

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
August 25, 2025

Call to Order

Mr. Lalevee called the meeting to order at 5:00 p.m.

Roll Call of Members

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

Also Present

Robert Presuto, Superintendent of Schools
Raelene Sipple, School Business Administrator/Board Secretary
Elizabeth Graner, Somerset County Commissioner Liaison

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

Approval of Minutes

On motion by Mr. Beder, seconded by Ms. Wong, the minutes of the Regular Meeting and Executive Session held on July 28, 2025 were approved.

Correspondence

- None

Presentations/Recognitions

- None

Old or Unfinished Business

- None

Construction Projects

- Mr. Heinbach reported that we are awaiting the punch list to be created for the Pump Replacement Project. The following has been completed in the New CTE Building and Gymnasium: bleachers have been installed, all furniture has been delivered and installed, temporary lighting in Main Lobby installed, telephones and surveillance cameras installed, whiteboards, Prometheans and TV monitors almost all installed and all final inspections have passed. The Plexiglas covers will be installed over the egress tomorrow and the inspector will come out on Monday to confirm and issue the TCO.

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

School Communications Report

- No report

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.

- Mr. Coslit thanked the board for letting the SCVTEA be a part of the interview process of the new principal.

Superintendent's Report

On recommendation of Mr. Presuto and motion by Mr. Jinks, seconded by Mr. Beder and on roll call vote, agenda items A through I as follows:

A. Appointment – High School Principal

The Board of Education appointed Mr. Michael A. Meyer to the position of High School Principal (UPC #ADM-HS-PRIN-FL-01) at a salary of \$157,498.75 (prorated) Step A/OG, effective on a mutually agreed upon date. (11-000-240-103-002-000)

B. Employment of Part-Time Personnel – 2025-26 School Year

The Board of Education approved the following part-time personnel for the 2025-26 school year:

High School

donUellas Sergeant	Substitute Bus Driver	\$31.10/hr (11-000-270-162-002-001)
Gayle Behot	Title I Paraprofessional (20 hrs/week)	\$36.32/hr (20-231-100-106-023-000)

Performing Arts – Dance

Sheila Sullivan	Dance Program Auditions (Incoming 2026-27 SY) (10 hrs)	\$74.10/hr (11-310-100-101-011-002)
	College Admission Audition Screenings (20 hrs)	\$74.10/hr (11-310-100-101-011-002)
Maureen Glennon Clayton	Repertory Dance Company Instructor (25 hrs)	\$60.20/hr (11-310-100-101-010-000)
	Dance Program Auditions (Incoming 2026-27 SY) (10 hrs)	\$60.20/hr (11-310-100-101-011-002)
	Little Steps Dance Program (8 hrs)	\$60.20/hr (11-310-100-101-010-000)
	Production (40 hrs)	\$38.25/hr (11-310-100-101-011-002)

Mary Lynne McAnally	Tap Dance Company Instructor (60 hrs)	\$59.03/hr (11-310-100-101-010-000)
	Dance Program Auditions (10 hrs)	\$59.03/hr (11-310-100-101-011-002)
	Production (40 hrs)	\$38.25/hr (11-310-100-101-011-002)
David Seamon	Theatre Arts Program Auditions (Incoming 2026-27 SY) (20 hrs)	\$55.40/hr (11-310-100-101-011-002)
Paul O'Connor	Theatre Arts Program Auditions (Incoming 2026-27 SY) (20 hrs)	\$60.11/hr (11-310-100-101-011-002)
Alison Mingle	Theatre Arts Program Auditions (Incoming 2026-27 SY) (20 hrs)	\$65.42/hr (11-310-100-101-011-002)
Erika Mero	Ballet II (180 hrs)	\$50.53/hr (11-310-100-101-010-000)
Christynn Morris	Accompanist (190 hrs)	\$45.35/hr (11-310-100-101-010-000)
Thomas Getty	Accompanist (120 hrs)	\$45.35/hr (11-310-100-101-010-000)
Bonnie Grube	Costumier (160 hrs)	\$37.64/hr (11-310-100-101-010-000)
	Production Assistant (55 hrs)	\$26.49/hr (11-310-100-101-010-000)
Catherine Homa-Rocchio	Costumier (160 hrs)	\$37.64/hr (11-310-100-101-010-000)

Performing Arts – Theatre Arts

Alexander Scoloveno	Acting (300 hrs)	\$50.53/hr (11-310-100-101-010-000)
Denise Mihalik	Acting – Yoga Voice (50 hrs)	\$50.53/hr (11-310-100-101-010-000)
Christynn Morris	Accompanist (300 hrs)	\$45.35/hr (11-310-100-101-010-000)
Bonnie Grube	Tech Support/Prop Mgt. Costume Maint. (150 hrs)	\$26.49/hr (11-310-100-101-010-000)
	Costumier (175 hrs)	\$37.64/hr (11-310-100-101-010-000)
Paul O'Connor	Comedy Showcase Director (40 hrs)	\$38.25/hr (11-310-100-101-011-002)

NJ Skills USA (September 1, 2025 through August 31, 2026)

Ralph Starace	State Director	\$5,338.66/month (20-335-200-100- 024-000)
Sheila Rick	Assistant to State Director	\$5,096.00/month (20-335-200-100-024-000)
Nzinga Basir+	Financial Assistant	\$ 483.33/month (20-335-200-100-024-000)
Sandra Renzetti++	Financial Assistant	\$ 483.33/month (20-335-200-100-024-000)
Janet Cantore-Watson	Communications Assistant	\$ 483.33/month (20-335-200-100-024-000)
Amy Patryn	Grant Budget Assistant	\$ 483.33/month (20-335-200-100-024-000)

+ October 1, 2025 – August 31, 2026

++September 1, 2025 – September 30, 2025

C. Employment of Substitutes

The Board of Education approved employment of the following substitutes at a rate of \$150.00/day for the 2025-26 school year:

Charles Apt	Gayle Behot	Evangeline Byrd	Ryan Duffy
George Lee	Mildred Miller-King	Alexander Scoloveno	Michael D. Watson

D. Lateral Move – 2025-26 School Year

The Board of Education approved Mr. Guillermo Reina's request for a lateral move from Step 14-15/C to Step 14-15/D on the salary guide in the amount of \$81,710.00 (Masters stipend added to base), effective September 1, 2025.

E. Salary Adjustments – 2025-26 School Year

The Board of Education approved the following salary adjustments for the 2025-26 school year:

Name	2025-26 Base Salary	Credential/Degree Stipend	2025-26 Total Salary
John Padilla	\$69,865.00	\$500.00	\$70,365.00

Name	2025-26 Base Salary	Masters Stipend	Add'l Assignments per Week	% Rate	Amount	2025-26 Total Salary
Christopher Miller	\$ 86,025.00	\$ 725.00	10	28.56%	\$ 24,568.74	\$ 111,318.74
Johanna Scholl	\$ 99,685.00		10	28.56%	\$ 28,470.04	\$ 128,155.04
Joseph Alfieri	\$ 96,615.00		5	14.28%	\$ 13,796.62	\$ 110,411.62
Lori Demsey	\$ 101,710.00		5	14.28%	\$ 14,524.19	\$ 116,234.19
Keith Johnson	\$ 85,805.00		5	14.28%	\$ 12,252.95	\$ 98,057.95
Mark Mastrobattista	\$ 97,660.00		5	14.28%	\$ 13,945.85	\$ 111,605.85
Nicholas Jefopoulos	\$ 75,775.00	\$ 725.00	1	2.856%	\$ 2,164.13	\$ 78,664.13
Shannon Pisani	\$ 72,215.00		3	8.568%	\$ 6,187.38	\$ 78,402.38
Alyssa Egner	\$ 70,825.00	\$ 725.00	5	14.28%	\$ 10,113.81	\$ 81,663.81
Edward Graf	\$ 98,150.00		3	8.568%	\$ 8,409.49	\$ 106,559.49
Andrew Coslit	\$ 86,490.00		2	5.712%	\$ 4,940.31	\$ 91,430.31
Meghan O'Reilly Welch (Qtr 1&2- 9/4/25-1/23/26)	\$ 75,905.00	\$ 725.00	5	14.28%	\$ 10,839.23	\$ 87,469.23
Maura Gillooly (Qtr.1- 9/4/25-11/5/25)	\$ 77,555.00	\$ 725.00	10	28.56%	\$ 22,149.71	\$ 100,429.71
Rachel Kinlan (Qtr.1- 9/4/25-11/5/25)	\$ 78,815.00		11	31.416%	\$ 24,760.52	\$ 103,575.52
John O'Neill (Qtr.1- 9/4/25-11/5/25)	\$ 92,075.00	\$ 725.00	8	22.848%	\$ 21,037.30	\$ 113,837.30
Matthew Poznanski (Qtr.1- 9/4/25-11/5/25)	\$ 79,075.00		11	31.416%	\$ 24,842.20	\$ 103,917.20

F. Extra-Curricular Appointment – 2025-26 School Year

The Board of Education approved the following for extra-curricular activities for the 2025-26 school year:

Shannon Pisani (Title IV) Peer Mentor Advisor \$2,476.00 (20-281-200-100-023-000)

G. School Business/Professional Development Travel

The Board of Education approved requests for district staff and Board of Education members to attend school business and professional development travel as follows:

DATE(S)	PARTICIPANT	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
October 20-23, 2025	Robert Presuto	\$550.00	\$345.00/lodging \$22.00/tolls \$40.00/parking \$238.00/meals	NJSBA Workshop	Atlantic City, NJ

H. School Improvement Panel (ScIP)

The Board of Education appointed the School Improvement Panel (ScIP) for the 2025-26 school year as follows:

Michael Meyer, Principal
 Christopher Miller, Instructor/Staff Development Leader
 Johanna Scholl, Instructor/Staff Development Leader

I. School Behavioral Threat Assessment Team

The Board of Education appointed the School Behavioral Threat Assessment Team for the 2025-26 school year as follows:

- Michael Meyer, Principal
- John Padilla, School Safety Specialist
- Jaime Morales, Director of Athletics/Student Discipline
- Christopher Lemongelli, Supervisor Alternative Education
- Patrick Pelliccia, Assistant Superintendent for Instruction
- Robert Presuto, Superintendent
- Melissa Norrbom, School Psychologist
- Johanna Scholl, Teacher Representative
- School Resource Officer Representative(s)
- Donna Lenox, School Based Program Counselor
- Elaine Howe, School Based Program Director

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

- Mr. Presuto stated that Michael Meyer was in the audience and he thanked the SCVTEA and PSA for their support. Mr. Jinks congratulated Mr. Meyer and shared that he worked with him in Morris County.

J. School Day

On recommendation of Mr. Presuto and motion by Mr. Jinks, seconded by Ms. Wong and on roll call vote, the Board of Education approved school day in session times for students for the 2025-26 school year as follows:

Regular School Day	7:50 a.m. – 2:15 p.m.
Delayed Opening School Day	10:00 a.m. – 2:15 p.m. (no A-session)
Early Dismissal School Day	7:50 a.m. – 12:00 p.m. (no C-session)

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

K. District Mentoring Plan

On recommendation of Mr. Presuto and motion by Mr. Beder, seconded by Ms. Wong and on roll call vote, the Board of Education approved the District Mentoring Plan as it appears on Addendum #1.

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

L. School Business/Professional Development Travel – NJSBA Workshop – October 20-23, 2025

On recommendation of Mr. Presuto and motion by Ms. Wong, seconded by Mr. Beder and on roll call vote, the Board of Education failed to approve travel expenses/reimbursements for Mr. Gregory Lalevee during his attendance at the NJ School Boards Association Workshop in Atlantic City, NJ as follows:

Registration - \$550.00 Hotel - \$345.00 Meals - \$238.00 Parking - \$40.00 Tolls - \$22.00
Mileage - \$114.68

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

M. School Business Professional Development Travel – NJSBA Workshop – October 20-23, 2025

On recommendation of Mr. Presuto and motion by Mr. Beder, seconded by Mr. Jinks and on roll call vote, the Board of Education approved travel expenses/reimbursements for Ms. Lily Wong during her attendance at the NJ School Boards Association Workshop in Atlantic City, NJ as follows:

Registration - \$550.00 Hotel - \$345.00 Meals - \$238.00 Parking - \$40.00 Tolls - \$22.00
Mileage - \$120.32

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

On recommendation of Mr. Presuto and motion by Mr. Beder, seconded by Ms. Wong and on roll call vote, agenda items N through P as follows:

N. Abolish Board Policies

The Board of Education abolished the following policies:

0141 – Board Member Number and Term
1648.15 – Recordkeeping for Healthcare Settings in School Buildings – Covid-19

O. Revised Board Policies and Regulations – First Reading

The Board of Education approved the following revised policies and regulations at this first reading as they appear on Addendum #2.

0143 – Board Member Election and Appointment
0173 – Duties of Public School Accountant
0174 – Legal Services
0177 – Professional Services
1570/R1570 – Internal Controls
1620 – Administrative Employment Contracts
2422 – Statutory Curricular Requirements
6111/R6111 – Special Education Medicaid Initiative (SEMI) Program
6220/R6220 – Budget Preparation

P. Board Policies – First Reading

The Board of Education approved the following policies at this first reading as they appear on Addendum #3.

- 0141.4 – Board Member Number and Term – County Vocational School District
- 1636.01 – Notification of Promotion, New Job, and Transfer Opportunities
- 5339.01 – Student Sun Protection

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

On recommendation of Mr. Presuto and motion by Mr. Beder, seconded by Ms. Wong and on roll call vote, agenda items Q through S as follows:

Q. Application for Funds

The Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its August 25, 2025 meeting authorized application for funds for the following:

NJ Department of Education	ESEA (FY 2026) (Elementary & Secondary Education Act)	\$ 67,391.00
	Title I - A	\$ 46,768.00
	Title II - A	\$ 10,623.00
	Title IV – Part A	\$ 10,000.00
NJ Department of Education	IDEA – Part B (FY 2026)	\$ 89,955.00

R. Refusal to Apply for Funds

The Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its August 25, 2025 meeting hereby resolves not to apply for the following funds:

NJ Department of Education	ESEA (FY 2026) – Title III	\$ 81.00
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S. Acceptance of Funds

The Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its August 25, 2025 meeting authorized acceptance of funds for the following:

NJ Department of Education	CTSO – SkillsUSA (September 1, 2025 – August 31, 2026)	\$158,500.00
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<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	absent	
Ms. Wong	X	
Mr. Jinks	abstain	

Superintendent’s Update

- HIB Report – New cases submitted for August review = 0; HIB cases submitted month prior for Board decision in August = 0; Total YTD reports submitted for review = 0
- Student Suspension Report – No report
- Student Enrollment Report – No report
- NJQSAC Regulations require results/placements for 2024-25 NJQSAC be reported:

Instruction & Program	90%
Fiscal Management	94%
Governance	95%
Personnel	97%
Operations	95%

District Designation – High Performing

- Annual Graduation Report – The Superintendent, in accordance with N.J.S.A. 18A:7C-7 and 18A:7E-3, shall report annually to the Board of Education at a public meeting not later than September 30, and to the Commissioner of Education:
 1. The total number of students graduated: 74 (total cannot include TOPS graduates; diplomas issued by sending districts)
 2. The number of students graduated under the substitute competency test process; 20
 3. The number of students graduated under the portfolio appeals process; 6
 4. The number of students receiving State-endorsed high school diplomas as a result of meeting any alternative requirements for graduation as specified in their IEP’s; 0
 5. The total number of students denied graduation from the twelfth grade class; 0 and
 6. The number of students denied graduation from the twelfth grade class solely because of failure to pass the high school end-of-course NJGPA assessments, substitute competency tests, or portfolio appeals process based on the provisions of N.J.A.C. 6A:8. 0
- Donation – Report to the Board gifts that have been accepted on behalf of the Board of Education (gifts less than \$200 in value):

<u>Item</u>	<u>Donor</u>
\$100.00 cash gift	Jacqueline Waller c/o Charities Aid Foundation America
Tactical Box/2-Breaching Tools/ Military Grade First Aid Kit	Pasquale Grillo AT EASE Foundation – PO Box 623 Glen Gardner, NJ 08826

Submission of Bills

On motion by Mr. Beder, seconded by Ms. Wong and on roll call vote, the Board of Education approved the bills list for August 25, 2025 which are included in the Board packet and will be attached to the regular meeting minutes.

<u>R Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Laveve	X	
Mr. Beder	X	
Mr. Loper	absent	
Ms. Wong	X	
Mr. Jinks	abstain	

Report of the School Business Administrator/Board Secretary

On motion by Ms. Wong, seconded by Mr. Beder and on roll call vote, agenda items A through C as follows:

A. Board Secretary Report/Cash Report

The Board of Education adopted the monthly financial statement reports for the School Business Administrator/Board Secretary and the Cash Report for the month of July 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 #4)

B. Budget Transfers – June 2025

The Board of Education approved the June 2025 budget transfers for the 2024-25 school year as they appear on Addendum #5.

C. Budget Transfers – July 2025

The Board of Education approved the July 2025 budget transfers for the 2025-26 school year as they appear on Addendum #6.

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

D. Award Purchases in Excess of Bid Threshold in Compliance with NJSA 18A:18A – 2025-26 School Year

On motion by Mr. Jinks, seconded by Ms. Wong and on roll call vote, the Board of Education awarded the following purchases in excess of the bid threshold for the 2025-2026 school year which are year to date amounts and are in compliance with law.

CDW-G	\$136,442.00	Co-Op	District Wide Technology
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<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Mr. Loper	absent	
Ms. Wong	X	
Mr. Jinks	X	

E. Broker of Record for Employee Medical, Dental and Vision Benefit Plans

On motion by Mr. Beder, seconded by Ms. Wong and on roll call vote, the Board of Education appointed Fairview Insurance Agency Associates to provide health insurance brokerage services for employee, medical, dental and vision benefit plans as per their proposal until June 30, 2026. Pursuant to N.J.S.A. 40A:11-5(1)(a)(ii) and N.J.A.C. 5:34-2-3(b) the award of this contract is without the receipt of formal bids as an Extraordinary Unspecifiable Service and is in compliance with law.

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

F. Matrix New World Engineering Contract

On motion by Ms. Wong, seconded by Mr. Jinks and on roll call vote, the Board of Education approved an increase to the Matrix New World Engineering contract to provide engineering services for the New CTE Building and Gymnasium from \$108,650.00 to \$118,850.00.

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

New Business

- None

Next Meeting

The next regular meeting of the Somerset County Vocational Board of Education will be held:

September 22, 2025

5:00 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

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.

- None

Adjournment

On motion by Mr. Jinks, seconded by Ms. Wong and passed, the meeting adjourned at 5:31p.m.

Raelene Sipple

Business Administrator/Board Secretary

2025-26

District
Mentoring
Plan

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Regulations/Components of District Mentoring Plan

STATE REQUIRED	SUBMITTED	SECTION	TITLE	PAGE
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✓	✓	3	<u>Vision and Goals</u>	8
✓	✓	4	<u>Mentor Selection</u>	10
✓	✓	5	<u>Roles and Responsibilities for Stakeholders</u>	13
✓	✓	6	<u>Professional Learning Components for Mentors</u>	15
✓	✓	7	<u>Professional Learning Components for Novice Teachers</u>	17
✓	✓	8	<u>Action Plan for Implementation</u>	20
✓	✓	9	<u>Resource Options Used</u>	22
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✓	✓	11	<u>Program Evaluation</u>	24
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✓ Section 1: District Profile

The district profile sheet reflects the mentoring data from the 2024-2025 school year.

Name of District: Somerset County Vocational & Technical Schools

District Code: 4810 County Code: 35 District Factor Group: None

District Address: 14 Vogt Drive, P.O. Box 6350 Bridgewater, NJ 08807

Chief School Administrator: Robert Presuto

Mentoring Program Contact: Robert Presuto

Mentoring Program Contact Phone: (908) 526-8900 ext.7254

Mentoring Contact Email: cjegou@scvts.net

Type of District: 9-12

Number of novice teachers with Certificate of Eligibility: 3

Number of novice Teachers with Certificate of Eligibility with Advanced Standing 0

Number of novice special education teachers with standard license: 0

Number of Mentors: 3

Identify the number of provisional novice teachers in the following areas:

K- 5 0 K- 6 0 K- 12 0 7- 12 0 9- 12 3 Special Education (all grades) 0

DEAC Sign Off Sheet

Name of District: Somerset County Vocational & Technical Schools

District Code: 4810

County: Somerset **Code:** 35

Names of Professional Staff Members Appointed to Committee:

Christopher Miller Teacher June 2025

Johanna Scholl Teacher June 2025

Names of Administrators Appointed to Committee:

Pat Pelliccia Assistant Superintendent of Instruction June 2025

TBA Principal

Contact Person: Pat Pelliccia

Phone: (908) 526-8900 ext. 7121

Fax: 908-704-0784

Email: ppelliccia@scvts.net

Board of Education Comment and Approval Form

Date Plan Received August 21, 2025

Date Reviewed August 25, 2025

Date Plan Accepted August 25, 2025

Date Plan Revised

District: Somerset County Vocational & Technical Schools **Code:** 4810

County: Somerset **Code:** 35

	Completed		Comments
	Yes	No	
Section 1: District Profile			
District profile sheet			
LPDC sign off sheet			
Board of Education approval form			
Section 2: Needs Assessment			
Current assessment of the mentoring for quality induction program (reflection of past process and project for future progress)			
Current need of district mentoring plan			
Section 3: Vision and Goals			
Mentoring program vision			
Mentoring program goals (measurable; aligned with the NJ Professional Standards for Teachers and NCLB, Professional Development Standards)			
Section 4: Mentor Selection			
Guidelines for selection of mentors			
Application process and criteria for selection of mentors			
Section 5: Roles and Responsibilities for Mentors			
Section 6: Professional Learning Components for Mentors (aligned with the following standards: Teachers, NCLB, and Professional Development)			
Section 7: Professional Learning Components for Novice Teachers (aligned with the following standards: Teachers, NCLB, and Professional Development)			
Section 8: Action Plan for Implementation (with timeline)			
Section 9: Resource Options Used			
Section 10: Funding Resources Used			
Section 11: Program Evaluation (e.g.-evidence of teacher retention, impact on teacher effectiveness and student learning)			

Name

Signature

Date

✓ Section 2: Needs Assessment

Somerset County Vocational & Technical Schools District is committed to supporting novice teachers as they enter the teaching profession as well as experienced teachers new to the district. State regulations require that all public school districts develop plans that provide rigorous mentoring to the following individuals:

- Holders of Certificates of Eligibility with Advanced Standing (traditional route teachers) and Certificates of Eligibility (alternate route teachers) registered in the Provisional Teacher Program who hold provisional instructional certificates; and
- Holders of standard Teacher of the Handicapped certificates who are in their first year of teaching; and
- Experienced teachers new to the district.

Professionals new to teaching encounter a number of special problems and issues. The transition from being a student in education courses to the role of a full time teacher can be, and is often, most difficult. Immersion in learning-teaching theories, no matter how valuable, never fully prepares the beginning teacher for the challenges of meeting their first class.

Successful acclimation to the teaching profession is critical. Data from national surveys of new teachers reveal the following pattern: throughout college preparation, and during student teaching, attitudes toward teaching continue to rise. These positive attitudes peak in the first month of the first year of teaching, then tend to fall during the next four to five months of that initial year. By mid-year, a slow but gradual rise in positive attitudes toward teaching begins, but these attitudes do not reach the level at the time of entry to the profession. This phenomenon has been called “the curve of disenchantment.” It is the intent of Somerset County Vocational & Technical Schools, in an environment of collegial support, to maintain the level of positive attitudes at the time of entry to the profession.

