempt to trace the call through the telephone company.**
 - b. The person talking to the caller should attempt to obtain, by direct questioning and by listening to background clues, and record in writing as much information as possible about:
 - (1) The alleged bomb (e.g., its nature, size, specific location, **what will cause detonation, detonation time**);



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- (2) The caller (e.g., name, **address**, location, gender, age, background, motive);
- (3) The identity of the person who placed the bomb, if the caller denies responsibility; and
- (4) The means by which the bomb was delivered to the site;
- (5) The caller's voice (e.g., calm, angry, excited, slow, rapid, loud, slurred, distinct, familiarity); and
- (6) Background sounds (e.g. street noises, music, office or factory machinery, animal noises, voices).

BC. Response Procedures to be Used After a Bomb Threat is Received

1. The Principal or designee will immediately call:
 - a. The Police Department/local law enforcement;;
 - b. The Fire Department;; and
 - c. The Superintendent's office.
2. If the Principal or designee determines there is reasonable cause to believe an explosive device is present and an immediate evacuation is warranted, ~~the Principal or designee will shall determine to order the immediate evacuation of evacuate the school building. The evacuation will be conducted as follows in accordance with the fire drill procedures established in Regulation No. 8420.1, with the following exceptions:~~
 - a. The fire drill alarm ~~will~~ may include a building designated code to indicate that a bomb threat has been received;
 - b. ~~Teachers will conduct a quick survey of their classrooms for any suspicious or unfamiliar object;~~



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- be. If the Principal or designee determines that time permits, pupils will empty their lockers and leave them unlocked; and
 - d. ~~Teachers will leave the windows and doors of their vacated rooms open; and~~
 - ce. School staff members and pPupils will be evacuated eseorted to a waiting place at least 350 1000 feet from the school building and behind cover or to a predetermined area outside the school building.
3. If the Principal or designee determines an immediate evacuation is not warranted the building will not be immediately evacuated until law enforcement officials arrive on the scene and are provided control of the bomb threat situation.
4. The Principal or designee will also:
- a. Prohibit the use of any electronic communication devices to include, but not be limited to cellular telephones and walkie-talkies;
 - b. Ensure any school buses enroute to the school or other vehicles entering the school grounds are redirected to a designated alternative location pending further instructions from law enforcement officials;
 - c. Notify and maintain contact with the Superintendent of Schools regarding the communication to be released to parents, community and media; and
 - d. Allow law enforcement officials to control the scene upon their arrival.
5. School staff members, upon receiving notice the school is being evacuated for a bomb threat, will:



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- a. Direct pupils to gather personal belongings in the classroom or within their immediate area;
 - b. Instruct pupils to not use any electronic communication device until instructed otherwise;
 - c. Conduct a quick visual survey of their classrooms for any suspicious or unfamiliar objects and report such to the Principal or designee;
 - d. Leave the windows and doors of their vacated rooms open and do not turn on or turn off any light or electrical switch;
 - e. Take the pupil roster and the day's attendance;
 - f. Lead their class or the pupils under their supervision upon receiving the evacuation notice to the evacuation area;
 - g. Take attendance when arriving at the evacuation area and report any additional pupils or missing pupils to the Principal or designee;
 - h. Not allow any pupil to re-enter the building, leave the evacuation area, or be dismissed from school unless authorized by the Principal or designee or law enforcement officials; and
 - i. Not speak to the media or permit media to interview any pupil.
3. ~~The Principal will quickly form a search team of volunteer teachers, office and cafeteria workers, custodians, and administrators to conduct a superficial search of the entire school premises.~~



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- a. ~~Searchers will examine the portions of the building with which they are most familiar. Particular attention will be given to stairways and hallways near building entrances and to any sign of a forced entry into the school.~~
 - b. ~~No walkie talkie or other radio transmission device shall be used in the conduct of the search.~~
 - c. ~~Each searching party will report back to the Principal the results of its survey.~~
 - d. ~~Any suspicious or unfamiliar object will be immediately reported to the Police Department, which will send a bomb disposal unit to the school. Any such object shall not be touched or disturbed in any way by a school employee.~~
4. ~~If an object is reported to the Police Department and the school has not already been evacuated, the school shall be immediately evacuated in accordance with the evacuation procedures set forth in paragraph C2.~~
65. **If law enforcement officials determine the building can be re-entered, the Principal or designee will order the building to be re-entered. the search team finds no suspicious or unfamiliar object or after the bomb disposal unit removes the object, the Principal will sound the recall signal to bring pupils back into the school building. The regular instructional program will be resumed as quickly as possible. If the bomb threat disruption has occurred late in the school day, the Principal may recommend to the Superintendent that the school be closed and pupils dismissed.**
7. **In the event an explosive device is found in the school building or on school grounds threatening the safety of staff and pupils, the Principal or designee will:**
- a. **Work with law enforcement officials to ensure the continued safety of pupils and staff;**
 - b. **Notify school officials at the evacuation assembly locations of the situation that pupils will be released for the day; and**



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- c. In consultation with the Superintendent of Schools and law enforcement officials, will coordinate pupil dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.
- 8. The school district will provide school district staff and other school district crisis response team members to provide counseling and support as needed.
- 96. All bomb threat procedures will be conducted with seriousness and dispatch. It is the intention of these regulations that the school community be protected against harm without conferring notoriety on the person who threatens harm.
- 107. In the event an explosion occurs while the building is evacuated, ~~school officials and staff members will respond in accordance with procedures in Regulation No. 8420.3.~~ the Principal or designee, in consultation with the Superintendent of Schools and law enforcement officials, will coordinate pupil dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.
- 118. The Principal will submit to the Superintendent a written report of each bomb threat received, the steps taken in response, and the outcome of the threat.

These procedures are recommended for implementation in the event a bomb threat is received. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if it is determined modification is needed to best protect the building's occupants.

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[See **POLICY ALERT** Nos. 183 and 191]

R 8420.7 LOCKDOWN PROCEDURES

In the event it is determined by the Principal or designee a circumstance or situation requires the school building's occupants to remain secure within the school building, the Principal or designee may implement lockdown procedures. The following procedures shall be enacted during a lockdown which shall begin with notification to the building's occupants that all occupants should commence lockdown procedures. The notification may be a public address announcement or may be a discreet notification depending on the circumstance or situation.

A. Procedures in the Event it is Determined a Lockdown is Warranted

1. The Principal and/or designee will immediately:
 - a. ~~Inform the Superintendent of Schools of such action;~~
 - b. **Contact local law enforcement;**
 - c. **Deactivate fire alarm pull stations without disengaging the fire sensors, if feasible, until law enforcement officials arrive on scene; and**
 - d. **Deactivate school bell systems, if feasible, until law enforcement officials arrive on scene.**
2. The Principal and/or designee will also:
 - a. **Communicate to any staff outside the building to stop pedestrians and vehicles, including school buses, from entering the school grounds;**
 - b. **Assign a staff member in the main office to maintain communication with classrooms and monitor status and, if needed, designate a staff member to meet and brief local law enforcement upon their arrival;**



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- c. **Determine, in consultation and with the approval of the Superintendent of Schools, the most appropriate means to communicate information to be released to parents, community, and media; and**
 - d. **Will allow local law enforcement officials to control the scene upon their arrival.**
- 32. **School staff members, upon receiving notice the school needs to be in a lockdown situation, will:**
 - a. **Turn off all lights, close blinds/shades and turn off electronic equipment (unless it is a bomb threat);**
 - b. **Instruct pupils to be absolutely quiet and discourage the individual use of cellular telephones;**
 - c. **Instruct classroom occupants to get on the floor in a sitting or crouching position and direct pupils away from doors and windows wherever possible;**
 - d. **Close and lock doors and windows from inside the room, if possible;**
 - e. **Secure all staff, pupils and visitors, including those from hallways, behind locked doors, restrooms, gymnasiums, and other non-classroom areas without risking their own safety or the safety of others already secured direct pupils to an area that may be secured or locked from inside the room or area;**
 - f. **Not permit anyone to leave a secured room or area until notified by the Principal or designee or law enforcement officials; and**
 - g. **Ignore bells or alarms unless otherwise notified by the Principal or designee or law enforcement officials.**



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43. Any school staff member not supervising pupils at the time of the lockdown notification should go to the nearest classroom or secure area to assist other staff members with pupils. These staff members should ensure any pupils in hallways and other unsecured and open areas are taken to the nearest classroom and/or secured area.
54. Teachers shall take pupil attendance for the pupils within their secured area and **report any additional pupils in the room and note any missing pupils.**
65. Office personnel should remain in the general office areas or any other area that can be secured from the inside. All office doors shall be locked and secured to prevent entrance by an outside intruder.
76. The building's occupants should remain in lockdown condition until an announcement indicating the lockdown is over.
87. Lockdown Procedures for Those in Exposed Areas - Physical education classes using outside facilities shall, under the direction of the teacher, report to the nearest school entrance and upon entering the building locate to a secure classroom or location within the building. If there is reason to believe these pupils may be at risk re-entering the building, ~~the teacher may be instructed to~~ **pupils may be remove the children directed to another secure location off school grounds and/or away from the building.**

B. Procedures After Lockdown Situation is Brought Under Control

1. **After the lockdown situation has been brought under control, the Principal or designee or law enforcement officials will communicate to building occupants the lockdown situation has ended.**
2. **Evacuation of the building after the lockdown situation has been declared under control shall be under the direction of the Principal or designee and law enforcement officials.**



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3. The Principal or designee, in consultation and with the approval of the Superintendent of Schools, will coordinate family reuniting procedures.
4. The school district will provide school district staff and other school district crisis response team members to provide counseling and support as needed.
5. The Principal or designee will debrief with local law enforcement and all other agencies involved in the school lockdown situation.

