

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive  
Bridgewater, New Jersey 08807

Regular Meeting  
April 28, 2025

I. Call to Order

II. Roll Call of Members

Gregory Lalevee, President  
Adam Beder, Vice President  
Matthew Loper  
Lily Wong  
Roger Jinks

Also Present:

Robert Presuto, Superintendent of Schools  
Raelene Sipple, School Business Administrator/Board Secretary  
Hector Montes, High School Principal  
Douglas Singleterry, Somerset County Commissioner Liaison  
Others:

Adequate notice of this meeting was given in accordance with the requirement of the New Jersey Open Public Meeting Act, Ch. 231, P.L. 1975 and published in The Courier News on January 12, 2025.

Pledge of Allegiance

III. Approval of Minutes of the Regular Meeting and Executive Session held on March 24, 2025.

A. Corrections

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the minutes of the Regular Meeting and Executive Session held on March 24, 2025 were approved.

## IV. Correspondence

## V. Presentations/Recognitions

A. Presentation of Student of the Month – Valentina Diaz, Law &amp; Public Safety, Grade 9

B. Presentation CTE Stellar Students for 3<sup>rd</sup> Quarter

CTE Program	Stellar Student Name	Grade
Academy for Health & Medical Sciences	Charlotte McLaughlin	10
Agricultural Science	Jacob Masciulli	11
Auto Body	Alyssa Schuster	12
Automotive Diesel Technology	Allison Derrick	11
Automotive Diesel Technology	Matthew Biondi	10
Business Entrepreneurship & Management	Ritvik Mohanram	9
Carpentry	Nick De San	10
Computer Science Technology	Sanvir Singh	9
Cosmetology	Taylor Williams	11
Cosmetology	Calleigh Najmeh	9
Culinary Arts	Michelle Montoya	10
Dance	Samantha Lazovick	10
Electrical Construction	Nick Raspovich	12
Graphic Communications	Emma Pham	10
Health Occupations	Kamila Jimenez	12
Law & Public Safety	Merrin Vespucci Paxson	11
Mechanics & Repair	Andrey Duarte Lopez	12
Mechatronics, Engineering, and Advanced Manufacturing	Dominick Elias	12
Plumbing	Cole Russomanno	11
Theater Arts/Acting	Phoenix Moore	9
Theater Arts/Vocal	Oliver Shoaf	10
Welding	Savanah Kozyra	11

## VI. Old or Unfinished Business – Ethics Disclosure Statements must be submitted online no later than April 30, 2025

## A. Construction Projects

## VII. Committee Reports

- Board of School Estimate – Mr. Lalevee, Mr. Beder
- NJSBA (Delegate) – Ms. Wong
- SCESC (Representative) – Mr. Lalevee; (Alternate) – Mr. Loper
- SCJIF – (Commissioner) – Ms. Sipple; (Alternate) – Mr. Beder
- SSRHIF – (Commissioner) – Mr. Beder; (Alternate) – Ms. Sipple

## VIII. School Communications Report

## IX. Open to the Public – Action Items Only

Individuals and/or groups are invited to present their comments regarding the following action items to the Board of Education at this time. In accordance with Board policy, members of the public are allotted one opportunity to address the Board for a maximum of three (3) minutes during this period of the meeting.

Please understand that our public forums are not structured as question and answer sessions, but offered as opportunities to share your thoughts with the Board. There may be times when a member of the public makes a comment or asks a question about personnel or hiring decisions. New Jersey Statutes do not permit the Board to discuss personnel issues in Public Session.

## X. Superintendent's Report

## A. Elimination of Positions – 2025-26 School Year

The Superintendent recommends that the Board of Education eliminate (or reduce the full-time equivalent) the following positions:

<u>TITLE</u>	<u>UPC#</u>	<u>FTE</u>
Instructional Aide- Health Occupations	AID-HS-INST-FL-05	.57
Administrative Secretary	SEC-BO-MNT-NA-01	1.00 (Reduce to .50)
Administrative Secretary	SEC-HS-SCHS-FL-04	1.00 (Reduce to .50)

## B. Employment of Part-Time Personnel 2024-25 School Year

The Superintendent recommends that the Board of Education approve the following part-time personnel for the 2024-25 school year:

<u>High School</u>		
Richard Menke	NJ SkillsUSA Competition Monitor (for SCVTHS competitors – 3/29/25 - 12 hrs)	\$37.13/hr
Keith Johnson	NJ SkillsUSA Competition Monitor (for SCVTHS competitors – 4/5/25 - 12 hrs)	\$37.13/hr

## C. Instructional Salaries – 2025-26 School Year

The Superintendent recommends that in accordance with the Contract Agreement previously approved that the Board of Education approve salaries for instructional personnel for the 2025-26 school year as listed on Addendum #1.

## D. Support Staff Salaries – 2025-26 School Year

The Superintendent recommends that in accordance with the Contract Agreement previously approved that the Board of Education approve salaries for support staff for the 2025-26 school year as listed on Addendum #2.

## E. Buildings and Grounds Salaries – 2025-26 School Year

The Superintendent recommends that in accordance with the Contract Agreement previously approved that the Board of Education approve salaries of Buildings and Grounds staff for the 2025-26 school year as listed on Addendum #3.

## F. PSA – Principal/Supervisors Salaries – 2025-26 School Year

The Superintendent recommends that in accordance with the Contract Agreement previously approved that the Board of Education approve salaries of principal/supervisors for the 2025-26 school year as listed below:

<u>Name</u>	<u>Step</u>	<u>2025-26 Salary</u>
Randee Benaksas	B-OG	\$122,590.39
Robert Carrig	B-7	\$113,286.82
Maria Johnson	A-OG	\$150,966.28
Christopher Lemongelli	B-OG	\$126,289.61
Hector Montes	A-OG	\$157,498.75
Jaime Morales	A-4	\$128,110.26

## G. Reappointment of Exempt Staff – 2025-26 School Year

The Superintendent recommends that the exempt personnel listed below be reappointed for the 2025-26 school year. Salaries will be determined at a later date.

Nzinga Basir – Special Projects and Program Assistant – Superintendent’s Office

Michelle Fresco – Administrative Assistant to the School Business Administrator

Karen Gleeson – Administrative Secretary – Superintendent’s Office

Valerie Hart – Accountant

John Heinbach – Director of Buildings & Grounds

Elaine Howe\* - Director of School Based Program

Carene Jegou – Administrative Assistant to the Superintendent

Sandra Renzetti^ – Bookkeeper/Accountant (Payroll)

Brian Schmitt - Foreman

Duane Wallace, Ph.D. – Supervisor of Technology-Based Learning and Communications

\*Pending approval for funding from grant

^Contingent upon completion of 6-mo. probationary period

The above 2025-26 appointments are based upon budgetary, enrollment and course projections known at this time and changes therein may hereafter affect same.

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Mr. Beder	___	___
Mr. Loper	___	___
Ms. Wong	___	___
Mr. Jinks	___	___

#### H. Reappointment of School Business Administrator – 2025-26 School Year

The Superintendent recommends that the Board of Education reappoint Ms. Raelene Sipple, School Business Administrator/Board Secretary for the period of July 1, 2025 through June 30, 2026.  
(Contract/salary to be determined at a later date.)

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Mr. Beder	___	___
Mr. Loper	___	___
Ms. Wong	___	___
Mr. Jinks	___	___

#### I. Reappointment of Assistant Superintendent for Instruction – 2025-26 School Year

The Superintendent recommends that the Board of Education reappoint Mr. Patrick Pelliccia, Assistant Superintendent for Instruction for the period of July 1, 2025 through June 30, 2026. (Contract/salary to be determined at a later date.)

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Mr. Beder	___	___
Mr. Loper	___	___
Ms. Wong	___	___
Mr. Jinks	___	___

#### J. School Business/Professional Development Travel

The Superintendent recommends that the Board of Education approve requests for district staff and Board of Education members to attend school business and professional development travel as they appear on Addendum #4.

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	_____	_____
Mr. Beder	_____	_____
Mr. Loper	_____	_____
Ms. Wong	_____	_____
Mr. Jinks	_____	_____

#### K. Field Trips

The Superintendent recommends that the Board of Education approve field trips for high school students as they appear on Addendum #5.

#### L. Revised Calendar – 2024-25 School Year

The Superintendent recommends that the Board of Education revise the 2024-25 school year calendar as follows:

FROM:

June 23, 2025 – Last Day of School/Graduation

TO:

June 19, 2025 – Last Day of School/Graduation

#### M. Home Instruction

The Superintendent recommends that the Board of Education provide home instruction to student ID# 999006422 for approximately eight (8) weeks. Instruction to be provided for a maximum of ten (10) hours per week.

The Superintendent recommends that the Board of Education approve the contract with LearnWell, Plymouth, MA to provide bedside instruction at \$43.50/hr.

The Superintendent recommends that the Board of Education provide home instruction to student ID# 999006585 for approximately 30 days. Instruction to be provided for a maximum of two (2) hours per week.

Ms. Denise Gotti will be the instructor at a rate of \$43.50/hour.

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Mr. Beder	___	___
Mr. Loper	___	___
Ms. Wong	___	___
Mr. Jinks	___	___

## N. School Professional Development Plan – 2025-26 School Year

The Superintendent recommends that the Board of Education approve the School Professional Development Plan as it appears on Addendum #6.

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Mr. Beder	___	___
Mr. Loper	___	___
Ms. Wong	___	___
Mr. Jinks	___	___

## O. Donation

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

<u>Items</u>	<u>Donor</u>
Computer workstations, monitors, printers 2 - 55" televisions	Anonymous

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Mr. Beder	___	___
Mr. Loper	___	___
Ms. Wong	___	___
Mr. Jinks	___	___

## P. Application for Funds

The Superintendent recommends that the Board of Education adopt the following resolution: The governing body of the Somerset County Vocational and Technical Schools at its April 28, 2025 meeting authorized application for funds for the following:

NJ Department of	School Based Program	\$383,520.00
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Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Mr. Beder	___	___
Mr. Loper	___	___
Ms. Wong	___	___
Mr. Jinks	___	___

## Q. Revised Board Regulation – First Reading

The Superintendent recommends that the Board of Education approve revised regulation at this first reading as it appears on Addendum #7.

R6471 – School District Travel

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Mr. Beder	___	___
Mr. Loper	___	___
Ms. Wong	___	___
Mr. Jinks	___	___



R. Resolution - Harassment, Intimidation or Bullying Decision – Case #2425-008

Whereas, the Somerset County Vocational Board of Education has received and accepted the HIB Investigation Report (Case #2425-008) at its regularly scheduled meeting held on **March 24, 2025**; and

Whereas, the HIB Investigation Report indicated each reported case of Harassment, Intimidation or Bullying and the results of the investigation known as the Superintendent's decision – including any services provided, training established or discipline imposed; and

Whereas, the parties involved in those cases reported were notified of the results of the investigation, Superintendent's decision, and the rights of those parties to request a hearing before the Board of Education; and

Whereas, no requests for a hearing before the Board of Education have been received; and

Whereas, the Anti-Bullying Bill of Rights provides the Board of Education the opportunity to affirm, modify or reject the Superintendent's decisions on reported cases of Harassment, Intimidation or Bullying;

Now, therefore be it resolved, that the Board of Education affirms the Superintendent's decision in the case (#2425-008) listed in the HIB Investigation Report previously accepted by the Board at its regularly scheduled Board of Education meeting held on March 24, 2025.

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Mr. Beder	___	___
Mr. Loper	___	___
Ms. Wong	___	___
Mr. Jinks	___	___

S. Resolution - Harassment, Intimidation or Bullying Decision – Case #2425-009

Whereas, the Somerset County Vocational Board of Education has received and accepted the HIB Investigation Report (Case #2425-009) at its regularly scheduled meeting held on **March 24, 2025**; and

Whereas, the HIB Investigation Report indicated each reported case of Harassment, Intimidation or Bullying and the results of the investigation known as the Superintendent's decision – including any services provided, training established or discipline imposed; and

Whereas, the parties involved in those cases reported were notified of the results of the investigation, Superintendent's decision, and the rights of those parties to request a hearing before the Board of Education; and

Whereas, no requests for a hearing before the Board of Education have been received; and

Whereas, the Anti-Bullying Bill of Rights provides the Board of Education the opportunity to affirm, modify or reject the Superintendent's decisions on reported cases of Harassment, Intimidation or Bullying;

Now, therefore be it resolved, that the Board of Education affirms the Superintendent's decision in the case (#2425-009) listed in the HIB Investigation Report previously accepted by the Board at its regularly scheduled Board of Education meeting held on March 24, 2025.

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Mr. Beder	___	___
Mr. Loper	___	___
Ms. Wong	___	___
Mr. Jinks	___	___

#### T. Harassment, Intimidation or Bullying Investigation Report

It is recommended that the Board of Education acknowledge receipt of the following HIB Investigation Report:

Case #2425-010

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Mr. Beder	___	___
Mr. Loper	___	___
Ms. Wong	___	___
Mr. Jinks	___	___

## U. Superintendent's Update

- HIB Report – New cases submitted for April Review – 1; HIB Cases Submitted Month Prior for Board Decision in April – 2; Total YTD Reports Submitted for Review - 10
- Student Suspension Report – 0 Suspensions
- Student Enrollment Report

Enrollment Report - April 13, 2025	Grade 9	Grade 10	Grade 11	Grade 12	Totals
Full-Time Students Enrolled	71	95	85	78	329
Shared-Time Students Enrolled	106	107	79	63	355
Totals	177	202	164	141	684

- School Bus Emergency Evacuation Drill Report

Date Conducted:	April 8, 2025
Time Conducted:	10:00 a.m.
School name/location of drill:	Somerset County Vocational-Technical H.S. 14 Vogt Drive, Bridgewater, NJ
Route number included in the drill:	N/A (SCVTS Owned/Operated)
Name of assigned staff overseeing drill:	Susan Santiago

- AI – English/Interdisciplinary Sonnet projects – L. Heuer and students
- Strategic Plan

## V. Submission of Bills

It is recommended the Board of Education approve the bills list for April 28, 2025 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. Lalevee	___	___
Mr. Beder	___	___
Mr. Loper	___	___
Ms. Wong	___	___
Mr. Jinks	___	___

## XI. Report of the School Business Administrator/Board Secretary

## A. Board Secretary Report/Cash Report

It is recommended the Board of Education adopt the monthly financial statement reports for the School Business Administrator/Board Secretary and the Cash Report for the month of March 2025, after review of the secretary's monthly financial report (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge no major fund has been overextended in violation to N.J.A.C. 6:20-2A.10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (Addendum #8)

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Mr. Beder	___	___
Mr. Loper	___	___
Ms. Wong	___	___
Mr. Jinks	___	___

B. Budget Transfers – March 2025

It is recommended the Board of Education approve budget transfers for the 2024-25 school year as they appear on Addendum #9.

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Mr. Beder	___	___
Mr. Loper	___	___
Ms. Wong	___	___
Mr. Jinks	___	___

C. Ratify Board of School Estimate Approval of the 2025-26 School Year Budget

It is recommended the Board of Education ratify the action of the Board of School Estimate wherein the proposed 2025-26 school year budget of \$19,224,898.00 supported by county taxes in the amount of \$14,238,254.00.