The beginning teacher has two major tasks. The first is to develop effective teaching skills. If the teacher has been well prepared with a solid theoretical base in child development, instructional methodology and learning theory, then the task becomes one of application of this knowledge to the classroom. The second task is to adapt to the social system of the school. Each school has its own “culture.” This culture reflects the norms of the building, the communication and relationships between students and staff, and staff members’ relationships with each other. Neither application of learning theory to the classroom nor a sense of how a school’s social system functions can be learned in the college setting or from a textbook.

There are significant differences in the needs of Novice Teachers and Experienced Teachers (Melnick 39). Experienced teachers feel more confident in the areas of classroom management, parent interaction and communication, teaching methods, assessment, etc. (Melnick 54). However, Experienced Teachers report significant struggles with time management due to increasing mandated documentation requirements (Melnick 55). Therefore, we can expect the needs of Experienced Teachers New to the District to be focused more on clerical and procedural issues rather than pedagogy.

Current Needs of District Mentoring Program

Through the use of our New Teacher Needs Assessment and the Year End Evaluation of Mentoring Program by novice/new Teacher, we have determined that our current program needs for Novice Teachers and Experienced Teachers New to the District are:

- Continuing professional development through New Teacher (Newbie) PLC
- Increasing support for the observation of experienced teachers by providing class coverage on a regular basis

Through the use of our Mentoring Program Evaluation and Year-End Evaluation by Mentor Teachers, we have determined that the improvements in the following areas shall be made:

- Continued training and PLC for mentor teachers
- Communication of mentor plan to all stakeholders

Improvements within the mentor training program are made on an ongoing basis. Professional Development (PD) is needed for all mentors prior to beginning the mentoring process, with ongoing support throughout the mentoring year.

Formal data collection processes are needed to judge the quality of the growing mentoring program. Once this information is established, a communication tool is needed to share it with administrators, staff, and the community at large.

Coordination between members of the following committees: DEAC and SCiP is needed in order to support the mentoring program and provide/plan professional development. Regular meetings are needed for revised coordination practice to streamline the overall process.

Professional development and support on how the Danielson Evaluation Model informs the mentoring process from both the mentor and mentee perspective are also necessary.

Melnick, S., & Meister, D. (2008). *A Comparison of Beginning and Experienced Teachers' Concerns*. *Educational Research Quarterly*, 31(3), 39–56.

Section 3: Vision and Goals

“Supporting new teachers is complex and demanding work, and it involves learning skills other than those that most classroom teachers possess. It is critical, therefore, that we think not only about what a new teacher needs to be successful but also what a mentor teacher needs to know and be able to do in order to support a new teacher.”

Moir and Gless, New Teacher Center @ UCSC

Statement of Purpose

Research demonstrates that many novice teachers lack necessary support in their beginning years. Too often, young teachers leave the profession before having the opportunity to become effective and confident. One in ten teachers who left the profession say the primary reason they left was inadequate support. And one-third of the teachers who have left the profession say that if a high quality-mentoring program had been in place, they would have likely continued teaching. (Source: NJEA Study of New Jersey Teachers Who Have Left the Profession, Sept. 2000).

Somerset County Vocational & Technical Schools has developed this mentor plan for novice teachers to meet the statutory requirements for Provisional Teachers, Administrative Code (6:11-4.3, 6:11-13, 6:11-13(d)). The purpose of this mentoring program is to provide new teachers the opportunity for ongoing support, collegial conversations, supervision, and evaluation by a professional support team. The support team consists of a mentor, school leaders, and district administrators.

Vision

Somerset County Vocational & Technical Schools will create an environment where teachers new to the district can grow professionally and assimilate confidently through

- Professional Learning Communities
- Effective coaching,
- One-on-one support, and
- Congenial collaboration

which will result in a high quality education for all of Somerset County Vocational & Technical Schools students, including those taught by novice educators.

Goals:

- To enhance teacher knowledge of strategies related to the New Jersey Student Learning Standards in order to facilitate student achievement;
- To identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching;
- To assist novice teachers in the performance of their duties and adjustment to the challenges of teaching;

- To assist novice teachers in the acculturation process as they acquire experience with the local climate, practices, and educational shareholders within the greater educational community; and
- To provide novice teachers with targeted PD based on specific needs of those teachers.

Section 4: Mentor Selection

“The heart and soul of mentoring is the outgrowth of belief in the value and worth of people and an attitude toward education that focuses upon passing the torch to the next generation of teachers.”

Head, Reidman, and Theis-Sprintall, 1992

Mentor Selection Process

The following guidelines have been developed in the selection of mentors:

- Mentor teachers will fill out a Mentor Teacher Application and submit it to their supervisor.
- A letter of Recommendation from a supervisor must accompany all mentor applications.
- Administration will make an assignment from the pool of mentors. Consideration will be given to the compatibility of individual teaching styles of the mentors and novice teachers and their content of teaching.
- The administration shall rotate the mentoring positions among those teachers who meet the criteria.
- Professional development hours will be given to mentors upon completion of mentor program evaluation. Formal mentors will receive 15 professional development hours and informal mentors will receive 30 professional development hours.
- For formal mentors, the stipend for traditional route teachers is \$550 for 30 weeks of mentoring. The mentoring stipend for alternate route teachers is \$450 for the 20-day clinical experience and \$550 for the remaining 30 weeks of mentoring.
- All applications should be submitted in June for the following school year.

Mentor Selection Criteria

The qualities of effective mentors – as identified in mentoring programs nationwide – are organized into four general categories: Attitude and character, Professional competence and experience, Communication skills, Interpersonal skills

Together with a willingness to serve and the recommendations of colleagues, these characteristics comprise an inventory of the qualities and criteria of effective mentors.

- Each mentor should be a fully certified, tenured teacher with a minimum of five years experience at Somerset County Vocational & Technical Schools.
- The mentor must have earned a summative rating of “effective” or “highly effective” on their most recent annual evaluation.

- The administrative team will assign a mentor teacher to each novice teacher within two weeks of his or her start date.
- The mentor teacher is committed to the goals of the local mentor plan including the confidential nature of the relationship.
- Wherever possible, the mentor teacher should be certified in the same areas as the novice teacher and classrooms are in close proximity.
- The mentor teacher is knowledgeable about the resources and opportunities in the Somerset County Vocational Technical High School.
- The mentor teacher is knowledgeable about the social and workplace norms of the district Board of Education and the community Somerset County Vocational Technical High School serves.
- The mentor teacher agrees to participate in a mentor-training program.
- In the event matches do not work, a new match for the novice teacher will be made as soon as possible, and there are no negative repercussions for either party from any district stakeholders.

Alignment of the Mentoring Plan with:

- N.J.A.C. 9-3-3.3 NJ Professional Standards for teachers
- N.J.A.C. 6A:9-8.4 Regulations for Local Mentoring Plan

Development of the District Mentoring Plan (MIP) and Approval Process

Board of Education

- Approves Process
- Develop policy
- Provide financial support

LPDC

- SCVTEA Rep.
- Teacher Leaders
- Supervisor
- Principal

- Develop and provide district Mentor training
- Compile needs assessment data
- Evaluate and update MIP

School Leaders

- Supervisors
- Administrators

- Supervise and evaluate Novice and New Teachers
- Select and assign Mentors
- Evaluate MIP

Mentor

- 5 years experience in district
- Tenured teacher
- Effective/Highly effective evaluation

- Attend training
- Meet regularly with Novice and New Teachers
- Provide professional, emotional, and confidential support
- Evaluate MIP

Novice Teacher

- 1st year teacher
- Non-tenured
- Holds CEAS or CE
- Requires Formal Mentor

- Meet regularly with Mentor
- Observe Mentor and other classroom teachers
- Develop PDP
- Evaluate MIP

New-to District Teacher

- 1 plus years teaching experience
- Non-tenured
- 1st year in district
- Holds Standard Certification
- Requires Informal Mentor

- Meet regularly with Mentor
- Develop PDP
- Evaluate MIP

Section 5: Roles and Responsibilities of Stakeholders (Please reference chart on previous page)

Role of the School Board

1. To establish policy to make mentoring of novice teachers one of the district's priorities;
2. To ensuring the availability of resources in support of the mentoring program;
3. To evaluate long-term effectiveness of teacher selection process;
4. To review the evaluation of the Mentoring Program; and
5. To provide additional funding options for professional learning and training, materials, and release time for classroom visitations.

Role of the Chief School Administrator

1. To collaborate annually with each ScIP to review the district mentoring plan
2. To consider ways to support the plan at the school level
3. To take steps to ensure that all new teachers are receiving the necessary professional support.
4. Make available to staff an electronic copy of the current district mentoring plan.

Role of the Administrator

1. To be knowledgeable in the mentoring process;
2. To select and assign mentors to novice teachers;
3. To pair the mentors and novice teachers at the earliest possible time;
4. To provide mutual release time for mentors and novice teachers;
5. To supervise and evaluate the novice teacher;
6. To facilitate faculty awareness;
7. To participate in orientation and training sessions;
8. To meet with mentors and novice teachers at least twice per year;
9. To ensure and participate in program evaluation; and
10. To facilitate the revision of the mentoring program for the next year.

Role of the ScIP

1. To oversee the school-level implementation of the district mentoring plan
2. To communicate the plan to all non tenured teachers and their mentors.

Professional Development Committee:

1. Assist in selection and training of mentors.
2. Provide support for both mentor and novice teachers.
3. Share information about professional development opportunities.
4. Seek appropriate professional development as appropriate for novice teachers.
5. Gather feedback from mentors and novice teachers relevant to the effectiveness of the mentoring program.

Role of the Mentor

Formal Mentor	Informal Mentor
1. To meet with the novice teacher at least once a week;	1. To meet with new teacher at least monthly
2. To focus on classroom activities, including instructional techniques and curriculum, classroom management and teacher performance;	2. To educate the new teacher about available programs in the school;
3. To educate the novice teacher about available programs in the school;	3. To provide emotional support;
4. To provide emotional support;	4. To provide confidential support
5. To provide confidential support;	5. To socialize the new teacher into the school community
6. To socialize teachers into the school community	6. To link new teacher resources
7. To avoid being evaluative;	7. To attend initial mentor training program; additional training is voluntary
8. To link novice teacher to resources;	8. To model for new teacher how to write a Professional Development Plan (PDP)
9. To attend all mentor training programs;	9. To help evaluate the Mentoring Program
10. To model for novice teacher how to write a Professional Development Plan (PDP);	
11. To help evaluate the Mentoring Program;	
12. To assist in the development of program revisions for the next, year, and	
13. To keep a confidential log/planning calendar of activities discussed with the novice teacher.	

Role of the Novice/New Teacher

1. To meet on a regular basis with the mentor for review of classroom practices and management concerns;
2. To attend all scheduled mentoring meetings;
3. To plan, teach, facilitate and evaluate the progress of students in his/her classroom;
4. To participate in a Needs Assessment;
5. To visit mentor and other classroom teachers;
6. To develop a Professional Development Plan for the year;
7. To help evaluate the Mentoring Program.

Section 6: Professional Learning Components for Mentors

The mentor teacher is responsible for promoting the novice teacher's knowledge and instructional strategies related to the NJSLs and Professional Standards for Teachers in order to facilitate student achievement. A district form will be provided to record the alignment with the New Jersey Professional Standards for Teachers. All mentors and new teachers will receive a copy of Charlotte Danielson's *Enhancing Professional Practice* to facilitate the peer-observation process and critical dialogue.

Mentor Training Components:

1. Roles and Responsibilities of Mentors and Novice Teachers
2. Needs of New Teachers
3. Communication and Building Trust
4. Classroom Visitations: Teacher Observation and Conferencing Skills
5. Effective Instructional Skills. For example, are all students actively engaged or challenged?
6. Collegial Coaching
7. Challenges of Mentoring
8. Stages of Teacher Development
9. Understanding the Adult Learner
10. Questioning Techniques
11. Professional Growth of the Novice Teacher
12. Any additional topic, based upon the district needs assessment survey.

List of Professional Learning Opportunities:

- New teacher orientation.
- Somerset County Vocational & Technical Schools will offer learning opportunities during the designated professional development days throughout the school year as well as a PLC facilitated by teacher-leaders.
- Mentors and novice teachers are encouraged to seek opportunities outside of the district professional development offerings.

Explanation of How the Plan Aligns with NJ Professional Standards for Teachers and No Child Left Behind (ESSA):

Below is the list of mentor training components. Beside each topic the relationship that exists between the NJ professional standards and the mentor training components is depicted. A copy of the NJ Professional Standards for Teachers can be found in the Appendix.

- Mentors attend in-district and out-of-district annual, ongoing, sustained professional development workshops/seminars to assist them in providing appropriate and meaningful learning experiences for their students. (*Standards one through seven and ten*)
- Professional development workshops include instructional planning which encourages cooperative learning experiences and the recognition of learning styles and multiple intelligences within the context of the classroom experience. (*Standards two through seven and ten*)

- Mentors are expected to review and analyze New Jersey standardized test results at each designated grade level. Upon completion, mentors collaborate with building supervisors and administrators to identify areas of strengths and weaknesses. Yearly district-wide and building initiatives and objectives are developed based on this information. *(Standards one and five)*
- Mentors are encouraged to be lifelong learners of their craft through ongoing self-reflection and professional development. *(Standards one through seven; nine through eleven)*
- Mentors are required to create a supportive, respectful, and safe learning environment for their students. *(Standards two through four; six, seven, and nine through eleven)*
- Mentors demonstrate their verbal and written communication skills with opportunities to prepare and teach educational workshops in their designated specialties to their colleagues. *(Standards one, three, five, and six through eleven)*
- Formal mentors become involved in a variety of school and community outings that help them to understand the intellectual, social, emotional, and physical development of their students. In doing so, they foster relationships with parents, guardians, families, and community agencies. *(Standards two and six through eleven)*
- Formal mentors take part in a variety of multicultural activities that allow for the celebration of diverse groups and individuals. This process aids in the equitable education of students from all backgrounds and ethnicities. *(Standards two through four, seven, eight, and eleven)*

Section 7: Professional Learning Components for Novice Teachers

1. Technology Training
2. Instructional Planning
3. Special Needs Students
4. Substance and Drug Abuse
5. Professional Growth of the Novice Teacher
6. Student Assessment
7. NJ Student Learning Assessment Guidelines and Standards
8. Roles and Responsibilities of Mentor and Novice Teacher
9. Best Practices strategies, Differentiated Instruction
10. Learning Environment
11. Discipline Strategies

List of Professional Learning Opportunities:

- Mentoring/Novice Teacher Training.
- Somerset County Vocational Technical School will offer learning opportunities during the designated professional development days throughout the school year as well as a PLC facilitated by teacher-leaders.
- Mentors and novice teachers are encouraged to seek opportunities outside of the district professional development offerings.

Explanation of How the Plan Aligns with NJ Professional Standards for Teachers:

Below is the list of mentor training components. Beside each topic the relationship that exists between the NJ professional standards, ESSA elements, and the novice teacher training components are depicted. A copy of the NJ Professional Standards for Teachers can be found in the Appendix.

During a new-teacher orientation, novice and experienced teachers who are new-to-the-district are required to take training that is given prior to the start of each school year. This New Teacher Induction Program is designed for the purpose of acclimating and orienting our new educators to the district's expectations for teaching and learning. It offers a guide to success in the district and in the teaching profession. It also serves as a way for the new teachers to establish professional relationships which allows them to be empowered and encourages them to contribute to their school community.

These initial training workshops include the following:

- A summary of the history and demographics of Somerset County Vocational & Technical Schools. *(Standards two, three, seven through eleven)*
- A warm welcome from the school administrators throughout the district. *(Standards two, six, and eight through eleven)*
- A presentation and discussion of the district's vision for education. *(Standards two and four through eleven)*

- An orientation to the Somerset County Vocational & Technical Schools which includes a discussion of school law, district policies and procedures, special services, guidance procedures and programs, and student assistance programs *(Standards two, three, and six through eleven)*
- A seminar of strategies and techniques which work for instruction. These include working sessions which discuss improving the performance of both our at-risk and exceptional students. *(Standards one through eleven)*
- A concentrated session on cooperative learning. *(Standards one through ten)*
- A concentrated session on Classroom Management Skills. Teachers are provided with a variety of management techniques and the tools to create a classroom management plan. *(Standards three, four, six, nine, and ten)*
- An oral summary on professional growth including a discussion of the teacher observation and the Danielson evaluation instrument which are presently in place throughout the district. This is followed by a question-and-answer session. Teachers are provided with the tools to create an individual professional development plan. *(Standards eight, nine, and ten)*
- A review of the technology aspects currently used and available within the district. *(Standards four, five, and seven through eleven)*
- A planning and introduction session at the school location where the teacher will be employed on a day-to-day basis *(Standards one, two, four, six, eight, nine, and ten)*

Upon completion of this session, first-year teachers continue the learning process by completing the following requirements:

- A 30-week mentorship program *(All standards are addressed during this 30-week period)*
- Increased meeting frequency to twice per week for novice provisional teachers holding a CEAS or a CE.
 1. Those holding a CEAS: 2x/week for the first 4 weeks.
 2. Those holding a CE: 2x/week for the first 8 weeks.
- Non Tenured teachers in their first year of employment will be provided individualized support and activities based on the nontenured teacher's individual needs.

Additionally, the Somerset County Vocational & Technical Schools offers in-service professional development workshops, professional learning communities (PLCs) and grade level/departmental programs designed for each specific content-area objective.

Somerset County Vocational & Technical Schools will provide the following programs:

- Teacher discussions between veteran and novice teachers
 - Professional learning communities
 - Voluntary workshops
 - Professional development days
 - Required written reflections/surveys based on the quarterly experiences
- (Standards one through eleven will be addressed)*

Somerset County Vocational & Technical Schools will provide opportunities for teachers new to the district to attend both in- and out-of-district workshops, after-school workshops, plus committees in collaboration with veteran teachers. Custom-designed workshops on topics including in-class support, special education, content area partnerships, and newly developed curriculum are also arranged as needed.

Section 8: Action Plan for Implementation

Documentation:

1. Sign Mentoring Partnership Agreement.
 - Agreement should be signed and returned to the Supervisor. • Establish a schedule of meetings for the school year.
 2. Complete the Mentor/Novice Teacher Activities Checklist throughout the course of the academic year.
- A checklist should be maintained by both the mentor and novice teacher and returned to the Supervisor at the conclusion of the mentoring period.

Novice Teacher/Mentor Observation Schedule:

1. Observations of the novice teacher with follow-up dialogue, totaling four for the academic year.
2. Observations of the mentor teacher with follow-up dialogue during the mentoring partnership, totaling two for the academic year.
3. Observations may be made in either the mentor or novice teacher's classroom.

Components of Mentor Training:

1. All mentors will attend a training program in the district.
2. All mentors will attend building professional development opportunities pertaining to mentoring, as offered by the local professional development committee.
3. Discuss the expectations of the mentoring partnership.
4. The components taught during district mentor training should reflect those outlined in Section 6 of this plan.

Components of Novice Teacher Training:

All novice teachers will attend a Novice Teacher training program in the district.

1. All novice teachers will attend building professional development opportunities pertaining to novice teacher induction and mentoring, as offered by the local professional development committee.
2. Discuss the expectations of the mentoring partnership.
3. The components taught during district mentor training should reflect those outlined in Section 7 of this plan.

Mentor/Induction Timeline

Mentor/Novice Teacher Activities Checklist Collection Schedule

Note: "Mentor/Novice Teacher Activities Checklist" can be found in the school mentoring and induction guide in the Appendix. "Mentor Teacher Application" can be found in the same document.

Item to be collected	Approximate Date due to Mentoring Supervisor <i>(or corresponding months relating to the date of hire.)</i>	Collected
Mentoring Partnership Agreement	September 15	
Activities Checklist: "By Mid-September"	September 15	
Meeting between mentor & novice teacher to ensure the mentoring relationship is successful. Discuss no fault exit process.	September 30	
Activities Checklist: "September/October"	October 31	
Activities Checklist: "November/December"	December 23	
Activities Checklist: "January/February"	February 27	
Activities Checklist: "March/April"	April 30	
Mentor Teacher Applications	May 15	
Activities Checklist: "May/June"	June 5	
Evaluation of Mentor Program by Mentee & Mentor	June 15	
Copy of complete Activities Checklist	June 15	

Section 9: Resource Options Used

Below is a list of resources available for use during the implementation of this mentoring program.

- Release time for formal mentors and informal mentors for classroom visitations
- Release time for novice and new-to-the-district teachers for classroom visitations
- District administrators, teacher leaders, veteran teachers, and support staff.
- In-service workshops and volunteer Professional Development opportunities
- Newbie PLC
- Other Professional Learning Communities
- Achieve NJ: <http://www.state.nj.us/education/AchieveNJ/>
- NJ Department of Education: <https://nj.gov/education/profdev/mentor/>
- On-site resources located in the media center--Mentoring and New Teacher Collection

Section 10: Funding Resources

Somerset County Vocational & Technical Schools has made a financial commitment in order to support the novice teachers. Funding for this mentoring program may vary from year to year based on district and state budgetary and funding allocations. Below is a list of projected financial resources to fund the implementation of this program.

Sources: This funding includes the following:

- The Somerset County Vocational Technical High School District
- Outside Grants
- NJDOE Reimbursements
- Title IIA
- IDEA

Uses: The mentoring funds are used as outlined in state and grant regulations providing:

- Professional development workshops
- Reference and training materials and supplies
- Substitute coverage for release time
- Yearly stipends to mentor teachers

Stipends: Payment to Formal Mentor teachers will be on the following schedule:

- Traditional - \$550 for 30 weeks
- Alternate Route- \$1000 (includes 20-day intensive plus 30 weeks)

All funds will be collected and distributed by the Somerset County Vocational & Technical Schools Business Office.

Section 11: Program Evaluation

Somerset County Vocational & Technical Schools Mentor and Induction Plan allows the district to evaluate the implementation and success of the plan in working towards the established goals and objectives outlined in Section 3. The evaluation will measure program impact on job satisfaction, the adequacy of time and training for mentoring and offers recommendations for program changes and additions. This evaluation process is ongoing based on the collection of implementation logs, observation interviews, focus groups and staff surveys conducted in various ways (i.e., online or handouts). Evaluation will be conducted by the LPDC throughout the year.

The following evaluation tools will be used to assess the needs of the induction plan:

- District Induction Self Assessment Tool
- Novice Teachers Needs Assessment
- Year End Evaluation of Mentoring Program by Novice Teacher
- Year End Evaluation of Mentoring Program by Mentor
- Mentor/Novice Teacher Activities Checklist
- New Teacher Orientation Workshop Survey

As part of the Quality Single Accountability Continuum District Performance Review (QSAC) the District will complete an annual district report on the effectiveness of the local Induction plan which includes the following:

- Program impact on job satisfaction
- Impact on effective teaching
- Impact on student performance
- Adequacy of time and training
- Recommended changes and additions to the Induction Guide

The primary reason for an effective mentor/induction program is student achievement. In reaching this goal, teacher effectiveness must be improved and teacher retention rate must be improved.

In the short term, the New Teacher Orientation Workshop which takes place during the summer uses the following assessment tool to rate participants' reactions:

<https://docs.google.com/document/d/1AMfbEdnCcgNrXJ1Q5P5OOWJtFThCZW00RZ8rpfKZFUY/edit#bookmark=id.rx02pffimg5e>

Somerset County Vocational & Technical Schools will utilize the feedback from the program evaluation to adapt, modify, and refine the ongoing support that is provided to our novice teachers so that we may develop an even stronger community of professional learners.