These lockdown procedures are recommended for implementation in the event it is determined a lockdown is needed. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if he/she determines modification is needed to best protect the building's occupants.

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[See POLICY ALERT Nos. 190 and 191]

8740 BONDING

The Board of Education recognizes that the prudent trusteeship of the resources of this district dictates that employees responsible for the safekeeping of district moneys and property be bonded.

The Board directs the indemnification of the district against loss of money and property by the bonding of the Treasurer of School Moneys in accordance with the requirements of N.J.A.C. 6A:23A-16.4 and by the bonding of the Board Secretary in accordance with the requirements of N.J.S.A. 18A:17-6 ~~rules of the State Board of Education~~. If the district does not have a Treasurer of School Moneys, the Board will ensure surety bonds are obtained in accordance with the rules of the State Board of Education. All other employees ~~may shall~~ be covered under a blanket bond in an amount to be determined by the Board or as required by the rules of the State Board of Education.

The Board shall bear the cost of bonding each employee required to be bonded by law or by this policy.

N.J. Consti., Art. 7, §1, 4

N.J.S.A. 18A:6-58; 18A:17-6; 18A:17-26; 18A:17-32

N.J.A.C. ~~6A:23-2.5~~ 6A:23A-16.4

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1140 AFFIRMATIVE ACTION PROGRAM

The Board of Education shall adopt and implement written educational equality and equity policies in accordance with the provisions of N.J.A.C. 6A:7 – Managing For Equality And Equity In Education.

The Board's affirmative action program shall recognize and value the diversity of persons and groups within society and promote the acceptance of persons of diverse backgrounds regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status. The affirmative action program will also promote equal educational opportunity and foster a learning environment that is free from all forms of prejudice, discrimination, and harassment based upon race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status in the policies, programs, and practices of the Board of Education.

The Board shall inform the school community it serves of these policies in a manner including, but not limited to, the district's customary methods of information dissemination. The Board shall develop a Comprehensive Equity Plan once every three years, which shall identify and correct all discriminatory and inequitable educational and hiring policies, patterns, programs, and practices affecting its facilities, programs, pupils, and staff.

The Board shall assess the district's needs for achieving equality and equity in educational programs based on an analysis of pupil performance data such as: National Assessment of Educational Progress and State assessment results, Pre-Kindergarten through grade twelve promotion/retention data, Pre-Kindergarten through grade twelve completion rates; re-examination and re-evaluation of classification and placement of pupils in special education programs if there is an over representation within certain groups; staffing practices; pupil demographic and behavioral data; quality of program data; and stakeholder satisfaction data prior to developing the Comprehensive Equity Plan. The purpose of the needs assessment is to identify and eliminate discriminatory practices and other barriers in achieving equality and equity in educational programs.



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Affirmative Action Program

The Board shall annually designate a member of its staff as the Affirmative Action Officer and form an Affirmative Action Team, of whom the Affirmative Action Officer is a member, to coordinate and implement the requirements of N.J.A.C. 6A:7 – Managing For Equality And Equity in Education. The Board shall assure that all stakeholders know who the Affirmative Action Officer is and how to access him or her.

The Affirmative Action Officer must have a New Jersey standard certification with an administrative, instructional, or educational services endorsement, pursuant to N.J.A.C. 6A:9 et seq. The Affirmative Action Officer shall: coordinate the required professional development training for certificated and non-certificated staff pursuant to N.J.A.C. 6A:7-1.6; notify all pupils and employees of district grievance procedures for handling discrimination complaints; and ensure the district grievance procedures, which include investigative responsibilities and reporting information, are followed.

The Affirmative Action Team shall: develop the Comprehensive Equity Plan pursuant to N.J.A.C. 6A:7-1.4(c); oversee the implementation of the district's Comprehensive Equity Plan pursuant to N.J.A.C. 6A:7-1.4(c); collaborate with the Affirmative Action Officer on coordination of the required professional development training for certificated and non-certificated staff pursuant to N.J.A.C. 6A:7-1.6; monitor the implementation of the Comprehensive Equity Plan; and conduct the annual district internal monitoring to ensure continuing compliance with State and Federal statutes governing educational equality and equity, pursuant to N.J.A.C. 6A:7-1.4(d).

The Board shall provide professional development training to all certificated and non-certificated school staff members on a continuing basis to identify and resolve problems associated with the pupil achievement gap and other inequities arising from prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status. All new certificated and non-certificated staff members shall be provided with professional development training on educational equality and equity issues within the first year of employment. Parents and other community members shall be invited to participate in the professional development training.



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Affirmative Action Program

The Commissioner or his/her designee shall provide technical assistance to local school districts for the development of policy guidelines, procedures, and in-service training for Affirmative Action Officers so as to aid in the elimination of prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status.

N.J.A.C. 6A:7-1.4; 6A:7-1.5; 6A:7-1.6

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R 8420.10 ACTIVE SHOOTER

An active shooter or armed assault in a school building or on school grounds involves one or more individuals' intent on causing physical harm to pupils and school staff. Intruders may possess weapons or other harmful devices. In an active shooter situation, one or more subjects who are believed to be armed has used or threatened to use a weapon to inflict serious bodily injury to another person and/or continues to do so while having unrestricted access to additional victims, their actions have demonstrated their intent to continuously harm others, and their overriding objective appears to be that of mass injury.

A. Procedures in the Event of an Active Shooter in the School or on School Grounds

1. If the Principal or designee determines there is an active shooter in the school or on school grounds he/she will immediately:
 - a. Order a lockdown of the school building. The notification may be a public address announcement or may be a discreet notification depending on the circumstance or situation;
 - b. Contact local law enforcement;
 - c. Inform the Superintendent of Schools;
 - d. Deactivate fire alarm pull stations without disengaging the fire sensors, if feasible, until law enforcement officials arrive on scene;
 - e. Deactivate school bell systems, if feasible, until law enforcement officials arrive on scene; and
 - f. Direct staff and pupils outside the building, if the active shooter is believed to be in the building, to move immediately to a predetermined evacuation assembly location and be prepared to evacuate the school site, if necessary.



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2. The Principal and/or designee will also:
 - a. Communicate to any staff outside the building to stop pedestrians and vehicles, including school buses, from entering the school grounds;
 - b. Assign a staff member in the main office to maintain communication with classrooms and monitor status and, if needed, designate a staff member to meet and brief local law enforcement upon their arrival;
 - c. Determine, in consultation and with the approval of the Superintendent of Schools, the most appropriate means to communicate information to be released to parents, community, and media; and
 - d. Will allow local law enforcement officials to control the scene upon their arrival.
3. School staff members, upon receiving notice there may be an intruder or active shooter in the school building or on school grounds, will:
 - a. If not already confirmed, upon first indication of an intruder or armed intruder will immediately notify the Principal or designee;
 - b. Turn off all lights, close blinds/shades, and turn off electronic equipment;
 - c. Instruct pupils to be absolutely quiet and not to use any individual electronic communication device;
 - d. Instruct classroom occupants to get on the floor in a sitting or crouching position and direct pupils away from doors and windows wherever possible;
 - e. Close and lock doors and windows from inside the room, if possible;



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- f. Secure all staff, pupils, and visitors, including those in the hallways, behind locked doors, restrooms, gymnasiums, and other non-classroom building areas without risking their own safety or the safety of others already secure;
 - g. Not permit anyone to leave a secured room or area until notified by the Principal or designee or law enforcement officials; and
 - h. Ignore bells or alarms unless otherwise notified by the Principal or designee or law enforcement officials.
- 4. Any school staff member not supervising pupils at the time of the lockdown notification should go to the nearest classroom or secure area to assist other staff members with pupils. These staff members should ensure any person in hallways and other unsecured and open areas are taken to the nearest classroom and/or secured area.
- 5. Teachers shall take pupil attendance for the pupils within their secured area and report any additional pupils in the room and any missing pupils.
- 6. Office personnel should remain in the general office areas or any other area that can be secured. All office doors shall be locked and secured to prevent entrance by an outside intruder.
- 7. The building's occupants should remain in lockdown condition until an announcement indicating the lockdown is over.
- 8. Physical education classes using outside facilities, under the direction and supervision of the teacher, shall report to the nearest school entrance and upon entering the building locate to a secure classroom or location within the building. If there is reason to believe pupils outside the school building may be at risk re-entering the building, the pupils may be directed to another secure location off school grounds and/or away from the building.