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Mr. Beder	___	___
Mr. Loper	___	___
Ms. Wong	___	___
Mr. Jinks	___	___

## D. Award Purchases in Excess of Bid Threshold in Compliance with NJSA 18A:18A – 2024-25 School Year

It is recommended the Board of Education award the following purchases in excess of the bid threshold for the 2024-25 school year which are year to date amounts and are in compliance with law.

CDW-G	\$397,982.00	Co-Op	District Wide Technology
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Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Mr. Beder	___	___
Mr. Loper	___	___
Ms. Wong	___	___
Mr. Jinks	___	___

## E. Delta Dental – 2025-26 School Year

It is recommended the Board of Education enter into a one (1) year agreement with Delta Dental of New Jersey, Inc. to provide dental coverage from July 1, 2025 through June 30, 2026 as listed below.

<u>Coverage</u>	<u>01 (Active Employee) and 04 (COBRA) Policy</u>
Super Composite	\$96.35 per employee/month

## F. Vision Service Plan – 2025-26 School Year

It is recommended the Board of Education renew its agreement with VSP (Vision Service Plan) to provide vision coverage from July 1, 2025 through June 30, 2026 at a rate of \$23.24 per employee/month.

## G. Medical and Prescription Drug Renewal – 2025-26 School Year

It is recommended the Board of Education approve the renewals for medical and prescription drug programs both administered by Aetna for the July 1, 2025 through June 30, 2026 contract period as listed below.

<b>2025-2026 SY Plan</b>	<b>Total Monthly Premium</b>
<b>Aetna ACPOS II Educators w/RX</b>	
Single	\$1,088
Parent & Child(ren)	\$1,701
Employee & Spouse	\$2,355
Family	\$3,183
Overage Dependent	\$ 662 - 100% dependent paid
<b>Aetna POS #8 with Rx</b>	
Single	\$1,173
Parent & Child(ren)	\$1,829
Employee & Spouse	\$2,536
Family	\$3,425
Overage Dependent	\$ 711 - 100% dependent paid
<b>Aetna POS #10 with Rx</b>	
Single	\$1,316
Parent & Child(ren)	\$1,880
Employee & Spouse	\$2,599
Family	\$3,509
Overage Dependent	\$ 800 -100% dependent paid
<b>Aetna Select \$20/\$40</b>	
Single	\$ 961
Parent & Child(ren)	\$1,501
Employee & Spouse	\$2,078
Family	\$2,808
Overage Dependent	\$ 585 - 100% dependent paid
<b>Aetna Garden State Plan</b>	
Single	\$ 990
Parent & Child(ren)	\$1,547
Employee & Spouse	\$2,141
Family	\$2,895
Overage Dependent	\$ 601– 100% dependent paid

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

Roll Call                      Yes      No

Mr. Lalevee                      \_\_\_\_      \_\_\_\_

Mr. Beder                        \_\_\_\_      \_\_\_\_

Mr. Loper                        \_\_\_\_      \_\_\_\_

Ms. Wong                        \_\_\_\_      \_\_\_\_

Mr. Jinks                         \_\_\_\_      \_\_\_\_

## H. High School Tuition Rate – 2025-26 School Year

It is recommended the Board of Education approve high school tuition rate for the 2025-26 school year as follows:

	Tuition	
	Full Time	Shared Time
Academy for Health and Medical Sciences (Parent Paid)	\$245/credit	N/A

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Mr. Beder	___	___
Mr. Loper	___	___
Ms. Wong	___	___
Mr. Jinks	___	___

## I. Change Orders – New CTE Building and Gymnasium

It is recommended the Board of Education approve the following change orders:

Change Order No. 5

The contractor shall provide all labor, materials and equipment necessary to make the following changes in the contract: Change in frame finish for FRP doors, removal of cedar tree, roof leader drain connection to site, additional flatstock and additional TV backboxes.

Current Contract Amount	\$21,720,000.00
Change Order No. 5	\$ 4,891.83
Revised Contract Amount	\$21,724,891.83

Change Order No. 6

The contractor shall provide all labor, materials and equipment necessary to make the following changes in the contract: Provide Presto safety stop feature to folding panel partitions, relocate backboxes for TVs, credit for corner guards, furnish and install intrusion system cabling, electrical changes at folding partition, fiber cable changes, fiber termination changes and credit for unused allowance.

Current Contract Amount	\$21,724,891.83
Change Order No. 6	\$ 39,860.12
Revised Contract Amount	\$21,764,751.95

Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	___	___
Mr. Beder	___	___
Mr. Loper	___	___
Ms. Wong	___	___
Mr. Jinks	___	___

XII. New Business –

XIII. Next Meeting

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

**May 19, 2025**

5:00 P.M.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

- XIV. Remarks from the Public - Please understand that our public forums are not structured as question and answer sessions, but offered as opportunities to share your thoughts with the Board. In instances where the Board feels that there is a misunderstanding or inaccuracy, the Board President or Superintendent may address the comment. There may be times when a member of the public makes a comment or asks a question about personnel or hiring decisions. New Jersey Statutes do not permit the Board to discuss personnel issues in Public Session.

XV. Resolution

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

- A. This Board will go into closed session for the purpose of discussing matters within the provisions of 7A(11)c231.
- B. The general nature of matters to be discussed relates to Exempt staff salaries, Assistant Superintendent for Instruction employment contract/salary, School Business Administrator/Board Secretary employment contract/salary and Superintendent's evaluation. 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.

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



## 2025-26 Teaching Staff

	2025-26 STEP/ GUIDE	2025-26 BASE SALARY	LONGEVITY	2025-26 TOTAL SALARY
<b>NON - TENURE</b>				
Demsey, Lori	31/D	\$ 101,710.00		\$ 101,710.00
Fasano, Vivian +	22-23/D	\$ 87,585.00		\$ 87,585.00
Hannan, Selma #	26/B	\$ 88,750.00		\$ 88,750.00
Heuer, Lauren	18-19/A	\$ 77,165.00		\$ 77,165.00
Kreiss-Papalski, Mary #	32/B	\$ 100,900.00		\$ 100,900.00
LaRue, Daniel	16-17/A	\$ 75,515.00		\$ 75,515.00
Lee, Seohyun	6-7/A	\$ 67,265.00		\$ 67,265.00
Lopez, Samuel	24-25/C	\$ 87,805.00		\$ 87,805.00
Menke, Richard +	18-19/A	\$ 77,165.00		\$ 77,165.00
Phillips, Sharon +	32/D	\$ 103,735.00		\$ 103,735.00
Scaler, David +	32/B	\$ 100,175.00		\$ 100,175.00
Sciorta, Salvatore	22-23/C	\$ 85,805.00		\$ 85,805.00
Seamon, David	12-13/C	\$ 77,555.00		\$ 77,555.00
Strickhart, James	10-11/D	\$ 77,685.00		\$ 77,685.00
Susana, Wenny	12-13/A	\$ 72,215.00		\$ 72,215.00
Webb, Sara #	6-7/B	\$ 71,550.00		\$ 71,550.00
<b>TENURE</b>				
Alfieri, Joseph	32/A	\$ 96,615.00		\$ 96,615.00
Carter, Samantha #	8-9/C	\$ 74,980.00		\$ 74,980.00
Catalan, Rafael	12-13/B	\$ 75,775.00		\$ 75,775.00
Coslit, Andrew	27/A	\$ 86,490.00		\$ 86,490.00
Dalfonzo, Daniel	29/D	\$ 97,660.00		\$ 97,660.00
Dolegiewitz, Matthew	18-19/A	\$ 77,165.00		\$ 77,165.00
Donaldson, Jeffrey #	14-15/C	\$ 79,930.00		\$ 79,930.00
Egner, Alyssa	6-7/B	\$ 70,825.00		\$ 70,825.00
Eng, Philip	28/B	\$ 92,075.00		\$ 92,075.00
Fargo, Erik	20-21/D	\$ 85,935.00		\$ 85,935.00
Francis, Julie	22-23/D	\$ 87,585.00		\$ 87,585.00
Gichan, Deborah	18-19/B	\$ 80,725.00		\$ 80,725.00
Gillooly, Maura #	12-13/C	\$ 78,280.00		\$ 78,280.00
Glennon Clayton, Maureen	18-19/D	\$ 84,285.00		\$ 84,285.00
Gotti, Denise	20-21/B	\$ 82,375.00		\$ 82,375.00
Graf, Edward	31/B	\$ 98,150.00		\$ 98,150.00
Hovey, Rebecca (50%) #	18-19/C	\$ 41,615.00		\$ 41,615.00
Jefopoulos, Nicholas #	12-13/B	\$ 76,500.00		\$ 76,500.00
Johnson, Keith	22-23/C	\$ 85,805.00		\$ 85,805.00
Kinlan, Rachel	20-21/A	\$ 78,815.00		\$ 78,815.00
Kiser, Susan #	16-17/B	\$ 79,800.00		\$ 79,800.00
Lakhlif, Daysi #	24-25/C	\$ 88,530.00		\$ 88,530.00
Lawler, Maureen	32/C	\$ 101,955.00		\$ 101,955.00
Mastrobattista, Mark	29/D	\$ 97,660.00		\$ 97,660.00
Mazzetta, Gerald	27/D	\$ 93,610.00		\$ 93,610.00
McAnally, Mary Lynne	16-17/D	\$ 82,635.00		\$ 82,635.00
McClain, Michael	24-25/D	\$ 89,585.00		\$ 89,585.00
McNerney, Kristen #	28/C	\$ 94,580.00		\$ 94,580.00
Mehta, Ushma #	20-21/C	\$ 84,880.00		\$ 84,880.00
Miller, Christopher #	24-25/B	\$ 86,750.00		\$ 86,750.00
Miller, Rachel #	14-15/B	\$ 78,150.00		\$ 78,150.00
Mingle, Alison	26/D	\$ 91,585.00		\$ 91,585.00
Norrbom, Melissa # (Acct #20-250-200-104-22-0000)	24-25/D	\$ 90,310.00		\$ 90,310.00
O'Connor, Paul	20-21/C	\$ 84,155.00		\$ 84,155.00
O'Neill, John #	28/B	\$ 92,800.00		\$ 92,800.00
Patil, Pratima #	24-25/C	\$ 88,530.00		\$ 88,530.00
Perchinske, Marlene #	12-13/D	\$ 80,060.00		\$ 80,060.00
Perrone, M. Cristina	26/A	\$ 84,465.00		\$ 84,465.00
Pisani, Shannon	12-13/A	\$ 72,215.00		\$ 72,215.00
Poznanski, Matthew	16-17/B	\$ 79,075.00		\$ 79,075.00
Reina, Guillermo #	14-15/C	\$ 79,930.00		\$ 79,930.00
Santiago, Maria #	30/D	\$ 100,410.00		\$ 100,410.00
Schade, Charles #	20-21/B	\$ 83,100.00		\$ 83,100.00
Scholl, Johanna #	29/B	\$ 94,825.00		\$ 94,825.00
Shandor, Troy	22-23/D	\$ 87,585.00		\$ 87,585.00
Sortor, Janeen	29/A	\$ 90,540.00		\$ 90,540.00
Sullivan, Sheila	32/D	\$ 103,735.00	\$ 1,650.00	\$ 105,385.00
Tirrito, Joseph	12-13/B	\$ 75,775.00		\$ 75,775.00
Unda, Louise Tokarsky #	24-25/D	\$ 90,310.00		\$ 90,310.00
Vasaturo, Kim	30/D	\$ 99,685.00		\$ 99,685.00
Violante, Louis	18-19/C	\$ 82,505.00		\$ 82,505.00
Welch, Meghan O'Reilly #	10-11/C	\$ 76,630.00		\$ 76,630.00
Winfield, Karen #	28/C	\$ 94,580.00		\$ 94,580.00

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# masters stipend added to base (\$725.00)  
+ gains tenure during 2025-26 school year

3/13/2025

salaries teachers 2025-26 sy

cj

## 2025-26 Salaries Support Staff

<b>SUPPORT STAFF</b>	<b>STEP</b>	<b>2025-26 BASE SALARY</b>	<b>CREDENTIAL/ DEGREE STIPEND</b>	<b>2025-26 TOTAL SALARY</b>
Cantore-Watson, Janet	D16	\$ 79,290.00	\$ 500.00	\$ 79,790.00
Caterinicchia, Linda	D7	\$ 60,530.00		\$ 60,530.00
Frazier, Shianti	D11	\$ 67,400.00		\$ 67,400.00
Hernandez, Jessica	C4-6	\$ 49,160.00		\$ 49,160.00
Marvits, Colleen	C2	\$ 48,660.00		\$ 48,660.00
Mathews, Stephanie ^	C2	\$ 48,660.00	\$ 500.00	\$ 49,160.00
Mendoza, Theresa	C2	\$ 48,660.00	\$ 500.00	\$ 49,160.00
Nunez, Edenes ^	C2	\$ 48,660.00		\$ 48,660.00
Padilla, John	D12	\$ 69,865.00		\$ 69,865.00
Patryn, Amy	D12	\$ 69,865.00		\$ 69,865.00
Philip, Stephen	D12	\$ 69,865.00	\$ 500.00	\$ 70,365.00
Reader, Laurie (10-mo.)	D16	\$ 66,072.36		\$ 66,072.36
Santiago, Susan	C14	\$ 58,655.00		\$ 58,655.00
Scott, Wanda	D13	\$ 72,240.00		\$ 72,240.00
Shahid, Faiza	D13	\$ 72,240.00	\$ 500.00	\$ 72,740.00
<b>INSTRUCTIONAL AIDES</b>				
Morlock, Karen	n/a	\$55,445.20	\$ 500.00	\$ 55,945.20
^ Contingent upon completion 6 mo. probationary period				

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Salaries Buildings and Grounds Staff  
2025-26

<b>BUILDINGS &amp; GROUNDS STAFF</b>	<b>2025-26 Base Salary</b>	<b>BLACK SEAL</b>	<b>CARBON MONOX</b>	<b>TECH TYPE UNIV</b>	<b>ELECT. LICENSE</b>	<b>CDL (B)</b>	<b>PLUMB. LICENSE</b>	<b>2025-26 Total Salary</b>
Capitani, Massimo	\$ 65,632.67	\$ 800.00						\$ 66,432.67
Filep, Gregg	\$ 58,538.64	\$800.00						\$ 59,338.64
Ortiz, Pedro	\$ 58,538.88							\$ 58,538.88
Pucci, Anthony Jr. (10 mo.)	\$ 51,733.00							\$ 51,733.00
Queen, Mark (10 mo.)	\$ 45,497.44							\$ 45,497.44
Ravines, Jessica	\$ 51,100.63	\$ 800.00						\$ 51,900.63
Ricks, Taylor (10-mo.) ^	\$ 42,580.20							\$ 42,580.20
Whitzer, Christopher	\$ 58,538.88	\$ 800.00						\$ 59,338.88
^ Contingent upon completion 6 mo. probationary period								