Section 12: Appendix

New Teacher Needs Assessment

To be completed before the start of the mentoring program.

Directions: Please check the response for each item that closely indicates your level of need for assistance in the area described at the start of this school year.

I am a: Novice teacher (CEAS or CE) Experienced teacher new to the district

Need for Assistance Level:

	little or no need	moderate need	high need
learning what is expected of me as a teacher			
communicating with the administration and other staff members			
communicating with parents			
organizing and managing my classroom			
maintaining student discipline			
planning for instruction and obtaining instructional resources and materials			
understanding the curriculum			
using a variety of teaching methods			
dealing with individual differences among students and assisting students with special needs			
diagnosing student needs, motivating and evaluating student progress			
grouping for effective instruction and facilitating group discussions			
completing administrative paperwork, managing time and work			
understanding the school system's teacher evaluation process			
understanding my legal rights and responsibilities as a teacher and union related issues			

Please list any professional needs you have that are not addressed by the preceding items:

What additional type of support should the school district provide to you and other new teachers?

New Guidance Counselor Assessment

To be completed before the start of the mentoring program.

Directions: Please check the response for each item that closely indicates your level of need for assistance in the area described at the start of this school.

I am a: Novice (CEAS or CE) Experienced counselor new to the district

Need for Assistance Level:

	little or no need	moderate need	high need
learning what is expected of me as a guidance counselor			
communicating with the administration and other staff members			
communicating with parents			
maintaining student discipline			
understanding the curriculum			
using a variety of methods			
dealing with individual differences among students and assisting students with special needs			
diagnosing student needs, motivating and evaluating student progress			
completing administrative paperwork, managing time and work			
understanding the evaluation process			
understanding my legal rights and responsibilities as a guidance counselor and union related issues			

Please list any professional needs you have that are not addressed by the preceding items:

What additional type of support should the school district provide to you and other new guidance counselors?

Somerset County Vocational Technical High School Mentor Teacher Application

NAME: _____

YEARS IN DISTRICT: _____

SUBJECT/CONTENT AREA: _____

I am interested in being considered for the position of mentor. I understand that the role of the mentor is a critical factor in the success of a novice teacher.

_____ Teacher's Signature Date

Mentor-Novice Teacher assignments are on a one-to-one basis unless otherwise determined by Administration.

Directions: Answer the following questions and forward the completed form to your supervisor.

1. Why do you want to be a mentor? What specific personal and professional qualities and abilities do you bring to the process of mentoring beginning teachers?

2. What steps are you taking to keep current in your own professional development, curriculum and assessment areas?

Please return this application and a reference form to your supervisor when completed.

Mentor Letter of Recommendation

I recommend _____ to be a mentor. The following qualifications have been met:

- holds a NJ teaching certification
- demonstrates a record of success in the classroom
- earned a summative rating of Effective or Highly effective on the most recent summative evaluation
- is a tenured teacher with at least 5 years' experience at Somerset County Vocational Technical High School
- understands resources and opportunities available and is able to act as a referral source
- understands social and workplace norms of district and community

The mentor applicant understands and agrees to maintain a professional level of confidentiality with the mentee, and understands that mentors may not serve as a mentee's direct supervisor or conduct evaluations.

The mentor applicant also agrees to participate in district-mandated mentor training that includes training on the Danielson teacher evaluation rubric and practice instrument; the NJ Professional Standards for Teachers; the New Jersey Student Learning Standards (NJSLS) ~~Common Core State Standards~~; classroom observation skills; facilitating adult learning; and leading reflective conversations about practice.

signature of administrator: _____ date: _____

signature of mentor applicant: _____ date: _____

New Jersey Professional Standards for Teachers

All professional learning opportunities must be aligned with and support the New Jersey Professional Standards for Teachers as referenced in *N.J.A.C. 6A:9-3.3*. The Professional Standards for Teachers (and indicators) are also available [here](#).

___ **Standard One: Learner Development.** The teacher understands how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate and challenging learning experiences.

___ **Standard Two: Learning Differences.** The teacher uses understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments that enable each learner to meet high standards.

___ **Standard Three: Learning Environments.** The teacher works with others to create environments that support individual and collaborative learning, and that encourage positive social interaction, active engagement in learning, and self-motivation.

___ **Standard Four: Content Knowledge.** The teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches, particularly as they relate to the New Jersey Student Learning Standards and creates learning experiences that make these aspects of the discipline accessible and meaningful for learners to assure mastery of the content.

___ **Standard Five: Application of Content.** The teacher understands how to connect concepts and use differing perspectives to engage learners in critical thinking, creativity, and collaborative problem-solving related to authentic local and global issues.

___ **Standard Six: Assessment.** The teacher understands and uses multiple methods of assessment to engage learners in examining their own growth, to monitor learner progress, and to guide the teacher's and learner's decision-making.

___ **Standard Seven: Planning for Instruction.** The teacher plans instruction that supports every student in meeting rigorous learning goals by drawing upon knowledge of content areas, curriculum, cross-disciplinary skills, and pedagogy, as well as knowledge of learners and the community context.

___ **Standard Eight: Instructional Strategies.** The teacher understands and uses a variety of instructional strategies to encourage learners to develop deep understanding of content areas and their connections, and to build skills to apply knowledge in meaningful ways.

___ **Standard Nine: Professional Learning.** The teacher engages in ongoing individual and collaborative professional learning designed to impact practice in ways that lead to improved learning for each student, using evidence of student achievement, action research, and best practice to expand a repertoire of skills, strategies, materials, assessments, and ideas to increase student learning.

___ **Standard Ten: Leadership and Collaboration.** The teacher seeks appropriate leadership roles and opportunities to take responsibility for student learning, to collaborate with learners, families, colleagues, other school professionals, and community members to ensure learner growth, and to advance the profession.

___ **Standard Eleven: Ethical Practice.** The teacher acts in accordance with legal and ethical responsibilities and uses integrity and fairness to promote the success of all students.

Eight Key Elements of High Quality Professional Development for Teachers

- 1) All activities are referenced to student learning.
- 2) Schools use data to make decisions about the content and type of activities that constitute professional development.
- 3) Professional development activities are based on research-validated practices.
- 4) Subject matter mastery for all teachers is a top priority.
- 5) There is a long-term plan that provides focused and ongoing professional development with time well allocated.
- 6) Professional development activities match the content that is being instructed.
- 7) All professional development activities are fully evaluated.
- 8) Professional development is aligned with state standards, assessment, and the local school curriculum.

According to ASCD, ESSA “updates the definition of professional development to ensure personalized, ongoing, job-embedded activities that are

- Available to all school staff, including paraprofessionals
- Part of broader school improvement plans
- Collaborative and data driven
- Developed with educator input
- Regularly evaluated

Mentoring Partnership Agreement

Instructions: Please read and complete each of the following sections in this document. Both Mentor and Novice teacher, keep a copy for your records and return it to your supervisor before the end of September.

We have agreed on the following goals and objectives as the focus of this mentoring relationship.

1. _____

2. _____

3. _____

We have discussed the protocols by which we will work together, develop, and, in that same spirit of partnership, collaborate on the development of a work plan. In order to ensure that our relationship is a mutually rewarding and satisfying experience for both of us, we agree to:

1. Meet regularly. We agree to this tentative schedule of contact and meetings:

2. Look for multiple opportunities and experiences to enhance the novice teacher's learning. We have identified, and will commit to, the following specific opportunities and venues for learning:

3. Maintain confidentiality of our relationship. Confidentiality for us means . . .

4. Honor the ground rules we have developed for the relationship. Our ground rules will be . . .

5. Provide regular feedback to each other and evaluate progress. We will accomplish this by . . .

We agree to meet regularly during the course of one academic year. At the end of this period of time, we will review this agreement, evaluate our progress, and reach a learning conclusion. The relationship will then be considered complete. If we choose to continue our mentoring partnership, we may negotiate a basis for continuation, so long as we have stipulated mutually agreed-upon goals.

In the event one of us believes it is no longer productive for us to continue, or the learning situation is compromised, we may decide to seek outside intervention or conclude the relationship. Our supervisor would be notified and a new mentor would be assigned to the novice teacher. In this event, we agree to use closure as a learning opportunity.

Mentor's Signature/Date

Novice Teacher's Signature/Date

Source: Modified from New Jersey Mentoring for Quality Induction: A Toolkit for Program Development.

Mentor/Novice/New Teacher Activities Checklist

Name _____ Mentor _____

**Please fill in the date, in which the activities were completed. Both mentor and novice teacher should initial next to the activity.*

By Mid-September:

Date/ Initial

- ____/____ 1. Give the novice teacher a tour of the building and introduce staff members.
- ____/____ 2. Discuss the policies and social traditions of the school/district.
- ____/____ 3. Show the novice teacher how to get necessary materials and books.
- ____/____ 4. Review emergency procedures for the building.
- ____/____ 5. Share building schedules.
- ____/____ 6. Prepare the novice teacher for Back-to School events.
- ____/____ 7. Help the novice teacher prepare for the first week.
- ____/____ 8. Discuss basic discipline policies for the school.
- ____/____ 9. Review lesson plan procedures.
- ____/____ 10. Establish a regular routine for meetings with your novice teacher.
- ____/____ 11. Review school website.
- ____/____ 12. Discuss special needs students, including, IEP requirements and 504 plans.
- ____/____ 13. Review daily tasks. (i.e. attendance, lunch, supervision, etc.)
- ____/____ 14. Share any systems that work. (organizing grades, keeping track of homework, parent communication, etc.)
- ____/____ 15. Bell schedule, expectations, and activities for the first day with students.
- ____/____ 16. Establish confidentiality between mentor and the novice teacher.
- ____/____ 17. Set up gradebook in Genesis and discuss the importance of accurate record keeping.
- ____/____ 18. Discuss policies for homework, make-up work, and late work.

Notes/Comments:

Mentor-Novice/New Teacher Activities Checklist

Name _____ Mentor _____

September/October:

- ____ / ____ 1. Help the novice teacher understand the phone and technology procedures.
- ____ / ____ 2. Review grading/assessment procedures, formal and informal.
- ____ / ____ 3. Review evaluation and observation procedures.
- ____ / ____ 4. Observe the novice teacher and provide constructive feedback.
- ____ / ____ 5. Observe the mentor and discuss observation.
- ____ / ____ 6. Share professional development procedures and Moodles.
- ____ / ____ 7. Discuss substitute lesson planning.
- ____ / ____ 8. Review online forms and procedures.
- ____ / ____ 9. Explain how to make guidance referrals (I&RS) and Linkages resources.
- ____ / ____ 10. Discuss importance of documentation of student behaviors (dates, explanation, actions taken and personnel contacted).
- ____ / ____ 11. Show novice teacher how to input interim grades.
- ____ / ____ 12. Share lesson plans and other related schedules/activities.
- ____ / ____ 13. Discuss importance of parental involvement and making positive parent contacts.
- ____ / ____ 14. Address concerns of classroom management and discipline.
- ____ / ____ 15. Discuss crisis in the classroom and classroom safety.
- ____ / ____ 16. Discuss current NJ Curriculum Standards.
- ____ / ____ 17. Review the development of Student Growth Objectives.
- ____ / ____ 18. Discuss the SCVTHS Open House.

Notes/Comments:

Mentor-Novice/New Teacher Activities Checklist

Name _____ Mentor _____

November/December:

- ____ / ____ 1. Assist the novice teacher through the first report card.
- ____ / ____ 2. Discuss various instructional strategies, including large group and one-to-one instruction.
- ____ / ____ 3. Observe the novice teacher and provide constructive feedback.
- ____ / ____ 4. Observe the mentor and discuss observation.
- ____ / ____ 5. Discuss end of semester procedures, including midterms.
- ____ / ____ 6. Discuss progress of classroom management and discipline procedures.
- ____ / ____ 7. Discuss delayed opening and snow day procedures.
- ____ / ____ 8. Discuss assessment techniques.
- ____ / ____ 9. Discuss different learning styles.
- ____ / ____ 11. Discuss budget procedures.
- ____ / ____ 12. Share and discuss instructional units.
- ____ / ____ 13. Discuss confidentiality of student issues.
- ____ / ____ 14. Discuss cultural and ethnic differences of students. Include sensitivity to holidays.

Notes/Comments:

Mentor-Novice/New Teacher Activities Checklist

Name _____ Mentor _____

January/February:

- ____ / ____ 1. Review preparation of students for midterms, if applicable.
- ____ / ____ 2. Review policies and issues that relate to retention, failure of students and student success in CTE programs.
- ____ / ____ 3. Contact counselor and parents of students who are in danger of failing the 1st semester.
- ____ / ____ 4. Observe the novice teacher and provide constructive feedback.
- ____ / ____ 5. Discuss alternative assessments, creation of rubrics, etc.
- ____ / ____ 6. Look at mapping out the semester and discuss pacing.

Notes/Comments:

Mentor-Novice/New Teacher Activities Checklist

Name _____ Mentor _____

March/April:

- ____ / ____ 1. Discuss documentation of professional development hours and PLC minutes.
- ____ / ____ 2. Discuss creation of Professional Development Plan.
- ____ / ____ 3. Complete SGOs.
- ____ / ____ 4. Observe the novice teacher and provide constructive feedback.
- ____ / ____ 5. Discuss annual summative evaluation.
- ____ / ____ 6. Discuss legal rights and responsibilities.
- ____ / ____ 7. Discuss rehiring practices and contracts.
- ____ / ____ 8. Review proper procedure for signing contract and following deadlines.
- ____ / ____ 9. Reapply for coming year's mentorship (Mentor Teacher).

Notes/Comments:

Mentor-Novice/New Teacher Activities Checklist

Name _____ Mentor _____

May/June:

- ____ / ____ 1. Discuss end-of-the-year procedures.
- ____ / ____ 2. Discuss field trip requests for the following year.
- ____ / ____ 3. Discuss becoming involved in school activities.
- ____ / ____ 4. Discuss applying for extracurricular activity positions.
- ____ / ____ 5. Assist the novice teacher with the creation of finals or final projects, as applicable.
- ____ / ____ 6. Assist the novice teacher with final grading.
- ____ / ____ 7. Ensure that the novice teacher is prepared for check-out with the Supervisor.

Somerset County Vocational & Technical Schools Induction Self-Assessment Tool

Mentoring Program Evaluation: To be completed by members of the school community at the end of the mentoring year.

Directions: Please place a checkmark in the box that is appropriate for each statement.

District Wide Planning Process:	Yes	No	Partially
Our district engaged in a broad-based group of staff members as members of the local Professional Development Committee (LPDC) to develop and align an Mentor/Induction Plan with state regulations.			
The LPDC monitors implementation of the Induction Plan and uses feedback to adjust and improve the plan.			
Criteria-based Selection and Matching of Mentors			
Our school induction plan includes at least the criteria for mentor selection in the state regulations.			
Mentors are selected based on the criteria sate in the regulations.			
The school has criteria for matching mentors and novice teachers.			
Matches are made based on the criteria stated in the Mentor/Induction Plan.			
Mentor Services			
Mentors receive training in the skills of conferencing and feedback.			
Mentors receive training in the skills of providing support in the areas of curriculum, instruction and assessment.			
Specified expectations regarding the frequency of interactions (conference and observations) exist between the mentor and the novice teacher.			
Novice Teacher Services			
School novice teachers participate in professional development activities that are specifically tailored to meet the needs of novice teachers. (topics such as classroom management, parent communication, diversity, lesson planning)			
Novice teachers are brought together during the year for regular networking opportunities			
Novice teachers are given ample time and support to observe their mentors and other colleagues and to be observed by their mentors and other teachers.			
School Leader Services			
The administration models a range of ways to support novice teachers in their buildings.			
The administration uses a wide range of approaches to encourage all staff to support novice teachers.			
Administration uses supervision and evaluation as growth oriented experiences for novice teachers aligned with the NJ Professional Standards for Teachers.			
District Board of Education and Community			
The members of the school community are aware that there is a rigorous Mentor/Induction Program to support novice and veteran teachers for professional growth as outlined in the NJ Professional Standards for Teachers.			
The community is invited to support the school's efforts to nurture novice teachers.			
On-going Program Evaluation			
The LPDC engages in ongoing assessment of the mentor/induction plan.			

The LPDC gathers outcome/summative information on the impact of mentoring and shares it with the school community.			
--	--	--	--

Program Evaluation: To be completed at the end of the school year.

Year End Evaluation of Mentoring Program by Novice/New Teacher

Directions: Please check the response for each item that closely indicates your level of satisfaction with the mentoring program at the end of the first year of mentoring.

	Strongly Agree	Agree	Disagree	Strongly Disagree
I understood what was expected of me as a novice teacher				
My mentor provided resources and material for me				
My mentor assisted me in planning lessons				
My mentor observed lessons and provided feedback on my lessons				
I observed my mentor teaching more than once during the year				
My mentor communicated often and provided me with professional support				
My mentor assisted me with maintaining student discipline				
My teaching improved				
My ability to work with parents improved				
My classroom management improved				
I have become part of the school culture				
My mentor helped me design a long-range professional development plan				
I felt prepared to teach				
My mentor and I had ample time together				
Managing my time and work as a novice teacher was a problem				
I felt supported by my mentor as well as by the program coordinator				
I am glad that I was part of this mentoring program				
I attended the new teacher orientation				
The monthly checklist addressed pertinent issues				

The monthly checklist was useful as a conversational guide				
--	--	--	--	--

As a novice teacher, what needs (if any) did you have that were not addressed by the mentoring program?

What types of additional support should the school district provide to novice teachers?

Mentor Teacher

Date

Program Evaluation: To be completed at the end of the year.

Year End Evaluation of Mentoring Program by Mentor Teacher

Directions: Please check the response for each item that closely indicates your level of satisfaction with the mentoring program at the end of the first year of mentoring.

	Strongly Agree	Agree	Disagree	Strongly Disagree
I understood what was expected of me as a mentor				
I was able to provide resources and materials for my novice/new teacher				
I helped my novice/new teacher in planning lessons				
I observed lessons and provided feedback on my novice teacher's lessons				
I communicated often and provided personal support to my novice teacher				
I was able to assist my novice teacher in maintaining student discipline				
My novice teacher observed my teaching more than once during the year				
My novice teacher's teaching improved				
My novice teacher's ability to work with parents improved				
My novice teacher's classroom management improved				
I helped my novice teacher become part of the school culture				
I helped my novice teacher design a long-range professional development plan				
I felt prepared to be a mentor				
My novice teacher and I had ample time together				
Managing my time and work with the addition of a novice teacher was a problem				
My supervisor was supportive during the mentoring				
I am glad that I was part of this mentoring program				
The monthly checklist addressed pertinent issues				
The monthly checklist was useful as a conversational guide				

As a mentor, what needs (if any) did you have that were not addressed by the mentoring program?

What types of additional support should the school district provide to novice teachers?

Mentor Signature

Date

New Teacher Orientation Workshop Survey

Directions: *On a scale of 1 to 5, where 1 is the least and 5 is the best, please rate the following.*

1. How relevant was the program to your work needs?
2. Effectiveness of the presenters:
3. How useful was the presented material?
4. Did you understand the integration of the material?
5. What was the overall program rating?

Directions: *Please indicate if the orientation met your expectations in the following areas (yes or no):*

- Personal introductions/interactions
- Upbeat positive administrators and presenters
- Relevant information
- Reduced anxiety of starting a new job
- Learned the expectations of the district
- Useful printed information
- Cooperative learning discussion
- Campus Tour
- Classroom management discussion
- Became familiar with technology

Is there anything else you would like us to know?

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Board Member Election and Appointment
Jul 25

[See POLICY ALERT Nos. 181, 202, and 235]

0143 BOARD MEMBER ELECTION AND APPOINTMENT

The election and appointment of Board of Education members will be conducted in strict compliance with law.

[Applicable For Type II Districts With an Elected Board And Regional School District Boards]

Vacancies in the membership of Boards of Type II districts having elected Boards shall be filled in accordance with N.J.S.A. 18A:12-15. Vacancies in the membership of a regional Board shall be filled from the constituent districts represented by the former incumbents in the same manner as vacancies in the membership of Boards of Type II districts having elected Boards in accordance with N.J.S.A. 18A:13-11. Such vacancies shall be filled as follows:

- 1. By the Executive County Superintendent, if the vacancy is caused by the absence of candidates for election to the Board or by the removal of a member because of lack of qualifications, or is not filled within sixty-five days following its occurrence;**
- 2. By the Executive County Superintendent, to a number sufficient to make up a quorum of the Board if, by reason of vacancies, a quorum is lacking;**
- 3. By special election, if in the annual school election two or more candidates qualified by law for membership on the Board receive an equal number of votes. Such special election shall be held only upon recount and certification by the County Board of Elections of such election result, shall be restricted to such candidates, shall be held within sixty days of the annual school election, and shall be conducted in accordance with procedures for annual and special school elections set forth in Title 19 of the Revised Statutes. The vacancy shall be filled by the Executive County Superintendent if in such special election two or more candidates qualified by law for membership on the Board receive an equal number of votes;**



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4. By special election, if there is a failure to elect a member at the annual school election due to improper election procedures. Such special election shall be restricted to those persons who were candidates at such annual school election, shall be held within sixty days of such annual school election, and shall be conducted in accordance with the procedures for annual and special school elections set forth in Title 19 of the Revised Statutes;
5. By the Commissioner of Education if there is a failure to elect a member at the annual school election due to improper campaign practices; or
6. By a majority vote of the remaining members of the Board after the vacancy occurs in all other cases.

Each member so appointed shall serve until the organizational meeting following the next annual election unless the member is appointed to fill a vacancy occurring within the sixty days immediately preceding such election if the annual election is held in April, or occurring after the third Monday in July if the election is held in November, to fill a term extending beyond such election, in which case the member shall serve until the organizational meeting following the second annual election next succeeding the occurrence of the vacancy, and any vacancy for the remainder of the term shall be filled at the annual election or the second annual election next succeeding the occurrence of the vacancy, as the case may be in accordance with N.J.S.A. 18A:12-15.

~~A vacancy in the membership of a regional Board of Education shall be filled in accordance with N.J.S.A. 18A:13-11. A vacancy be filled from the constituent districts represented by the former incumbents in the same manner as vacancies in the membership of Boards of Education of Type II districts having elected Boards of Education are filled.~~

~~A vacancy in the membership of a Board of Education shall be filled as follows:~~

- ~~1. By the Executive County Superintendent, if the vacancy is caused by:~~



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- a. ~~The absence of candidates for election to the school Board;
or~~
 - b. ~~The removal of a member because of lack of qualifications;
or~~
 - c. ~~The failure of the Board to appoint a person to a vacancy
within sixty five days following its occurrence; or~~
 - d. ~~Two or more candidates qualified by law for membership
on the Board receiving an equal number of votes in a
special runoff election.~~
 - e. ~~By the Executive County Superintendent, to a number
sufficient to make up a quorum of the Board if, by reason
of vacancies, a quorum is lacking;~~
3. ~~By special election within sixty days of the annual school election,
if:
a. ~~Two or more candidates qualified by law for membership
on the school Board receive an equal number of votes in
the annual school election; or~~
b. ~~The annual election is disqualified due to improper election
procedures.~~~~
4. ~~By the Commissioner of Education if there is a failure to elect a
member at the annual school election due to improper campaign
practices; or~~
5. ~~By a majority vote of the remaining members of the Board of
Education after the vacancy occurs in all other cases.~~

The Board Secretary shall promptly notify the President of a vacancy to be filled by the Board. The President shall inform all other Board members. The Board will give public notice of the vacancy and invite any qualified person to submit a written request for consideration of **their** his/her candidacy for the vacancy. The Board may also require candidates submit a resume with their written request.