REGULATION GUIDE

OPERATIONS
R 8420.10/page 4 of 5
Active Shooter

9. The school may establish a predetermined code word or procedure for a staff member to communicate with the school office or administrative staff in the event an intruder enters a classroom or other secured area.
10. The Principal or designee may establish with local law enforcement officials a notification procedure in the event an active shooter or intruder is believed to be in the school building. The notification procedure would alert law enforcement officials if a classroom or other secured area is safe and secure or if emergency assistance is needed. The procedure may be a color card system placing colored cards inside or outside doors or windows or any other procedure agreed to by the Principal and local law enforcement.

B. Procedures After Active Shooter Situation is Brought Under Control

1. After the active shooter situation has been brought under control, the Principal or designee or law enforcement officials will communicate to building occupants the active shooter situation has ended.
2. Evacuation of the building after the active shooter situation has been declared under control shall be under the direction of the Principal or designee and law enforcement officials.
3. The Principal or designee, in consultation and with the approval of the Superintendent of Schools, will coordinate family reunification procedures.
4. The school district will provide school district staff and other crisis response team members to provide counseling and support as needed.
5. The Principal or designee will debrief with local law enforcement and all other agencies involved in the active shooter situation.
6. The Superintendent of Schools, in consultation with the Principal and law enforcement officials, will determine when school can resume normal activities and will communicate this information to staff, parents, and the community.



REGULATION GUIDE

OPERATIONS

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Active Shooter

These active shooter procedures are recommended for implementation in the event it is determined an active shooter may be in a school building or on school grounds. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if he/she determines modification is needed to best protect the building's occupants.

Critical Incident Response Procedures for School Administrators, Faculty and Staff – The New Jersey Office of Homeland Security and Preparedness and the New Jersey Department of Education - 2010

Adopted:

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1/19 9:29am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10 (including 16 & 17)
Interim Balance Sheet
For 6 Month Period Ending 12/31/2010

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$944,392.02
121	Tax levy receivable		\$5,497,601.00
	Accounts receivable:		
132	Interfund	\$295,631.05	
141	Intergovernmental - State	\$457,834.96	
			\$753,466.01

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

301	Estimated Revenues	\$13,342,433.00	
302	Less Revenues	(\$12,943,550.34)	
			\$398,882.66

	Total assets and resources		\$7,594,341.69
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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)
Interim Balance Sheet
For 6 Month Period Ending 12/31/2010

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year		\$6,176,913.38
	Reserved fund balance:		
760	Reserved Fund Balance		\$161,478.00
601	Appropriations	\$13,645,070.00	
602	Less : Expenditures	\$6,134,595.78	
603	Encumbrances	\$6,176,913.38 (\$12,311,509.16)	
			\$1,333,560.84
	Total Appropriated		\$7,671,952.22

--- Unappropriated ---

770	Fund Balance	\$225,026.47
303	Budgeted Fund Balance	(\$302,637.00)

TOTAL FUND BALANCE	\$7,594,341.69
TOTAL LIABILITIES AND FUND EQUITY	\$7,594,341.69

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$13,645,070.00	\$12,311,509.16	\$1,333,560.84
Revenues	(\$13,342,433.00)	(\$12,943,550.34)	(\$398,882.66)
	\$302,637.00	(\$632,041.18)	\$934,678.18
Less: Adjust for prior year encumb.	\$0.00	\$0.00	
Budgeted Fund Balance	\$302,637.00	(\$632,041.18)	\$934,678.18
	=====	=====	=====

Recapitulation of Budgeted Fund Balance by Subfund

Fund 10 (includes 10, 11, 12, and 13)	\$302,637.00	(\$632,041.18)	\$934,678.18
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	\$302,637.00	(\$632,041.18)	\$934,678.18
	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16 & 17)
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 6 Month Period Ending 12/31/2010

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$12,282,014.00	\$11,883,131.34		\$398,882.66
3XXX From State Sources	\$1,060,419.00	\$1,060,419.00		.00
TOTAL REVENUE/SOURCES OF FUNDS	\$13,342,433.00	\$12,943,550.34		\$398,882.66
	=====	=====	=====	=====
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** EXPENDITURES ***				
--- CURRENT EXPENSE ---				
11-1XX-100-XXX Regular Programs - Instruction	\$1,252,387.00	\$553,506.09	\$670,318.04	\$28,562.87
11-230-X00-XXX Basic Skills - Remedial Instruction	\$89,000.00	\$34,817.43	\$50,444.00	\$3,738.57
11-240-X00-XXX Bilingual Education - Instruction	\$58,000.00	\$22,738.00	\$34,107.00	\$1,155.00
11-3XX-100-XXX Voc. Programs - Local - Instruction	\$3,234,918.14	\$1,258,268.08	\$1,700,287.20	\$276,362.86
11-401-100-XXX School-Spon. Cocurr. Acti-Instr	\$54,000.00	\$22,131.32	\$27,755.93	\$4,112.75
11-402-100-XXX School-Spons. Athletics - Instruction	\$58,372.00	\$21,046.35	\$28,822.77	\$8,502.88
--- UNDISTRIBUTED EXPENDITURES ---				
11-800-330-XXX Community Services Programs-				
11-000-213-XXX Health Services	\$151,900.00	\$78,672.66	\$70,292.60	\$2,934.74
11-000-218-XXX Guidance	\$481,676.00	\$247,087.25	\$234,333.38	\$255.37
11-000-219-XXX Child Study Teams	\$169,500.00	\$102,313.61	\$63,150.59	\$4,035.80
11-000-221-XXX Improvement Of Inst./Other Support				
Improvement of Inst. Serv.	\$310,900.00	\$176,974.28	\$115,052.56	\$18,873.16
11-000-222-XXX Educational Media Serv/School Library	\$209,000.00	\$92,630.48	\$104,385.35	\$11,984.17
11-000-223-XXX Instructional Staff Training Services	\$13,000.00	\$8,958.49	\$3,222.01	\$819.50
11-000-230-XXX Supp. Serv.-General Administration	\$549,993.00	\$293,579.47	\$230,765.12	\$25,648.41
11-000-240-XXX Supp. Serv.-School Administration	\$795,979.00	\$340,142.48	\$425,248.91	\$30,587.61
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$635,000.00	\$338,048.84	\$275,366.17	\$21,584.99
11-000-261-XXX Allowable Maint. for School Facilities	\$950,744.00	\$432,199.75	\$404,728.28	\$113,815.97
11-000-262-XXX Custodial Services	\$1,253,000.00	\$604,373.86	\$581,979.57	\$66,646.57
11-000-263-XXX Care and Upkeep of Grounds	\$14,500.00	\$9,860.00	\$3,675.00	\$965.00
11-000-266-XXX Security	\$111,120.00	\$52,696.74	\$58,003.79	\$419.47
11-000-270-XXX Student Transportation Services	\$118,600.00	\$31,544.80	\$25,535.92	\$61,519.28
11-000-291-XXX Allocated and Unallocated Benefits	\$2,847,418.00	\$1,357,836.59	\$997,572.40	\$492,009.01
TOTAL GENERAL CURRENT EXPENSE				
EXPENDITURES/USES OF FUNDS	\$13,359,007.14	\$6,079,426.57	\$6,105,046.59	\$1,174,533.98
	=====	=====	=====	=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 GENERAL FUND - FUND 10 (including 16 & 17)
 INTERIM STATEMENTS COMPARING
 BUDGET REVENUE WITH ACTUAL TO DATE AND
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
 For 6 Month Period Ending 12/31/2010

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$44,875.86	\$0.00	\$38,395.00	\$6,480.86
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$152,546.00	.00	.00	\$152,546.00
	_____	_____	_____	_____
 TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	 \$197,421.86	 \$0.00	 \$38,395.00	 \$159,026.86
	=====	=====	=====	=====
 *** 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	\$2,664.02	\$7,991.98	.00
	_____	_____	_____	_____
 TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	 \$88,641.00	 \$55,169.21	 \$33,471.79	 \$0.00
	=====	=====	=====	=====
 TOTAL GENERAL FUND EXPENDITURES	 \$13,645,070.00	 \$6,134,595.78	 \$6,176,913.38	 \$1,333,560.84
	=====	=====	=====	=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 GENERAL FUND - FUND 10 (including 16 & 17)
 SCHEDULE OF REVENUES
 ACTUAL COMPARED WITH ESTIMATED
 For 6 Month Period Ending 12/31/2010