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DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
May 1, 2025	Matthew Dolegiewitz	\$295.00	\$0	Using AI to Increase Math Learning & Increase Teacher Productivity	Virtual
June 12 – July 27, 2025	Maureen Glennon Clayton	\$310.00	\$0	Mindfulness Practices in Embodied Anatomy for the Dance Educator	Virtual

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April 2025

<u>CTE Program/Other</u>	<u>Location</u>	<u>Cost Per Student/Paid by</u>	<u>Transportation Provided/Paid by</u>
Welding	Miller Customer Experience Center Phoeniville, PA	\$0.00	Miller Customer
Carpentry	Eastern Atlantic Carpenters Technical Center Edison, NJ	\$0.00	District
Environmental & Rotary Clubs	Key Port Beach Keyport, NJ	\$0.00	District
HOSA/Health Occ.	Six Flags Great Adventure Jackson, NJ	\$50.00/Student \$107.26/Student Activity Account (Bus)	District/District & SAA
BE&M	Six Flags Great Adventure Jackson, NJ	\$40.00/Student \$80.00/SA for 2 Chaperones	District
Theater Arts	Pearl Studios, Broadway Theater New York, NY	\$85.00/Student	District

\*Prior approval given by Superintendent

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**School Professional Development Plan (PDP) 2025-2026**

District Name	School Name	Principal Name	Plan Begin/End Dates
Somerset County Vocational and Technical High School	Somerset County Vocational and Technical High School	Hector Montes	July 2025 – June 2026

**1: Professional Learning Goals**

No.	Goal	Identified Group	Rationale/Sources of Evidence
1	Improve the academic and technical progress of students	All Teachers	<ul style="list-style-type: none"><li>• State-mandated test scores provide data on what areas need improvement</li><li>• Genesis Reports</li><li>• SGOs</li><li>• Benchmarks</li><li>• Student Grades</li><li>• Progress Monitoring</li><li>• Review of current PLC's</li></ul>
2	Continue to enhance LAL and Math learning in CTE classes	CTE – Professors in residence (PIRs)	<ul style="list-style-type: none"><li>• Test results in reading, writing, and math indicate a need for contextual learning</li><li>• Portfolios</li></ul>
3	Continue to identify the professional development needs of new and existing teachers	All Teachers	<ul style="list-style-type: none"><li>• Veteran teachers need help in identifying student data that will inform and enhance instruction. New teachers need assistance in various areas.</li><li>• Staff need opportunities to train for and provide relevant Professional Development in areas of expertise (content area or pedagogical skill) and/or areas of interest during PLCs and/or</li></ul>



			Inservice days.
4	Improve Communication	All Employees	<ul style="list-style-type: none"> <li>• Everyone needs to work on better listening and communication skills</li> <li>• Students and families benefit from communication between team members on behalf of the students regarding learning needs, physiological, behavioral, and mental health, and family crises.</li> <li>• Team meetings are identified as best practices in schools</li> </ul>
5	Continue the Implementation of Social and Emotional Learning	ALL Employees	<ul style="list-style-type: none"> <li>• Per the NJDOE, Social and Emotional Learning content is required in all curriculum</li> <li>• CASEL provides extensive literature on the benefits of SEL in and out of the classroom as well as support and guidance to schools</li> <li>• Due to COVID, the need for SEL is on the rise</li> </ul>
6	Enhance the Diversity and Promote Equity within the School Community	All Employees	<ul style="list-style-type: none"> <li>• Feedback including conversations with teachers and students.</li> <li>• Data on students (nontraditional, demographic, etc.)</li> <li>• Align with changes made in the <i>NJ Student Learning Standards</i> that include more diversity</li> </ul>
7	Meet NJDOE's goal of infusing Climate Change into the Curriculum	All Teachers	<ul style="list-style-type: none"> <li>• Recent Changes to the NJ Student Learning Standards</li> <li>• United Nations Sustainable Development Goals</li> </ul>
8	Learn about the impact of Artificial Intelligence on education	All Teachers & Supervisors	<ul style="list-style-type: none"> <li>• Numerous articles/media reports of students using AI (like ChatGPT) for cheating</li> <li>• Numerous articles/media reports of the benefits of using AI for enhancing learning and instruction.</li> <li>• Articles/media reports of school districts blocking AI sites such as ChatGPT and Dall-E</li> </ul>



9	Increase the understanding of IEPs and Special Education Teachers and their role	All Teachers	<ul style="list-style-type: none"> <li>• Staff Surveys</li> <li>• Observation Feedback</li> </ul>
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## 2: Professional Learning Activities

	Initial Activities	Follow-up Activities (as appropriate)
1	Review of standardized test scores and curriculum maps/lesson plans.	<ul style="list-style-type: none"> <li>• Edit pacing guides to address areas of weakness.</li> </ul>
2	Integration of LAL and Math in the CTE courses	<ul style="list-style-type: none"> <li>• Assess improvement in LAL and Math scores</li> <li>• Training in discipline reading</li> </ul>
3	Use data culled from supervisor and teacher-leader interactions to address areas of need	<ul style="list-style-type: none"> <li>• Develop PD plans based on identified teacher needs for both veteran and new teachers</li> </ul>
4	Research outside workshops and webinars to attend	<ul style="list-style-type: none"> <li>• Discuss new ideas at PLC and Department Meetings</li> <li>• Facilitate opportunities to train for and provide relevant Professional Development in areas of expertise (content area or pedagogical skill) and/or areas of interest during PLCs and/or Inservice days.</li> <li>• Share PD opportunities via email and at meetings with relevant departments/whole school</li> <li>• Utilize Pathful (formerly known as Nepris)</li> </ul>
5	Internal Workshops/TED Talks/Peer Observations and Discussions	<ul style="list-style-type: none"> <li>• Discussion at DEAC and Supervisory meetings</li> <li>• Inclusion of staff at large to participate in PD via PLCs and Inservice Training.</li> </ul>





6	Create a team to identify the specific needs of all stakeholders	<ul style="list-style-type: none"> <li>• Develop a plan to address those needs.</li> </ul>
7	Continue and support the SEL Team to develop, plan, and implement training	<ul style="list-style-type: none"> <li>• SEL Meetings</li> <li>• SEL created trainings</li> <li>• SEL strategies implemented in faculty and PLC meetings and during Inservice days</li> </ul>
8	Continue the data/equity team	<ul style="list-style-type: none"> <li>• Hold continuous meetings</li> <li>• Use data to implement initiatives</li> </ul>
9	Creation of lessons that include discussions and activities about Climate change in all content areas	<ul style="list-style-type: none"> <li>• PLC to discuss best practices</li> <li>• Participate in Green Team</li> <li>• Projects</li> <li>• Attend PD incorporating Climate Change into different Curricula</li> </ul>
10	Internal workshops; PLC discussions; department meetings, peer observations	<ul style="list-style-type: none"> <li>• Action research</li> <li>• Surveys</li> </ul>

### 3: Essential Resources

	Resources	Other Implementation Considerations
1	Time for group review of data and curriculum maps. Data from State tests Genesis reports Summer curriculum writing Books	



2	Time for group strategy sessions PLC logs	
3	PIR's activities identified via activity logs	
4	Attend outside Professional Development Conferences PD days in September/January Teacher/leader activities highlighting identified needs as indicated by veteran and new teachers	
5	Surveys	
6	CASEL guidelines and resources	
7	Genesis Reports	
8	PLC Logs; PD workshops	
9	Updated curriculum	



#### 4: PD Required by Statute or Regulation

##### State-mandated PD Activities

All state-mandated PD is conducted on the Moodle online site that was created for the district.

#### 5: Progress Summary

PL Goal No.	Notes on Plan Implementation	Notes on Goal Attainment
1		
2		
3		
4		
5		
6		
7		
8		



9		
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Signature:

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

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# REGULATION

## SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

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### R 6471 SCHOOL DISTRICT TRAVEL

#### A. Definitions (N.J.S.A. 6A:23A-1.2)

1. For the purpose of this Policy, “travel expenditures” means those costs paid by the school district using local, State, or Federal funds, whether directly by the school district or by employee reimbursement, for travel by school district employees and district Board of Education members, to the following five types of travel events:
  - a. Training and seminars – means all regularly scheduled, formal residential or non-residential training functions conducted at a hotel, motel, convention center, residential facility, or at any educational institution or facility;
  - b. Conventions and conferences – means general programs, sponsored by professional associations on a regular basis, which address subjects of particular interest to a school district or are convened to conduct association business. The primary purpose of employee attendance at conferences and conventions is the development of new skills and knowledge or the reinforcement of those skills and knowledge in a particular field related to school district operations. These are distinct from formal staff training and seminars, although some training may take place at such events;
  - c. School district sponsored events – means conferences, conventions, receptions, or special meetings, where the school plans, develops, implements, and coordinates the event and is the event’s primary financial backer. School district employees are actively involved in working the event and other employees may attend as participants;
  - d. Regular school district business travel – means all regular official business travel, including attendance at meetings, conferences, and any other gatherings which are not covered by the definitions included in a., b., and c. above. Regular school district business travel also includes attendance at regularly scheduled in-State county meetings and Department-sponsored or association-sponsored events provided free of charge and regularly scheduled in-State professional development activities with a registration fee



# REGULATION

## SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

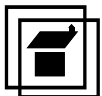
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that does not exceed ~~\$150~~ **\$200** per employee or district Board member. The ~~\$150~~ **\$200** limit per employee or district Board member may be adjusted by inflation; and

- e. Retreats – means meetings with school district employees and school Board members, held away from the normal work environment at which organizational goals and objectives are discussed. If available, school district facilities shall be utilized for this type of event.

### B. Maximum Travel Budget (N.J.A.C. 6A:23A-7.3)

1. Annually in the prebudget year, the Board of Education shall establish by resolution a maximum travel expenditure amount for the budget year, which the school district shall not exceed. The resolution shall also include the maximum amount established for the prebudget year and the amount spent to date.
  - a. The maximum school district travel expenditure amount shall include all travel supported by local and State funds.
  - b. The Board may exclude travel expenditures supported by Federal funds from the maximum travel expenditure amount.
    - (1) If Federal funds are excluded from the established maximum amount, the Board shall include in the resolution the total amount of travel supported by Federal funds from the prior year, prebudget year, and projected for the budget year.
  - c. Exclusion of Federal funds from the annual maximum travel budget shall not exempt such travel from the requirements applicable to State and local funds.
2. The Board of Education may authorize an annual maximum amount per employee for regular business travel only for which Board of Education approval is not required.
  - a. The annual maximum shall not exceed \$1,500 and shall be subjected to the approval requirements in N.J.S.A. 18A:19-1.



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## SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

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- b. Regular school district business travel as defined in N.J.A.C. 6A:23A-1.2 and in this Regulation shall include attendance at regularly scheduled in-State county meetings and Department-sponsored or association-sponsored events provided free of charge. It also shall include regularly scheduled in-State professional development activities for which the registration fee does not exceed ~~\$150~~ **\$200** per employee or Board member.
- c. Regular school district business travel shall require approval of the Superintendent prior to obligating the school district to pay related expenses and prior to attendance at the travel event.
  - (1) The Superintendent shall designate an alternate approval authority to approve travel requests in his or her absence when necessary to obtain timely district Board of Education approval.
  - (2) The Superintendent shall establish, in writing, the internal levels of approval required prior to his or her approval of the travel event, as applicable.

### C. Travel Approval Procedures (N.J.A.C. 6A:23A-7.4)

- 1. All travel requests for employees of the school district shall be submitted to the Superintendent or designee and approved in writing by the Superintendent and approved by a majority of the Board of Education's full voting membership, except if the Board has excluded regular business travel from prior approval in Policy 6471 pursuant to N.J.A.C. 6A:23A-7.3(b), prior to obligating the school district to pay related expenses and prior to attendance at the travel event.
  - a. The Superintendent shall designate an alternate approval authority to approve travel requests in his or her absence when necessary to obtain timely Board approval.
  - b. The Superintendent shall establish, in writing, the internal levels of preliminary approval required prior to the Superintendent's approval of the travel event, as applicable.
    - (1) The School Business Administrator/Board Secretary or designee shall review all travel requests either before or



after the Superintendent's approval and prior to submission of the Board for approval to determine if the expenses as outlined in the request are in compliance with the requirements of N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-7, the current State travel payment guidelines established by the Department of the Treasury, and the current guidelines established by the Federal Office of Management and Budget.

- (a) If any travel expenses requested are not in compliance with the guidelines outlined above, the School Business Administrator/Board Secretary or designee will return the request to be revised in accordance with the guidelines outlined above.
  - (b) The Superintendent may deny the request, approve the request conditioned upon the staff member assuming the financial responsibility for those travel expenses that are not in compliance with the guidelines, or may return the request to the school staff member to be revised in accordance with the guidelines outlined above.
- 2. All travel requests for Board members shall require prior approval by a majority of the Board's full voting membership, except where the Board has excluded regular business travel from prior approval pursuant to N.J.A.C. 6A:23A-7.3(b), and the travel shall be in compliance with N.J.S.A. 18A:12-24 and 24.1.
- 3. The Board of Education may approve, at any time prior to the event, travel for multiple months as long as the approval detailed in Board of Education minutes itemizes the approval by event, total cost, and number of employees and/or Board members attending the event. General or blanket pre-approval shall not be authorized.
- 4. All travel requests shall receive prior approval of the Board of Education except if the Board has excluded from the requirements prior Board approval of any travel caused by or subject to existing contractual provisions, including grants and donations, and other statutory requirement, or Federal regulatory requirements in Policy 6471 pursuant to N.J.A.C. 6A:23A-7.4(d). For the exclusion of prior Board approval to





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apply, the required travel event shall be detailed, with number of employees(s), Board member(s), and total cost in the applicable contract, grant, donation, statute, or Federal regulation.

- a. This shall not include general grant guidelines or regulations that are permissive, but do not require the travel event, unless the specific travel event, number of employee(s), Board member(s), and total cost is detailed in the approved grant, donation, or other fund acceptance agreement.
- b. This shall not include general contractual provisions in employment contracts for continuing education or professional development, except if the Board has included in its policy a maximum amount per employee for regular business travel that does not require prior Board of Education approval pursuant to N.J.A.C. 6A:23A-7.3.

5. If occasional unforeseen situations arise wherein a travel request cannot obtain prior approval of the Board of Education, justification shall be included in the text of the travel request.

- a. Such requests shall require prior written approval of the Superintendent or designee, and the Executive County Superintendent or designee.
- b. The Board shall ratify the request at its next regularly scheduled meeting.
- c. Travel to conferences, conventions, and symposiums shall not be considered emergencies and shall not be approved after the fact.

6. Subsequent to pre-approval by a majority of the full voting membership of the Board of Education, reimbursement of prospective employee travel expense shall be pre-approved by the Executive County Superintendent.