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In considering candidates who have expressed an interest in a vacancy, the Board of Education may interview candidates in public or executive session. The Board must vote to appoint a candidate to a vacancy in public session and there shall be no decisions made in executive session. In the event interviews are conducted in executive session, Board members, in the public session nomination and voting process, shall express their opinion in support of their vote so the public can witness any deliberations, policy formulation, and the decision making process of the Board.

A roll call vote will be conducted on candidates in the order the candidates were nominated with a second. If there are two or more vacancies, each vacancy will be filled by a separate election process. The first candidate who receives the votes of a majority of the remaining Board members will be elected to the vacancy. In the event no candidate receives a majority vote of the remaining Board members, another election process shall be conducted between the two candidates receiving the highest number of votes.]

[Applicable for County Vocational School Districts Only

A vacancy on the county vocational school district Board shall be deemed to exist and shall be filled in the manner prescribed in N.J.S.A. 40A:9-12.1, pursuant to N.J.S.A. 18A:54-16.

The seat of a Board member on the county vocational school district Board shall be deemed vacant:

- 1. Upon its being so declared by judicial determination;**
- 2. Upon the filing by such Board member of their written resignation;**
- 3. Upon the refusal of a person designated for appointment to the Board to qualify or serve;**
- 4. Upon the determination of the appointing authority that such Board member shall have become physically or mentally incapable of serving;**
- 5. Upon the death of such Board member;**



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6. Upon the determination of the appointing authority that, in violation of a lawful residency requirement, such Board member no longer resides within the county in which the county vocational school district is located;
7. In the case of a member of the Board, whenever the Board member, without being excused by a majority of the members of the Board, fails to attend and participate at meetings of the Board for a period of eight consecutive weeks, or for four consecutive regular meetings, whichever shall be of longer duration, at the conclusion of such period, provided that such Board shall notify the appointing authority in writing of such determination; provided, further, that such Board may refuse to excuse only with respect to those failures to attend and participate which are not due to legitimate illness; provided, however, that nothing in N.J.S.A. 40A:9-12.1 shall preclude a municipal appointing authority from adopting by ordinance a policy establishing a lower absentee threshold, provided that the ordinance shall not permit the removal of the Board member if the Board member has been absent for less than six consecutive weeks, or three consecutive meetings, whichever shall be of longer duration, without being excused, within the term of office for the position held by the individual;
8. Upon the removal of a Board member for cause in accordance with law, or for any other reason prescribed by law.

Whenever any of the above shall occur the appointing authority shall forthwith fill the vacant Board seat for the unexpired term in the manner prescribed by law; provided, however, that in the case of a person failing to qualify or refusing to serve pursuant to N.J.S.A. 40A:9-12.1.c. and 3. above, such Board seat shall not be deemed vacant, if the incumbent Board member is authorized by law to continue serving on the Board until a successor is appointed and qualifies therefor.

~~A vacancy on the Board of Education of a county vocational school district shall be filled in accordance with N.J.S.A. 18A:54-16 et seq.]~~



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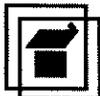
N.J.S.A. 18A:12-11; 18A:12-15

~~N.J.S.A. 18A:13-5; 18A:13-10; 18A:13-11 [regional district]~~

N.J.S.A. 18A:54-16

N.J.S.A. 40A:9-12.1 [vocational district]

Adopted:



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Duties of Public School Accountant

Jul 25

[See POLICY ALERT Nos. 190 and 235]

0173 DUTIES OF PUBLIC SCHOOL ACCOUNTANT

The Board of Education shall cause an audit of the annual financial statements to be made pursuant to N.J.S.A. 18A:23-1 et seq., and shall engage, to conduct the annual audit, only a licensed public school accountant who has an external peer/quality report performed in accordance with Government Auditing Standards (Yellow Book) by the Comptroller General of the United States (U.S. Government Printing Office, Stop SSOP, Washington, DC 20402-0001). The Board shall ensure that the external peer/quality report is completed within the time established the Government Auditing Standards issued by the Comptroller General of the United States unless the accountant or firm can show good cause as to why there is a delay. ~~The Board will engage only a licensed public school accountant to conduct the annual audit in accordance with N.J.S.A. 18A:23-1 et seq. The accountant must have an external peer/quality report performed in accordance with N.J.A.C. 6A:23A-16.2(i)1, unless the accountant or firm can show good cause as to why there was a delay completing such report within the required timelines established by Government Auditing Standards issued by the Comptroller General of the United States.~~

The Board ~~shall will~~ require the submission of the most recent external peer/quality report **and letter of comment to the Board** for review and evaluation prior to **each** the appointment of ~~a~~ the licensed public school accountant **to conduct the annual audit in accordance with the provisions of N.J.A.C. 6A:23A-16.2(i)2.**

The Board ~~shall will~~ acknowledge the receipt, review, and evaluation of the external peer/quality report in the public session and Board minutes in which the **Board authorizes the engagement of the** accountant or firm to perform the audit ~~is engaged in accordance with the provisions of N.J.A.C. 6A:23A-16.2(i)2.i.~~

The Board ~~shall will~~ require the submission of an updated external peer/quality report of the **engaged licensed public school** accountant, within thirty days after the issuance date of the external peer/quality report if **such** the report is issued prior to the date of the audit opinion for the most recent fiscal year **in accordance with the provisions of N.J.A.C. 6A:23A-16.2(i)2.ii.**



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Duties of Public School Accountant

In accordance with NJOMB Circular Letter ~~15-08 98-07~~, **Single Audit Policy for Recipients of Federal Grants, State Grants, and State Aid, including any amendments or revisions thereto, the Board shall ensure** the public school accountant ~~will~~ provides a copy of the most recent external peer/quality report to the **New Jersey** Department of Education, within thirty days after the initial engagement ~~of a licensed public school accountant or firm by the Board~~ and within thirty days after the issuance of a subsequent peer/quality report **in accordance with the provisions of N.J.A.C. 6A:23A-16.2(i)2.iii.**

The Board shall engage a public school accountant during the audit engagement period for non-auditing, management, or other consulting services only if ~~the such~~ services comply with the **independence independent** standards as established in Government Auditing Standards (Yellow Book) by the Comptroller General of the United States **in accordance with the provisions of N.J.A.C. 6A:23A-16.2(i)3.**

~~The Board may be prohibited for good cause by the Commissioner of Education~~ **may prohibit, for good cause, the Board** from engaging a particular licensed public school accountant, or may ~~be directed~~ **the use of a process for by the Commissioner on a process to be used in** the appointment of a licensed public school accountant pursuant to N.J.A.C. 6A:23A-16.2(i)4.

The public school accountant ~~shall will~~ complete the annual audit as required by the **New Jersey** Department of Education and N.J.S.A. 18A:23-12. Each annual audit shall include an audit of the books, accounts and moneys, and a verification of all cash and bank balances, of the Board and of any officer or employee **thereof** and of moneys derived from athletic events or ~~the other~~ activities of any organization of **public school** students conducted under the auspices of the Board, from the date of the last annual audit to the date of the ~~current~~ audit **in question.** ~~Such~~ **The audit shall will** also include a determination of the extent to which the district ~~has~~ used contracts entered into by the State Division of Purchase and Property pursuant to ~~P.L. 1969 c. 104 (C. N.J.S.A. 52:25-16.1 et seq.)~~ in the purchase of materials, supplies, or equipment for the district **in accordance with N.J.S.A. 18A:23-2.** The report of each **annual** audit ~~shall will~~ be completed in accordance with the time requirements of N.J.S.A. 18A:23-1 and ~~shall will~~ be filed by the public school accountant in accordance with N.J.S.A. 18A:23-2.3.



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Duties of Public School Accountant

The Board Secretary shall prepare or have prepared a synopsis or summary of the annual audit and recommendations, prior to the holding of the meeting of the Board to take action thereon; a copy of which synopsis or summary shall be available for distribution to interested parties at the meeting in accordance with N.J.S.A. 18A:23-4. Within thirty days following the receipt of the report of the annual audit the Board shall, at a regularly scheduled public meeting, will cause the recommendations of the auditor accountant to be read and to be discussed and the discussion will be duly noted on in the Board meeting minutes in accordance with N.J.S.A. 18A:23-5. ~~The Board Secretary will prepare or have prepared a summary of the annual audit for this Board meeting in accordance with N.J.S.A. 18A:23-4.~~

N.J.S.A. 18A:23-1 et seq.

N.J.A.C. 6A:23A-16.2

~~Cross reference: Policy Guide No. 6830~~

Adopted:



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Legal Services
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[See POLICY ALERT Nos. 182, 188, and 235]

0174 LEGAL SERVICES

In accordance with N.J.A.C. 6A:23A-5.2, the Board of Education adopts this Policy and its strategies to **minimize the cost of legal services** ~~ensure the use of legal services by employees and the Board of Education members and the tracking of the use of legal services.~~

The Board of Education authorizes the Superintendent of Schools,

[select designated contact person(s) below]

- Superintendent of Schools' designee
- School Business Administrator/Board Secretary
- Board President
- other _____
- other _____

as designated contact person(s) to request services or advice from contracted legal counsel.

The _____ ~~shall be responsible to review all legal bills and confer with designated contact persons in reviewing such legal bills.~~

In accordance with the provisions of N.J.A.C. 6A:23A-5.2(a)2, the Board **shall** designates ~~an~~ the administrative staff member to review all legal bills and **confer with designated** designates contact person(s) to ensure the prudent use of legal services **and the tracking of the use of those services.**

In the event the sSchool district's with legal costs that exceed one hundred thirty percent of the Statewide average per student amount, ~~should establish the procedures established outlined in 1., 2., 3., and 4. below shall be implemented and, if not implemented, and, if not established, the district shall provide evidence the such procedures established in 1., 2., 3., and 4. below would not result in a reduction of costs:-~~



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Legal Services

1. The designated contact person(s) shall ensure that contracted legal counsel is not contacted unnecessarily for management decisions or readily available information contained in district materials such as Board policies, administrative regulations, or guidance available through professional source materials.
2. All requests for legal advice shall be made to the designated contact person(s) in writing and shall be maintained on file in the district offices. The designated contact person(s) shall determine whether the request warrants legal advice or if legal advice is necessary.
3. The designated contact person(s) shall maintain a log of all legal counsel contact including the name of the legal counsel contacted, date of the contact, issue discussed, and length of contact.
4. All written requests for legal advice and logs of legal counsel contacts shall be forwarded to the **designated contact person(s)** (~~administrator responsible for maintaining district files of requests for legal advice and logs of legal counsel contacts~~); who shall be responsible to review all legal bills and compare all legal bills to the contact logs and to investigate and resolve any variances.

Any professional services contract(s) for legal services shall prohibit advance payments. Services to be provided shall be described in detail in the contract and invoices for payment shall itemize the **legal** services provided for the billing period. Payments to legal counsel(s) shall only be for **legal** services actually provided **in accordance with N.J.A.C. 6A:23A-5.2(a)4**.

School districts and **county** vocational school districts **shall not contract** ~~are prohibited from contracting~~ with legal counsel or **use** ~~using~~ in-house legal counsel to pursue any affirmative claim or cause of action on behalf of district administrators and/or any individual Board member(s) ~~for or pursuing~~ any claim or cause of action ~~in for~~ which the damages to be awarded would benefit an individual rather than the school district as a whole **in accordance with N.J.A.C. 6A:23A-5.2(b)**.



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Legal Services

Pursuant to N.J.A.C. 6A:23A-5.2(a)1., ~~t~~The Board of ~~E~~ducation will annually establish prior to budget preparation, a maximum dollar limit for ~~each type of professional service, including~~ legal services. In the event it becomes necessary to exceed the established maximum dollar limit for ~~legal the professional services,~~ the Superintendent of ~~Schools~~ shall recommend to the Board of ~~E~~ducation an increase in the maximum dollar amount. Any increase in the maximum dollar amount shall require formal Board action.

Contracts for legal services will be issued by the Board in a deliberative and efficient manner that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement. This may include, but is not limited to, issuance of such contracts through a Request for Proposals (RFP) based on cost and other specified factors or other comparable processes **in accordance with N.J.A.C. 6A:23A-5.2(a)5.** Contracts for legal services shall be limited to non-recurring or specialized work for which the district does not possess adequate in-house resources or in-house expertise to conduct **in accordance with N.J.A.C. 6A:23A-5.2(a)6.**

N.J.A.C. 6A:23A-5.2

Adopted:



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Professional Services
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[See POLICY ALERT Nos. 182, 188, and 235]

0177 PROFESSIONAL SERVICES

In accordance with N.J.A.C. 6A:23A-5.2, the Board of Education adopts this Policy and its strategies to minimize the cost of professional services.

The Board shall establish a maximum dollar limit, annually prior to budget preparation, for each type of professional service, with appropriate notification to the Board if it becomes necessary to exceed the maximum. Upon such notification, the Board may adopt a dollar increase in the maximum amount through formal Board action in accordance with N.J.A.C. 6A:23A-5.2(a)1.

~~The Board of Education will establish annually prior to budget preparation a maximum dollar limit for each type of professional service. In the event it becomes necessary to exceed the established maximum dollar limit for the professional services, the Superintendent of Schools shall recommend to the Board of Education an increase in the maximum dollar amount. Any increase in the maximum dollar amount shall require formal Board action.~~

Contracts for **professional legal** services will be issued by the Board in a deliberative and efficient manner that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement. This may include, but is not limited to, issuance of such contracts through a Request for Proposals (RFP) based on cost and other specified factors or other comparable processes. **and professional services contracts are** ~~Contracts for legal services shall be limited to non-recurring or specialized work for which the district does not possess adequate in-house resources or in-house expertise to conduct~~ **in accordance with N.J.A.C. 6A:23A-5.2(a)5. and 6.**

Nothing in this Policy or N.J.A.C. 6A:23A-5.2 shall preclude the Board from complying with the requirements of any statute, administrative code, or regulation for the award of professional services contracts.

N.J.A.C. 6A:23A-5.2

Adopted:



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Internal Controls

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[See POLICY ALERT Nos. 182, 188, and 235]

1570 INTERNAL CONTROLS

As a condition of receiving State aid, the school district shall establish specific policies and procedures on internal controls designed to provide management with reasonable assurance that the district's goals and objectives will be met and that meet the requirements ~~at~~ of N.J.A.C. 6A:23A-6.5 through N.J.A.C. 6A:23A-6.13. Internal controls shall promote operational efficiency and effectiveness, provide reliable financial information, safeguard assets and records, encourage adherence to prescribed policies, and comply with law and regulation **in accordance with N.J.A.C. 6A:23A-6.4(a).**

The specific internal controls contained in N.J.A.C. 6A:23A-6 shall be established together with other internal controls contained in N.J.A.C. 6A and other law and regulations, required by professional standards, and as deemed necessary and appropriate by district management. The district may submit **to the Commissioner of Education** a written request ~~to the Commissioner~~ to approve an alternative system, approach, or process for implementing the internal controls required in N.J.A.C. 6A:23A-6. The application **shall** ~~must~~ include documented evidence, ~~that including includes~~, but is not limited to, an independent, third-party written assessment that the alternative system, approach, or process will achieve the same safeguards, efficiency, and other purposes as the specified internal control requirement(s) **in accordance with N.J.A.C. 6A:23A-6.4(b).**

The ~~school~~ district shall evaluate business processes annually and allocate available resources appropriately in an effort to establish a strong control environment pursuant to ~~the requirements of~~ N.J.A.C. 6A:23A-6.5. In accordance with the provisions of N.J.A.C. 6A:23A-6.5(b), the School Business Administrator/Board Secretary shall identify processes that, ~~when performed by the same individuals~~, are a violation of sound segregation of duties **when performed by the same individuals.** **The School Business Administrator/Board Secretary** ~~and~~ shall segregate the duties of all such processes among Business Office staff based on available district resources, assessed vulnerability, and the associated cost-benefit, **except as required at N.J.A.C. 6A:23A-6.5(b)1. and 2.** The district shall include in the **Annual Comprehensive Financial Report (ACFR)** ~~Comprehensive Annual Financial Report (CAFR)~~ a detailed organizational charts for the Central Office that tie to the district's position control logs, including, but not limited to, the business, human resources, and information management functions.



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The ~~school~~ district shall establish Standard Operating Procedures (SOP) for each task or function of the business operations of the district ~~by December 31, 2009~~. The SOP ~~m~~Manual shall include sections on each routine task or function as outlined in N.J.A.C. 6A:23A-6.6(b) ~~and 6A:23A-6.6(c)~~. **The district shall establish a SOP** ~~A standard operating procedure shall be established~~ that ensures office supplies are ordered in appropriate quantities, maintained in appropriate storage facilities, and monitored to keep track of inventory **in accordance with N.J.A.C. 6A:23A-6.6(c)**.

If the ~~School~~ districts has a ~~with~~ budgets in excess of \$25,000,000 or ~~with~~ more than three hundred employees, **the district** shall maintain an Enterprise Resource Planning (ERP) System ~~that which~~ integrates all data and processes of the ~~school~~ district into a unified system. ~~An~~ **The** ERP system ~~shall~~ uses multiple components of computer software and hardware and a unified database to store data for the various system modules to achieve the integration. ~~Districts required to maintain an ERP System that do not have an ERP System in place on July 1, 2008 shall fully implement an ERP System by the 2010-2011 school year and maintain both the existing system(s) and run a beta test ERP System during the 2009-2010 school year.~~ Whenever considering financial systems or the automation of other services or functions, the Superintendent ~~of Schools~~ or School Business Administrator/Board Secretary shall notify the Executive County Superintendent in writing to see if opportunities for a shared service system exist. Access controls shall be established for key elements of financial systems to ensure ~~that~~ a single person does not have the ability to make system edits that would violate segregation of duties controls **in accordance with N.J.A.C. 6A:23A-6.7(c)**.

The ~~school~~ district shall maintain an accurate, complete, and up-to-date automated position control roster to track the actual number and category of employees and the detailed information for each **in accordance with N.J.A.C. 6A:23A-6.8(a)**. ~~Districts are required to maintain a position control roster by December 31, 2009.~~ The position control roster shall share a common database and be integrated with the district's payroll system, agree to the account codes in the budget software, and ensure ~~that~~ the data within the position control roster system includes, at a minimum, the ~~required~~ information as **outlined** ~~required~~ in N.J.A.C. 6A:23A-6.8(a)3.

N.J.A.C. 6A:23A-6.4; 6A:23A-6.5; 6A:23A-6.6;
6A:23A-6.7; 6A:23A-6.8

Adopted:



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Internal Controls

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[See POLICY ALERT Nos. 182, 188, and 235]

R 1570 INTERNAL CONTROLS

A. Segregation of ~~Business Duties; and~~ Organizational Structure - N.J.A.C. 6A:23A-6.5

1. The school district shall evaluate business processes annually and allocate available resources appropriately in an effort to establish a strong control environment.
2. The School Business Administrator/Board Secretary shall identify processes that ~~when performed by the same individuals~~ are a violation of sound segregation of duties **when performed by the same individuals**. The School Business Administrator/Board Secretary shall segregate the duties of all such processes among Business Office staff based on available district resources, assessed vulnerability, and the associated cost-benefit, except as required ~~at~~ by N.J.A.C. 6A:23A-6.5(b)1. and 2. and A.2.a. and A.2.b. below.
 - a. The functions of human resources and payroll shall be segregated and completed by different employees in ~~the all~~ districts.
 - b. The functions of purchasing and accounts payable shall be segregated and completed by different employees in ~~the all~~ districts.
3. The district shall include in the **Annual Comprehensive Financial Report (ACFR)** ~~Comprehensive Annual Financial Report (CAFR)~~ a detailed organizational charts for the Central Office that tie to the district's position control logs, including, but not limited to, the business, human resources, and information management functions.

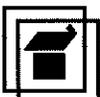


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B. Standard Operating Procedures (SOPs) for Business Functions – N.J.A.C. 6A:23A-6.6

1. The school district shall establish SOPs for each task or function of the business operations of the district by ~~December 31, 2009~~.
2. The SOP ~~m~~Manual shall include sections on each routine task or function ~~in~~ of the following areas:
 - a. Accounting, including general ledger, accounts payable, accounts receivable, payroll and fixed assets, and year-end procedures for each;
 - b. Cash management;
 - c. Budget development and administration, including tasks such as authorization of transfers and overtime;
 - d. Position control;
 - e. Purchasing, including ~~such~~ tasks **such** as preparation of requisitions, approval of purchase orders and encumbering of funds, bid and quote requirements, and verification of receipt of goods and services;
 - f. Facilities, including administration of work, and health and safety;
 - g. Security;
 - h. Emergency preparedness;
 - i. Risk management;
 - j. Transportation;
 - k. Food service;
 - l. Technology systems; and
 - m. Information management.



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3. ~~The district A standard operating procedure~~ shall **establish SOPs** ~~be established~~ that ensures office supplies are ordered in appropriate quantities, maintained in appropriate storage facilities, and monitored to keep track of inventory.
- C. Financial and Human Resource Management Systems;; Access Controls - N.J.A.C. 6A:23A-6.7
1. **If the sSchool districts has a with** budgets in excess of \$25,000,000 or ~~with~~ more than **three hundred 300** employees, **the district** shall maintain an Enterprise Resource Planning (ERP) System **that which** integrates all data and processes of the school district into a unified system. ~~An~~ **The** ERP system shall use multiple components of computer software and hardware and a unified database to store data for the various system modules to achieve the integration.
 - a. ~~Districts affected by C.1. above that do not have an ERP system in place on July 1, 2008 shall fully implement one by the 2010-2011 school year and maintain both the existing system(s) and run a beta test ERP system during the 2009-2010 school year.~~
 2. Whenever considering financial systems or the automation of other services or functions, the Superintendent ~~of Schools~~ or School Business Administrator/Board Secretary shall notify the Executive County Superintendent in writing to see if opportunities for a shared service system exist.
 3. Access controls shall be established for key elements of financial systems to ensure ~~that~~ a single person does not have the ability to make system edits that would violate segregation of duties controls.
 - a. The process for creating, modifying, and deleting user accounts shall include the use of user access request forms.
 - b. All requests for financial applications shall be approved and specified by the School Business Administrator/Board Secretary.



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Internal Controls

- c. All requests for network access shall be granted by the head of the technology department, if one exists.
- d. A review of user access shall be conducted yearly at a minimum by the relevant department managers and an audit trail should be maintained to verify the performance of this review.
- e. Access to the network and key applications within **the** a district shall be restricted to authorized users through the use of unique user names and passwords.
- f. Proper protocols shall be implemented that appropriately address password expiration and complexity.