		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	\$298,377.20	\$383,902.80
1XXX	Miscellaneous	\$274,500.00	\$259,520.14	\$14,979.86
		-----	-----	-----
	TOTAL	\$12,282,014.00	\$11,883,131.34	\$398,882.66
		=====	=====	=====
--- 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
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$13,342,433.00	\$12,943,550.34	\$398,882.66
		=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16 & 17)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 6 Month Period Ending 12/31/2010

	Appropriations	Expenditures	Encumbrances	Available Balance
	<hr/>	<hr/>	<hr/>	<hr/>
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,129,182.00	\$506,589.08	\$617,392.92	\$5,200.00
11-140-100-106 Other Salaries for Instruction	\$45,705.00	\$2,794.32	\$42,910.68	.00
11-140-100-500 Other Purchased Services	\$5,500.00	\$966.13	.00	\$4,533.87
11-140-100-610 General Supplies	\$48,000.00	\$24,942.88	\$5,919.22	\$17,137.90
11-140-100-640 Textbooks	\$17,000.00	\$16,712.68	\$282.22	\$5.10
11-140-100-800 Other Objects	\$5,000.00	\$1,399.00	\$1,915.00	\$1,686.00
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$2,000.00	\$102.00	\$1,898.00	\$0.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$1,252,387.00	\$553,506.09	\$670,318.04	\$28,562.87
--- Basic skills/remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$85,000.00	\$34,556.00	\$50,444.00	\$0.00
11-230-100-610 General Supplies	\$4,000.00	\$261.43	.00	\$3,738.57
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$89,000.00	\$34,817.43	\$50,444.00	\$3,738.57
--- Bilingual education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$58,000.00	\$22,738.00	\$34,107.00	\$1,155.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$58,000.00	\$22,738.00	\$34,107.00	\$1,155.00
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$2,517,324.00	\$1,003,213.33	\$1,514,110.67	\$0.00
11-310-100-320 Purchased Prof.-Ed. Services	\$143,000.00	.00	.00	\$143,000.00
11-310-100-500 Other Purchased Services	\$21,000.00	\$9,873.06	\$1,621.28	\$9,505.66
11-310-100-610 General Supplies	\$272,125.00	\$114,326.30	\$53,049.95	\$104,748.75
11-310-100-640 Textbooks	\$19,000.00	\$18,152.35	\$659.52	\$188.13
11-310-100-800 Other Objects	\$7,000.00	\$4,380.00	\$2,067.00	\$553.00
	<hr/>	<hr/>	<hr/>	<hr/>
Total	\$2,979,449.00	\$1,149,945.04	\$1,571,508.42	\$257,995.54
--- Special Vocational Programs - Instruction ---				
11-320-100-101 Salaries of Teachers	\$207,345.00	\$82,938.00	\$124,407.00	\$0.00
11-320-100-500 Other Purchased Services	\$2,000.00	\$1,554.35	.00	\$445.65
11-320-100-610 General Supplies	\$39,124.14	\$17,047.18	\$4,155.29	\$17,921.67
11-320-100-640 Textbooks	\$7,000.00	\$6,783.51	\$216.49	.00
	<hr/>	<hr/>	<hr/>	<hr/>

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16 & 17)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 6 Month Period Ending 12/31/2010

	Appropriations	Expenditures	Encumbrances	Available Balance
	_____	_____	_____	_____
Total	\$255,469.14	\$108,323.04	\$128,778.78	\$18,367.32
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$41,000.00	\$13,244.07	\$27,755.93	.00
11-401-100-600 Supplies and Materials	\$13,000.00	\$8,887.25	.00	\$4,112.75
TOTAL	\$54,000.00	\$22,131.32	\$27,755.93	\$4,112.75
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$43,012.00	\$15,722.98	\$27,289.02	.00
11-402-100-500 Purchased Services	\$10,000.00	\$2,326.50	\$1,045.00	\$6,628.50
11-402-100-600 Supplies and Materials	\$5,360.00	\$2,996.87	\$488.75	\$1,874.38
TOTAL	\$58,372.00	\$21,046.35	\$28,822.77	\$8,502.88
--- UNDISTRIBUTED EXPENDITURES ---				

--- Health services ---				
11-000-213-100 Salaries	\$131,000.00	\$64,174.36	\$66,825.64	.00
11-000-213-300 Purchased Prof. & Tech. Svc.	\$14,500.00	\$10,839.26	\$726.00	\$2,934.74
11-000-213-600 Supplies and Materials	\$6,000.00	\$3,359.04	\$2,640.96	.00
11-000-213-800 Other Objects	\$400.00	\$300.00	\$100.00	.00
TOTAL	\$151,900.00	\$78,672.66	\$70,292.60	\$2,934.74
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$385,676.00	\$198,727.10	\$186,948.90	.00
11-000-218-105 Sal Sec. & Clerical Asst.	\$95,000.00	\$47,615.52	\$47,384.48	.00
11-000-218-600 Supplies and Materials	\$1,000.00	\$744.63	.00	\$255.37
TOTAL	\$481,676.00	\$247,087.25	\$234,333.38	\$255.37
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$103,000.00	\$59,064.97	\$43,935.03	.00
11-000-219-105 Sal Sec. & Clerical Asst.	\$55,000.00	\$37,673.93	\$17,326.07	.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$5,000.00	\$1,580.00	.00	\$3,420.00
11-000-219-500 Other Purchased Services	\$1,000.00	\$761.43	\$222.32	\$16.25
11-000-219-600 Supplies and Materials	\$2,000.00	\$1,271.79	\$479.84	\$248.37
11-000-219-800 Other Objects	\$3,500.00	\$1,961.49	\$1,187.33	\$351.18

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16 & 17)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 6 Month Period Ending 12/31/2010

	Appropriations	Expenditures	Encumbrances	Available Balance
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$169,500.00	\$102,313.61	\$63,150.59	\$4,035.80

--- 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	\$71,082.96	\$71,083.04	\$15,834.00
11-000-221-105 Sal Secr. & Clerical Asst.	\$69,200.00	\$31,232.28	\$37,732.72	\$235.00
11-000-221-500 Other Purchased Services	\$5,000.00	\$4,997.00	\$1.00	\$2.00
11-000-221-600 Supplies and Materials	\$2,500.00	\$439.84	.00	\$2,060.16
11-000-221-800 Other Objects	\$3,000.00	\$483.00	\$1,775.00	\$742.00
TOTAL	<hr/> \$310,900.00	<hr/> \$176,974.28	<hr/> \$115,052.56	<hr/> \$18,873.16

--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$98,000.00	\$39,272.00	\$58,728.00	.00
11-000-222-177 Salaries of Technology Coordinators	\$82,000.00	\$40,749.96	\$40,750.04	\$500.00
11-000-222-500 Other Purchased Services	\$4,000.00	\$3,077.50	.00	\$922.50
11-000-222-600 Supplies and Materials	\$21,000.00	\$7,158.72	\$3,307.31	\$10,533.97
11-000-222-800 Other Objects	\$4,000.00	\$2,372.30	\$1,600.00	\$27.70
TOTAL	<hr/> \$209,000.00	<hr/> \$92,630.48	<hr/> \$104,385.35	<hr/> \$11,984.17

--- Instructional Staff Training Services ---				
11-000-223-500 Other Purchased Services	\$11,000.00	\$7,762.79	\$3,222.01	\$15.20
11-000-223-600 Supplies and Materials	\$2,000.00	\$1,195.70	.00	\$804.30
TOTAL	<hr/> \$13,000.00	<hr/> \$8,958.49	<hr/> \$3,222.01	<hr/> \$819.50

--- Support services-general administration ---				
11-000-230-100 Salaries	\$300,000.00	\$145,752.18	\$154,247.82	\$0.00
11-000-230-331 Legal Services	\$73,873.00	\$25,858.41	\$38,473.59	\$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	\$46,608.98	\$23,059.42	\$8,331.60
11-000-230-590 Other Purchased Services	\$3,000.00	\$2,972.11	\$27.89	\$0.00
11-000-230-610 General Supplies	\$11,000.00	\$10,011.50	\$961.09	\$27.41
11-000-230-630 BOE In-House Training/Meeting Supplies	\$3,500.00	\$635.13	\$1,440.41	\$1,424.46
11-000-230-890 Misc. Expenditures	\$31,000.00	\$12,991.41	\$11,694.90	\$6,313.69
11-000-230-895 BOE Membership Dues and Fees	\$7,620.00	\$6,749.75	\$860.00	\$10.25
TOTAL	<hr/> \$549,993.00	<hr/> \$293,579.47	<hr/> \$230,765.12	<hr/> \$25,648.41