### D. Required Documentation for Travel (N.J.A.C. 6A:23A-7.5)

1. The Board of Education requires the documentation listed in D.2. below to justify the number of employees attending an event and the benefits to be derived from their attendance;



2. Neither the Superintendent or designee, nor the Board of Education shall approve a travel request unless it includes, at a minimum, the following information:
    - a. The name and date(s) of the event;
    - b. A list of Board members and/or employees to attend, either by name and title;
    - c. The estimated cost associated with travel;
    - d. A justification and brief statement that includes the primary purpose for the travel, the key issues that will be addressed at the event, and their relevance to improving instruction or the operation of the school district.
      - (1) For training events, the statement must include whether the training is for a certification required for continued employment, continuing education requirements, requirements of Federal or State law, or other purpose related to the programs and services currently being delivered or soon to be implemented in the school district; or related to school district operations;
    - e. The account number and funding source - Federal, State, private, or local; and
    - f. For annual events, the total attendance and cost for the previous year.
  3. The school district shall maintain documentation on file that demonstrates compliance with the Board of Education's travel policy, including travel approvals, reports, and receipts for all school district funded expenditures, as appropriate.
- E. School Business Administrator/Board Secretary Responsibilities Regarding Accounting for Travel (N.J.A.C. 6A:23A-7.6)
1. The School Business Administrator/Board Secretary or designee shall prepare itemized travel budgets by function and object of expense for each cost center, department, or location maintained in the school district's



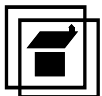
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accounting system, as applicable, as part of the preparation of and documentation for the annual school district budget.

- a. The aggregate amount of all travel budgets shall not exceed the Board of Education approved maximum travel expenditure amount for the budget year as required by N.J.A.C. 6A:23A-7.3.
2. The School Business Administrator/Board Secretary shall maintain separate accounting for school district travel expenditures, as necessary, to ensure compliance with the school district's maximum travel expenditure amount. The separate accounting tracking system may include, but need not be limited to, a separate or offline accounting of such expenditures or expanding the school district's accounting system. The tracking system shall be sufficient to demonstrate compliance with Policy and Regulation 6471 and N.J.A.C. 6A:23A-7, and shall be in a detailed format suitable for audit.
3. The School Business Administrator/Board Secretary or designee shall review and approve the cost and supporting documentation required by N.J.A.C. 6A:23A-7 and submitted by the person(s) having incurred travel expense. The School Business Administrator shall not approve or issue payment of travel expenditures or reimbursement requests until all required documentation and information to support the payment has been submitted, and shall not approve any travel expenditure that, when added to already approved travel expenditures, would exceed the Board of Education approved maximum travel expenditure amount for the budget year.
4. The School Business Administrator/Board Secretary shall be responsible for the adequacy of documentation of transactions processed by his or her staff and the retention of the documentation to permit audits of the records.
5. A Board of Education employee, a Board member, or an organization shall not receive partial or full payment for travel and travel-related expenses in advance of the travel, pursuant to N.J.S.A. 18A:19-1 et seq. The payment of travel and travel-related expenses, including travel-related purchases for which a purchase order is not applicable, shall be made personally by a school district employee or Board member and reimbursed at the conclusion of the travel event. N.J.A.C. 6A:23A-7.6, Policy 6471, and this Regulation do not preclude the school district from paying the



vendor directly with the proper use of a purchase order (for example, for registration, airline tickets, hotel).

F. Sanctions for Violations of Travel Requirements (N.J.A.C. 6A:23A-7.7)

1. A Board of Education that violates its established maximum travel expenditure, as set forth in N.J.A.C. 6A:23A-7.3, or that otherwise is not in compliance with N.J.A.C. 6A:23A-7 travel limitations, may be subject to sanctions by the Commissioner as authorized pursuant to N.J.S.A. 18A:4-23 and 24, including reduction of State aid in an amount equal to any excess expenditure pursuant to N.J.S.A. 18A:11-12 and 18A:7F-60.
2. The staff member designated as the final approval authority for travel who approves any travel request or reimbursement in violation of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471 shall reimburse the school district in an amount equal to three times the cost associated with attending the event, pursuant to N.J.S.A. 18A:11-12.
3. An employee or Board member who violates the provisions of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471 shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event, pursuant to N.J.S.A. 18A:11-12.
4. In accordance with N.J.A.C. 6A:23A-7.7(d), there must be procedures to monitor compliance and application of the penalty, as outlined in N.J.A.C. 6A:23A-7.7, upon determination a violation has occurred after Board of Education payment of the event.
  - a. In addition to the annual audit test procedures to ensure compliance as required in N.J.A.C. 6A:23A-7.7(e) and F.5. below, the School Business Administrator/Board Secretary will designate a staff member to review travel payments that are being recommended to the Board for payment prior to Board approval and travel payments previously approved by the Board for payment and paid for any violations.
    - (1) In the event the annual audit test procedures or the review by the staff member designated by the School Business Administrator/Board Secretary determines a travel payment recommended to the Board for payment or a travel payment previously approved by the Board and was paid in



violation of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471, the school district auditor or the staff member designated by the School Business Administrator/Board Secretary shall inform the Superintendent of Schools of the violation in writing.

- (2) The Superintendent shall determine if a violation of N.J.A.C. 6A:23A-7 requires a penalty in accordance with N.J.A.C. 6A:23A-7.7.
- (3) If a violation is determined prior to payment or reimbursement of the travel event, the Superintendent may exclude application of any additional penalties.

- 5. The annual audit conducted pursuant to N.J.S.A. 18A:23-1 shall include test procedures to ensure compliance with the Board of Education's policy and travel limitations set forth in this section and N.J.S.A. 18A:11-12.

G. Prohibitive Travel Reimbursements (N.J.A.C. 6A:23A-7.8)

- 1. The following types of expenditures are not eligible for reimbursement:
  - a. Subsistence reimbursement for one-day trips, except for meals expressly authorized by and in accordance with N.J.A.C. 6A:23A-7.12;
  - b. Subsistence reimbursement for overnight travel within the State, except where authorized by the Commissioner in accordance with N.J.A.C. 6A:23A-7.11;
  - c. Travel by Board members or employees whose duties are unrelated to the purpose of the travel event or who are not required to attend to meet continuing education requirements or to comply with law or regulation;
  - d. Travel by spouses, civil union partners, domestic partners, immediate family members, and other relatives;
  - e. Costs for employee attendance for coordinating other attendees' accommodations at the travel event;



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- f. Lunch or refreshments for training sessions and retreats held within the school district, including in-service days and for employee participants traveling from other locations within the school district;
- g. Training to maintain a certification that is not required as a condition of employment (For example: CPE credits to maintain a CPA license if the employee is not required to be a CPA for continued school district employment);
- h. Charges for laundry, valet service, and entertainment;
- i. Limousine services and chauffeuring costs to, or during, the event;
- j. Car rentals, either utilized for airport transportation or transportation at a conference, convention, etc., unless absolutely necessary for the conduct of school district business. Justification shall accompany any request for car rentals. If approved, the most economical car rental is to be used, including the use of subcompacts and discounted and special rates. An example of the justified use of a car rental is when an employee is out of State, making inspections at various locations, and the use of public transportation is impracticable. When car rental is authorized, the employee shall not be issued an advance payment for the anticipated expense associated with the rental;
- k. Alcoholic beverages;
- l. Entertainment costs, including amusement, diversion, social activities, and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities);
- m. Gratuities or tips in excess of those permitted by Federal per diem rates;
- n. Reverse telephone charges or third party calls;
- o. Hospitality rooms;
- p. Souvenirs, memorabilia, promotional items, or gifts;



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## SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

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- q. Air fare without documentation of quotes from at least three airlines and/or on-line services; and
- r. Other travel expenditures that are unnecessary and/or excessive.

### H. Travel Methods (N.J.A.C. 6A:23A-7.9)

1. For the purpose of section H. of this Regulation and N.J.A.C. 6A:23A-7.9, "transportation" means necessary official travel on railroads, airlines, shuttles, buses, taxicabs, rideshares, school district-owned or leased vehicles, and personal vehicles.
2. The purchase or payment of related transportation expenses shall be made by purchase order or personally by a school district employee or Board member and reimbursed at the conclusion of the travel event. An actual invoice or receipt for each purchase or expense shall be submitted with a claim for reimbursement.
3. Pursuant to Office of Management and Budget (OMB) Travel Circulars and N.J.A.C. 6A:23A-7.1 et seq., the following travel methods requirements shall apply:
  - a. Air and rail tickets shall be purchased via the Internet, if possible, using airline or online travel services such as Travelocity, Expedia, or Hotwire.
  - b. Air travel shall be authorized only when determined that it is necessary and advantageous to conduct school district business.
    - (1) The most economical air travel should be used, including the use of discounted and special rates.
    - (2) The following options should be considered when booking tickets:
      - (a) Connecting versus nonstop flights;
      - (b) Departing earlier or later compared to the preferred departure time;



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- (c) Utilizing alternative airports within a city, for example, Chicago, Illinois-Midway Airport versus O'Hare Airport;
  - (d) Utilizing alternative cities, for example, Newark versus Philadelphia;
  - (e) Utilizing "low cost" airlines; and
  - (f) Exploring alternate arrival and/or departure days.
- (3) No employee or Board member can earn benefits as a result of school district funded travel. Employees and Board members shall be prohibited from receiving "frequent flyer" or other benefits accruing from school district funded travel.
- (4) Airfare other than economy (that is, business or first class) shall not be fully reimbursed by the school district except when travel in such classes:
  - (a) Is less expensive than economy;
  - (b) Avoids circuitous routings or excessive flight duration; or
  - (c) Would result in overall transportation cost savings.
- (5) All airfare other than economy and not covered by the above exceptions purchased by an employee or Board member shall be reimbursed only at the economy rate for the approved destination.
- (6) Cost estimates on travel requests and associated authorizations shall be consistent with current airline tariffs, with consideration of available special fares or discounts, for the requested destination.
- (7) Airline tickets shall not be booked until all necessary approvals have been obtained.





- (8) Additional expenses over and above the authorized travel request shall be considered only for factors outside the purchaser's control. The burden of proof shall be placed upon the purchaser and any additional expenses incurred without sufficient justification and documentation, as determined by the School Business Administrator/Board Secretary, shall not be reimbursed.
  - (9) Justification shall accompany requests for airline ticket reimbursement when purchased by employees or Board members contrary to H.3.b.(1) through (8) above. Sufficient justification shall be considered only for factors outside the purchaser's control. Noncompliant purchases without sufficient justification shall not be reimbursed.
- c. Rail travel shall be authorized only when determined that it is necessary and advantageous to conduct school district business.
  - (1) The most economical scheduling of rail travel shall be utilized, including excursion and government discounts, whenever applicable.
  - (2) The use of high-speed rail services, such as Acela, shall not be authorized.
  - (3) All rail travel shall be processed in the same manner as prescribed for air travel in H.3.b. above.
- d. Use of a school district-owned or-leased vehicle shall be the first means of ground transportation. Use of a personally owned vehicle on a mileage basis shall not be permitted for official business where a school district-owned or -leased vehicle is available.
  - (1) Mileage allowance in lieu of actual expenses of transportation shall be approved by the Board and allowed at the rate authorized by the annual State Appropriations Act, or a lesser rate at the Board's discretion for an employee or Board member traveling by his or her personally owned vehicle on official business.



- (a) If any condition in an existing negotiated contract is in conflict with the OMB Travel Circulars, such as the mileage reimbursement rates, the provisions of the existing contract shall prevail.
  - (2) Parking and toll charges shall be allowed in addition to mileage allowance.
  - (3) Reimbursement for travel to points outside the State by automobile shall be permitted when such arrangements prove to be more efficient and economical than other means of public transportation.
  - (4) In determining the relative costs of private and public transportation, all associated costs (that is, tolls, taxicabs, airport or station transfers, etc.) shall be considered.
  - (5) All employees and Board members using privately owned cars in the performance of their duties for the school district shall present a New Jersey Insurance Identification Card indicating that insurance coverage is in full force and effect with companies approved by the State Department of Banking and Insurance. The card shall be made available to the Superintendent or designee before authorization to use privately owned cars.
  - (6) Employees and district Board members who are out-of-State residents shall provide appropriate insurance identification in lieu of the New Jersey Insurance Identification Card.
- e. School district-owned or -leased vehicles shall be utilized in accordance with N.J.A.C. 6A:23A-6.12.
  - f. Necessary taxicab or rideshare charges shall be permitted. However, travel to and from airports, downtown areas, and between hotel and event site shall be confined to regularly scheduled shuttle service, whenever such service is complimentary or is less costly. If shuttle service is not available, taxicabs or rideshares may be used.



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## SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

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- g. Cruises shall not be permitted for travel events or transportation.

### I. Routing of Travel (N.J.A.C. 6A:23A-7.10)

1. Pursuant to State travel guidelines as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars:
  - a. All travel shall follow the most direct, economical, and usually traveled route. Travel by other routes as a result of official necessity shall be eligible for payment or reimbursement only if satisfactorily established in advance of such travel.
  - b. If a person travels by indirect route for personal convenience, the extra expense shall be borne by the individual.
  - c. Reimbursement for expenses shall be based only on charges that do not exceed what would have been incurred by using the most direct, economical, and usually traveled route.

### J. Subsistence Allowance – Overnight Travel (N.J.A.C. 6A:23A-7.11)

1. Pursuant to the State travel guidelines as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars, one-day trips that do not involve overnight lodging shall not be eligible for subsistence reimbursement, except for meals expressly authorized by and in accordance with the provisions of N.J.A.C. 6A:23A-7.12.
2. Pursuant to the OMB Travel Circulars, generally, overnight travel shall not be eligible for subsistence reimbursement if travel is within the State. Overnight travel is permitted if it is authorized pursuant to 3. below, or is a required component by the entity issuing a grant, donation, or other funding agreement with the school district. The specific required overnight in-State travel event shall be detailed in the final grant, donation, or other fund acceptance agreement along with the number of authorized travelers and total cost. All reimbursements shall be subject to N.J.A.C. 6A:23A-7 unless the funding acceptance agreement specifies otherwise.