D. Personnel Tracking and Accounting – N.J.A.C. 6A:23A-6.8

- 1. The school district shall maintain an accurate, complete, and up-to-date automated position control roster to track the actual number and category of employees and the detailed information for each. ~~Districts are required to maintain a position control roster by December 31, 2009.~~ The position control roster shall:
 - a. Share a common database and be integrated with the district's payroll system;
 - b. Agree to the account codes in the budget software; **and**
 - c. Ensure ~~that~~ the data within the position control roster system includes, at a minimum, the following information:
 - (1) The employee's name;
 - (2) The **employee's** date of hire;
 - (3) A permanent position tracking number for **the each** employee, including:



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- (a) The expenditure account codes for the general fund consistent with the State prescribed budget, special revenue fund, and enterprise funds;
- (b) The building(s) **to which** the position is assigned;
- (c) The **certificate(s)** ~~certification~~ title and endorsement(s) held, as applicable;
- (d) The assignment position title as follows:
 - i. Superintendent or Chief School Administrator;
 - ii. Assistant Superintendent;
 - iii. School Business Administrator;
 - iv. Board Secretary (when other than N.J.A.C. 6A:23A-6.8(a)3.iii.(4)(A), (B), or (C) and D.1.c.(3)(d)i., D.1.c.(3)(d)ii., or D.1.c.(3)(d)iii. above);
 - v. Principal;
 - vi. Vice Principal;
 - vii. Director;
 - viii. Supervisor;
 - ix. Facilitator;
 - x. Instructional Coach by Subject Area;
 - xi. Department Chairperson by Subject Area;



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- xii. Certificated Administrator – Other;
- xiii. Guidance;
- xiv. Media Specialist/Librarian;
- xv. School Nurse;
- xvi. Social Worker;
- xvii. Psychologist;
- xviii. Therapist – **Occupational (OT)**;
- xix. Therapist – **Physical (PT)**;
- xx. Therapist – Speech;
- xxi. Certificated Support Staff – Other;
- xxii. Teacher by Subject Area;
- xxiii. Instructional Assistants;
- xxiv. Certificated Instructional – Other;
- xxv. Aides supported by IEP;
- xxvi. Other Aides;
- xxvii. Maintenance Worker;
- xxviii. Custodian;
- xxix. Bus Driver;
- xxx. Vehicle Mechanic;
- xxxi. Food Service; and



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xxxii. Other Non-certificated;-

- (4) A control number for substitute teachers;
- (5) A control number for overtime;
- (6) A control number for extra pay;
- (7) The status of the position (filled, vacant, abolished, etc.);
- (8) An indication, when available, of whether the employee is retiring in the budget year or not being renewed, including associated costs such as contractual buyouts, severance pay, paid vacation or sick days, etc.;
- (9) Each of the following: base salary, step, longevity, guide, stipends by type, overtime, and other extra compensation;
- (10) The benefits paid by the district, net of employee reimbursements or co-pays, by type of benefit and for FICA and Medicare;
- (11) The position's full-time equivalent value by location;
- (12) The date the position was filled; and
- (13) The date the position was originally created by the Board of Education. If the date the position was originally created is not available, this item shall represent the date the person currently filling that position was approved by the Board.

Adopted:



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Administrative Employment Contracts

Jul 25

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[See POLICY ALERT Nos. 182, 184, 188, 221, and 235]

1620 ADMINISTRATIVE EMPLOYMENT CONTRACTS

The Executive County Superintendent shall review and approve, for all Superintendents of Schools, Superintendents of Schools reappointed pursuant to N.J.S.A. 18A:17-20.1, Deputy Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators, including any interim, acting, or person otherwise serving in these positions, in school districts, county vocational school districts, county special services school districts and other districts, except charters **schools**, within the cCounty under the supervision of the Executive County Superintendent:

1. New employment contracts, including contracts that replace expired contracts for existing tenured and non-tenured employees;
2. Renegotiations, extensions, amendments, or other alterations of the terms of existing employment contracts that have been previously approved by the Executive County Superintendent; and
3. Provisions for contract extensions where such terms were not included in the original employment contract or are different from the provisions contained in the original approved employment contract.

In counties where there is no Executive County Superintendent, an Executive County Superintendent from another county shall be designated by the Commissioner of Education to review and approve all contracts **in accordance with N.J.A.C. 6A:23A:3-1(a) and listed 1., 2., and 3.** above.

The contract review and approval shall take place prior to any required public notice and hearing pursuant to N.J.S.A. 18A:11-11, and prior to the Board of Education approval and execution of the contracts to ensure compliance with all applicable laws, including, but not limited to, N.J.S.A. 18A:30-3.5; 18A:30-9; 18A:17-15.1; and 18A:11-12.



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Administrative Employment Contracts

In accordance with the provisions of N.J.S.A. ~~18A:11-11~~ and N.J.A.C. 6A:23A-3.1(c)1, the public notice and public hearing required **pursuant to N.J.S.A. 18A:11-11** shall be applicable to a Board of Education that renegotiates, extends, amends, or otherwise alters the terms of an existing contract with a Superintendent of Schools, Deputy Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator. In accordance with N.J.S.A. 18A:11-11, notice must be provided to the public at least thirty days prior to the scheduled action by the Board. The Board shall also hold a public hearing and shall not take any action on the matter until the hearing has been held. The Board shall provide the public with at least ten days' notice of the public hearing.

In accordance with N.J.A.C. 6A:23A-3.1(c)1, the public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 shall not apply to new contracts, including contracts that replace expired contracts for existing employees in one of these positions **listed at N.J.A.C. 6A:23A-3.1(a)**, whether tenured or not tenured. Nothing shall preclude a Board from issuing a public notice and/or holding a public hearing on new contracts, including new contracts that replace expired contracts for existing tenured and non-tenured employees.

The public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 is also required in the event an existing contract for a Superintendent of Schools, Deputy Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator is rescinded or terminated by the Board of Education before it is due to expire and the parties agree to new employment terms.

In connection with the Executive County Superintendent's review of the contract, the Board shall provide the Executive County Superintendent with a detailed statement setting forth the total cost of the contract for each applicable year, including salary, longevity (if applicable), benefits, and all other emoluments **in accordance with N.J.A.C. 6A:23A-3.1(d)**.

The review and approval of the employment contracts of Superintendents of Schools, Deputy Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators conducted by the Executive County Superintendent shall be consistent with the following additional standards outlined in N.J.S.A. 18A:7-8.1 and N.J.A.C. 6A:23A-3.1(e):



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Administrative Employment Contracts

1. Contracts for each class of administrative position shall be comparable with the salary, benefits, and other emoluments contained in the contracts of similarly credentialed and experienced administrators in other school districts in the region with similar enrollment, academic achievement levels and challenges, and grade span.
2. No contract shall include provisions that are inconsistent with the travel requirements pursuant to N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7, including, but not limited to, the provisions for mileage reimbursement and reimbursement for meals and lodging in New Jersey. Any contractual provision that is inconsistent with law **shall be** is superseded by the law.
3. No contract shall include provisions for the reimbursement or payment of employee contributions that are either required by law or by a contract in effect in the school district with other teaching staff members, such as payment of the employee's State or Federal taxes, or of the employee's contributions to FICA, Medicare, State pensions and annuities (TPAF), life insurance, disability insurance (if offered), and health benefit costs.
4. No contract shall contain a payment as a condition of separation from service that is deemed by the Executive County Superintendent to be prohibited or excessive in nature. The payment cannot exceed the lesser of the calculation of three months' pay for every year remaining on the contract with pro-ration for partial years, not to exceed twelve months, or the remaining salary amount due under the contract.
5. No contract shall include benefits that supplement or duplicate benefits that are otherwise available to the employee by operation of law, an existing group plan, or other means; **for example e.g.**, an annuity or life insurance plan that supplements or duplicates a plan already made available to the employee. Notwithstanding the provisions of N.J.A.C. 6A:23A-3.1 ~~this section~~, a contract may contain an annuity where ~~these~~ benefits are already contained in the existing contract between ~~that~~ the employee and the district.



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Administrative Employment Contracts

6. Contractual provisions regarding accumulation of sick leave and supplemental compensation for accumulated sick leave shall be consistent with N.J.S.A. 18A:30-3.5 **and 18A:30-3.6**. Supplemental payment for accumulated sick leave shall be payable only at the time of retirement and shall not be paid to the individual's estate or beneficiaries in the event of the individual's death prior to retirement. Pursuant to N.J.S.A. 18A:30-3.2, a new Board of Education contract may include credit of unused sick leave **days** in accordance with the new Board's of Education's policy on sick leave credit for all employees.
7. Contractual provisions regarding accumulation of unused vacation leave and supplemental compensation for accumulated unused vacation leave shall be consistent with N.J.S.A. 18A:30-9. Contractual provisions for payments of accumulated vacation leave prior to separation can be included, but only for leave accumulated prior to June 8, 2007, and remaining unused at the time of payment. Supplemental payments for unused vacation leave accrued consistent with the provisions of N.J.S.A. 18A:30-9 after June 8, 2007, as well as unused vacation leave accumulated prior to June 8, 2007, that has not been paid, shall be payable at the time of separation and may be paid to the individual's estate or beneficiaries in the event of the individual's death prior to separation.
8. Contractual provisions that include a calculation of per diem for twelve-month employees shall be based on a two hundred sixty-day work year.
9. No provision for a merit bonus shall be made except where payment is contingent upon achievement of quantitative merit criterion and/or qualitative merit criterion:
 - a. A contract may include no more than three quantitative merit criteria and/or two qualitative merit criteria per contract year.
 - b. The Executive County Superintendent shall approve or disapprove the selection of quantitative merit and/or qualitative merit criteria and the data that forms the basis of measuring the achievement of quantitative merit and/or qualitative merit criteria.



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Administrative Employment Contracts

- c. A contract may provide for merit bonuses in an amount not exceeding 3.33 percent of annual salary for each quantitative merit criterion achieved and 2.5 percent of annual salary for each qualitative merit criterion achieved. Any such merit bonus shall be considered “extra compensation” for purpose of N.J.A.C. 17:3-4.1 and shall not be cumulative.
 - d. The Board of ~~Education~~ shall submit to the Executive County Superintendent a resolution certifying that a quantitative merit criterion or a qualitative merit criterion has been satisfied and shall await confirmation of the satisfaction of that criterion from the Executive County Superintendent prior to payment of any merit bonus.
10. No provision for a bonus shall be made except where payment is contingent upon achievement of measurable specific performance objectives expressly contained in a contract approved pursuant to N.J.A.C. 6A:23A-3.1, where compensation is deemed reasonable relative to the established performance objectives and achievement of the performance objectives has been documented to the satisfaction of the Board of ~~Education~~.
11. No provision for payment at the time of separation or retirement shall be made for work not performed except as otherwise authorized in N.J.A.C. 6A:23A-3.1 and N.J.S.A. 18A:7-8.1.
12. No contract shall include a provision for a monthly allowance except for a reasonable car allowance. A reasonable car allowance shall not exceed the monthly cost of the average monthly miles traveled for business purposes multiplied by the allowable mileage reimbursement pursuant to applicable law and regulation and New Jersey Office of Management and Budget (NJOMB) circulars. If such allowance is included, the employee **cannot** ~~shall not~~ be reimbursed for business travel mileage nor assigned permanently a car for official district business. Any provision of a car for official district business **shall** ~~must~~ conform with N.J.A.C. 6A:23A-6.12 and **shall** be supported by detailed justification. No contract shall include a provision of a dedicated driver or chauffeur.



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Administrative Employment Contracts

13. All Superintendent contracts shall include, **pursuant to N.J.S.A. 18A:17-15.1**, the required provision **that pursuant to N.J.S.A. 18A:17-15.1** which states that **the contract is null and void** in the event the Superintendent's certificate is revoked, ~~the contract is null and void.~~
14. No contract shall include a provision for additional compensation upon the acquisition of a graduate degree unless the graduate degree is conferred by **an a-regionally** accredited college or university ~~as defined in applicable regulations~~. No contract shall include a provision for assistance, tuition reimbursement, or additional compensation for graduate school coursework, unless the coursework culminates in the acquisition of a graduate degree conferred by **an a-regionally** accredited **institution**, college, or university ~~as defined in applicable regulations~~.

The review and approval of an employment contract for the Superintendent of ~~Schools~~ shall not include maximum salary amounts pursuant to N.J.S.A. 18A:7-8.j.

Any action(s) by the Executive County Superintendent undertaken pursuant to N.J.S.A. 18A:7-8.1, N.J.A.C. 6A:23A-3.1, and this Policy may be appealed to the Commissioner of ~~Education~~ pursuant to the procedures set forth at N.J.A.C. 6A:3, Controversies and Disputes.

N.J.S.A. 18A:7-8; 18A:7-8.1; 18A:11-11
N.J.A.C. 6A:23A-3.1; 6A:23A-7 et seq.

Adopted:



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Statutory Curricular Requirements
Comprehensive Health and Physical Education

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[See POLICY ALERT Nos. 208, 217, 219, 224, and 235]

2422 STATUTORY CURRICULAR REQUIREMENTS COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION

The New Jersey Student Learning Standards (NJSLS) provide clear and consistent learning goals across distinct content areas to help prepare students for postsecondary success. The NJSLS demonstrate what students are expected to learn at specific grade levels and bands, so that every parent and teacher can understand and support learning. The NJSLS offer the foundation on which school districts build coherent curriculum and plan instruction to prepare each student with the knowledge and skills needed to succeed.

~~The Board of Education requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Student Learning Standards (NJSLS) that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the NJSLS is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community.~~

~~The curriculum requirements listed below address the need for students to gain knowledge and skill in caring for themselves, interacting effectively with others, and analyzing the impact of choices and consequences. The primary focus of the curriculum listed below is to help students develop concepts and skills that promote and influence healthy behaviors.~~

~~The New Jersey State Board of Education adopts the NJSLS and the The NJSLS incorporate New Jersey statutes require instruction to be part of the school district's implementation of the NJSLS related to health and well-being of students in New Jersey schools. The following statutes that require instruction to be part of the school district's implementation of incorporated into the NJSLS include, but are not limited to, the following requirements:~~

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires regular courses of instruction in accident and fire prevention.



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2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires offering instruction on breast self-examination for students in grades seven through twelve.
3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs.
4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness by the Commissioner of Education.
5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve.
6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse.
7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students.
8. Health, Safety, and Physical Education (N.J.S.A. 18A:35-5) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week.
9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines for each grade Kindergarten through twelve.



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Statutory Curricular Requirements Comprehensive Health and Physical Education

10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through **18A:35-5.3**) requires the development of Lyme ~~d~~Disease curriculum guidelines **for the teaching of information on the prevention of Lyme disease and other tick-borne diseases and training to all teaching staff members who instruct students with Lyme Disease.**
11. Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve.
12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program by the Commissioner of Education for utilization by school districts.
13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the "AIDS Prevention Act of 1999," requires sex education programs to stress abstinence.
14. Suicide Prevention (N.J.S.A. 18A:6-111 through **18A:6-113**) requires instruction in suicide prevention in public schools.
15. Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires public high schools and charter schools to provide instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student prior to graduation.
- ~~16.~~ Sexually Explicit Images through Electronic Means (N.J.S.A. 18A:35-4.32 and **18A:35-4.33**) ~~requires~~ instruction, once during middle school, on the social, emotional, and legal consequences of distributing and soliciting ~~sexually explicit images through electronic means.~~
16. History of Disabled and LGBT Persons (N.J.S.A. 18A:35-4.35 and **18A:35-4.36**) requires instruction on the political, economic, and social contributions of persons with disabilities and lesbian, gay, bisexual, and transgender people for middle and high school students.



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- ~~18.~~ Financial Literacy (N.J.S.A. 18A:35-4.34) requires instruction with basic financial literacy necessary for sound financial decision-making in each of the grades six through eight.
- 17 19. Sexual Abuse and Assault Awareness and Prevention Education (N.J.S.A. 18A:35-4.5a) requires age-appropriate sexual abuse and assault awareness and prevention education in grades preschool through twelve.
- 18 20. Curriculum to Include Instruction on Diversity and Inclusion (N.J.S.A. 18A:35-4.36a) requires instruction on diversity and inclusion in an appropriate place in the curriculum for students in grades Kindergarten through twelve.
- 19 21. Incorporation of Age-Appropriate Instruction Relative to Consent for Physical Contact and Sexual Activity (N.J.S.A. 18A:35-4.38) requires age-appropriate instruction in grades six through twelve on the law and meaning of consent for physical contact and sexual activity.
- 20 22. Health Curriculum to Include Instruction on Mental Health (N.J.S.A. 18A:35-4.39) requires health education programs to include instruction on mental health and the relation of physical and mental health for students in grades Kindergarten through twelve.
- 21 23. Information About "New Jersey Safe Haven Infant Protection Act" Included in Public School Curriculum (N.J.S.A. 18A:35-4.40) **requires** information on the provisions of the "New Jersey Safe Haven Infant Protection Act" shall be included in curriculum for public school students in grades nine through twelve.
- 22 24. Infusion of African American Accomplishments into School Curricula (N.J.S.A. 18A:35-4.43) requires in the curriculum for all elementary and secondary students instruction that infuses into all courses on the United States the centuries of accomplishments by African Americans in the building and development of America.



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23 25. **Asian American, Pacific Islander History, Contributions; Instruction Included in Curriculum (N.J.S.A. 18A:35-4.44) requires instruction on the history and contributions of Asian Americans and Pacific Islanders in an appropriate place in the curriculum of students in grades Kindergarten through twelve as part of the district's implementation of the NJSLs in Social Studies.**

24 2625. **Any other statutory or administrative codes requiring instruction to be part of the district's implementation of the NJSLs. The Board will incorporate into its health and physical education curriculum any other requirements of the NJSLs in Comprehensive Health and Physical Education.**

In accordance with the provisions of N.J.S.A. 18A:35-4.7, any student whose parent presents to the Principal a signed statement that any part of the instruction in health, family life education, or sex education is in conflict with **their** his/her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result.

The Board of Education must provide two and one-half hours of health, safety, and physical education courses in each school week, or proportionately less when holidays fall within the week. ~~Recess period(s) shall not be used to meet the requirements of N.J.S.A. 18A:35-5, 7, and 8.~~

In accordance with N.J.S.A. 18A:35-4.31, the Board of Education shall provide a daily recess period of at least twenty minutes for students in grades Kindergarten through five. A recess period is not required on a school day in which the day is substantially shortened due to a delayed opening or early dismissal. The recess period shall be outdoors, if feasible. A student shall not be denied recess for any reason, except as a consequence of a violation of the school district's Code of Student Conduct, including a harassment, intimidation, or bullying (HIB) investigation pursuant to N.J.S.A. 18A:37-13 et seq. Students may not be denied recess more than twice per week for a violation of the Code of Student Conduct or HIB investigation and these students shall be provided restorative justice activities during the recess period.



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Restorative justice activities are defined as activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.

A copy of the NJSLS for Comprehensive Health and Physical Education and all related curriculum/course guides and instructional material shall be available for public inspection in each school.

Adopted:



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(SEMI) Program

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[See POLICY ALERT Nos. 182, 188, and 235]

6111 SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM

Every New Jersey school district, with the exception of any district that obtains a waiver of the requirements of N.J.A.C. 6A:23A-5.3(b) pursuant to the procedures set forth at N.J.A.C. 6A:23A-5.3(b), shall take appropriate steps to maximize its revenue from the Special Education Medicaid Initiative (SEMI) program by following the policies and procedures to maximize participation in the program as set forth in N.J.A.C. 6A:23A-5.3(d) and to comply with all program requirements as set forth in N.J.A.C. 6A:23A-5.3(e).

The school district may seek, in the prebudget year, a waiver of the requirements of N.J.A.C. 6A:23A-5.3 in accordance with the procedures as outlined in N.J.A.C. 6A:23A-5.3(b). As part of the annual budget information, the **New Jersey** Department of Education shall provide each school district with a projection of available SEMI reimbursement for the budget year, as determined by the **New Jersey State** Department of the Treasury's third-party administrator for SEMI. ~~Beginning with the 2009-2010 school year, T~~the school district shall recognize as revenue in its annual school district budget no less than ninety percent of the projection ~~provided by the Department of Education.~~ The district may seek approval from the Executive County Superintendent to use its own projection of SEMI reimbursement upon demonstration ~~that~~ the numbers it used in calculating the projection are more accurate than the projection provided.

The school district shall strive to achieve maximum participation in the SEMI program. "Maximum participation" means obtaining a ninety percent return rate of parental consent forms for all SEMI-eligible students. Districts shall enter all students following their evaluations into the third-party system **as determined by the New Jersey Department of the Treasury** to identify the district's universe of eligible students. This ~~may~~ can be done without parental consent.

If the district participates ~~Districts participating~~ in the SEMI reimbursement program, **the district** shall comply with program requirements as outlined in N.J.A.C. 6A:23A-5.3(e).



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If the ~~A-school~~ district that has less than ninety percent participation of SEMI-eligible students in the prebudget year or that has failed to comply with all program requirements ~~at set forth in~~ N.J.A.C. 6A:23A-5.3(e), the district shall submit a SEMI action plan to the Executive County Superintendent for review and approval as part of the ~~school~~ district's proposed budget submission. The district's SEMI action plan shall include the components as outlined in N.J.A.C. 6A:23A-5.3(g).

If the district does ~~Districts that did~~ not achieve ninety percent participation, or does not achieve their approved benchmarks in the SEMI program for a given budget year and cannot demonstrate that they fully implemented their New Jersey Department of Education-approved SEMI action plan **required at N.J.A.C. 6A:23A-5.3(f) and (g), the district shall be subject to review for the withholding of State aid by the Commissioner of Education, pursuant to N.J.S.A. 18A:55-3, in an amount equal to the SEMI revenue projection based on their approved benchmark for the budget year, if applicable, less actual SEMI reimbursements for the budget year. The State aid deduction shall be made in the second subsequent year after the budget year.**

If the district does not meet the requirement of the cost-settlement components of SEMI, the district may be required to refund all or part of their SEMI reimbursements.

N.J.A.C. 6A:23A-5.3

Adopted:



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[See POLICY ALERT Nos. 182, 188, and 235]

R 6111 SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM

Every New Jersey school district, with the exception of any district that obtains a waiver of the requirements ~~at of~~ N.J.A.C. 6A:23A-5.3(b) pursuant to the ~~procedures set forth at N.J.A.C. 6A:23A-5.3(b)~~ and **A. below**, shall take appropriate steps to maximize its revenue from the Special Education Medicaid Initiative (SEMI) pProgram by following **the** policies and procedures to maximize participation in the program ~~at as set forth in~~ N.J.A.C. 6A:23A-5.3(d) **and C.1. below** and to comply with all program requirements ~~at as set forth in~~ N.J.A.C. 6A:23A-5.3(e) **and C.2. below**.