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16 & 17)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 6 Month Period Ending 12/31/2010

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$558,000.00	\$260,859.72	\$273,175.28	\$23,965.00
11-000-240-104 Salaries Other Prof. Staff	\$115,479.00	\$13,747.84	\$101,731.16	.00
11-000-240-105 Sal Secr. & Clerical Asst.	\$77,000.00	\$50,067.03	\$26,932.97	.00
11-000-240-11X Other Salaries	\$20,000.00	\$1,036.41	\$18,963.59	.00
11-000-240-500 Other Purchased Services	\$14,500.00	\$12,759.09	\$1,740.91	.00
11-000-240-600 Supplies and Materials	\$8,000.00	\$1,156.41	\$305.00	\$6,538.59
11-000-240-800 Other Objects	\$3,000.00	\$515.98	\$2,400.00	\$84.02
TOTAL	\$795,979.00	\$340,142.48	\$425,248.91	\$30,587.61
--- Central Services ---				
11-000-251-100 Salaries	\$400,000.00	\$191,616.28	\$193,815.83	\$14,567.89
11-000-251-330 Purchased Prof. Svcs.	\$28,000.00	\$11,240.11	\$16,176.81	\$583.08
11-000-251-340 Purchased Technical Svcs.	\$16,000.00	\$8,620.00	\$7,380.00	.00
11-000-251-600 Supplies and Materials	\$7,000.00	\$4,061.78	\$2,931.81	\$6.41
11-000-251-890 Other Objects	\$6,000.00	\$1,362.01	.00	\$4,637.99
TOTAL	\$457,000.00	\$216,900.18	\$220,304.45	\$19,795.37
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$131,000.00	\$75,938.28	\$55,061.72	.00
11-000-252-500 Other Pur Serv. (400-500 series)	\$31,000.00	\$29,647.16	.00	\$1,352.84
11-000-252-600 Supplies and Materials	\$16,000.00	\$15,563.22	.00	\$436.78
TOTAL	\$178,000.00	\$121,148.66	\$55,061.72	\$1,789.62
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$599,344.00	\$283,608.52	\$315,735.48	.00
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$315,400.00	\$132,427.89	\$87,865.00	\$95,107.11
11-000-261-610 General Supplies	\$26,000.00	\$11,600.19	\$1,127.80	\$13,272.01
11-000-261-800 Other Objects	\$10,000.00	\$4,563.15	.00	\$5,436.85
TOTAL	\$950,744.00	\$432,199.75	\$404,728.28	\$113,815.97
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$280,000.00	\$135,307.22	\$134,522.21	\$10,170.57
11-000-262-490 Other Purchased Property Svc.	\$49,000.00	\$26,964.11	\$22,035.89	.00
11-000-262-520 Insurance	\$204,000.00	\$147,429.93	\$32,094.07	\$24,476.00
11-000-262-621 Energy (Natural Gas)	\$380,000.00	\$232,554.81	\$115,445.19	\$32,000.00
11-000-262-622 Energy (Electricity)	\$340,000.00	\$62,117.79	\$277,882.21	.00
TOTAL	\$1,253,000.00	\$604,373.86	\$581,979.57	\$66,646.57

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16 & 17)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 6 Month Period Ending 12/31/2010

	Appropriations	Expenditures	Encumbrances	Available Balance
	-----	-----	-----	-----
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$14,500.00	\$9,860.00	\$3,675.00	\$965.00
TOTAL	\$14,500.00	\$9,860.00	\$3,675.00	\$965.00
--- Security ---				
11-000-266-100 Salaries	\$111,120.00	\$52,696.74	\$58,003.79	\$419.47
TOTAL	\$111,120.00	\$52,696.74	\$58,003.79	\$419.47
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$34,000.00	\$14,714.61	\$19,285.39	.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	\$2,800.00	\$3,269.34	\$32,930.66
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	\$1,571.00	.00	\$8,029.00
11-000-270-593 Misc. Purchased Svc.- Transp.	\$15,000.00	\$12,226.00	\$2,774.00	.00
11-000-270-610 General Supplies	\$2,000.00	\$233.19	\$182.19	\$1,584.62
11-000-270-800 Misc. Expenditures	\$3,000.00	.00	\$25.00	\$2,975.00
TOTAL	\$118,600.00	\$31,544.80	\$25,535.92	\$61,519.28
--- Benefits ---				
11-XXX-XXX-220 Social Security Contributions	\$154,120.00	\$113,057.57	\$41,062.43	.00
11-XXX-XXX-241 Other Retirement Contrb. - Regular	\$333,000.00	.00	.00	\$333,000.00
11-XXX-XXX-250 Unemployment Compensation	\$31,000.00	\$7,330.28	\$23,669.72	.00
11-XXX-XXX-260 Workman's Compensation	\$104,000.00	.00	\$104,000.00	.00
11-XXX-XXX-270 Health Benefits	\$1,857,298.00	\$870,814.02	\$828,840.25	\$157,643.73
11-XXX-XXX-280 Tuition Reimbursement	\$18,000.00	\$16,634.72	.00	\$1,365.28
11-XXX-XXX-290 Other Employee Benefits	\$350,000.00	\$350,000.00	.00	.00
TOTAL	\$2,847,418.00	\$1,357,836.59	\$997,572.40	\$492,009.01
Total Undistributed expenditures	\$8,612,330.00	\$4,166,919.30	\$3,593,311.65	\$852,099.05
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$13,359,007.14	\$6,079,426.57	\$6,105,046.59	\$1,174,533.98
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$13,359,007.14	\$6,079,426.57	\$6,105,046.59	\$1,174,533.98
	=====	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16 & 17)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 6 Month Period Ending 12/31/2010

	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	.00	\$38,395.00	\$6,480.86
Undistributed exp. - student transportation				
12-XXX-X00-730 Special schools (all programs)	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	<hr/> \$44,875.86	<hr/> \$0.00	<hr/> \$38,395.00	<hr/> \$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	.00	.00	\$117,000.00
12-000-400-800 Other objects	\$25,546.00	.00	.00	\$25,546.00
Facilits. Acqstn. Const. Sevr. -- TOTAL --	\$152,546.00	\$0.00	\$0.00	\$152,546.00
TOTAL	<hr/> \$152,546.00	<hr/> \$0.00	<hr/> \$0.00	<hr/> \$152,546.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$197,421.86	\$0.00	\$38,395.00	\$159,026.86
*** 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
TOTAL	<hr/> \$16,299.00	<hr/> \$6,009.47	<hr/> \$10,289.53	<hr/> \$0.00
--- Summer school - support services ---				
13-422-200-100 Salaries	\$10,656.00	\$2,664.02	\$7,991.98	.00
TOTAL	<hr/> \$10,656.00	<hr/> \$2,664.02	<hr/> \$7,991.98	<hr/> \$0.00
TOTAL SUMMER SCHOOL	\$88,641.00	\$55,169.21	\$33,471.79	\$0.00
TOTAL SPECIAL SCHOOLS EXPENDITURES	\$88,641.00	\$55,169.21	\$33,471.79	\$0.00

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16 & 17)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 6 Month Period Ending 12/31/2010

	Appropriations	Expenditures	Encumbrances	Available Balance
	_____	_____	_____	_____
*** EDUCATION STABILIZATION FUND **				
*** GOVERNMENT SERVICES FUND **				
TOTAL GENERAL FUND EXPENDITURES	\$13,645,070.00	\$6,134,595.78	\$6,176,913.38	\$1,333,560.84

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

For 6 Month Period Ending 12/31/2010

I, _____, Board Secretary/Business Administrator
certify that no line item account has encumbrances and expenditures,
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a).