3. Pursuant to the State travel regulations as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars, the Commissioner shall be authorized to grant waivers for overnight travel for Board members and school district employees to attend in-State conferences.
  - a. Such waivers will be granted in only extremely limited circumstances when the sponsoring organization can demonstrate the conference is broad and multi-disciplinary in scope, incorporates content offerings from numerous specialty areas, and includes important professional development opportunities and/or required training.
  - b. The sponsoring organization shall demonstrate the conference's content, structure, scheduling, and anticipated attendance necessitate that it be held on multiple consecutive days with overnight lodging. When such waivers are granted, individual school districts or individuals shall not be required to submit waiver requests for attendance at these conferences.
  - c. Sponsors of in-State conferences may submit to the Commissioner a request for a waiver of this prohibition by providing information regarding the conference as follows:
    - (1) The name and dates of the event;
    - (2) Justification for the length of the conference and the necessity to hold events for each day beyond the first day of the conference;
    - (3) Identification of all other conferences sponsored or co-sponsored by the organization (whether single or multi-day) in the previous year;
    - (4) A description of the target audience by position title and/or educational certificate and endorsement;
    - (5) Justification of the importance of the target audience attending the event;
    - (6) The cost of registration;

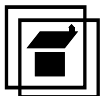


# REGULATION

## SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

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- (7) A detailed list and description of any activities to be charged to the participants by the sponsor separate from the registration fee, such as luncheons, workshops, entertainment, etc., including:
    - (a) The cost of the activity;
    - (b) Whether participation is mandatory or voluntary; and
    - (c) The purpose such as social, guest speaker, working session, etc.
  - (8) A copy of agenda or program for the event;
  - (9) A brief statement that includes the primary purpose of the event, the key issues that will be addressed at the event, and their relevance to improving instruction or the operation of a school or school district;
  - (10) For training events, whether the training is needed for a certification required for continued employment, continuing education requirements, or requirements of Federal or State law; and
  - (11) For annual events, total attendance, and registration cost for the previous year.
4. If a waiver of the prohibition on overnight travel is granted pursuant to N.J.A.C. 6A:23A-7.11, it shall permit reimbursement for travel expenses only for individuals whose home-to-convention commute exceeds fifty miles.
5. Overnight travel within the State shall not be eligible for subsistence reimbursement if travel is on the day prior to the start of the conference. Reimbursement shall be prohibited for lodging prior to check-in time for the first day of the event or after check-out time on the last day of the event.
6. The United States General Services Administration publishes a schedule of Federal per diem rates in the Federal Register for approved overnight travel by the event location. The latest Federal per diem rates schedule for



lodging, meals, and incidental expenses by location can be found at [www.gsa.gov](http://www.gsa.gov). The following restrictions apply to allowable per diem reimbursements:

- a. Allowable per diem reimbursement for lodging, meals, and incidentals shall be actual reasonable costs, not to exceed the Federal per diem rates for the event location. Registration and conference fees are not subject to the Federal per diem rate caps. If the event location is not listed, the maximum per diem allowance shall be equal to the standard Continental United States (CONUS) per diem rates published by the General Services Administration for meals, incidental expenses, and lodging.
- b. Pursuant to N.J.S.A. 18A:11-12.o., reimbursement for lodging expenses for overnight travel, out-of-State or in-State as authorized by the Commissioner, may exceed the Federal per diem rates if the hotel is the site of the convention, conference, seminar, or meeting and the going rate of the hotel is in excess of Federal per diem rates.
  - (1) If the hotel at the site of the current travel event is not available, lodging may be paid for similar accommodations at a rate not to exceed the hotel rate at the site of the current event.
  - (2) If there is no hotel at the site of the current travel event (for example, Atlantic City Convention Center), then reimbursement for lodging shall not exceed the Federal per diem rate.
- c. If the meal is not part of a one-sum fee for a travel event, reimbursement may be approved for the full cost of an official convention meal that the employee or Board member attends, when such meal is scheduled as an integral part of the convention or conference proceedings. Receipts shall be submitted to obtain reimbursement in such situations. The amount of the Federal per diem rate for the corresponding meal shall be deducted from that day's subsistence allowance.



- d. The allowance for a meal(s) or incidentals shall not be eligible for reimbursement when included and paid in the registration fee, the cost of lodging, or transportation charge.
  - e. Receipts shall be required for all hotel and incidental expenses. Meal expenses under the Federal per diem allowance limits shall not require receipts pursuant to N.J.S.A. 18A:11-12.o.(3), unless required by the Board of Education.
  - f. If the total per diem reimbursement is greater than the Federal per diem rates, the costs shall be considered excessive in the absence of substantial justification accompanying the travel voucher submitted by the employee or district Board member. In such cases, receipts shall be submitted for all costs, including meals.
  - g. Employees and Board members shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater cost benefits or is more advantageous to the conduct of school district business.
  - h. Actual subsistence expenses shall not be reimbursable if paid by the traveler to a member of his or her family, to another school district employee, or to a family member of another school district employee.
- K. Meal Allowance – Special Conditions – and Allowable Incidental Travel Expenditures (N.J.A.C. 6A:23A-7.12)
- 1. Meals for in-State travel shall not be eligible for reimbursement except as expressly authorized within N.J.A.C. 6A:23A-7.
  - 2. A meal allowance may be provided to employees or Board members in relation to one-day, out-of-State trips required for school business purposes that do not require an overnight stay. The reimbursement for breakfast, lunch, and/or dinner shall not exceed the amounts authorized in State travel regulations as published by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars.
  - 3. Lunch for off-site training sessions may be authorized for an amount up to \$7 per person only when it is necessary that employees or Board members



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remain at a site other than their school district and there are no viable options for lunch at the off-site location.

- a. Per N.J.S.A. 18A:11-12.a.(1)(d), employee and Board member retreats shall be held onsite unless there is no school district site available.
  - b. If lunch is included in a lump-sum registration fee for an off-site training session, the full amount is eligible for reimbursement, if reasonable. Providing lunch for on-site staff meetings and in-service days or for employees who come from other parts of the school district shall not be permitted. (See K.4. below.)
  - c. Refreshments for breaks may also be provided at training sessions held at a site other than the school district.
4. Subsistence expenses for an employee or Board member shall not be allowed within the school district or within a radius of ten miles thereof, except for meals expressly authorized by and in accordance with N.J.A.C. 6A:23A-7.12. Non-allowed expenses include, but are not limited to, meals and refreshments for on-site staff meetings and in-service days.
  5. Reimbursement may be approved for the cost of an official luncheon or dinner, up to \$10 and \$15, respectively, that an employee or Board member is authorized to attend, if the meal is scheduled as an integral part of an official proceeding or program related to school district business and the employee's or Board member's responsibilities.
    - a. School district business above refers to the management operations of the school district and does not refer to activities that benefit students and are part of the instructional program. Pursuant to N.J.A.C. 6A:23A-5.8(b)4, all reasonable expenditures related to school district employees that are essential to the conduct of a student activity are permitted.
  6. Regular meetings, special meetings, and work sessions of the Board of Education shall be limited to light meals and refreshments for all Board members.
    - a. The meals may be served to employees who are required to attend the event and if it is impractical for the employee to commute to





and from his or her residence between the end of the work day and the beginning of the event, or if the employee is required to remain at the school district to prepare for the event.

- b. The school district shall acquire the light meals and refreshments by the solicitation of quotes, if required pursuant to N.J.S.A. 18A:18A-1 et seq.
  - c. If the school district's food service program can prepare comparable meals at a lower cost, the food service program shall be used.
  - d. The average cost per meal shall not exceed \$10.
  - e. The school district shall purchase or prepare food that is sufficient to provide each district Board member, dignitary, non-employee speaker, or allowable staff member one meal. Meals should be carefully ordered to avoid excess. Unintended left over food should be donated to a charitable shelter or similar facility, if at all possible.
7. Reimbursement may be approved for allowable telephone and incidental travel expenses that are essential to transacting official business.
- a. Charges for telephone calls on official business may be allowed. The voucher shall show the dates on which such calls were made, the points between which each call was made, and the cost per call.
  - b. Employees and Board members using their personally owned telephone for business may request reimbursement, less Federal Communications Tax. Calls for business are tax exempt and the telephone company will make allowances for the tax if the employee or Board member certifies to the telephone company when paying bills for personally owned phones that said calls were business calls.
  - c. Incidental expenses, defined as "non-meal tips" by the State travel regulations, when necessarily incurred by the traveler in connection with the transaction of official business, may be submitted for reimbursement only when the necessity and nature of



the expense are clearly and fully explained on the travel voucher and the voucher is approved. Travel vouchers shall be supported by receipts showing the quantity and unit price.

- L. Records and Supporting Documents (N.J.A.C. 6A:23A-7.13)
1. All persons authorized to travel on business shall keep a memorandum of expenditures chargeable to the school district, noting each item at the time and date the expense is incurred.
  2. The travel voucher shall be completed by the employee or Board member to document the details of the travel event. The travel voucher shall be signed by the employee or Board member to certify the validity of the charges for which reimbursement is sought. The form also shall bear the signatures of approval officials for processing.
  3. Sufficient documentation shall be maintained centrally by the school district to support payment and approval of the travel voucher.
  4. In addition to the documentation required for reimbursement, each person authorized to travel shall submit a brief report that includes the primary purpose for the travel, the key issues addressed at the event, and their relevance to improving instruction or the operations of the school district. This report shall be submitted prior to receiving reimbursement.
  5. Documentation for requests for travel reimbursement shall show:
    - a. The date(s) and individual points of travel, number of miles traveled between such points, and kind of conveyance used;
    - b. If the distance traveled between individual points is greater than the usual route between the points, the reason for the greater distance shall be stated;
    - c. The hours of the normal work day and actual hours worked shall be shown when requesting meal reimbursement for non-overnight travel;
    - d. Original receipts shall be required for all reimbursable expenses, except for meals that qualify for per diem allowances and for parking meters;

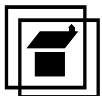


# REGULATION

## SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

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- e. Actual vendor receipts for personal credit card charges shall be attached to reimbursement requests. Credit card statements shall not be accepted as documentation of expenses;
  - f. Personal charges on a hotel bill shall be deducted and shown on the bill;
  - g. When lodging is shared jointly, the fact shall be stated on the travel voucher;
  - h. Where travel is not by the most economical, usually traveled route, the employee or Board member reimbursement request shall set forth the details of the route, the expenses actually incurred, the hour of departure, the hour of arrival, and an explanation for the use of costlier travel arrangements;
  - i. When travel is authorized for the employee's or Board member's own automobile on a mileage basis, the points between which travel was made, and the distance traveled between each place shall be shown. A statement as to ownership of the auto or other conveyance used, as well as a certification that liability insurance is in effect, shall be documented;
  - j. Reimbursement requests shall be supported by other receipts as required;
  - k. The voucher shall be itemized; and
  - l. Reimbursement requests shall be rendered monthly when in excess of \$25. Travel for a single travel event shall be reported as soon as possible after the trip.
- 6. All outstanding travel vouchers for the school year ending June 30 shall be submitted as soon as possible after June 30 regardless of amount, notwithstanding 5.l. above.
  - 7. Travel mileage reimbursement requests of the just-completed school year that are not submitted by July 30 or the date approved by the school district for the closing of books, whichever is earlier, for the just-completed school year shall not be approved or paid.
- M. Out-of-State and High-Cost Travel Events (N.J.A.C. 6A:23A-5.9)



# REGULATION

## SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

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1. Reimbursement for all in-State and out-of-State travel shall be made pursuant to N.J.S.A. 18A:11-12.
2. Out-of-State travel events shall be limited to the fewest number of Board members or affected employees needed to acquire and present the content offered to all Board members or staff, as applicable, at the conclusion of the event. Lodging may be provided only if the event occurs on two or more consecutive days and if home-to-event commute exceeds fifty miles.
3. When a travel event has a total cost that exceeds \$5,000, regardless of the number of attendees, or when more than five individuals from the school district are to attend a travel event out-of-State, the school district shall obtain prior written approval of the Executive County Superintendent.
  - a. The Executive County Superintendent shall promptly review the request and render a written decision within ten business days.
4. For all employee and Board member travel events out of the country, regardless of cost or number of attendees, the school district shall obtain prior written approval of the Executive County Superintendent.
  - a. Such requests shall be supported by detailed justification.
  - b. The Executive County Superintendent shall promptly review the request and render a written decision within ten business days.
  - c. It is expected that approvals will be rare.

Adopted: 21 September 2009  
Revised: 26 April 2010  
Revised: 23 August 2021

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Interim Balance SheetASSETS AND RESOURCES

## ASSETS

101 Cash in checking account	\$ 1,561,206.30	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ 1,561,206.30
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
116 Capital reserve account		\$ 1,552,193.01
117 Maintenance reserve account		\$ 611,685.83
121 Tax levy receivable		\$ 3,290,191.00
Accounts receivable		
132 Interfund	\$ 168,064.85	
141 Intergovernmental - state	\$ 442,838.99	
142 Intergovernmental - federal	\$ 0.00	
143 Intergovernmental - other	\$ 13,092.35	
153 Other Accounts Receivable	\$ 0.00	
		\$ 623,996.19
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
199 Other current assets		\$ 0.00

## RESOURCES

301 Estimated revenues (from adjusted budget)	\$ 15,676,766.00	
302 Less: revenues collected or accrued	\$ (15,126,340.81)	
		\$ 550,425.19
TOTAL ASSETS AND RESOURCES		\$ 8,189,697.52

LIABILITIES AND FUND EQUITY

## LIABILITIES

401 Interfund loans payable	\$ 0.00
402 Interfund accounts payable	\$ (117.88)
411 Intergovernmental accounts payable - state	\$ 0.00
412 Intergovernmental accounts payable - federal	\$ 0.00
413 Intergovernmental accounts payable - other	\$ 0.00
421 Accounts payable	\$ 44,024.68
422 Judgments payable	\$ 0.00
430 Compensated absences payable	\$ 0.00
431 Contracts payable	\$ 0.00
451 Loans payable	\$ 0.00
471 Payroll deductions and withholdings	\$ 0.00
481 Deferred revenues	\$ 0.00
499 Other current liabilities	\$ 0.00
580 Unemployment Trust Liability	\$ 0.00
Total liabilities	\$ 43,906.80

FUND EQUITY				
Appropriated:				
753 Reserve for encumbrances - current year		\$	3,908,001.73	
754 Reserve for encumbrances - prior year		\$	2,226.41	
761 Reserved fund balance Capital Reserve - July 1, 2024	\$	1,552,193.01		
604 Add: Increase in capital reserve	\$	0.00		
307 Less: Budgeted withdrawal from capital reserve - eligible costs	\$	0.00		
309 Less: Budgeted withdrawal from capital reserve - excess costs	\$	0.00		
317 Less: Budgeted withdrawal from capital reserve - transfer to Debt Svc	\$	0.00		
Subtotal - capital reserve			\$	1,552,193.01
764 Reserved fund balance Maintenance Reserve - July 1, 2024	\$	611,685.83		
606 Add: Increase in maintenance reserve	\$	0.00		
310 Less: Budgeted withdrawal from maintenance reserve	\$	0.00		
Subtotal - maintenance reserve			\$	611,685.83
769 Reserved fund balance Unemployment Fund	\$	0.00		
320 Less: Budgeted withdrawal from Unemployment Fund Balance	\$	0.00		
Subtotal - Unemployment Reserve			\$	0.00
760 Other reserves			\$	605,818.98
771 Designated Fund Balance			\$	0.00
772 Designated Fund Balance - ARRA/SEMI			\$	0.00
601 Appropriations		\$	16,234,491.55	
602 Less: expenditures	\$	11,486,510.29		
603 Less: encumbrances	\$	3,910,228.14	\$	(15,396,738.43)
Appropriations less expenditures			\$	837,753.12
				\$ 7,517,679.08
Unappropriated:				
770 Fund Balance, July 1, 2024		\$	1,146,561.64	
303 Less: budgeted fund balance		\$	(518,450.00)	
Unappropriated fund balance				\$ 628,111.64
Total fund equity				\$ 8,145,790.72
TOTAL LIABILITIES AND FUND EQUITY				\$ 8,189,697.52