A. Waiver

1. The school district may seek, in the prebudget year, a waiver of the requirements of N.J.A.C. 6A:23A-5.3, **Policy 6111, and this Regulation** upon demonstration that for the subsequent school year: **the district projects, based on reliable evidence, that it will have forty or fewer Medicaid-eligible classified students.**
 - a. **The application for a waiver of the requirements of N.J.A.C. 6A:23A-5.3, Policy 6111, and this Regulation shall be made to the Executive County Superintendent no less than forty-five days prior to the submission of the district's proposed budget for the school year to which the waiver request applies. The Executive County Superintendent shall notify the district of the decision on the waiver application within twenty days of receipt of the waiver request. If the waiver is not granted, the district shall submit to the Executive County Superintendent a SEMI action plan required at N.J.A.C. 6A:23A-5.3(f) and D. below as part of its annual district budget submission, or shall demonstrate to the Executive County Superintendent that the district has achieved maximum participation in the SEMI program in the prebudget year.**



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- a. ~~The district projects, based on reliable evidence, that it will have forty or fewer Medicaid eligible classified students; or~~
 - b. ~~The district demonstrates that efforts to participate in SEMI would not provide a cost benefit to the district, based on the projection of the district's available SEMI reimbursement for the budget year as set forth in N.J.A.C. 6A:23A-5.3 (e) and B. below.~~
2. ~~The application for a waiver of the requirements of N.J.A.C. 6A:23A-5.3 shall be made to the Executive County Superintendent no less than forty five days prior to the submission of the district's proposed budget for the school year to which the waiver request applies. The Executive County Superintendent shall notify the district of the decision on the waiver application within twenty days of receipt of the waiver request. If the waiver is not granted, the district shall submit a SEMI action plan to the Executive County Superintendent as required by N.J.A.C. 6A:23A-5.3(f) as part of its annual school district budget submission or demonstrate to the Executive County Superintendent the district has achieved maximum participation in the SEMI program in the prebudget year.~~

B. Projection of Available SEMI Reimbursement

1. As part of the annual budget information, the New Jersey Department of Education shall provide **the each** school district with a projection of available SEMI reimbursement for the budget year, as determined by the **New Jersey State** Department of **the** Treasury's **third-party** administrator for SEMI. ~~The projection shall be based on the following:~~
 - a. **The district shall recognize as revenue in its annual school district budget no less than ninety percent of said projection.**



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b. **The district may seek approval from the Executive County Superintendent to use its own projection of SEMI reimbursement upon demonstration the numbers it used in calculating the projection are more accurate than the projection provided.**

a. ~~Number of Medicaid eligible students;~~

b. ~~Assumption of twenty services per eligible students per year;~~

e. ~~One IEP meeting per eligible student per year; and~~

d. ~~Applicable SEMI reimbursement rates.~~

2. ~~Beginning with the 2009-2010 school year, the school district shall recognize as revenue in its annual school district budget no less than ninety percent of the projection of available SEMI reimbursement. The district may seek approval from the Executive County Superintendent to use its own projection of SEMI reimbursement upon demonstration that the numbers it used in calculating the projection are more accurate than the projection provided.~~

C. SEMI Program Requirements

1. The school district shall strive to achieve maximum participation in the SEMI program. **For the purpose of Policy 6111 and this Regulation, "mMaximum participation"** means obtaining a ninety percent return rate of parental consent forms for all SEMI-eligible students. Districts shall enter all students following their evaluations into the third-party system **as determined by the New Jersey Department of the Treasury** to identify the district's universe of eligible students. This **may** ~~can~~ be done without parental consent.

2. **If the district participates** ~~Districts participating~~ in the SEMI reimbursement program, **the district** shall comply with program requirements as follows:



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- a. The school district shall implement Policy 6111 and **this Regulation 6111** concerning the effective and efficient administration of the SEMI reimbursement program consistent with the requirements of N.J.A.C. 6A:23A-5.3. **A complete listing of requirements and information are available at the SEMI/MAC website.**

- b. Any service submitted to Medicaid for reimbursement shall be rendered by a Medicaid qualified practitioner, or rendered by a provider under the supervision of a Medicaid qualified practitioner. The following outlines the required documentation for each related service provider:
 - (1) Nurses – copy of license (**educational services certificate issued by the State Board of Examiners** ~~DOE certification~~ is not required for SEMI);
 - (2) Occupational Therapist – copy of license and **educational services certificate issued by the State Board of Examiners** ~~DOE certification~~;
 - (3) Physical Therapist – copy of license and **educational services certificate issued by the State Board of Examiners** ~~DOE certification~~;
 - (4) Psychologist – copy of **educational services certificate issued by the State Board of Examiners** ~~DOE certification~~;
 - (5) Social Worker – copy of **educational services certificate issued by the State Board of Examiners** ~~DOE certification~~; and
 - (6) **Speech-language Specialist Therapist: —copy of DOE certification and American Speech-Language-Hearing Association (ASHA) Certification or Copy**



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~~of DOE certification and past or present license (on or after January 1, 1993); or copy of DOE certification and documentation that the equivalent educational requirements and work experience necessary for ASHA certification have been met.~~

- (a) **Qualification and documentation for provision of evaluation services shall include:**
- (i) **Copy of licensed physician's orders, which shall be maintained with the student's IEP; or**
 - (ii) **Copy of New Jersey license as a speech-language pathologist and educational services certificate with a speech-language specialist endorsement (N.J.A.C. 6A:9B-14.6) for the individual whose signature appears on the IEP; or**
 - (iii) **Copy of documentation that identifies the referral of speech services included in or with the student's IEP.**
- (b) **Qualification for provision of related services shall include:**
- (i) **Copy of educational services certificate or endorsement issued by the State Board of Examiners and an American Speech-Language-Hearing Association (ASHA) Certificate of Clinical Competence; or**



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- (ii) **Copy of educational services certificate with a speech-language specialist endorsement and a valid license authorized by the State Audiology and Speech-Language Pathology Advisory Committee in accordance with N.J.S.A. 45:3B-1 et seq.**
 - (7) **Audiologist – copy of license issued by the State Audiology and Speech-Language Pathology Advisory Committee in accordance with N.J.S.A. 45:3B-1 et seq.**
- e3. Practitioners who are not Medicaid qualified can deliver services under the direction of Medicaid qualified practitioners. **Practitioners who are not Medicaid qualified** These include **only** certified occupational therapist assistants (~~COTAs~~), physical therapist assistants, (~~PTAs~~) and **speech-language specialists who do not meet the qualifications at N.J.A.C. 6A:23A-5.3(e)2.vi(2)(A) or (B) and C.2.b.(6)(i) and C.2.b.(6)(ii) above, and licensed practical nurses correctionists.**
- d4. Any direct therapy or other related service shall be prescribed in the related services section of the student's IEP prior to submitting a claim to Medicaid for reimbursement. Delivery of nursing services and dispensing of medication **shall** ~~must~~ be referenced in the IEP and supported by physicians' orders or prescriptions. ~~These which shall documents must~~ be maintained on file. ~~The S~~supporting documentation to be maintained by the ~~school~~ district shall be the cover/signature page, related services section of the IEP, therapy logs, and the evaluations and assessments conducted by the Medicaid-qualified practitioners.



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- e5. Entities where the school district has placed SEMI-eligible students shall take steps to enable school districts to maximize participation, including either logging the eligible services provided directly through the **third-party system as determined by the New Jersey Department of the Treasury** ~~vendor~~ or the sending school district, as mutually agreed upon with the school district, and obtaining SEMI provider qualification certifications. Every out-of-district placement **shall** ~~must~~ provide copies of SEMI provider qualifications, certifications, and licenses. ~~This provision N.J.A.C. 6A:23A-5.3(e)5.~~ applies to the following out-of-district placement options:
- (1)a. Approved private schools for students with disabilities;
 - (2)b. Educational services commissions;
 - (3)e. Jointure commissions;
 - (4)d. Vocational half-time programs;
 - (5)e. New Jersey Department of Education ~~r~~Regional ~~d~~Day ~~s~~Schools; and
 - (6)f. County ~~s~~Special ~~s~~Service ~~s~~School ~~d~~Districts.
- f. If the district does not have an approved waiver pursuant to N.J.A.C. 6A:23A-5.3(b) and A. above the district shall comply with the program requirements to assure the year-end cost settlement of SEMI claims is properly calculated with the standardized submission of quarterly and annual cost data, as well as staff pool lists transmitted directly through the third-party system as determined by the New Jersey Department of the Treasury.



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- g. **To retain reimbursement, if the district does not have an approved waiver pursuant to N.J.A.C. 6A:23A-5.3(b) and A. above, the district shall ensure compliance with the necessary components of the cost settlement requirements which include completion of the online questionnaire – Random Moment Time Study (RMTS) – by staff provided directly through the third-party system as determined by the New Jersey Department of the Treasury.**
- h6. All supporting documentation for a Medicaid claim shall be maintained on file and available for audit or State review for at least seven years from the date of service. Supporting documentation shall include provider certification (current and historical for each provider); provider service logs, licenses, and/or **certificates issued by the Division of Consumer Affairs or the New Jersey Department of Education, as applicable; certifications;** physician authorizations for nursing services; parental consent forms; attendance records; and copies of the student's IEP.

D. SEMI Action Plan

- 1. **If the A school district that has less than ninety percent participation of SEMI-eligible students in the prebudget year or that has failed to comply with all program requirements at set forth in N.J.A.C. 6A:23A-5.3(e) and C.2. above, the district shall submit a SEMI action plan to the Executive County Superintendent for review and approval as part of the school district's proposed budget submission.**
- 2. The SEMI action plan shall include the following components:
 - a. Procedures for obtaining parental consent forms, **such as including the Parental Consent Best Practices that which** are available from the New Jersey Department of Education.



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- b. Establishment of a benchmark for the ~~2008-2009 school~~ year **of implementation** or for the first year the district does not have an approved waiver pursuant to the ~~provisions of N.J.A.C. 6A:23A-5.3(b) and A. above,~~ whichever is applicable, for obtaining maximum participation of all SEMI-eligible students by the start of the subsequent school year.:
- (1) The benchmarks for the ~~first 2008-2009 school~~ year **of implementation** or for the first year ~~that~~ the district does not have an approved waiver pursuant to N.J.A.C. 6A:23A-5.3(b) **and A. above,** whichever is applicable, for achieving maximum participation shall ~~at a minimum~~ close, **at a minimum,** the gap between current participation and maximum participation by fifty percent by the beginning of the subsequent school year; and
 - (2) The benchmarks shall be based on the percentage of parental consent forms collected from eligible students. The number of parental consent forms shall reflect one parental consent form **or one document noting parental refusal** for each eligible student; ~~This should include documentation of parental refusal to give consent.~~
- c. Procedures to ensure ~~that~~ all IEP meetings are documented in the third-party administrator's system. IEPs are ~~only~~ claimable **only** if a Medicaid qualified practitioner is present **and it is documented that a health-related service is discussed;**
- d. Procedures to ensure ~~that~~ all SEMI-eligible services, including services provided by entities where the ~~school~~ district has placed SEMI-eligible students, are documented in the third-party administrator's system;:-
- e. Procedures to ensure ~~that~~ a valid IEP is on file and the IEP date is on file in the third-party administrator's system for each SEMI-eligible student for whom parental consent has been obtained;:- **and**



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(SEMI) Program

- f. Procedures to ensure that service providers used by the school district and entities where the school district has placed **SEMI-eligible** students have valid licenses and certifications documenting SEMI provider qualifications on file in the third-party administrator's system.
3. **If the district does not achieve ninety percent participation, or does not achieve their approved benchmarks in the SEMI program for a given budget year and cannot demonstrate they fully implemented their New Jersey Department of Education-approved SEMI action plan required at N.J.A.C. 6A:23A-5.3(f) and (g) and D. above, the district shall be subject to review for the withholding of State aid by the Commissioner of Education, pursuant to N.J.S.A. 18A:55-3, in an amount equal to the SEMI revenue projection based on their approved benchmark for the budget year, if applicable, less actual SEMI reimbursements for the budget year. The State aid deduction shall be made in the second subsequent year after the budget year.**
4. **If the district does not meet the requirement of the cost-settlement components of SEMI, the district may be required to refund all or part of their SEMI reimbursements.**

~~E. Districts that did not achieve ninety percent participation, or achieve their approved benchmarks in the SEMI program for a given budget year and cannot demonstrate they fully implemented their New Jersey Department of Education-approved SEMI action plan required above shall be subject to review for the withholding of State aid by the Commissioner pursuant to N.J.S.A. 18A:55-3 in an amount equal to the SEMI revenue projection based on their approved benchmark for the budget year, if applicable, less actual SEMI reimbursements for the budget year. The State aid deduction shall be made in the second subsequent year after the budget year.~~

Issued:



POLICY GUIDE

FINANCES
6220/page 1 of 2
Budget Preparation
Jul 25
M

[See POLICY ALERT Nos. 192 and 235]

6220 BUDGET PREPARATION

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

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

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

The annual school district budget and supporting documentation shall be prepared in accordance with the provisions of N.J.S.A. 18A:7F; N.J.S.A. 18A:22-7 and 18A:22-8; and N.J.A.C. 6A:23A-8. The Board shall adopt and will submit its proposed budget and supporting documentation as prescribed by the Commissioner to the Executive County Superintendent for approval, together with Commissioner-prescribed supporting documentation, a budget that provides for a thorough and efficient education pursuant to N.J.A.C. 6A:23A-8.1(a). Pursuant to N.J.A.C. 6A:26-3.7 and 6A:26-3.12, the Board shall obtain approval of the local funding for a non-referendum capital project (school facility project or other capital project) in accordance with N.J.A.C. 6A:23A-8.4.

The budget will be presented to the Board of Education to allow adequate time for review and adoption. ~~The budget should evolve primarily from the needs of the individual schools as expressed by the Building Principals and the district educational program as expressed by the central administrative staff and be compatible with approved district plans.~~



POLICY GUIDE

FINANCES
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Budget Preparation

The Board shall include in the budget application to the Executive County Superintendent a complete reporting of revenues and appropriations and other requirements pursuant to N.J.S.A. 18A:22-8-1 et seq. and N.J.S.A. 18A:7F-5 through 63.

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

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

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

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

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

Adopted:



REGULATION GUIDE

FINANCES
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Budget Preparation
Jul 25

[See Policy Alert No. 235]

R 6220 BUDGET PREPARATION

The annual school district budget will be prepared in accordance with the following procedure.

A. Responsibility

1. The **School Business Administrator/Board Secretary or designee** _____ is responsible for the administration and coordination of all budget preparation activities and will be guided by the budget planning forecasts prepared in accordance with Policy No. 6210.
2. Each Principal will assess the educational needs of the students, collect and evaluate the requests for funds submitted by the teaching and support staff members in **their his/her** building, and compile an estimate of the total building needs for the next budget year. The estimate will be submitted to the **School Business Administrator/Board Secretary or designee** _____.
3. Each central office administrator will assess the needs of the program operation for which **they are he/she** is responsible (such as staff recruiting, facilities maintenance, transportation, capital improvements) and will prepare an estimate of the program needs for the next budget year. The estimate will be submitted to the **School Business Administrator/Board Secretary or designee** _____.

B. Priorities

1. All estimates submitted to the **School Business Administrator/Board Secretary or designee** _____ in accordance with paragraph A.2. and paragraph A.3. **above** will be reasonably detailed and supported by appropriate documentation to justify the expenditures requested.



REGULATION GUIDE

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Budget Preparation

The administrators charged with estimating budgetary needs will be guided by these cost priorities; ~~listed in order of descending importance.~~

- a. Staffing adequate to sustain the current instructional program;;
 - b. Supplies and equipment adequate to sustain the current instructional program;;
 - c. Maintenance of current facilities and programs;;
 - d. New staff members to improve or expand the current program;;
 - e. New supplies and equipment to improve or expand the current instructional program;; and
 - f. New instructional programs.
2. The **Superintendent or designee and the School Business Administrator/Board Secretary _____** will review all estimates for budget allocations and, as necessary, discuss justifications and possible alternatives with the originating administrator. The **Superintendent or designee and the School Business Administrator/Board Secretary _____** will:
- a. Compare budget requests with inventory to determine whether requested resources are presently available;
 - b. Analyze budget requests on a district-wide basis to determine whether requested resources can be shared; and
 - c. Analyze budget requests for staffing requirements and convert those requirements to dollar equivalents.



REGULATION GUIDE

FINANCES
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Budget Preparation

C. Form

1. The tentative budget shall contain:

- a1. The total expenditure for each item for the preceding school year, the amount appropriated for the current school year adjusted for transfers as of the date specified by the New Jersey Department of Education (NJDOE) of the current school year, and the amount estimated to be necessary to be appropriated for the ensuing school year, indicated separately for each item as determined by the Commissioner;
- b2. The amount of the surplus account available at the beginning of the preceding school year, at the beginning of the current school year and the amount anticipated to be available for the ensuing school year;
- c3. The amount of revenue available for budget purposes from the preceding school year, the amount available for the current school year as of the date specified by the NJDOE ~~New Jersey Department of Education~~ and the amount anticipated to be available for the ensuing school year in the following categories as applicable:
 - (1)a. Revenues to be raised by local sources;
 - (2)b. Revenues from State Aid;
 - (3)e. Revenues from Federal Aid;
 - (4)d. Revenues from intermediate sources; **and/or**
 - (5)e. Other sources of revenue;-
- d4. Transfers between current expense and capital outlay for the preceding school year, the current school year as of the date specified by the NJDOE ~~New Jersey Department of Education~~ of that year and transfers anticipated for the ensuing school year;



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FINANCES
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Budget Preparation

- e5. A presentation of the student population for the current school year and immediate past school year as reported in the application for State School Aid, and an estimate of the anticipated student population for the next school year;
- f6. An estimate of staff composition by numbers in each administrative, instructional, and educational services area for the next school year; and
- g. **Any additional information required by the NJDOE and the Board of Education.**
- h7. All budgetary and accounting systems used in the school district must be in accordance with double-entry bookkeeping and Generally Accepted Accounting Principles as included in statutes and administrative code.

D. Timeline

The **Superintendent or designee and the School Business Administrator/Board Secretary** will submit the tentative budget recommendations to the **Board of Education Superintendent** in accordance with the budget timeline established by the **NJDOE New Jersey Department of Education** and the Board. The proposed expenditures and anticipated revenues in the tentative budget will be supported by sufficient explanatory information to enable the **Superintendent and Board** to determine their validity.

Issued:



BYLAW GUIDE

BYLAWS

0141.4/page 1 of 2

Board Member Number and Term –
County Vocational School District

Jul 25

[See POLICY ALERT No. 235]

[Only for County Vocational School Districts]

0141.4 BOARD MEMBER NUMBER AND TERM – COUNTY VOCATIONAL SCHOOL DISTRICT

For each county system of vocational schools established in accordance with N.J.S.A. 18A:54, there shall be a Board of Education consisting of the Executive County Superintendent and four persons to be appointed; provided, however, that a county of the first class which has adopted a form of government pursuant to the provisions of the “Optional County Charter Law”, N.J.S.A. 40:41A-1 et seq., may, by ordinance, establish a Board consisting of six, seven, or nine persons to be appointed and any other county may, by ordinance, establish a Board consisting of six persons to be appointed.

In counties of the first class which, by ordinance, have established a Board consisting of six, seven, or nine persons to be appointed, the appointive members shall be appointed by the Chief Elected Executive Officer of the county with the advice and consent of the Board of County Commissioners. In all other counties, the appointive members of the Board shall be appointed by the Chief Elected Executive Officer of the county, or the Director of the Board of County Commissioners, with the advice and consent of the Board of County Commissioners, as appropriate to the appointment procedures established by the form of government of the county. On a Board with four appointive members, not more than two members, or in the case of a Board with six appointive members, not more than three members, appointed in any such county of the second, third, fifth, or sixth class shall be members of the same political party, but no changes for adjustment of party representation shall be made in a Board except as vacancies occur pursuant to N.J.S.A. 18A:54-16.

Annually during the month of October a member or members, as the case may be, of the Board shall be appointed to serve for a term of four years, and thereafter until the appointment and qualification of their respective successor, to take the place of the member or members, as the case may be, whose term or terms shall expire on November 1 then next ensuing pursuant to N.J.S.A. 18A:54-16.

A vacancy in the Board shall be deemed to exist, and shall be filled, in the manner prescribed in N.J.S.A. 40A:9-12.1 and Bylaw 0143.



BYLAW GUIDE

BYLAWS

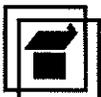
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Board Member Number and Term –
County Vocational School District

Notwithstanding any provision of N.J.S.A. 18A:54 to the contrary, a Board of County Commissioners may, by resolution, establish one Board for the county special services school district established pursuant to N.J.S.A. 18A:46-29 and the county vocational school district established pursuant to N.J.S.A. 18A:54, according to the provisions of N.J.S.A. 18A:46-47 through N.J.S.A. 18A:46-52 in accordance with N.J.S.A. 18A:54-12.1.

N.J.S.A. 18A:54-16

Adopted:



POLICY GUIDE

ADMINISTRATION
1636.01/page 1 of 1
Notification of Promotion, New Job,
and Transfer Opportunities
Jul 25

[See POLICY ALERT No. 235]

1636.01 NOTIFICATION OF PROMOTION, NEW JOB, AND TRANSFER OPPORTUNITIES

The Board of Education shall make reasonable efforts to announce, post, or otherwise make known opportunities for promotion that are advertised internally within the district or externally on internet-based advertisements, postings, printed flyers, or other similar advertisements to all current employees in the affected department or departments of the district prior to making a promotion decision in accordance with N.J.S.A. 34:6B-23.

For the purpose of N.J.S.A. 34:6B-23 and this Policy, “promotion” means a change in job title and an increase in compensation.

Any promotion for a current employee that is awarded on the basis of years of experience or performance shall not be subject to the notification requirements established in N.J.S.A. 34:6B-23 and this Policy. Nothing in N.J.S.A. 34:6B-23 and this Policy shall be construed to prohibit the Board from making a promotion on an emergent basis due to an unforeseen event.

The Board shall disclose in each posting for new jobs and transfer opportunities that are advertised by the Board either externally or internally the hourly wage or salary, or a range of the hourly wage or salary, and a general description of benefits and other compensation programs for which the staff member would be eligible. Nothing in N.J.S.A. 34:6B-23 and this Policy shall be construed to prohibit the Board from increasing the wages, benefits, and compensation identified in the job opening posting at the time of making an offer for employment to an applicant.

N.J.S.A. 34:6B-23

Adopted:



POLICY GUIDE

STUDENTS
5339.01/page 1 of 2
Student Sun Protection
Jul 25
M

[See POLICY ALERT No. 235]

5339.01 STUDENT SUN PROTECTION

The Board of Education believes it is important that school district students protect themselves against harmful sun-related skin diseases by using protective measures. Pursuant to N.J.S.A. 18A:40-12.39 and notwithstanding any law or regulation to the contrary, the Board adopts this Policy concerning a student's use of sunscreen and sun-protective clothing, such as hats and sunglasses, while outdoors at school and school-sponsored functions.

As used in this Policy, "sunscreen" means a topical product used for the purpose of limiting skin damage caused by overexposure to the sun, and which is regulated by the Federal Food and Drug Administration for over-the-counter use, in accordance with N.J.S.A. 18A:40-12.39.a.

Students are not required to provide documentation from a physician or other licensed health care professional in order to use sunscreen or sun-protective clothing while outdoors at school or a school-sponsored function.

[Optional Y

The Board requires written permission from a student's parent to allow that student to carry or use sunscreen at school or a school-sponsored function for all students ~~in grade(s) _____~~. Any student ~~required to have written permission from their parent to carry or use sunscreen~~ ^{and} shall be monitored by school staff to ensure safety through the appropriate use of sunscreen.]

[Optional Y

Sunscreen can be packaged as aerosol, spray, lotion or cream with fragrances, as such the district prohibits the use of sunscreen that the Principal or designee may deem harmful to students with asthma or other respiratory ailments or a nuisance to students or staff members.]



POLICY GUIDE

STUDENTS
5339.01/page 2 of 2
Student Sun Protection

Any student found to be using sunscreen in an inappropriate manner shall have their permission to use sunscreen revoked and be disciplined in accordance with the student code of conduct. If a student's permission to use sunscreen is revoked, the district shall notify the student's parent in writing of the reasons and duration for the revocation of that permission and of any discipline associated with the incident.

The district shall provide for the transportation and storage of sunscreen to ensure accessibility when students travel off school grounds for school-sponsored functions.

Nothing in this Policy shall be construed as requiring a staff member to assist a student in applying sunscreen.