Board Secretary/Business Administrator

Date

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

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

1/19 9:29am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 6 Month Period Ending 12/31/10

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$135,988.13
	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	\$1,090,893.05	
302	Less Revenues	(\$379,681.18)	
			\$711,211.87

	Total assets and resources		\$850,629.97
--	----------------------------	--	--------------

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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 6 Month Period Ending 12/31/10

=====

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	\$425,433.27
601	Appropriations	\$1,090,893.05
602	Less: Expenditures	\$532,127.88
603	Encumbrances	\$425,433.27 (\$957,561.15)
		\$133,331.90
	TOTAL FUND BALANCE	\$558,765.17
	TOTAL LIABILITIES AND FUND EQUITY	\$850,629.97

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 6 Month Period Ending 12/31/10

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$171,300.00	\$129,700.00		\$41,600.00
3XXX From State Sources	\$494,522.05	\$236,389.18		\$258,132.87
4XXX From Federal Sources	\$425,071.00	\$13,592.00		\$411,479.00
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$1,090,893.05	\$379,681.18		\$711,211.87
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
LOCAL PROJECTS:	\$171,300.00	\$91,421.23	\$31,100.19	\$48,778.58
STATE PROJECTS:				
Vocational education	\$146,194.80	\$59,715.87	\$57,224.50	\$29,254.43
Other special projects	\$348,327.25	\$245,371.83	\$92,984.35	\$9,971.07
	_____	_____	_____	_____
TOTAL STATE PROJECTS	\$494,522.05	\$305,087.70	\$150,208.85	\$39,225.50
FEDERAL PROJECTS:				
NCLB Title I	\$43,844.00	\$14,738.13	\$3,278.78	\$25,827.09
NCLB Title II - Part A/D	\$11,232.00	\$4,427.58	\$737.00	\$6,067.42
I.D.E.A. Part B (Handicapped)	\$100,746.00	\$51,446.11	\$40,635.53	\$8,664.36
Vocational Education	\$269,249.00	\$65,007.13	\$199,472.92	\$4,768.95
	_____	_____	_____	_____
TOTAL FEDERAL PROJECTS	\$425,071.00	\$135,618.95	\$244,124.23	\$45,327.82
*** TOTAL EXPENDITURES ***	\$1,090,893.05	\$532,127.88	\$425,433.27	\$133,331.90
	=====	=====	=====	=====

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 6 Month Period Ending 12/31/10

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

For 6 Month Period Ending 12/31/10

I, _____, Board Secretary/Business Administrator
certify that no line item account has encumbrances and expenditures,
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a).

Board Secretary/Business Administrator

Date

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

1/19 9:29am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 6 Month Period Ending 12/31/10

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$5,076.70
	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	(\$201,652.50)	
		<hr/>	\$1,845,277.25
			<hr/>
	Total assets and resources		\$2,790,720.40
			=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 6 Month Period Ending 12/31/10

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year		\$134,390.50
601	Appropriations	\$2,059,158.50	
602	Less : Expenditures	\$211,310.55	
603	Encumbrances	\$134,390.50	(\$345,701.05)
			\$1,713,457.45
	Total Appropriated		\$1,847,847.95

--- Unappropriated ---

770	Fund balance		\$942,872.45
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TOTAL FUND BALANCE	\$2,790,720.40
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TOTAL LIABILITIES AND FUND EQUITY	\$2,790,720.40
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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 6 Month Period Ending 12/31/10

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$2,046,929.75	\$201,652.50		\$1,845,277.25
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$2,046,929.75	\$201,652.50		\$1,845,277.25
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-450 Construction services	\$2,059,158.50	\$211,310.55	\$134,390.50	\$1,713,457.45
	_____	_____	_____	_____
Total fac.acq.and constr. serv.	\$2,059,158.50	\$211,310.55	\$134,390.50	\$1,713,457.45
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$2,059,158.50	\$211,310.55	\$134,390.50	\$1,713,457.45
*** TOTAL EXPENDITURES AND TRANSFERS	\$2,059,158.50	\$211,310.55	\$134,390.50	\$1,713,457.45
	=====	=====	=====	=====

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

For 6 Month Period Ending 12/31/10

I, _____, Board Secretary/Business Administrator
certify that no line item account has encumbrances and expenditures,
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a).

Board Secretary/Business Administrator

Date

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

**Report of the Treasurer
To The Board of Education**

**District of Somerset County Vocational
All Funds
For Month Ended: December 31, 2010**

CASH REPORT

FUNDS	(1)	(2)	(3)
Governmental Funds	Adjusted Beginning Balance	Deposits	Disbursements
General Fund (10)	\$802,892.02	\$1,214,756.67	-\$1,073,256.67
ARRA-ESF Fund (16)	\$0.00	\$0.00	\$0.00
ARRA-GSF Fund (17)	\$0.00	\$0.00	\$0.00
Special Revenue Fund (20)	\$246,089.42	\$42,465.00	-\$152,566.29
Capital Project Fund (30)	-\$1,496.30	\$130,422.50	-\$123,849.50
Debt Services Fund (40)	\$0.00	\$0.00	\$0.00
Enterprise Fund (61)	\$78,813.49	\$0.00	\$0.00
Total Governmental Funds	<u>\$1,126,298.63</u>	<u>\$1,387,644.17</u>	<u>-\$1,349,672.46</u>
Enterprise Fund (60) Cafeteria	\$84,866.83	\$9,285.64	-\$8,807.31
Payroll Fund (70)	\$0.00	\$489,367.60	-\$489,367.60
Agency Fund (71)	\$28,295.64	\$311,055.18	-\$301,615.32
Total Trust & Agency	<u>\$113,162.47</u>	<u>\$809,708.42</u>	<u>-\$799,790.23</u>
Grand Total for all Funds	<u><u>\$1,239,461.10</u></u>	<u><u>\$2,197,352.59</u></u>	<u><u>-\$2,149,462.69</u></u>

Prepared and submitted by:

Michelle Fresco, Treasurer of School Monies

1/17/2011

Date

**Report of the Treasurer
To The Board of Education**

**District of Somerset County Vocational
All Funds
For Month Ended: December 31, 2010**

CASH REPORT

(4)

Ending Balance

\$944,392.02

\$0.00

\$0.00

\$135,988.13

\$5,076.70

\$0.00

\$78,813.49

\$1,164,270.34

\$85,345.16

\$0.00

\$37,735.50

\$123,080.66

\$1,287,351.00

\$1,287,351.00

[Back to Top](#)

**RESOLUTION OF THE SERIES 2011 LOCAL UNIT PARTICIPATING IN THE
SOMERSET COUNTY IMPROVEMENT AUTHORITY'S SERIES 2011
RENEWABLE ENERGY PROGRAM, AND AUTHORIZING SUCH
AUTHORITY TO APPLY TO THE LOCAL FINANCE BOARD FOR THE
NECESSARY CONSENTS AND APPROVALS ON BEHALF OF SUCH
PARTICIPANT, ALL IN CONNECTION WITH THE AUTHORITY'S COUNTY
OF SOMERSET GUARANTEED RENEWABLE ENERGY PROGRAM LEASE
REVENUE BONDS, SERIES 2011 (FEDERALLY TAXABLE) IN AN
AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$52,000,000 AND THE
PARTICIPANT PROJECT FINANCED THEREBY**

WHEREAS, the Somerset County Improvement Authority (including any successors and assigns, the "*Authority*") has been duly created by resolution duly adopted by the Board of Chosen Freeholders (the "*Board of Freeholders*") of the County of Somerset (the "*County*") in the State of New Jersey (the "*State*") as a public body corporate and politic of the State pursuant to and in accordance with the county improvement authorities law, constituting Chapter 183 of the Pamphlet Laws of 1960 of the State, and the acts amendatory thereof and supplemental thereto (the "*Act*"), and other applicable law;

WHEREAS, the Authority has developed a program (the "*Renewable Energy Program*") for the financing, design, permitting, acquisition, construction, installation, operation and maintenance of renewable energy capital equipment and facilities such as solar panels, wind turbines, and hydro-electric, bio-diesel, geothermal, and bio-mass facilities, including any related electrical modifications, work related to the maintenance of roof warranties, or other work required, desirable or convenient for the installation of such systems (collectively, the renewable energy capital equipment and facilities, the "*Renewable Energy Projects*") for and on behalf of the County and local governmental units within the County, including without limitation municipalities, boards of education for school districts, local authorities and any other local government instrumentalities, public bodies or other local government entities; collectively, including the County, the "*Local Units*";

WHEREAS, the Renewable Energy Projects procured under the Renewable Energy Program are to be installed on, in, affixed or adjacent to and/or for any other Local Unit controlled buildings, other structures, lands or other properties of the Local Units (collectively, the "*Local Unit Facilities*");

WHEREAS, the primary goal of the Renewable Energy Program is to expand the use of renewable energy sources available and utilized by the Local Units for their Local Unit Facilities, with the attendant environmental and financial benefits associated thereby, and to reduce the energy related operating costs to the Local Units for their Local Unit Facilities, all intended to be offered at no net cost to the Local Units;

WHEREAS, (i) on November 16, 2010 the Authority issued its \$30,225,000 aggregate principal amount of "County of Somerset Guaranteed Renewable Energy Program Lease Revenue Bonds, Series 2010A [Federally Taxable]" and (ii) on or about

January 19, 2011, the Authority anticipates issuing its \$10,525,000 aggregate principal amount of “County of Somerset Guaranteed Renewable Energy Program Lease Revenue Bonds, Series 2010B [Federally Taxable]”, all to finance the initial tranche (the “*Initial Tranche*”) of the Authority’s Renewable Energy Program;

WHEREAS, the Authority is presently funding the engineering, energy consulting, legal, financial advisory and other preliminary costs of the second tranche (the “*Second Tranche*”) of its Renewable Energy Program necessary, desirable or convenient for the development and implementation of the Renewable Energy Program (the “*Preliminary Program Costs*”) prior to the issuance of the Authority’s hereinafter defined Series 2011 Bonds;