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY			
	Budgeted	Actual	Variance
Appropriations	\$ 16,234,491.55	\$ 15,396,738.43	\$ 837,753.12
Less: Revenues	\$ (15,676,766.00)	\$ (15,126,340.81)	\$ (550,425.19)
Subtotal	\$ 557,725.55	\$ 270,397.62	\$ 287,327.93
Change in capital reserve			
Plus - Increase in reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less - Withdrawal from reserve	\$ 0.00	\$ 0.00	\$ 0.00
Change in maintenance reserve			
Plus - Increase in reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less - Withdrawal from reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less: adjustment to appropriations for Prior Year Encumbrances	\$ (39,275.55)	\$ (39,275.55)	\$ 0.00
Total current year budgeted fund balance	\$ 518,450.00	\$ 231,122.07	\$ 287,327.93
Add: Unappropriated fund balance			\$ 628,111.64
Total of budgeted and unappropriated fund balance			\$ 915,439.57

Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	518,450.00	39,275.55	557,725.55	270,397.62	287,327.93
307/309/317	Bgtd wdrwl from cap rsv	0.00	0.00	0.00	0.00	0.00
310	Bgtd wdrwl from maint rsv	0.00	0.00	0.00	0.00	0.00
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	14,248,204.00	0.00	14,248,204.00	13,697,778.81	550,425.19
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	1,428,562.00	0.00	1,428,562.00	1,428,562.00	0.00
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		16,195,216.00	39,275.55	16,234,491.55	15,396,738.43	837,753.12

Fund 11 (Current Expense Fund)

Account Group	Group Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Regular Programs-Instruction		2,134,822.00	(92,271.49)	2,042,550.51	1,454,790.72	559,059.11	28,700.68	807.99
Regular Programs-Home Instruction		12,000.00	4,192.00	16,192.00	4,669.50	11,432.50	90.00	0.00
Vocational Programs		3,854,282.00	2,586.24	3,856,868.24	2,540,789.10	1,094,072.84	222,006.30	372,884.23
Co/Extra-Curricular Activities-Instr		89,300.00	570.00	89,870.00	49,470.63	17,336.85	23,062.52	0.00
Athletic Programs-Instruction		195,784.00	0.00	195,784.00	138,996.05	45,926.58	10,861.37	36.30
Attendance and Social Work Svcs		44,098.00	0.00	44,098.00	29,382.58	14,713.67	1.75	0.00
Health Services		180,625.00	5,904.74	186,529.74	109,815.17	73,246.74	3,467.83	0.00
Speech, O/T, P/T & Related Svcs		3,000.00	(2,000.00)	1,000.00	0.00	0.00	1,000.00	0.00
Undistributed Exp-Guidance		750,362.00	(2,716.78)	747,645.22	536,668.17	201,528.71	9,448.34	0.00
Undistributed Exp-Child Study Team		274,261.00	700.00	274,961.00	181,551.15	89,202.71	4,207.14	0.00
Improvement of Instructional Svcs		451,633.00	(2,500.00)	449,133.00	326,216.38	122,416.62	500.00	0.00
Library and Educ Media		55,948.00	1,311.90	57,259.90	39,608.17	14,314.28	3,337.45	0.00
Instr. Staff Training Svcs		71,505.00	0.00	71,505.00	51,982.53	17,728.08	1,794.39	0.00
Support Svc-General Admin		740,847.00	42,447.44	783,294.44	586,218.83	167,864.15	29,211.46	21,061.67
Support Svc-School Admin		719,474.00	23,037.44	742,511.44	548,494.30	183,944.84	10,072.30	0.00
Central Services		477,756.00	48,463.33	526,219.33	407,951.61	114,645.81	3,621.91	0.00
Admin Inform Tech Support Svcs		378,265.00	(9,486.53)	368,778.47	261,705.95	106,218.38	854.14	0.00
Required Maint. of School Fac.		874,080.00	7,052.39	881,132.39	638,838.61	213,015.01	29,278.77	0.00
Custodial Services		1,085,997.00	66,836.85	1,152,833.85	938,493.90	182,054.80	32,285.15	1,900.78
Care & Upkeep of Grounds		12,500.00	(5,000.00)	7,500.00	5,573.90	0.00	1,926.10	0.00
Security		154,863.00	7,500.00	162,363.00	110,406.14	47,018.62	4,938.24	0.00
Student Transportation Svcs		108,756.00	0.00	108,756.00	55,255.27	20,593.39	32,907.34	285.96
Employee Benefits		3,314,220.00	(84,901.65)	3,229,318.35	2,445,697.96	610,278.45	173,341.94	704,193.04
606	Increase in Maint Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 11:		15,984,378.00	11,725.88	15,996,103.88	11,462,576.62	3,906,612.14	626,915.12	101,169.97

Fund 12 (Capital Outlay Fund)

Account Group	Group Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
604	Increase in Cap Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non-Inst. Equipment		10,000.00	27,549.67	37,549.67	23,933.67	3,616.00	10,000.00	0.00
Facil Acquis/Construction Svcs		200,838.00	0.00	200,838.00	0.00	0.00	200,838.00	0.00
Grand Totals for fund 12:		210,838.00	27,549.67	238,387.67	23,933.67	3,616.00	210,838.00	0.00
Grand Totals for all Subfunds of Fund 10:		16,195,216.00	39,275.55	16,234,491.55	11,486,510.29	3,910,228.14	837,753.12	101,169.97

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	518,450.00	39,275.55	557,725.55	270,397.62	287,327.93
307/309/317	Bgtd wdrwl from cap rsv	0.00	0.00	0.00	0.00	0.00
310	Bgtd wdrwl from maint rsv	0.00	0.00	0.00	0.00	0.00
10-1210-000-000	County Tax Levy	12,838,254.00	0.00	12,838,254.00	12,838,254.00	0.00
10-1310-000-000	ALTERNATIVE SCHOOL	421,200.00	0.00	421,200.00	298,409.00	122,791.00
10-1311-000-000	ACADEMY SCHOOL	147,000.00	0.00	147,000.00	72,710.00	74,290.00
10-1315-000-000	TUITION-VOCATIONAL	766,750.00	0.00	766,750.00	430,250.00	336,500.00
10-1510-000-000	INTEREST ON INVESTMENTS	75,000.00	0.00	75,000.00	55,237.23	19,762.77
10-1990-907-000	MISC REVENUE LOCAL SOUR	0.00	0.00	0.00	1,297.62	(1,297.62)
10-1990-908-000	OTHER	0.00	0.00	0.00	300.96	(300.96)
10-1990-909-000	CREATIVE ARTS FOR KIDS	0.00	0.00	0.00	1,320.00	(1,320.00)
10-1990-910-000	OUT OF COUNTY CHARGEBA	0.00	0.00	0.00	0.00	0.00
10-3132-000-000	CATEGORICAL SPEC ED AID	430,108.00	0.00	430,108.00	430,108.00	0.00
10-3140-000-000	VOC EXPANSION STABLIZATI	758,269.00	0.00	758,269.00	758,269.00	0.00
10-3176-000-000	EQUALIZATION AID	175,460.00	0.00	175,460.00	175,460.00	0.00
10-3177-000-000	CATEGORICAL SECURITY AID	64,725.00	0.00	64,725.00	64,725.00	0.00
10-3178-000-000	ADJUSTMENT AID	0.00	0.00	0.00	0.00	0.00
10-3190-000-000	OTHER STATE AID	0.00	0.00	0.00	0.00	0.00
10-3199-000-000	OTHER STATE AID	0.00	0.00	0.00	0.00	0.00
10-3200-000-000	OTHER STATE AID	0.00	0.00	0.00	0.00	0.00
10-3256-000-000	ST REIMB SOCFBA	0.00	0.00	0.00	0.00	0.00
Grand Totals		16,195,216.00	39,275.55	16,234,491.55	15,396,738.43	837,753.12



Minimum Expense General Ledger Report

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
		2,134,822.00	(92,271.49)	2,042,550.51	1,454,790.72	559,059.11	28,700.68	807.99
Regular Programs-Instruction		2,134,822.00	(92,271.49)	2,042,550.51	1,454,790.72	559,059.11	28,700.68	807.99
		12,000.00	4,192.00	16,192.00	4,669.50	11,432.50	90.00	0.00
Regular Programs-Home Instruction		12,000.00	4,192.00	16,192.00	4,669.50	11,432.50	90.00	0.00
11-310-100-610	Auto Shop - GS	3,843,237.00	2,757.24	3,845,994.24	2,530,584.62	1,093,876.27	221,533.35	372,604.23
		11,045.00	(171.00)	10,874.00	10,204.48	196.57	472.95	280.00
Vocational Programs		3,854,282.00	2,586.24	3,856,868.24	2,540,789.10	1,094,072.84	222,006.30	372,884.23
		89,300.00	570.00	89,870.00	49,470.63	17,336.85	23,062.52	0.00
Co/Extra-Curricular Activities-Instr		89,300.00	570.00	89,870.00	49,470.63	17,336.85	23,062.52	0.00
		195,784.00	0.00	195,784.00	138,996.05	45,926.58	10,861.37	36.30
Athletic Programs-Instruction		195,784.00	0.00	195,784.00	138,996.05	45,926.58	10,861.37	36.30
		44,098.00	0.00	44,098.00	29,382.58	14,713.67	1.75	0.00
Attendance and Social Work Svcs		44,098.00	0.00	44,098.00	29,382.58	14,713.67	1.75	0.00
11-000-213-610	SUPPLIES HEALTH SERVICES	170,525.00	5,904.74	176,429.74	103,258.97	72,269.29	901.48	0.00
		9,900.00	(8.50)	9,891.50	6,347.70	977.45	2,566.35	0.00
11-000-213-890	MEMBERSHIPS	200.00	8.50	208.50	208.50	0.00	0.00	0.00
Health Services		180,625.00	5,904.74	186,529.74	109,815.17	73,246.74	3,467.83	0.00
		3,000.00	(2,000.00)	1,000.00	0.00	0.00	1,000.00	0.00
Speech, O/T, P/T & Related Svcs		3,000.00	(2,000.00)	1,000.00	0.00	0.00	1,000.00	0.00
11-000-218-610	SUPPLIES GUIDANCE	735,952.00	(5,376.17)	730,575.83	524,487.44	200,405.15	5,683.24	0.00
		7,160.00	(700.00)	6,460.00	1,421.95	1,123.56	3,914.49	0.00
11-000-218-890	Guidance Dues & Memberships	250.00	0.00	250.00	0.00	0.00	250.00	0.00
11-000-218-104	Salaries-Guidance	7,000.00	3,359.39	10,359.39	10,758.78	0.00	(399.39)	0.00
Undistributed Exp-Guidance		750,362.00	(2,716.78)	747,645.22	536,668.17	201,528.71	9,448.34	0.00
		269,119.00	700.00	269,819.00	178,021.48	89,202.71	2,594.81	0.00
11-000-219-610	SUPPLIES - CST	4,542.00	0.00	4,542.00	3,099.67	0.00	1,442.33	0.00
11-000-219-890	MEMBERSHIPS/FEES	600.00	0.00	600.00	430.00	0.00	170.00	0.00
Undistributed Exp-Child Study Team		274,261.00	700.00	274,961.00	181,551.15	89,202.71	4,207.14	0.00
		451,133.00	(2,500.00)	448,633.00	326,216.38	122,416.62	0.00	0.00
11-000-221-890	MEMBERSHIPS	500.00	0.00	500.00	0.00	0.00	500.00	0.00
Improvement of Instructional Svcs		451,633.00	(2,500.00)	449,133.00	326,216.38	122,416.62	500.00	0.00
		49,873.00	160.00	50,033.00	32,588.62	14,162.35	3,282.03	0.00
11-000-222-610	AVA MATERIALS - HS	6,000.00	1,151.90	7,151.90	6,979.55	151.93	20.42	0.00
11-000-222-800	MEMBERSHIPS/FEES	75.00	0.00	75.00	40.00	0.00	35.00	0.00
Library and Educ Media		55,948.00	1,311.90	57,259.90	39,608.17	14,314.28	3,337.45	0.00
		71,505.00	0.00	71,505.00	51,982.53	17,728.08	1,794.39	0.00
Instr. Staff Training Svcs		71,505.00	0.00	71,505.00	51,982.53	17,728.08	1,794.39	0.00
		740,847.00	42,447.44	783,294.44	586,218.83	167,864.15	29,211.46	21,061.67
Support Svc-General Admin		740,847.00	42,447.44	783,294.44	586,218.83	167,864.15	29,211.46	21,061.67
		718,274.00	23,037.44	741,311.44	548,060.29	183,944.84	9,306.31	0.00
11-000-240-105	Salaries-Princ. Admin Assist.	1,200.00	0.00	1,200.00	434.01	0.00	765.99	0.00
Support Svc-School Admin		719,474.00	23,037.44	742,511.44	548,494.30	183,944.84	10,072.30	0.00
		477,756.00	33,230.63	510,986.63	392,718.91	114,645.81	3,621.91	0.00
11-000-251-100	Salaries	0.00	15,232.70	15,232.70	15,232.70	0.00	0.00	0.00
Central Services		477,756.00	48,463.33	526,219.33	407,951.61	114,645.81	3,621.91	0.00
		378,265.00	(9,486.53)	368,778.47	261,705.95	106,218.38	854.14	0.00
Admin Inform Tech Support Svcs		378,265.00	(9,486.53)	368,778.47	261,705.95	106,218.38	854.14	0.00
		874,080.00	7,052.39	881,132.39	638,838.61	213,015.01	29,278.77	0.00
Required Maint. of School Fac.		874,080.00	7,052.39	881,132.39	638,838.61	213,015.01	29,278.77	0.00
		1,085,997.00	66,836.85	1,152,833.85	938,493.90	182,054.80	32,285.15	1,900.78
Custodial Services		1,085,997.00	66,836.85	1,152,833.85	938,493.90	182,054.80	32,285.15	1,900.78
		12,500.00	(5,000.00)	7,500.00	5,573.90	0.00	1,926.10	0.00
Care & Upkeep of Grounds		12,500.00	(5,000.00)	7,500.00	5,573.90	0.00	1,926.10	0.00

Expend. Account #	Account Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
		154,863.00	7,500.00	162,363.00	110,406.14	47,018.62	4,938.24	0.00
Security		154,863.00	7,500.00	162,363.00	110,406.14	47,018.62	4,938.24	0.00
		108,756.00	0.00	108,756.00	55,255.27	20,593.39	32,907.34	285.96
Student Transportation Svcs		108,756.00	0.00	108,756.00	55,255.27	20,593.39	32,907.34	285.96
11-000-291-210	GROUP INSURANCE	13,820.00	0.00	13,820.00	6,168.24	2,037.10	5,614.66	0.00
11-000-291-299	UNUSED SICK PAY RETIRED	50,000.00	(15,232.70)	34,767.30	17,180.01	17,587.29	0.00	0.00
11-000-291-220	Social Security Contribns	283,200.00	(829.81)	282,370.19	161,551.99	120,813.74	4.46	0.00
11-000-291-241	Other Retirement Cont Regular	434,100.00	(20,750.00)	413,350.00	413,347.71	0.00	2.29	299,902.12
11-000-291-250	Unemployment Compensation	33,600.00	0.00	33,600.00	31,917.55	1,682.45	0.00	0.00
11-000-291-260	Workmen's Compensation	280,000.00	7,307.25	287,307.25	287,307.25	0.00	0.00	0.00
11-000-291-270	Health Benefits	2,080,500.00	(55,396.39)	2,025,103.61	1,464,474.46	399,308.62	161,320.53	404,290.92
11-000-291-280	Tuition Reimbursement	80,000.00	0.00	80,000.00	22,624.00	57,376.00	0.00	0.00
11-000-291-290	Other Employee Benefits	59,000.00	0.00	59,000.00	41,126.75	11,473.25	6,400.00	0.00
Employee Benefits		3,314,220.00	(84,901.65)	3,229,318.35	2,445,697.96	610,278.45	173,341.94	704,193.04
606	Increase in Maint Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 11:		15,984,378.00	11,725.88	15,996,103.88	11,462,576.62	3,906,612.14	626,915.12	1,101,169.97

Fund 12 (Capital Outlay Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
604	Increase in Cap Rsv	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
		10,000.00	27,549.67	37,549.67	23,933.67	3,616.00	10,000.00	0.00
Non-Inst. Equipment		10,000.00	27,549.67	37,549.67	23,933.67	3,616.00	10,000.00	0.00
		200,838.00	0.00	200,838.00	0.00	0.00	200,838.00	0.00
Facil Acquis/Construction Svcs		200,838.00	0.00	200,838.00	0.00	0.00	200,838.00	0.00
Grand Totals for fund 12:		210,838.00	27,549.67	238,387.67	23,933.67	3,616.00	210,838.00	0.00
Grand Totals for all Subfunds of Fund 10:		16,195,216.00	39,275.55	16,234,491.55	11,486,510.29	3,910,228.14	837,753.12	1,101,169.97

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).