N.J.S.A. 18A:40-12.39

Adopted:



Board of Education

Somerset County Vocational
All Funds
For Month Ended: JULY 2025

CASH REPORT

Governmental Funds	Beginning Balance	Cash Receipts	Cash		Ending Balance
			Disbursements		
General Fund (10)	\$ 1,717,137.23	\$ 1,436,643.94	\$ 1,337,148.29	\$	1,816,632.88
Capital Reserve (10-116)	\$ 1,371,743.01	\$ -	\$ -	\$	1,371,743.01
Maintenance Reserve (10-117)	\$ 431,685.83	\$ -	\$ -	\$	431,685.83
Special Revenue Fund (20)	\$ 156,320.82	\$ 14,112.00	\$ 34,508.76	\$	135,924.06
Capital Project Fund (30)	\$ 3,727,349.16	\$ 1,949,492.65	\$ 1,527,914.40	\$	4,148,927.41
Total Governmental Funds	\$ 7,404,236.05	\$ 3,400,248.59	\$ 2,899,571.45	\$	7,904,913.19
Cafeteria Acct #1253	\$ 9,849.03	\$ 3,347.07	\$ -	\$	13,196.10
Student Activities Acct #1043	\$ 208,525.06	\$ 6,375.50	\$ 453.49	\$	214,447.07
Payroll Fund Acct #5868	\$ -	\$ 307,504.51	\$ 307,504.51	\$	-
Agency Fund Acct #9311	\$ 29,298.91	\$ 138,024.55	\$ 165,025.69	\$	2,297.77
Summer Savings Acct #6028	\$ 251,764.95	\$ -	\$ 129,492.28	\$	122,272.67
Total Trust & Agency	\$ 499,437.95	\$ 455,251.63	\$ 602,475.97	\$	352,213.61
Grand Totals	\$ 7,903,674.00	\$ 3,855,500.22	\$ 3,502,047.42	\$	8,257,126.80

x Robert Presuto
Robert Presuto
Superintendent

8/19/25
Date

**SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
BANK RECONCILIATION
OPERATING ACCOUNT #1199 FULTON
JULY 31, 2025**

Books	
Beginning Balance	\$ 7,404,236.05
Cash Receipts	\$ 3,400,248.59
Cash Disbursements	\$ 2,899,571.45
Ending Balance	\$ 7,904,913.19

Bank	
Ending Balance on Bank Statement	\$ 10,439,495.74
Add Deposits in Transit:	\$ -
Deduct Service Charge etc.	\$ -
Outstanding Checks	\$ 2,534,582.55
Ending Balance	\$ 7,904,913.19

Outstanding Checks:

Date	Check #	Amount	Date	Check #	Amount
6/23/2025	82041	\$50.70	7/28/2025	82196	\$3,292.00
	82066	\$1,308.58		82197	\$1,215.00
	82071	\$2,414.54		82198	\$1,102.50
	82086	\$722.73		82199	\$219.50
	82097	\$135.00		82200	\$19,540.00
	82109	\$125.00		82201	\$79.90
	82122	\$200.00		82202	\$11,910.91
6/30/2025	82151	\$156.17		82203	\$5,875.00
7/28/2025	82176	\$6,161.00		82204	\$8,602.96
	82177	\$710.60		82205	\$686.20
	82178	\$132.89		82206	\$19,445.50
	82179	\$1,700.00		82207	\$229.00
	82180	\$4,962.00		82208	\$1,700.00
	82181	\$194.62		82209	\$2,202.10
	82182	\$678.10		82210	\$32,219.27
	82183	\$2,903.00		82211	\$644.76
	82184	\$209.86		82212	\$199.95
	82185	\$3,839.57		82213	\$9,245.00
	82186	\$157.95		82214	\$18.48
	82187	\$5,780.23		82215	\$1,600.00
	82188	\$17,529.50		82217	\$6,103.87
	82189	\$61,123.22		82218	\$200.00
	82190	\$407.50		82219	\$18,062.60
	82191	\$485.00		82220	\$2,577.00
	82192	\$1,872.00		82221	\$361.22
	82193	\$17,627.38		82222	\$1,155.76
	82194	\$1,400.00		82223	\$148.50
	82195	\$ 1,675.00			
				Subtotal:	\$ 148,636.98
	Subtotal:	\$ 134,662.14		Total:	\$ 283,299.12

**SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
BANK RECONCILIATION
OPERATING ACCOUNT #1199 FULTON
JULY 31, 2025**

Outstanding Checks:

Date	Check #	Amount	Date	Check #	Amount
7/28/2025	82224	\$230.00	7/28/2025	82268	\$7,678.41
	82225	\$385.00		82269	\$55.80
	82226	\$50.00		82272	\$1,391,694.82
	82227	\$9,355.21	7/29/2025	82273	\$1,650.00
	82228	\$4,525.00		82275	\$76.00
	82229	\$3,270.00			
	82230	\$1,750.00			
	82231	\$6,848.57			
	82232	\$400.00			
	82233	\$300.00			
	82234	\$2,725.00			
	82235	\$619.55			
	82236	\$4,078.10			
	82237	\$149.45			
	82238	\$5,985.00			
	82239	\$55.00			
	82240	\$3,630.00			
	82241	\$672.73			
	82242	\$71.25			
	82243	\$23,784.80			
	82246	\$14,022.00			
	82247	\$657.50			
	82249	\$1,411.25			
	82250	\$400.00			
	82251	\$7,700.00			
	82252	\$450.00			
	82253	\$16.60			
	82254	\$1,594.20			
	82255	\$50.00			
	82256	\$299,061.00			
	82257	\$433,388.00			
	82258	\$507.74			
	82259	\$83.38			
	82260	\$5,015.00			
	82261	\$440.00			
	82262	\$3,335.00			
	82263	\$8,125.00			
	82264	\$1,755.00			
	82265	\$37.80			
	82266	\$1,079.43			
	82267	\$ 2,114.84			
				Subtotal:	\$ 1,401,155.03
Subtotal:		\$850,128.40		TOTAL:	\$ 2,251,283.43

**SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
 BANK RECONCILIATION
 CAFETERIA ACCOUNT #1253 FULTON
 JULY 31, 2025**

Books	
Beginning Balance	\$ 9,849.03
Cash Receipts	\$ 3,347.07
Cash Disbursements	\$ -
Ending Balance	\$ 13,196.10

Bank	
Ending Balance on Bank Statement	\$ 13,203.75
Add Deposits In Transit:	\$ -
Deduct Service Charge etc.	\$ -
Outstanding Checks	\$ 7.65
Ending Balance	\$ 13,196.10

Outstanding Checks:

Date	Check #	Amount	Date	Check #	Amount
6/24/2025	1824	7.65			

			Subtotal:	\$ -
Subtotal:	\$	7.65	Total:	\$ 7.65

**SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
BANK RECONCILIATION
STUDENT ACTIVITES ACCOUNT # 1043 FULTON
JULY 31, 2025**

Books	
Beginning Balance	\$ 208,525.06
Cash Receipts	\$ 6,375.50
Cash Disbursements	\$ 453.49
Ending Balance	\$ 214,447.07

Bank	
Ending Balance on Bank Statement	\$ 217,929.51
Add Deposits in Transit:	\$ -
Deduct Service Charge etc.	
Outstanding Checks	\$ 3,482.44
Ending Balance	\$ 214,447.07

Outstanding Checks:

Date	Check #	Amount	Date	Check #	Amount
Aug-24	5430	\$ 470.00			
Sep-24	6971	\$ 333.00			
Oct-24	6985	\$ 400.00			
Apr-25	7131	\$ 814.00			
May-25	7140	\$ 250.00			
Jun-25	7234	\$ 166.88			
Jun-25	7246	\$ 750.00			
Jul-25	7249	\$ 298.56			

			Subtotal:	\$ -
Subtotal:	\$ 3,482.44		Total:	\$ 3,482.44

**SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
BANK RECONCILIATION
PAYROLL ACCOUNT #5868 FULTON
JULY 31, 2025**

Books	
Beginning Balance	\$ -
Cash Receipts	\$ 307,504.51
Cash Disbursements	\$ 307,504.51
Ending Balance	\$ -

Bank	
Ending Balance on Bank Statement	\$ -
Add Deposits in Transit:	\$ -
Deduct Service Charge etc.	\$ -
Outstanding Checks	\$ -
Ending Balance	\$ -

Outstanding Checks:

Date	Check #	Amount	Date	Check #	Amount

	Subtotal:	\$	-		
Subtotal:	\$	-	Total:	\$	-

**SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
 BANK RECONCILIATION
 AGENCY ACCOUNT # 9311 FULTON
 JULY 31, 2025**

Books	
Beginning Balance	\$ 29,298.91
Cash Receipts	\$ 138,024.55
Cash Disbursements	\$ 165,025.69
Ending Balance	\$ 2,297.77

Bank	
Ending Balance on Bank Statement	\$ 2,297.77
Add Deposits in Transit:	\$ -
Deduct Service Charge etc.	\$ -
Outstanding Checks	\$ -
Ending Balance	\$ 2,297.77

Outstanding Checks:

Date	Check #	Amount	Date	Check #	Amount

				Subtotal:	\$ -
Subtotal:	\$	-	Total:	\$	-

**SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
BANK RECONCILIATION
SUMMER SAVINGS ACCOUNT # 6028 FULTON
JULY 31, 2025**

Books	
Beginning Balance	\$ 251,764.95
Cash Receipts	\$ -
Cash Disbursements	\$ 129,492.28
Ending Balance	\$ 122,272.67

Bank	
Ending Balance on Bank Statement	\$ 122,272.67
Add Deposits in Transit:	
Deduct Service Charge etc.	
Outstanding Checks	\$ -
Ending Balance	\$ 122,272.67

Outstanding Checks:					
Date	Check #	Amount	Date	Check #	Amount

			Subtotal:	\$ -
Subtotal:	\$ -	Total:	\$ -	-

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year			\$ 769,209.50	
754 Reserve for encumbrances - prior year			\$ 1,546,236.41	
760 Other reserves			\$ 0.00	
771 Designated Fund Balance			\$ 0.00	
601 Appropriations		\$ 5,579,717.22		
602 Less: expenditures	\$ 1,466,771.23			
603 Less: encumbrances	\$ 2,315,445.91	\$ (3,782,217.14)	\$ 1,797,500.08	
Appropriations less expenditures				\$ 4,112,945.99

Unappropriated:

770 Fund Balance, July 1, 2025			\$ 2,566,608.44	
303 Less: budgeted fund balance			\$ (2,566,608.24)	
Unappropriated fund balance				\$ 0.20
Total fund equity				\$ 4,112,946.19

TOTAL LIABILITIES AND FUND EQUITY

\$ 15,784,758.68

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 5,579,717.22	\$ 3,782,217.14	\$ 1,797,500.08
Less: Revenues	\$ 0.00	\$ 0.00	\$ 0.00
Subtotal	<u>\$ 5,579,717.22</u>	<u>\$ 3,782,217.14</u>	<u>\$ 1,797,500.08</u>
Less: adjustment to appropriations for Prior Year Encumbrances	\$ (3,013,108.98)	\$ (3,013,108.98)	\$ 0.00
Total current year budgeted fund balance	\$ 2,566,608.24	\$ 769,108.16	\$ 1,797,500.08
Add: Unappropriated fund balance			\$ 0.20
Total of budgeted and unappropriated fund balance			<u>\$ 1,797,500.28</u>

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	5,579,717.22	5,579,717.22	3,782,217.14	1,797,500.08
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	0.00	0.00	0.00	0.00
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	5,579,717.22	5,579,717.22	3,782,217.14	1,797,500.08

Fund 30 (Capital Projects Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Capital Projects		0.00	5,579,717.22	5,579,717.22	1,466,771.23	2,315,445.91	1,797,500.08	0.00
Grand Totals for fund 30:		0.00	5,579,717.22	5,579,717.22	1,466,771.23	2,315,445.91	1,797,500.08	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	5,579,717.22	5,579,717.22	3,782,217.14	1,797,500.08
30-1210-000-000	NEW CTE BUILDING	0.00	0.00	0.00	0.00	0.00
30-1210-219-000	COUNTY CAPITAL 2019	0.00	0.00	0.00	0.00	0.00
30-1210-221-000	COUNTY CAPITAL 2021	0.00	0.00	0.00	0.00	0.00
30-1210-GYM-000	AUX GYM CAP PROJ	0.00	0.00	0.00	0.00	0.00
Grand Totals		0.00	5,579,717.22	5,579,717.22	3,782,217.14	1,797,500.08

Minimum Expense General Ledger Report

Fund 30 (Capital Projects Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
30-000-400-390	2018 COUNTY CAPITAL PROF	0.00	298,104.44	298,104.44	19,540.00	201,131.44	77,433.00	0.00
30-000-400-450	Construction Services	0.00	5,281,612.78	5,281,612.78	1,447,231.23	2,114,314.47	1,720,067.08	0.00
Capital Projects		0.00	5,579,717.22	5,579,717.22	1,466,771.23	2,315,445.91	1,797,500.08	0.00
Grand Totals for fund 30:		0.00	5,579,717.22	5,579,717.22	1,466,771.23	2,315,445.91	1,797,500.08	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

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS			
101	Cash in checking account	\$ 135,924.06	
102-106	Other cash equivalents	\$ 0.00	
	Total cash	<u> </u>	\$ 135,924.06
111	Investments		\$ 0.00
114	Investment interest receivable		\$ 0.00
121	Tax levy receivable		\$ 0.00
	Accounts receivable		
132	Interfund	\$ 1,479.08	
141	Intergovernmental - state	\$ 416,131.00	
142	Intergovernmental - federal	\$ 57,813.37	
143	Intergovernmental - other	\$ 0.00	
153	Other Accounts Receivable	\$ 0.00	
		<u> </u>	\$ 475,423.45
	Loans receivable		
131	Interfund	\$ 0.00	
151	Other Loans Receivable	\$ 0.00	
		<u> </u>	\$ 0.00
199	Other current assets		\$ 0.00
	 RESOURCES		
301	Estimated revenues (from adjusted budget)	\$ 383,520.00	
302	Less: revenues collected or accrued	\$(383,520.00)	
		<u> </u>	\$ 0.00
	 TOTAL ASSETS AND RESOURCES		 <u> </u> <u> </u>
			\$ 611,347.51

LIABILITIES AND FUND EQUITY

LIABILITIES			
401	Interfund loans payable		\$ 0.00
402	Interfund accounts payable		\$ 0.00
411	Intergovernmental accounts payable - state		\$ 192,340.61
412	Intergovernmental accounts payable - federal		\$ 0.00
413	Intergovernmental accounts payable - other		\$ 0.00
421	Accounts payable		\$ 44,324.32
422	Judgments payable		\$ 0.00
430	Compensated absences payable		\$ 0.00
431	Contracts payable		\$ 0.00
451	Loans payable		\$ 0.00
481	Deferred revenues		\$ 5,000.00
499	Other current liabilities		\$ 0.00
	Total liabilities		<u> </u> <u> </u>
			\$ 241,664.93

FUND EQUITY				
Appropriated:				
753 Reserve for encumbrances - current year			\$ 193,164.31	
754 Reserve for encumbrances - prior year			\$ 120.00	
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		\$ 386,552.00		
602 Less: expenditures	\$ 13,957.42			
603 Less: encumbrances	\$ 193,284.31	\$(207,241.73)	\$ 179,310.27	
Appropriations less expenditures				\$ 372,594.58
Unappropriated:				
770 Fund Balance, July 1, 2025			\$ 0.00	
303 Less: budgeted fund balance			\$(2,912.00)	
Unappropriated fund balance				\$(2,912.00)
Total fund equity				\$ 369,682.58
TOTAL LIABILITIES AND FUND EQUITY				\$ 611,347.51

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	3,032.00	3,032.00	(176,278.27)	179,310.27
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	0.00	0.00	0.00	0.00
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	383,520.00	383,520.00	383,520.00	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	386,552.00	386,552.00	207,241.73	179,310.27

Fund 20 (Special Revenue Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
CTSO Statewide		0.00	2,912.00	2,912.00	686.20	539.31	1,686.49	0.00
School Based Linkages		0.00	383,640.00	383,640.00	13,271.22	192,745.00	177,623.78	0.00
Grand Totals for fund 20:		0.00	386,552.00	386,552.00	13,957.42	193,284.31	179,310.27	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	3,032.00	3,032.00	(176,278.27)	179,310.27
20-1920-111-000	Contrib&Donation frm Priv Sres	0.00	0.00	0.00	0.00	0.00
20-3257-492-000	SDA EMERGENT/CAP MAINT	0.00	0.00	0.00	0.00	0.00
20-3260-335-000	CTSO-SKILLS	0.00	0.00	0.00	0.00	0.00
20-3290-432-000	SCHOOL BASED-LINKAGES	0.00	383,520.00	383,520.00	383,520.00	0.00
20-4411-231-000	TITLE I A IMPR BASIC PRO	0.00	0.00	0.00	0.00	0.00
20-4420-250-000	IDEA Part B	0.00	0.00	0.00	0.00	0.00
20-4430-362-000	C. PERKINS SECONDARY	0.00	0.00	0.00	0.00	0.00
20-4430-363-000	C. PERKINS RESERVE	0.00	0.00	0.00	0.00	0.00
20-4451-273-000	TITLE II A TRAIN/RECRUIT	0.00	0.00	0.00	0.00	0.00
20-4471-281-000	TITLE IV SAFE/DRUG FREE	0.00	0.00	0.00	0.00	0.00
Grand Totals		0.00	386,552.00	386,552.00	207,241.73	179,310.27

Minimum Expense General Ledger Report

Fund 20 (Special Revenue Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
20-335-200-580	CTSO-TRAVEL	0.00	1,226.00	1,226.00	686.20	539.31	0.49	0.00
20-335-200-600	CTSO-SUPPLIES	0.00	1,686.00	1,686.00	0.00	0.00	1,686.00	0.00
CTSO Statewide		0.00	2,912.00	2,912.00	686.20	539.31	1,686.49	0.00
20-432-200-104	LINKAGES -SALARIES	0.00	115,795.00	115,795.00	7,396.22	0.00	108,398.78	0.00
20-432-200-110	BUS DRIVER	0.00	390.00	390.00	0.00	0.00	390.00	0.00
20-432-200-200	LINKAGES-BENEFITS	0.00	48,051.00	48,051.00	0.00	0.00	48,051.00	0.00
20-432-200-330	LINKAGES-CONT. PERSONNEL	0.00	198,500.00	198,500.00	5,875.00	192,625.00	0.00	0.00
20-432-200-580	LINKAGES-TRAVEL	0.00	1,320.00	1,320.00	0.00	120.00	1,200.00	0.00
20-432-200-590	LINKAGES-RECREATION	0.00	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
20-432-200-600	LINKAGES-SUPPLIES	0.00	18,384.00	18,384.00	0.00	0.00	18,384.00	0.00
School Based Linkages		0.00	383,640.00	383,640.00	13,271.22	192,745.00	177,623.78	0.00
Grand Totals for fund 20:		0.00	386,552.00	386,552.00	13,957.42	193,284.31	179,310.27	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

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year			\$ 14,263,515.96	
754 Reserve for encumbrances - prior year			\$ 187,664.44	
761 Reserved fund balance Capital Reserve - July 1, 2025		\$ 1,371,743.01		
604 Add: Increase in capital reserve		\$ 0.00		
307 Less: Budgeted withdrawal from capital reserve - eligible costs		\$(173,700.00)		
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			\$ 1,198,043.01	
764 Reserved fund balance Maintenance Reserve - July 1, 2025		\$ 431,685.83		
606 Add: Increase in maintenance reserve		\$ 0.00		
310 Less: Budgeted withdrawal from maintenance reserve		\$ 0.00		
Subtotal - maintenance reserve			\$ 431,685.83	
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			\$ 781,072.63	
771 Designated Fund Balance			\$ 0.00	
772 Designated Fund Balance - ARRA/SEMI			\$ 0.00	
601 Appropriations		\$ 18,000,880.44		
602 Less: expenditures	\$ 1,212,363.70			
603 Less: encumbrances	\$ 14,451,180.40	\$(15,663,544.10)	\$ 2,337,336.34	
Appropriations less expenditures				\$ 19,199,318.21
Unappropriated:				
770 Fund Balance, July 1, 2025			\$ 953,335.22	
303 Less: budgeted fund balance			\$(500,000.00)	
Unappropriated fund balance				\$ 453,335.22
Total fund equity				\$ 19,652,653.43

TOTAL LIABILITIES AND FUND EQUITY

\$ 453,335.22
 \$ 19,652,653.43
 \$ 19,659,945.92

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 18,000,880.44	\$ 15,663,544.10	\$ 2,337,336.34
Less: Revenues	\$(17,137,866.00)	\$(15,670,202.25)	\$(1,467,663.75)
Subtotal	\$ 863,014.44	\$(6,658.15)	\$ 869,672.59
Change in capital reserve			
Plus - Increase in reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less - Withdrawal from reserve	\$(173,700.00)	\$ 0.00	\$(173,700.00)
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	\$(189,314.44)	\$(189,314.44)	\$ 0.00
Total current year budgeted fund balance	\$ 500,000.00	\$(195,972.59)	\$ 695,972.59
Add: Unappropriated fund balance			\$ 453,335.22
Total of budgeted and unappropriated fund balance			\$ 1,149,307.81

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	500,000.00	189,314.44	689,314.44	(6,658.15)	695,972.59
307/309/317	Bgtd wdrwl from cap rsv	173,700.00	0.00	173,700.00	0.00	173,700.00
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	15,709,304.00	0.00	15,709,304.00	14,241,640.25	1,467,663.75
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		17,811,566.00	189,314.44	18,000,880.44	15,663,544.10	2,337,336.34

Fund 11 (Current Expense Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Regular Programs-Instruction		2,209,097.00	(42,979.77)	2,166,117.23	23,124.10	1,990,987.74	152,005.39	0.00
Regular Programs-Home Instruction		12,000.00	0.00	12,000.00	0.00	4,000.00	8,000.00	0.00
Vocational Programs		4,717,416.00	500.00	4,717,916.00	(80,862.67)	4,319,383.73	479,394.94	88,010.00
Co/Extra-Curricular Activities-Instr		110,844.00	29,530.00	140,374.00	385.00	64,757.00	75,232.00	0.00
Athletic Programs-Instruction		207,788.00	0.00	207,788.00	8,663.16	129,141.13	69,983.71	0.00
Attendance and Social Work Svcs		44,656.00	0.00	44,656.00	12,633.79	32,021.96	0.25	0.00
Health Services		173,265.00	1,904.74	175,169.74	198.50	164,987.26	9,983.98	0.00
Speech, O/T, P/T & Related Svcs		2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	0.00
Undistributed Exp-Guidance		766,758.00	400.00	767,158.00	48,654.48	705,597.26	12,906.26	0.00
Undistributed Exp-Child Study Team		281,173.00	0.00	281,173.00	15,942.32	259,495.31	5,735.37	0.00
Improvement of Instructional Svcs		427,577.00	0.00	427,577.00	35,059.59	389,517.41	3,000.00	0.00
Library and Educ Media		56,796.00	3,330.27	60,126.27	577.88	53,758.27	5,790.12	0.00
Instr. Staff Training Svcs		68,705.00	1,650.00	70,355.00	5,363.00	62,042.00	2,950.00	0.00
Support Svc-General Admin		816,710.00	9,415.00	826,125.00	158,306.02	574,018.39	93,800.59	740.33
Support Svc-School Admin		757,185.00	(5,000.00)	752,185.00	52,438.66	685,493.14	14,253.20	0.00
Central Services		504,662.00	5,254.50	509,916.50	66,006.72	426,311.68	17,598.10	0.00
Admin Inform Tech Support Svcs		379,727.00	0.00	379,727.00	38,534.45	318,085.54	23,107.01	0.00
Required Maint. of School Fac.		877,503.00	11,001.82	888,504.82	100,309.62	574,939.43	213,255.77	0.00
Custodial Services		1,450,339.00	0.00	1,450,339.00	141,072.67	1,298,646.28	10,620.05	0.00
Care & Upkeep of Grounds		14,000.00	0.00	14,000.00	0.00	0.00	14,000.00	0.00
Security		185,663.00	0.00	185,663.00	3,389.88	176,273.12	6,000.00	0.00
Student Transportation Svcs		113,433.00	0.00	113,433.00	120.36	66,612.64	46,700.00	0.00
Employee Benefits		3,430,181.00	0.00	3,430,181.00	582,446.17	1,980,803.23	866,931.60	14,709.66
606	Increase in Maint Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 11:		17,607,478.00	15,006.56	17,622,484.56	1,212,363.70	14,276,872.52	2,133,248.34	103,459.99