WHEREAS, in order to implement the Second Tranche of the Renewable Energy Program, the Authority has determined to finance the respective Renewable Energy Projects and Capital Improvement Projects, if any, on, in or about the respective Local Unit Facilities, all as set forth on Exhibits B, C, and A to the hereinafter defined Local Unit License Agreement for each of the following participating Local Units:

- (i) Bernards Township, Bernardsville Borough, Bedminster Township, Borough of North Plainfield, Borough of Peapack and Gladstone and Warren Township (collectively, the “*Municipal Series 2011 Local Units*”); and
- (ii) Bernards Township Board of Education, North Plainfield Board of Education, Somerset Hill Board of Education, Warren Township Schools, Watchung Borough Board of Education and Watchung Hills Regional High School (collectively, the “*Board of Education Series 2011 Local Units*”); and
- (iii) County, Somerset County Park and Somerset County V-Tech School (collectively, the “*County Series 2011 Local Units*”);
- (iv) Bernardsville Public Library and Clarence Dillon Public Library (the “*Nonprofit Corporation Series 2011 Local Units*”)

(each a “*Series 2011 Local Unit*”, and together with any additional local governmental units within the County that might be added by the Authority to the Second Tranche pursuant to the hereinafter defined Local Finance Board Application or otherwise, collectively, the “*Series 2011 Local Units*”), through the issuance by the Authority of one or more series of Series 2011 Bonds, (i) one series of either bond or notes entitled “County of Somerset Guaranteed Renewable Energy Program Lease Revenue [Notes] Bonds, Series 2011A (Federally Taxable)” dated their date of delivery (the “*Series 2011A Bonds*”), by either a competitive process or by negotiated sale after a competitive process to an Underwriter (as defined herein) the terms of which sale shall be as set forth in that

certain Bond Purchase Agreement (as defined herein) between the Underwriter and the Authority and (ii) one series of either bond or notes entitled "County of Somerset Guaranteed Renewable Energy Program Lease Revenue [Notes] Bonds, Series 2011B (Federally Taxable)" dated their date of delivery (the "*Series 2011B Bonds*" and together with the Series 2011A Bonds, the "*Series 2011 Bonds*"), bearing the same interest rates as the Series 2011A Bonds, except for certain minor variances as set forth in the bond resolution to be adopted by the Authority, by direct sale to the County; provided, however that the aggregate principal amount of the Series 2011A Bonds and the Series 2011B Bonds together with any other bonds issued under the Bond Resolution shall not exceed \$52,000,000;

WHEREAS, prior to the issuance of the Series 2011 Bonds and in accordance with N.J.S.A. 40:37A:54(l) of the Act and N.J.S.A. 40A:5A-6, 7 and 8 of the Local Authorities Fiscal Control Law, the Authority shall have made an application (the "*Local Finance Board Application*") to, and seek, obtain, and officially recognize the findings from, the Local Finance Board (the "*Local Finance Board*") in the Department of Local Government Services of the State Department of Community Affairs;

WHEREAS, the governing body of the Series 2011 Local Unit adopting this resolution (the "*Participant*") desires to authorize the Authority and its consultants to submit the Local Finance Board Application on their behalf to finance the Renewable Energy Project(s) for the Participant (the "*Participant Project*") set forth in Schedule A to **Exhibit A** attached hereto (it being understood that the Participant is taking no action in connection with the other Renewable Energy Projects of the other Series 2011 Local Units as set forth on **Schedule A to Exhibit A** hereto);

WHEREAS, upon or prior to the issuance of the Series 2011 Bonds, and in accordance with (i) N.J.S.A. 40A:11-4.1(k) of the Local Public Contracts Law, (ii) Local Finance Board Notice 2008-20, December 3, 2008, *Contracting for Renewable Energy Services*, (iii) the State Board of Public Utilities ("*BPU*") protocol for measuring energy savings in PPA agreements dated February 20, 2009 (*Public Entity Energy Efficiency and Renewable Energy Cost Savings Guidelines*), (iv) Local Finance Board Notice 2009-10 dated June 12, 2009, *Contracting for Renewable Energy Services: Update on Power Purchase Agreements*, and (v) all other applicable law, and pursuant to a competitive contracting process governed thereby, which shall include a request for solar developer proposals to be issued by the Authority (the "*Company RFP*") and the receipt of proposals from prospective solar developers, including that (the "*Company Proposal*") of the successful respondent (the "*Company*"), the Authority shall select the Company to (y) design, permit, acquire, construct, install, operate and maintain the Renewable Energy Projects and (z) design, permit, acquire, construct, renovate, and install the Capital Improvement Projects, if any, in both cases for the designated Local Unit Facilities of such Series 2011 Local Units, with such Program terms to be set forth in the following Company Documents to be entered into between the Company and, at a minimum, the Authority, or acknowledged by the Company, as applicable:

WHEREAS, the pricing terms for the purchase of renewable energy generated electricity produced from the Participant Project and sold through the Authority to the Participant, and bought by the Participant at an agreed upon price lower than that presently being paid by the Participant for electricity from its local utility, which pricing terms shall be competitively procured through the Company RFP process and the Company Proposal, shall be established under the Authority's Series 2011 Local Unit Renewable Energy Program for an initial term no greater than 15 years, simultaneously with, or prior to the issuance of the Series 2011 Bonds;

WHEREAS, the Participant understands and acknowledges that by taking this official action, the Participant intends to participate in the Authority's Series 2011 Local Unit Renewable Energy Program to fund the Participant Project, and that the Authority is taking several actions in reliance upon such action, including without limitation seeking the required approvals from the Local Finance Board to issue the Series 2011 Bonds, as set forth in the Local Finance Board Application, and proceeding with the issuance of the Company RFP, the selection of the Company, the establishment of the renewable energy pricing under the Company Proposal, and the marketing, sale and issuance of the Series 2011 Bonds; and

WHEREAS, the Participant believes: (i) it is in the public interest to accomplish such purposes as set forth in the preambles hereof, including the financing of the Participant Project; (ii) said purpose is for the health, wealth, convenience or betterment of the inhabitants of the Participant; (iii) the amounts to be expended for said purpose are not unreasonable or exorbitant; and (iv) the proposal is an efficient and feasible means of providing services for the needs of the inhabitants of the Participant and will not create an undue financial burden to be placed upon the Participant.

NOW THEREFORE BE IT RESOLVED by the governing body of the Participant as follows:

Section 1. The Participant believes: (a) it is in the public interest to accomplish such purposes as set forth in the preambles hereof, including the financing of the Participant Project; (b) said purpose is for the health, wealth, convenience or betterment of the inhabitants of the Participant; (c) the amounts to be expended for said purpose are not unreasonable or exorbitant; and (d) the proposal is an efficient and feasible means of providing services for the needs of the inhabitants of the Participant and will not create an undue financial burden to be placed upon the Participant.

Section 2. The _____, _____, and the _____ of the Participant (including their designees in writing, each an "Authorized Officer") are each hereby severally authorized to assist the Authority with the preparation and submission of the Local Finance Board Application for the purpose of financing the Participant Project through the issuance of the Series 2011 Bonds, and to take all action necessary, desirable, or convenient in connection therewith. Accordingly, the Authorized Officers, and any consultants of their choosing, shall, if necessary,

represent the Participant at any public hearing held by the Local Finance Board in connection with the Local Finance Board Application.

Section 3. Upon a date to be selected by the Authority, but in no event later than the sale date of the Series 2011 Bonds, the Authorized Officers shall deliver to the Authority a fully executed certificate, substantially in the form attached hereto as **Exhibit A**, evidencing the proper officials approval of the substance and scope of the Participant Project.

Section 4. The Participant understands and acknowledges that by adopting this resolution, the Participant intends to participate in the Authority's Series 2011 Local Unit Renewable Energy Program to fund the Participant Project through a portion of the proceeds of the Authority's Series 2011 Bonds, and that the Authority is taking several actions in reliance upon this action by the Participant, including without limitation seeking the required approvals from the Local Finance Board to issue the Series 2011 Bonds, as set forth in the Local Finance Board Application, and proceeding with the issuance of the Company RFP, the selection of the Company, the establishment of the renewable energy pricing under the Company Proposal, and the marketing, sale and issuance of the Series 2011 Bonds, all for the benefit of the Participant and the other Series 2011 Local Units. Therefore, the Participant covenants to the Authority that: (i) except for extraordinary circumstances not presently contemplated, the Participant intends to participate in the Authority's Series 2011 Local Unit Renewable Energy Program, so long as the Company Proposal results in a savings to the Participant, and further, this official action authorizes the Authority to take all such actions contemplated above in order to develop the Participant Project and to provide the Participant with such savings and (ii) prior to the sale of the Series 2011 Bonds, the Series 2011 Local Unit shall (a), if the Participant is a board of education, obtain any and all approvals from the State Department of Education with respect to the Participant Project, and (b) adopt a resolution authorizing, among other things, the Series 2011 Local Unit to enter into that certain "License and Access Agreement (Somerset County Renewable Energy Program, Series 2011)" to be dated as of the first day of the month of issuance of the Series 2011 Bonds in such form as shall be presented to the Series 2011 Local Unit prior to adoption of the supplemental resolution (the "Local Unit License Agreement").