Raelene Sipple, Bus Adm/Bd Secy

Date

**Interim Balance Sheet****ASSETS AND RESOURCES****ASSETS**

101 Cash in checking account	\$ 196,362.47	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ 196,362.47
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
121 Tax levy receivable		\$ 0.00
Accounts receivable		
132 Interfund	\$ 0.00	
141 Intergovernmental - state	\$ (12,882.78)	
142 Intergovernmental - federal	\$ 56,738.68	
143 Intergovernmental - other	\$ (12,817.00)	
153 Other Accounts Receivable	\$ 0.00	
		\$ 31,038.90
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
199 Other current assets		\$ 0.00

**RESOURCES**

301 Estimated revenues (from adjusted budget)	\$ 1,032,506.40	
302 Less: revenues collected or accrued	\$ (656,270.19)	
		\$ 376,236.21
<b>TOTAL ASSETS AND RESOURCES</b>		<b>\$ 603,637.58</b>

**LIABILITIES AND FUND EQUITY****LIABILITIES**

401 Interfund loans payable	\$ 0.00
402 Interfund accounts payable	\$ 0.00
411 Intergovernmental accounts payable - state	\$ 178,664.88
412 Intergovernmental accounts payable - federal	\$ 0.00
413 Intergovernmental accounts payable - other	\$ 0.00
421 Accounts payable	\$ (57,966.47)
422 Judgments payable	\$ 0.00
430 Compensated absences payable	\$ 0.00
431 Contracts payable	\$ 0.00
451 Loans payable	\$ 0.00
481 Deferred revenues	\$ (695.00)
499 Other current liabilities	\$ 0.00
Total liabilities	<b>\$ 120,003.41</b>

FUND EQUITY				
Appropriated:				
753 Reserve for encumbrances - current year			\$	353,293.31
754 Reserve for encumbrances - prior year			\$	58,860.47
758 Reserved fund balance Student Activities			\$	0.00
759 Reserved fund balance Scholarships			\$	0.00
760 Other reserves			\$	0.00
771 Designated Fund Balance			\$	0.00
601 Appropriations		\$	1,091,366.87	
602 Less: expenditures	\$	607,732.70		
603 Less: encumbrances	\$	412,153.78	\$	(1,019,886.48)
Appropriations less expenditures			\$	71,480.39
			\$	483,634.17
Unappropriated:				
770 Fund Balance, July 1, 2024			\$	0.00
303 Less: budgeted fund balance			\$	0.00
Unappropriated fund balance				\$ 0.00
Total fund equity				\$ 483,634.17
TOTAL LIABILITIES AND FUND EQUITY				\$ 603,637.58

Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	0.00	58,860.47	58,860.47	363,616.29	(304,755.82)
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	10,000.00	10,000.00	5,000.00	5,000.00
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	542,020.00	495.52	542,515.52	416,226.00	126,289.52
4xxx	From Federal Sources	465,054.00	14,936.88	479,990.88	235,044.19	244,946.69
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		1,007,074.00	84,292.87	1,091,366.87	1,019,886.48	71,480.39

Fund 20 (Special Revenue Fund)

Account Group	Group Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Sustainable Jersey Grant		0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
Title I Improving Basic Programs		41,766.00	2,327.69	44,093.69	37,473.34	6,455.35	165.00	0.00
IDEA Part B		92,053.00	0.00	92,053.00	92,053.00	0.00	0.00	0.00
Title IIA		8,758.00	235.00	8,993.00	7,888.00	0.00	1,105.00	0.00
Title IV DFSCA Carryover		10,000.00	3,000.00	13,000.00	4,989.00	0.00	8,011.00	0.00
VICA Statewide		158,500.00	495.52	158,995.52	97,507.16	59,423.40	2,064.96	0.00
C Perkins Grant		297,973.00	0.00	297,973.00	94,988.67	155,292.43	47,691.90	0.00
C Perkins Grant Reserve		14,504.00	0.00	14,504.00	7,410.20	6,354.00	739.80	0.00
School Based Linkages		383,520.00	0.00	383,520.00	256,049.14	125,768.13	1,702.73	0.00
ARP ESSER Grant		0.00	9,374.19	9,374.19	9,374.19	0.00	0.00	0.00
Grand Totals for fund 20:		1,007,074.00	25,432.40	1,032,506.40	607,732.70	353,293.31	71,480.39	0.00

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	0.00	58,860.47	58,860.47	363,616.29	(304,755.82)
20-1920-111-000	Contrib&Donation frm Priv Srcs	0.00	10,000.00	10,000.00	5,000.00	5,000.00
20-3257-492-000	SDA EMERGENT/CAP MAINT	0.00	0.00	0.00	0.00	0.00
20-3260-334-000	CTSO - SKILLS C/O	0.00	0.00	0.00	0.00	0.00
20-3260-335-000	CTSO-SKILLS	158,500.00	495.52	158,995.52	96,626.00	62,369.52
20-3290-431-000	LINKAGES - C/O	0.00	0.00	0.00	0.00	0.00
20-3290-432-000	SCHOOL BASED-LINKAGES	383,520.00	0.00	383,520.00	319,600.00	63,920.00
20-4411-231-000	TITLE I A IMPR BASIC PRO	41,766.00	2,327.69	44,093.69	23,770.00	20,323.69
20-4412-231-000	TITLE IA CO	0.00	0.00	0.00	0.00	0.00
20-4420-250-000	IDEA Part B	92,053.00	0.00	92,053.00	75,152.00	16,901.00
20-4430-362-000	C. PERKINS SECONDARY	297,973.00	0.00	297,973.00	111,162.00	186,811.00
20-4430-363-000	C. PERKINS RESERVE	14,504.00	0.00	14,504.00	7,410.00	7,094.00
20-4451-273-000	TITLE II A TRAIN/RECRUIT	8,758.00	235.00	8,993.00	3,187.00	5,806.00
20-4451-274-000	TITLE II CO	0.00	0.00	0.00	0.00	0.00
20-4471-281-000	TITLE IV SAFE/DRUG FREE	10,000.00	3,000.00	13,000.00	4,989.00	8,011.00
20-4534-483-000	CRRSA ACT-ESSER II	0.00	0.00	0.00	0.00	0.00
20-4535-484-000	CRRSA ACT-LEARN	0.00	0.00	0.00	0.00	0.00
20-4536-485-000	CRRSA ACT-MENTAL	0.00	0.00	0.00	0.00	0.00
20-4540-487-000	ARP ESSER	0.00	9,374.19	9,374.19	9,374.19	0.00
20-4541-488-000	ARP ESSER ACC LEARN COA	0.00	0.00	0.00	0.00	0.00
20-4542-489-000	ARP ESSER EVD-BASE SUMMI	0.00	0.00	0.00	0.00	0.00
20-4543-490-000	ARP ESSER EVD BASE BTSD	0.00	0.00	0.00	0.00	0.00
20-4544-491-000	ARP ESSER NJTSS MEN HEAL	0.00	0.00	0.00	0.00	0.00
Grand Totals		1,007,074.00	84,292.87	1,091,366.87	1,019,886.48	71,480.39

Minimum Expense General Ledger Report

Fund 20 (Special Revenue Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
20-011-100-600	Instructional Supplies	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
Sustainable Jersey Grant		0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
		41,766.00	2,327.69	44,093.69	37,473.34	6,455.35	165.00	0.00
Title I Improving Basic Programs		41,766.00	2,327.69	44,093.69	37,473.34	6,455.35	165.00	0.00
		92,053.00	0.00	92,053.00	92,053.00	0.00	0.00	0.00
IDEA Part B		92,053.00	0.00	92,053.00	92,053.00	0.00	0.00	0.00
		8,758.00	235.00	8,993.00	7,888.00	0.00	1,105.00	0.00
Title IIA		8,758.00	235.00	8,993.00	7,888.00	0.00	1,105.00	0.00
		10,000.00	3,000.00	13,000.00	4,989.00	0.00	8,011.00	0.00
Title IV DFSCA Carryover		10,000.00	3,000.00	13,000.00	4,989.00	0.00	8,011.00	0.00
20-335-200-100	CTSO-PERSONAL SVC SALARY	143,316.00	(700.00)	142,616.00	83,192.60	59,423.40	0.00	0.00
20-335-200-200	CTSO-EMPLOYEE BENEFITS	10,965.00	0.00	10,965.00	10,965.00	0.00	0.00	0.00
20-335-200-580	CTSO-TRAVEL	3,723.00	1,195.52	4,918.52	3,349.56	0.00	1,568.96	0.00
20-335-200-600	CTSO-SUPPLIES	496.00	0.00	496.00	0.00	0.00	496.00	0.00
VICA Statewide		158,500.00	495.52	158,995.52	97,507.16	59,423.40	2,064.96	0.00
		297,973.00	0.00	297,973.00	94,988.67	155,292.43	47,691.90	0.00
C Perkins Grant		297,973.00	0.00	297,973.00	94,988.67	155,292.43	47,691.90	0.00
		14,504.00	0.00	14,504.00	7,410.20	6,354.00	739.80	0.00
C Perkins Grant Reserve		14,504.00	0.00	14,504.00	7,410.20	6,354.00	739.80	0.00
		383,520.00	0.00	383,520.00	256,049.14	125,768.13	1,702.73	0.00
School Based Linkages		383,520.00	0.00	383,520.00	256,049.14	125,768.13	1,702.73	0.00
		0.00	9,374.19	9,374.19	9,374.19	0.00	0.00	0.00
ARP ESSER Grant		0.00	9,374.19	9,374.19	9,374.19	0.00	0.00	0.00
Grand Totals for fund 20:		1,007,074.00	25,432.40	1,032,506.40	607,732.70	353,293.31	71,480.39	0.00

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).

Raelene Sipple, Bus Adm/Bd Secy

Date

<u>ASSETS AND RESOURCES</u>			
ASSETS			
101 Cash in checking account	\$	1,911,387.07	
102-106 Other cash equivalents	\$	0.00	
Total cash			\$ 1,911,387.07
111 Investments			\$ 0.00
114 Investment interest receivable			\$ 0.00
121 Tax levy receivable			\$ 0.00
Accounts receivable			
132 Interfund	\$	0.00	
141 Intergovernmental - state	\$	0.00	
142 Intergovernmental - federal	\$	0.00	
143 Intergovernmental - other	\$	23,227,928.99	
153 Other Accounts Receivable	\$	0.00	
			\$ 23,227,928.99
Loans receivable			
131 Interfund	\$	0.00	
151 Other Loans Receivable	\$	0.00	
			\$ 0.00
199 Other current assets			\$ 0.00
RESOURCES			
301 Estimated revenues (from adjusted budget)	\$	0.00	
302 Less: revenues collected or accrued	\$	(11,715,442.12)	
			\$ (11,715,442.12)
TOTAL ASSETS AND RESOURCES			\$ 13,423,873.94
<u>LIABILITIES AND FUND EQUITY</u>			
LIABILITIES			
401 Interfund loans payable	\$	0.00	
402 Interfund accounts payable	\$	168,064.85	
411 Intergovernmental accounts payable - state	\$	0.00	
412 Intergovernmental accounts payable - federal	\$	0.00	
413 Intergovernmental accounts payable - other	\$	0.00	
421 Accounts payable	\$	0.00	
422 Judgments payable	\$	0.00	
430 Compensated absences payable	\$	0.00	
431 Contracts payable	\$	0.00	
451 Loans payable	\$	0.00	
481 Deferred revenues	\$	0.00	
499 Other current liabilities	\$	0.00	
Total liabilities			\$ 168,064.85

FUND EQUITY				
Appropriated:				
753 Reserve for encumbrances - current year			\$ 168,938.48	
754 Reserve for encumbrances - prior year			\$ 9,489,786.04	
760 Other reserves			\$ 0.00	
771 Designated Fund Balance			\$ 0.00	
601 Appropriations		\$ 26,914,768.09		
602 Less: expenditures	\$ 13,679,273.77			
603 Less: encumbrances	\$ 9,658,724.52	\$ (23,337,998.29)	\$ 3,576,769.80	
Appropriations less expenditures				\$ 13,235,494.32
Unappropriated:				
770 Fund Balance, July 1, 2024			\$ 3,895,151.63	
303 Less: budgeted fund balance			\$ (3,874,836.86)	
Unappropriated fund balance				\$ 20,314.77
Total fund equity				\$ 13,255,809.09
TOTAL LIABILITIES AND FUND EQUITY				\$ 13,423,873.94
RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY				
	Budgeted	Actual	Variance	
Appropriations	\$ 26,914,768.09	\$ 23,337,998.29	\$ 3,576,769.80	
Less: Revenues	\$ 0.00	\$ (11,715,442.12)	\$ 11,715,442.12	
Subtotal	\$ 26,914,768.09	\$ 11,622,556.17	\$ 15,292,211.92	
Less: adjustment to appropriations for Prior Year Encumbrances	\$ (23,039,931.23)	\$ (23,039,931.23)	\$ 0.00	
Total current year budgeted fund balance	\$ 3,874,836.86	\$ (11,417,375.06)	\$ 15,292,211.92	
Add: Unappropriated fund balance			\$ 20,314.77	
Total of budgeted and unappropriated fund balance			\$ 15,312,526.69	



Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	26,914,768.09	26,914,768.09	11,622,556.17	15,292,211.92
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	23,227,928.99	0.00	23,227,928.99	11,715,442.12	11,512,486.87
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	0.00	0.00	0.00	0.00
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		0.00	26,914,768.09	26,914,768.09	23,337,998.29	3,576,769.80

Fund 30 (Capital Projects Fund)

Account Group	Group Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Capital Projects		0.00	26,933,773.84	26,933,773.84	13,679,273.77	9,677,730.27	3,576,769.80	0.00
Grand Totals for fund 30:		0.00	26,933,773.84	26,933,773.84	13,679,273.77	9,677,730.27	3,576,769.80	0.00

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	26,914,768.09	26,914,768.09	11,622,556.17	15,292,211.92
30-1210-000-000	NEW CTE BUILDING	21,139,533.91	0.00	21,139,533.91	10,480,072.64	10,659,461.27
30-1210-218-000	COUNTY CAPITAL 2018	1,309.02	0.00	1,309.02	1,309.02	0.00
30-1210-219-000	COUNTY CAPITAL 2019	912,086.06	0.00	912,086.06	289,241.72	622,844.34
30-1210-221-000	COUNTY CAPITAL 2021	275,000.00	0.00	275,000.00	44,818.74	230,181.26
30-1210-GYM-00AUX	GYM CAP PROJ	900,000.00	0.00	900,000.00	900,000.00	0.00
Grand Totals		0.00	26,914,768.09	26,914,768.09	23,337,998.29	3,576,769.80

Minimum Expense General Ledger Report

Fund 30 (Capital Projects Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
		0.00	26,933,773.84	26,933,773.84	13,679,273.77	9,677,730.27	3,576,769.80	0.00
Capital Projects		0.00	26,933,773.84	26,933,773.84	13,679,273.77	9,677,730.27	3,576,769.80	0.00
Grand Totals for fund 30:		0.00	26,933,773.84	26,933,773.84	13,679,273.77	9,677,730.27	3,576,769.80	0.00

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).