Section 5. The Authorized Officer shall direct the Participant official in charge of the officially adopted resolutions of the governing body of the Participant to (a) prepare an official, certified copy of this resolution, as adopted, and (b) deliver such certified copy in accordance with Section 10 below. Further, the Participant hereby consents to such certified copy of the resolution, and any further information regarding the Participant and/or the Participant Project, as the Authorized Officer shall determine to be necessary, desirable or convenient in connection with the Local Finance Board Application, to be submitted as part of, or pursuant to the Local Finance Board Application.

Section 6. The Authorized Officers are hereby severally authorized to take such other actions, and execute such other certificates, documents, and instruments, as

such Authorized Officers shall deem to be necessary, desirable, or convenient to assist the Authority in developing the Participant Project, producing the contemplated energy savings for the Participant, issuing the Company RFP and selecting the Company through the most desirable Company Proposal in accordance with the terms of the Company RFP and applicable law, marketing, selling, and issuing the Series 2011 Bonds, procuring the final terms of the Renewable Energy Program documents, or any other action related to the implementation of the Renewable Energy Program for the Series 2011 Local Units.

Section 7. The Local Finance Board is hereby respectfully requested to consider the Local Finance Board Application as the means to finance the Participant Project, and to issue its approval pursuant to N.J.S.A. 40:37A-54(l) and record its findings and recommendations as provided by N.J.S.A. 40A:5A-7 of the Local Authorities Fiscal Control Law.

Section 8. To the extent the Series 2011 Bonds are issued in any year other than 2011, references herein to “2011” may without any further action be changed to the year of issuance of such Series 2011 Bonds.

Section 9. All actions of the Authorized Officers or Participant consultants taken prior to the date of adoption hereof in connection with the Series 2011 Bonds, the Participant Project or any of the foregoing transactions contemplated by this resolution, are hereby ratified and approved.

Section 10. Upon the adoption hereof, a certified copy of this resolution shall be forwarded to Michael J. Amorosa, County Administrator, Richard E. Williams, Chairman of the Authority, Thomas C. Miller, Esq., County Counsel and Authority Counsel, Stephen B. Pearlman, Esq., Bond Counsel to the Authority and Ryan J. Scerbo, Esq., Energy Counsel to the Authority, all of which may be sent as a single certified copy to the County Administrator’s office care of Ginny McCall at McCall@co.somerset.nj.us followed by the original to Ginny McCall at The Somerset County Improvement Authority, 20 Grove Street, P.O. Box 3000, Somerville, New Jersey 08876.

Section 11. This resolution shall take effect immediately.

[remainder of this page left intentionally blank]

EXHIBIT A

[Attach Form of Local Unit Facility Acceptance Certificate]

EXHIBIT A

Somerset County Improvement Authority

not to exceed \$52,000,000 aggregate principal amount of
County of Somerset Guaranteed Renewable Energy Program Lease Revenue Bonds,
Series 2011A (Federally Taxable)

Series 2011A Local Unit List of Local Unit Facilities

a. Series 2011A Municipal Local Units

1. Bedminster Township (<http://www.bedminster.us/>)

Municipal Building (Ground, 71.82 kw)
One Miller Lane
Bedminster, NJ

See Also Clarence Dillon Public Library

2. Bernards Township (<http://www.bernards.org/>)

DPW/Engineering Services Building(Roof 36.96 kw, Ground 90.72 kw)
277 South Maple Avenue
Basking Ridge, NJ

Municipal Building/Police Complex (Ground 60.48 kw)
1 Collyer Lane
Basking Ridge, NJ 07920

Township Library (Ground 33.6 kw)
32 South Maple Avenue
Basking Ridge, NJ

Pleasant Valley Park/Pool (Canopy 86.1 kw)
3410 Valley Road
Bernards, NJ

Harry Dunham Park (Ground 69.3 kw)
Church Street/Somerville Road
Bernards, NJ

Mountain Park (Canopy 96.6 kw)
255 Martinsville Road
Bernards, NJ

3. Borough of Bernardsville

See Bernardsville Public Library

4. *Borough of North Plainfield* (<http://www.northplainfield.org/>)

Green Acres Park (Ground 104.16 kw)
2-8 Rockview Terrace
North Plainfield, NJ

Memorial Library (Roof 9.87 kw)
2-8 Rockview Avenue
North Plainfield, NJ

5. *Borough of Peapack and Gladstone* (<http://www.peapack-gladstone-nj.gov/>)

Municipal Building-Gymnasium (Roof 32.55 kw)
1 School Street
Peapack, NJ 07977

6. *Warren Township* (<http://www.warrennj.org/>)

Warren Township Public Works (Roof 28.98 kw)
1 Bardy Road
Warren, NJ

b. Series 2011A Board of Education Local Units

1. *Bernards Township Board of Education*
(<http://www.bernardsboe.com>)

Ridge High School (Roof 541.17 kw)
265 S. Finley Avenue
Basking Ridge, NJ

WM. Annin Middle School (Roof 287.7 kw)
70 Quincy Road
Basking Ridge, NJ

Mount Prospect School (Roof 45.57 kw, Ground 1411.2 kw)
11 Hansom Road
Basking Ridge, NJ

2. *North Plainfield Board of Education*
(<http://www.nplainfield.org>)

High School/Middle School (Roof 220.92 kw)

34 Wilson Avenue
North Plainfield, NJ

Somerset School (Roof 67.83 kw)
303 Somerset Street
North Plainfield, NJ

East End School (Roof 40.74 kw)
170 Oneida Avenue
North Plainfield, NJ

Stony Brook School (Roof 55.02 kw)
269 Grove Street
North Plainfield, NJ

West End School (Roof 60.9 kw)
447 Green Brook Road
North Plainfield, NJ

3. *Somerset Hills Board of Education* (<http://www.shsd.org>)

Bernards High School (Roof 248.85 kw)
25 Olcott Avenue
Bernardsville, NJ

Bernardsville Middle School (Roof 175.35)
141 Seney Drive
Bernardsville, NJ

Bedwell Elementary School (Roof 178.08 kw)
141 Seney Drive
Bernardsville, NJ

4. *Warren Township Schools* (<http://www.warrentboe.org>)

Angelo L. Tomoso E.S. (Roof 139.02 kw)
46 Washington Valley Road
Warren, NJ

Warren Middle School (Roof 211.68 kw)
100 Old Stirling Road
Warren, NJ

Central E.S. (Roof 81.48 kw)
109 Mt. Bethel Road
Warren, NJ

5. *Watchung Board of Education* (<http://www.watchungschools.com>)

Bayberry Elementary School (Roof 129.99, Ground 134.4 kw)
113 Bayberry Lane
Watchung, NJ

Valley View Middle School (Roof 100.8 kw)
50 Valley View Road
Watchung, NJ

6. *Watchung Hills Regional High School* (<http://www.whrhs.org>)

Regional High School (Canopy 485.73 kw)
108 Stirling Road
Warren, NJ

c. Series 2011A County Local Units

1. *County of Somerset, NJ* (<http://www.co.somerset.nj.us/>)

Bridgewater Township (Roof 52.29 kw)
Richard Hall Community Mental Health Center
500 North Bridge Street
Bridgewater, NJ

Somerset County Park Commission (<http://www.somersetcountyparks.org/>)

Environmental Education Center (Roof 23.94 kw)
190 Lord Stirling Road
Basking Ridge, NJ

2. *Somerset County Vo-tech School* (<http://www.scvths.org.org/>)

SCVTS Building F (Classrooms and Shops) (Roof 66.36 kw)
14 Vogt Drive
Bridgewater, NJ

Parking Lot 1 (Canopy 311.85 kw)
14 Vogt Drive
Bridgewater, NJ

Parking Lot 2 (Canopy 302.4 kw)
14 Vogt Drive
Bridgewater, NJ

Field (Ground 500.64)
14 Vogt Drive
Bridgewater, NJ

d. Series 2011 Nonprofit Corporation Local Units

1. Bernardsville Public Library (<http://www.bernardsvillepubliclibrary.org>)

Bernardsville Public Library (Roof 45.31 kw)
1 Anderson Avenue
Bernardsville, New Jersey

2. Clarence Dillon Public Library (<http://www.bedminster.us/>)

Clarence Dillon Public Library (Roof, 31.92 kw)
2336 Lamington Road
Bedminster, NJ

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