Raelene Sipple, Bus Adm/Bd Secy

Date

# Board of Education

## Somerset County Vocational All Funds For Month Ended: MARCH 2025

### CASH REPORT

Governmental Funds	Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$ 1,940,539.62	\$ 1,509,435.72	\$ (1,888,769.04)	\$ 1,561,206.30
Capital Reserve (10-116)	\$ 1,552,193.01	\$ -	\$ -	\$ 1,552,193.01
Maintenance Reserve (10-117)	\$ 611,685.83	\$ -	\$ -	\$ 611,685.83
Special Revenue Fund (20)	\$ 195,928.03	\$ 49,087.00	\$ (48,652.56)	\$ 196,362.47
Capital Project Fund (30)	\$ 2,223,672.78	\$ 2,297,976.20	\$ (2,610,261.91)	\$ 1,911,387.07
<b>Total Governmental Funds</b>	<b>\$ 6,524,019.27</b>	<b>\$ 3,856,498.92</b>	<b>\$ (4,547,683.51)</b>	<b>\$ 5,832,834.68</b>
Summer Savings Acct #6028	\$ 151,069.82	\$ 25,160.22	\$ -	\$ 176,230.04
Enterprise Fund (60) Café # 1253	\$ 16,786.87	\$ 18,015.43	\$ (14,268.75)	\$ 20,533.55
Payroll Fund (70) Acct #5868	\$ -	\$ 554,213.10	\$ (554,213.10)	\$ -
Agency Fund (90) Acct #9311	\$ 25,687.67	\$ 889,229.35	\$ (800,150.23)	\$ 114,766.79
Student Activities Acct#1043	\$ 202,760.95	\$ 108,052.66	\$ (35,719.73)	\$ 275,093.88
<b>Total Trust &amp; Agency</b>	<b>\$ 396,305.31</b>	<b>\$ 1,594,670.76</b>	<b>\$ (1,404,351.81)</b>	<b>\$ 586,624.26</b>
<b>Grand Totals</b>	<b>\$ 6,920,324.58</b>	<b>\$ 5,451,169.68</b>	<b>\$ (5,952,035.32)</b>	<b>\$ 6,419,458.94</b>

X

Robert Presuto

Robert Presuto  
Superintendent

4/11/25  
Date

**Bank Reconciliation**  
**Operating Account #1199**  
**March 31, 2025**

**Books**

Beginning Balance	\$	6,524,019.27
Deposits	\$	3,856,498.92
Disbursements	\$	(4,547,683.51)
	\$	<b>5,832,834.68</b>

**Bank**

Ending Balance	\$	6,002,658.53
Outstanding Checks	\$	(169,823.85)

<b>Ending Balance</b>	<b>\$</b>	<b>5,832,834.68</b>
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Outstanding Checks	Year	Month	Check #	Amount
	2024	February	80161	\$79.98
	2024	June	80702	\$407.00
	2024	August	80866	\$20.68
	2024	October	81162	\$944.35
		2/24/2025	81607	\$600.00
		Voided	81624	\$0.00
		3/24/2025	81676	\$100.00
			81677	\$83.60
			81679	\$3,111.14
			81680	\$1,898.64
			81681	\$354.00
			81683	\$37.00
			81684	\$5,951.94
			81685	\$274.07
			81687	\$35.37
			81689	\$1,307.23
			81690	\$705.00
			81691	\$100.00
			81692	\$295.00
			81697	\$54,288.97
			81698	\$407.50
			81700	\$66.00
			81701	\$100.00
			81702	\$100.00
			81704	\$8,599.24
			81705	\$2,940.00
			81708	\$1,675.00
<b>Total All Outstanding Checks</b>				<b>\$84,481.71</b>

**Bank Reconciliation  
Operating Account #1199  
March 31, 2025**

<b>Outstanding Checks</b>	<b>Year</b>	<b>Month</b>	<b>Check #</b>	<b>Amount</b>
		3/24/2025	81709	\$100.00
			81711	\$1,440.00
			81713	\$100.00
			81716	\$400.50
			81717	\$400.00
			81719	\$94.50
		Voided	81720	\$0.00
			81721	\$100.00
			81722	\$4,455.72
			81723	\$99.00
			81724	\$4,816.00
			81728	\$100.00
			81736	\$100.00
			81737	\$1,146.96
			81738	\$5,649.62
			81743	\$1,155.76
			81744	\$621.12
			81745	\$66.00
			81746	\$3,212.32
			81749	\$583.14
			81752	\$189.99
			81753	\$470.34
			81754	\$2,400.00
			81756	\$49,555.95
			81757	\$768.00
			81761	\$100.00
			81762	\$746.38
			81764	\$205.00
			81765	\$100.00
			81767	\$357.82
			81768	\$589.01
			81769	\$52.92
			81770	\$850.00
			81777	\$100.00
			81778	\$751.00
			81779	\$775.50
			81786	\$129.16
			81787	\$1,309.25
			81788	\$393.99
			81789	\$202.19
			81791	\$75.00
			81795	\$580.00
<b>Total All Outstanding Checks</b>				<b>\$85,342.14</b>

**Bank Reconciliation**  
**Summer Savings Account # 6028**  
**March 31, 2025**

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**Books**

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Beginning Balance	\$	151,069.82
Deposits	\$	25,160.22
Disbursements	\$	-
<b>Ending Balance</b>	<b>\$</b>	<b>176,230.04</b>

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**Bank**

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Ending Balance	\$	176,230.04
Outstanding Checks	\$	-
<b>Ending Balance</b>	<b>\$</b>	<b>176,230.04</b>

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**Bank Reconciliation**  
**Cafeteria Account #1253**  
**March 31, 2025**

<b>Books</b>	
Beginning Balance	\$ 16,786.87
Deposits	\$ 18,015.43
Disbursements	\$ (14,268.75)
<b>Ending Balance</b>	<b>\$ 20,533.55</b>

<b>Bank</b>	
Ending Balance	\$ 20,580.60
Outstanding Checks	\$ (47.05)
<b>Ending Balance</b>	<b>\$ 20,533.55</b>

<b>Outstanding Checks</b>	<b>Year</b>	<b>Month</b>	<b>Check #</b>	<b>Amount</b>
	2024	June	1795	\$ 47.05
<b>Total</b>				<b>\$ 47.05</b>

**Bank Reconciliation**  
**Payroll Account #5868**  
**March 31, 2025**

<b>Books</b>	
Beginning Balance	\$ -
Deposits	\$ 554,213.10
Disbursements	\$ (554,213.10)
<b>Ending Balance</b>	<b>\$ -</b>

<b>Bank</b>	
Ending Balance	\$ -
Outstanding Checks	\$ -
<b>Ending Balance</b>	<b>\$ -</b>

<b>Outstanding Checks</b>	<b>Year</b>	<b>Month</b>	<b>Check #</b>	<b>Amount</b>
<b>Total</b>				<b>\$ -</b>

**Bank Reconciliation**  
**Agency Account # 9311**  
**March 31, 2025**

<b>Books</b>	
Beginning Balance	\$ 25,687.67
Deposits	\$ 889,229.35
Disbursements	\$ (800,150.23)
<b>Ending Balance</b>	<b>\$ 114,766.79</b>

<b>Bank</b>	
Ending Balance	\$ 128,632.49
Outstanding Checks	\$ (13,865.70)
<b>Ending Balance</b>	<b>\$ 114,766.79</b>

<b>Outstanding Checks</b>	<b>Date</b>	<b>Check #</b>	<b>Amount</b>
	3/28/2025	1011	\$1,471.02
		1012	\$1,307.00
		1013	\$11,087.68

<b>Total</b>	<b>\$13,865.70</b>
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**Bank Reconciliation**  
**Student Activities Account # 1043**  
**March 31, 2025**

**Books**

Beginning Balance	\$ 202,760.95
Deposits	\$ 108,052.66
Disbursements	\$ (35,719.73)
<b>Ending Balance</b>	<b>\$ 275,093.88</b>

**Bank**

Ending Balance	\$ 290,890.87
DIT	\$ 145.00
Outstanding Checks	\$ (15,941.99)
<b>Ending Balance</b>	<b>\$ 275,093.88</b>

**Outstanding Checks:**

Date	Check #	Amount	Date	Check #	Amount
Jan-24	6774	\$ 39.49			
Mar-24	6825	\$ 36.96			
May-24	6899	\$ 5.00			
Jun-24	6916	\$ 325.00			
Jun-24	6953	\$ 31.80			
Aug-24	5430	\$ 470.00			
Sep-24	6971	\$ 333.00			
Oct-24	6985	\$ 400.00			
Feb-25	7066	\$ 5.99			
	7070	\$ 450.00			
Mar-25	7082	\$ 50.00			
	7087	\$ 92.55			
	7097	\$ 128.52			
	7098	\$ 56.00			
	7100	\$ 334.38			
	7102	\$ 397.00			
	7104	\$ 2,500.00			
	7105	\$ 5,000.00			
	7106	\$ 924.00			
	7107	\$ 94.74			
	7108	\$ 2,430.80			
	7109	\$ 331.76			
	7110	\$ 1,150.00			
	7111	\$ 355.00			
			Subtotal	\$	-
Subtotal		\$ 15,941.99	Total	\$	15,941.99

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Somerset County Vocational Board of Education Budget Transfers printed on 4/23/2025

Report Includes Effective Dates from Mar 01, 2025 to Mar 31, 2025

<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
03/10/25	11-310-100-610-011-004 SUPPLIES - AUTO BODY	11-310-100-610-011-010 SUPPLIES - MECH & REPAIR	March Transfers	400.00
03/10/25	11-310-100-610-011-000 CAREER TECHNICAL ED	11-310-100-610-011-012 SUPPLIES - ELECTRICAL	March Transfers	100.00
03/10/25	11-140-100-610-016-000 HIGH SCH TECH SUPPLIES	11-000-252-610-016-000 SUPPLIES AND MATERIALS	March Transfers	500.00
03/10/25	11-310-100-610-011-008 SUPPLIES - CARPENTRY	11-310-100-610-011-010 SUPPLIES - MECH & REPAIR	March Transfers	1,000.00
03/11/25	11-310-100-610-011-012 SUPPLIES - ELECTRICAL	11-310-100-610-011-015 SUPPLIES - WELDING	March Transfers	20.00
03/11/25	11-000-263-420-002-000 SNOW REMOVAL - SOMERSET	11-000-266-610-002-000 UE S GENERAL SUPPLIES	March Transfers	5,000.00
03/14/25	11-310-100-610-011-000 CAREER TECHNICAL ED	11-310-100-610-011-004 SUPPLIES - AUTO BODY	March Transfers	204.00
03/27/25	11-000-216-320-005-000 SPEECH/OT/PT/RELATED SVC	11-150-100-320-005-000 PURCH. PROF. SVS.- HOME	March Transfers	1,000.00
03/27/25	11-000-218-610-005-000 SUPPLIES GUIDANCE	11-150-100-320-005-000 PURCH. PROF. SVS.- HOME	March Transfers	700.00
03/31/25	11-140-100-500-016-000 SITE LICENSING	11-000-291-220-000-000 SOCIAL SECURITY	March Transfers	800.00
03/31/25	11-140-100-500-016-000 SITE LICENSING	11-000-240-580-003-000 TRAVEL - H.S.	March Transfers	500.00
03/31/25	11-140-100-500-016-000 SITE LICENSING	11-000-266-100-002-001 OVERTIME	March Transfers	500.00
03/31/25	11-140-100-610-003-003 SUPPLIES - SCIENCE	11-000-262-621-002-000 ENERGY - NATURAL GAS	March Transfers	2,650.00
03/31/25	11-140-100-500-016-000 SITE LICENSING	11-000-291-241-000-000 OTHER RETIREMENT CONTRIBUTION	March Transfers	250.00
03/31/25	11-140-100-500-016-000 SITE LICENSING	11-000-262-622-002-000 ENERGY - ELECTRICITY	March Transfers	22,850.00
03/31/25	11-140-100-610-016-000 HIGH SCH TECH SUPPLIES	11-000-262-622-002-000 ENERGY - ELECTRICITY	March Transfers	13,150.00
03/31/25	11-140-100-610-016-000 HIGH SCH TECH SUPPLIES	11-000-262-621-002-000 ENERGY - NATURAL GAS	March Transfers	1,850.00
03/31/25	11-000-252-580-016-000 TRAVEL	11-000-262-621-002-000 ENERGY - NATURAL GAS	March Transfers	500.00
03/31/25	11-310-100-320-060-000 PAYMENT - RVCC	11-000-262-621-002-000 ENERGY - NATURAL GAS	March Transfers	2,000.00
03/31/25	11-310-100-610-011-014 SUPPLIES - COMPUTER SCIE	11-000-262-621-002-000 ENERGY - NATURAL GAS	March Transfers	3,000.00
03/31/25	11-310-100-610-011-017 SUPPLIES - AG. SCIENCE	11-000-262-621-002-000 ENERGY - NATURAL GAS	March Transfers	2,000.00
03/31/25	11-310-100-610-011-019 SUPPLIES-LAW&PUBLIC SAFE	11-000-262-621-002-000 ENERGY - NATURAL GAS	March Transfers	3,000.00
03/31/25	11-140-100-610-003-000 SUPPLIES - HS	11-000-262-621-002-000 ENERGY - NATURAL GAS	March Transfers	3,000.00
03/31/25	11-140-100-500-016-000 SITE LICENSING	11-000-251-610-008-000 SUPPLIES AND MATERIALS	March Transfers	100.00
The total of all transfers within fund 10 is:				<b>65,074.00</b>

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