Fund 12 (Capital Outlay Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	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	174,307.88	184,307.88	0.00	174,307.88	10,000.00	0.00
Facil Acquis/Construction Svcs		194,088.00	0.00	194,088.00	0.00	0.00	194,088.00	0.00
Grand Totals for fund 12:		204,088.00	174,307.88	378,395.88	0.00	174,307.88	204,088.00	0.00

Grand Totals for all Subfunds of Fund 10: 17,811,566.00 189,314.44 18,000,880.44 1,212,363.70 14,451,180.40 2,337,336.34 103,459.99

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	500,000.00	189,314.44	689,314.44	(6,658.15)	695,972.59
307/309/317	Bgtd wdrwl from cap rsv	173,700.00	0.00	173,700.00	0.00	173,700.00
310	Bgtd wdrwl from maint rsv	0.00	0.00	0.00	0.00	0.00
10-1210-000-000	COUNTY TAX LEVY	14,238,254.00	0.00	14,238,254.00	14,238,254.00	0.00
10-1310-000-000	ALTERNATIVE SCHOOL	449,750.00	0.00	449,750.00	0.00	449,750.00
10-1311-000-000	ACADEMY SCHOOL	147,250.00	0.00	147,250.00	0.00	147,250.00
10-1315-000-000	TUITION-VOCATIONAL	799,050.00	0.00	799,050.00	0.00	799,050.00
10-1510-000-000	INTEREST ON INVESTMENTS	75,000.00	0.00	75,000.00	3,186.25	71,813.75
10-1980-000-000	Refund of Prior Year's Expends	0.00	0.00	0.00	200.00	(200.00)
10-1990-104-000	CREDIT CARD ACCT	0.00	0.00	0.00	0.00	0.00
10-1990-907-000	MISC REVENUE LOCAL SOURCE	0.00	0.00	0.00	0.00	0.00
10-1990-909-000	CREATIVE ARTS FOR KIDS	0.00	0.00	0.00	0.00	0.00
10-1990-910-000	OUT OF COUNTY CHARGEBACK	0.00	0.00	0.00	0.00	0.00
10-3132-000-000	CATEGORICAL SPEC ED AID	567,872.00	0.00	567,872.00	567,872.00	0.00
10-3140-000-000	VOC EXPANSION STABLIZATI	766,212.00	0.00	766,212.00	766,212.00	0.00
10-3177-000-000	CATEGORICAL SECURITY AID	94,478.00	0.00	94,478.00	94,478.00	0.00
Grand Totals		17,811,566.00	189,314.44	18,000,880.44	15,663,544.10	2,337,336.34

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
11-140-100-101	Grades 9-12 - Sal Reg Teachers	1,892,812.00	0.00	1,892,812.00	611.10	1,892,200.90	0.00	0.00
11-140-100-106	SALARIES - AIDES	55,945.00	0.00	55,945.00	0.00	55,945.00	0.00	0.00
11-140-100-320	PURCHASED PROF ED SERVC	5,250.00	0.00	5,250.00	0.00	0.00	5,250.00	0.00
11-140-100-500	Other Purchased Services (400-500 Series)	108,130.00	(28,380.00)	79,750.00	18,618.74	14,578.92	46,552.34	0.00
11-140-100-610	9-12 Art Supplies	117,450.00	(7,693.77)	109,756.23	264.26	18,386.62	91,105.35	0.00
11-140-100-640	9-12 Textbooks Gen	24,200.00	(6,906.00)	17,294.00	3,630.00	9,876.30	3,787.70	0.00
11-140-100-800	OTHER OBJECTS	5,310.00	0.00	5,310.00	0.00	0.00	5,310.00	0.00
Regular Programs-Instruction		2,209,097.00	(42,979.77)	2,166,117.23	23,124.10	1,990,987.74	152,005.39	0.00
11-150-100-101	Home Instruction	4,000.00	0.00	4,000.00	0.00	4,000.00	0.00	0.00
11-150-100-320	HI Purchased Prof Ed Svs	8,000.00	0.00	8,000.00	0.00	0.00	8,000.00	0.00
Regular Programs-Home Instruction		12,000.00	0.00	12,000.00	0.00	4,000.00	8,000.00	0.00
11-310-100-101	Vocational Salaries Teachers	4,149,650.00	0.00	4,149,650.00	(6,302.95)	4,149,352.95	6,600.00	6,600.00
11-310-100-106	SALARIES - AIDES	27,601.00	0.00	27,601.00	0.00	27,601.00	0.00	0.00
11-310-100-320	PURCH PROF - THEATER	124,030.00	0.00	124,030.00	(66,360.00)	60,799.00	129,591.00	66,360.00
11-310-100-500	Purchased Services (400-500 Series)	104,071.00	0.00	104,071.00	5,569.00	28,425.00	70,077.00	0.00
11-310-100-610	Auto Shop - GS	288,154.00	0.00	288,154.00	(13,768.72)	41,958.46	259,964.26	15,050.00
11-310-100-640	Misc Texts	12,665.00	0.00	12,665.00	0.00	5,048.32	7,616.68	0.00
11-310-100-800	OTHER OBJECTS DANCE	10,975.00	500.00	11,475.00	0.00	6,199.00	5,276.00	0.00
11-310-100-890	OTHER OBJECTS-THEATER	270.00	0.00	270.00	0.00	0.00	270.00	0.00
Vocational Programs		4,717,416.00	500.00	4,717,916.00	(80,862.67)	4,319,383.73	479,394.94	88,010.00
11-401-100-100	Salaries	63,457.00	0.00	63,457.00	0.00	63,457.00	0.00	0.00
11-401-100-500	Purchased Services (300-500 Series)	29,000.00	29,080.00	58,080.00	0.00	0.00	58,080.00	0.00
11-401-100-610	SUPPLIES - HS	10,387.00	450.00	10,837.00	0.00	450.00	10,387.00	0.00
11-401-100-800	OTHER OBJECTS	8,000.00	0.00	8,000.00	385.00	850.00	6,765.00	0.00
Co/Extra-Curricular Activities-Instr		110,844.00	29,530.00	140,374.00	385.00	64,757.00	75,232.00	0.00
11-402-100-100	Salaries	94,188.00	0.00	94,188.00	2,668.96	91,519.04	0.00	0.00
11-402-100-500	Purchased Services (300-500 Series)	49,050.00	0.00	49,050.00	0.00	458.85	48,591.15	0.00
11-402-100-610	SUPPLIES-ATHLETICS	34,450.00	0.00	34,450.00	1,569.20	13,303.24	19,577.56	0.00
11-402-100-800	MEMBERSHIP DUES	30,100.00	0.00	30,100.00	4,425.00	23,860.00	1,815.00	0.00
Athletic Programs-Instruction		207,788.00	0.00	207,788.00	8,663.16	129,141.13	69,983.71	0.00
11-000-211-100	Salaries	34,933.00	0.00	34,933.00	2,911.04	32,021.96	0.00	0.00
11-000-211-300	Purchased Prof. & Tech. Svcs	9,723.00	0.00	9,723.00	9,722.75	0.00	0.25	0.00
Attendance and Social Work Svcs		44,656.00	0.00	44,656.00	12,633.79	32,021.96	0.25	0.00
11-000-213-100	Salaries	143,815.00	0.00	143,815.00	0.00	143,815.00	0.00	0.00
11-000-213-300	Purchased Prof. & Tech. Svcs	19,000.00	1,904.74	20,904.74	0.00	18,904.74	2,000.00	0.00
11-000-213-610	SUPPLIES HEALTH SERVICES	9,900.00	0.00	9,900.00	0.00	2,177.52	7,722.48	0.00
11-000-213-800	Other Objects-Health	300.00	0.00	300.00	0.00	90.00	210.00	0.00
11-000-213-890	MEMBERSHIPS	250.00	0.00	250.00	198.50	0.00	51.50	0.00
Health Services		173,265.00	1,904.74	175,169.74	198.50	164,987.26	9,983.98	0.00
11-000-216-320	Related Services Contracted	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	0.00
Speech, O/T, P/T & Related Svcs		2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	0.00
11-000-218-104	Salaries-Guidance	434,578.00	0.00	434,578.00	6,290.26	428,287.74	0.00	0.00
11-000-218-105	Guidance Clerical Salaries	108,620.00	0.00	108,620.00	9,140.82	99,479.18	0.00	0.00
11-000-218-110	OTHER SALARIES - GUIDANC	161,010.00	0.00	161,010.00	5,616.66	155,393.34	0.00	0.00
11-000-218-390	PURCH. PROF. SVS	40,000.00	0.00	40,000.00	26,420.86	12,600.00	979.14	0.00
11-000-218-500	Other Purchased Services (400-500 Series)	14,750.00	0.00	14,750.00	1,102.50	8,107.00	5,540.50	0.00
11-000-218-610	SUPPLIES GUIDANCE	7,700.00	0.00	7,700.00	83.38	1,230.00	6,386.62	0.00
11-000-218-890	Guidance Dues & Memberships	100.00	400.00	500.00	0.00	500.00	0.00	0.00
Undistributed Exp-Guidance		766,758.00	400.00	767,158.00	48,654.48	705,597.26	12,906.26	0.00
11-000-219-104	Salaries-CST Professional	215,203.00	0.00	215,203.00	6,726.14	208,476.86	0.00	0.00
11-000-219-105	Salaries-CST Admin Assistants	49,660.00	0.00	49,660.00	0.00	49,660.00	0.00	0.00
11-000-219-320	Professional Evaluations-CST	4,000.00	0.00	4,000.00	0.00	1,000.00	3,000.00	0.00
11-000-219-390	Sp Ser Prof & Tech Svcs	7,900.00	0.00	7,900.00	7,521.05	0.00	378.95	0.00
11-000-219-500	Other Purchased Services (400-500 Series)	310.00	0.00	310.00	0.00	125.00	185.00	0.00
11-000-219-610	SUPPLIES - CST	3,500.00	0.00	3,500.00	1,465.13	233.45	1,801.42	0.00
11-000-219-890	MEMBERSHIPS/FEES	600.00	0.00	600.00	230.00	0.00	370.00	0.00
Undistributed Exp-Child Study Team		281,173.00	0.00	281,173.00	15,942.32	259,495.31	5,735.37	0.00

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-000-221-102	Salary Supervisor of Instruct	264,199.00	0.00	264,199.00	22,016.56	242,182.44	0.00	0.00
11-000-221-104	Salary Other Prof Staff	136,048.00	0.00	136,048.00	11,015.53	125,032.47	0.00	0.00
11-000-221-105	SALARIES - CLERICAL	24,330.00	0.00	24,330.00	2,027.50	22,302.50	0.00	0.00
11-000-221-500	Other Purchased Services (400-500 Series)	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00	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		427,577.00	0.00	427,577.00	35,059.59	389,517.41	3,000.00	0.00
11-000-222-100	Salaries	42,115.00	0.00	42,115.00	0.00	42,115.00	0.00	0.00
11-000-222-300	PUR PROF & TECH SVC	3,500.00	0.00	3,500.00	0.00	674.64	2,825.36	0.00
11-000-222-500	Other Purchased Services (400-500 Series)	6,500.00	3,330.27	9,830.27	577.88	9,252.39	0.00	0.00
11-000-222-610	AVA MATERIALS - HS	4,606.00	0.00	4,606.00	0.00	1,716.24	2,889.76	0.00
11-000-222-890	MEMBERSHIPS/FEES - H.S.	75.00	0.00	75.00	0.00	0.00	75.00	0.00
Library and Edu Media		56,796.00	3,330.27	60,126.27	577.88	53,758.27	5,790.12	0.00
		0.00	1,650.00	1,650.00	1,650.00	0.00	0.00	0.00
11-000-223-102	SALARIES TEACHER LEADERS	64,605.00	0.00	64,605.00	3,713.00	60,892.00	0.00	0.00
11-000-223-390	TEACH IN-DISTRICT TRAIING	500.00	0.00	500.00	0.00	0.00	500.00	0.00
11-000-223-500	Other Purchased Services (400-500 Series)	3,600.00	0.00	3,600.00	0.00	1,150.00	2,450.00	0.00
Instr. Staff Training Svcs		68,705.00	1,650.00	70,355.00	5,363.00	62,042.00	2,950.00	0.00
11-000-230-100	Salaries	463,070.00	0.00	463,070.00	38,095.96	424,233.71	740.33	740.33
11-000-230-331	Legal Services	45,000.00	0.00	45,000.00	0.00	40,000.00	5,000.00	0.00
11-000-230-332	Audit Fees	41,260.00	0.00	41,260.00	0.00	0.00	41,260.00	0.00
11-000-230-334	Architect/Engineer Fees	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	0.00
11-000-230-339	Policy Services	7,000.00	0.00	7,000.00	0.00	5,000.00	2,000.00	0.00
11-000-230-340	Purchased Technical Services	5,000.00	15.00	5,015.00	5,015.00	0.00	0.00	0.00
11-000-230-530	Communications/Telephone	108,580.00	2,400.00	110,980.00	7,885.82	84,764.18	18,330.00	0.00
11-000-230-585	BOE Other Purchased Services	5,000.00	0.00	5,000.00	0.00	800.00	4,200.00	0.00
11-000-230-590	Other Purchased Services (400-500 Series)	103,500.00	7,000.00	110,500.00	96,300.67	2,976.50	11,222.83	0.00
11-000-230-610	General Supplies	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	0.00
11-000-230-890	Misc Expenditures	24,000.00	0.00	24,000.00	4,160.00	16,244.00	3,596.00	0.00
11-000-230-895	BOE Membership Dues/Fees	7,300.00	0.00	7,300.00	6,848.57	0.00	451.43	0.00
Support Svc-General Admin		816,710.00	9,415.00	826,125.00	158,306.02	574,018.39	93,800.59	740.33
11-000-240-103	Sal Prnc/Asst Prnc/Prog Dir	253,582.00	0.00	253,582.00	8,006.88	245,575.12	0.00	0.00
11-000-240-104	Sal - Other Professional Staff	235,878.00	0.00	235,878.00	19,656.42	216,221.58	0.00	0.00
11-000-240-105	Salaries-Princ. Admin Assist.	227,540.00	0.00	227,540.00	18,861.66	208,678.34	0.00	0.00
11-000-240-500	Other Purchased Services (400-500 Series)	24,071.00	(7,000.00)	17,071.00	678.10	8,993.01	7,399.89	0.00
11-000-240-610	OFFICE SUPPLIES - HS	10,614.00	2,000.00	12,614.00	710.60	6,025.09	5,878.31	0.00
11-000-240-890	School Admin Dues/Membershs	5,500.00	0.00	5,500.00	4,525.00	0.00	975.00	0.00
Support Svc-School Admin		757,185.00	(5,000.00)	752,185.00	52,438.66	685,493.14	14,253.20	0.00
11-000-251-100	Salaries	441,712.00	0.00	441,712.00	36,809.34	404,902.66	0.00	0.00
11-000-251-330	Purchased Prof Svcs-Business	37,000.00	5,254.50	42,254.50	25,654.50	9,600.00	7,000.00	0.00
11-000-251-340	BS Technical Service	5,000.00	0.00	5,000.00	1,215.00	3,645.00	140.00	0.00
11-000-251-592	Other Purchased Services (400-500 Series)	12,000.00	0.00	12,000.00	2,327.88	7,556.68	2,115.44	0.00
11-000-251-610	SUPPLIES AND MATERIALS	5,000.00	0.00	5,000.00	0.00	607.34	4,392.66	0.00
11-000-251-890	Misc Expenditures	3,950.00	0.00	3,950.00	0.00	0.00	3,950.00	0.00
Central Services		504,662.00	5,254.50	509,916.50	66,006.72	426,311.68	17,598.10	0.00
11-000-252-100	Salaries	295,135.00	0.00	295,135.00	24,594.58	270,540.42	0.00	0.00
11-000-252-500	Other Purchased Services (400-500 Series)	56,200.00	0.00	56,200.00	13,939.87	37,295.07	4,965.06	0.00
11-000-252-610	SUPPLIES AND MATERIALS	28,392.00	0.00	28,392.00	0.00	10,250.05	18,141.95	0.00
Admin Inform Tech Support Svcs		379,727.00	0.00	379,727.00	38,534.45	318,085.54	23,107.01	0.00
11-000-261-100	Salaries	519,892.00	0.00	519,892.00	41,240.90	478,651.10	0.00	0.00
11-000-261-420	Cleaning/Repair/Maintenance Services	251,200.00	11,001.82	262,201.82	59,068.72	94,964.15	108,168.95	0.00
11-000-261-610	General Supplies	93,411.00	0.00	93,411.00	0.00	1,324.18	92,086.82	0.00
11-000-261-800	MEMBERSHIPS	13,000.00	0.00	13,000.00	0.00	0.00	13,000.00	0.00
Required Maint. of School Fac.		877,503.00	11,001.82	888,504.82	100,309.62	574,939.43	213,255.77	0.00
11-000-262-420	Cleaning/Repair/Maint Svcs	718,014.00	0.00	718,014.00	0.00	717,393.95	620.05	0.00
11-000-262-490	Town Water & Sewer	90,000.00	0.00	90,000.00	9,355.21	70,644.79	10,000.00	0.00
11-000-262-520	Property Insurance	202,325.00	0.00	202,325.00	101,162.50	101,162.50	0.00	0.00
11-000-262-621	Energy (Natural Gas)	140,000.00	0.00	140,000.00	2,174.35	137,825.65	0.00	0.00
11-000-262-622	Energy (Electricity)	300,000.00	0.00	300,000.00	28,380.61	271,619.39	0.00	0.00
Custodial Services		1,450,339.00	0.00	1,450,339.00	141,072.67	1,298,646.28	10,620.05	0.00
11-000-263-420	Grounds Maintenance	14,000.00	0.00	14,000.00	0.00	0.00	14,000.00	0.00
Care & Upkeep of Grounds		14,000.00	0.00	14,000.00	0.00	0.00	14,000.00	0.00

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-000-266-100	Security Salaries	179,663.00	0.00	179,663.00	3,389.88	176,273.12	0.00	0.00
11-000-266-610	Security Supplies	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00	0.00
Security		185,663.00	0.00	185,663.00	3,389.88	176,273.12	6,000.00	0.00
11-000-270-162	SALARY FOR PUPILS TRANS.	66,733.00	0.00	66,733.00	120.36	66,612.64	0.00	0.00
11-000-270-420	Trans Cleaning Repair & Maint	8,000.00	0.00	8,000.00	0.00	0.00	8,000.00	0.00
11-000-270-512	Contracted Svs (not Home/School)	7,000.00	0.00	7,000.00	0.00	0.00	7,000.00	0.00
11-000-270-517	ESC Reg Student	31,500.00	0.00	31,500.00	0.00	0.00	31,500.00	0.00
11-000-270-800	PERMITS & FEES	200.00	0.00	200.00	0.00	0.00	200.00	0.00
Student Transportation Svcs		113,433.00	0.00	113,433.00	120.36	66,612.64	46,700.00	0.00
11-000-291-210	GROUP INSURANCE	8,000.00	0.00	8,000.00	619.55	6,830.45	550.00	0.00
11-000-291-220	Social Security Contribns	283,200.00	0.00	283,200.00	14,377.04	0.00	268,822.96	0.00
11-000-291-241	Other Retirement Cont Regular	434,100.00	0.00	434,100.00	0.00	0.00	434,100.00	0.00
11-000-291-250	Unemployment Compensation	33,600.00	0.00	33,600.00	653.98	0.00	32,946.02	0.00
11-000-291-260	Workmen's Compensation	280,000.00	0.00	280,000.00	126,375.00	126,374.00	27,251.00	0.00
11-000-291-270	Health Benefits	2,212,281.00	0.00	2,212,281.00	438,420.56	1,765,198.78	8,661.66	14,709.66
11-000-291-280	Tuition Reimbursement	80,000.00	0.00	80,000.00	0.00	80,000.00	0.00	0.00
11-000-291-290	Other Employee Benefits	64,000.00	0.00	64,000.00	2,000.04	2,400.00	59,599.96	0.00
11-000-291-299	UNUSED SICK PAY RETIRED	35,000.00	0.00	35,000.00	0.00	0.00	35,000.00	0.00
Employee Benefits		3,430,181.00	0.00	3,430,181.00	582,446.17	1,980,803.23	866,931.60	14,709.66
606	Increase in Maint Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 11:		17,607,478.00	15,006.56	17,622,484.56	1,212,363.70	14,276,872.52	2,133,248.34	103,459.99

Fund 12 (Capital Outlay Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	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
12-310-100-730	DANCE EQUIP	0.00	8,903.16	8,903.16	0.00	8,903.16	0.00	0.00
12-000-252-730	IT EQUIPMENT	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00	0.00
12-000-261-730	EQUIPMENT - FACILITIES	0.00	165,404.72	165,404.72	0.00	165,404.72	0.00	0.00
Non-Inst. Equipment		10,000.00	174,307.88	184,307.88	0.00	174,307.88	10,000.00	0.00
12-000-400-800	SDA Assessment	194,088.00	0.00	194,088.00	0.00	0.00	194,088.00	0.00
Facil Acquis/Construction Svcs		194,088.00	0.00	194,088.00	0.00	0.00	194,088.00	0.00
Grand Totals for fund 12:		204,088.00	174,307.88	378,395.88	0.00	174,307.88	204,088.00	0.00

Grand Totals for all Subfunds of Fund 10: 17,811,566.00 189,314.44 18,000,880.44 1,212,363.70 14,451,180.40 2,337,336.34 103,459.99

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

Somerset County Vocational Board of Education Budget Transfers printed on 7/29/2025

Report Includes Effective Dates from Jun 01, 2025 to Jun 30, 2025

<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
06/19/25	11-000-261-420-002-018 CONTIN. MAINT REP H.S.	12-000-261-730-002-000 EQUIPMENT - FACILITIES	June Transfers	165,404.72
06/30/25	11-000-266-610-002-000 UE S GENERAL SUPPLIES	11-401-100-100-003-000 SAL - CO-CURRICULAR	June Transfers	1,256.07
06/30/25	11-000-251-330-008-000 PURCH. PROF. SVS. - OTHE	11-310-100-101-011-000 VOC SAL. - TEACHERS	June Transfers	1,502.27
06/30/25	11-000-251-330-008-000 PURCH. PROF. SVS. - OTHE	11-310-100-101-011-001 VOC. SAL - SUBSTITUTES	June Transfers	348.53
06/30/25	11-000-262-420-002-000 CUSTODIAL CONTRACT	11-310-100-101-011-001 VOC. SAL - SUBSTITUTES	June Transfers	1,900.78
06/30/25	11-000-262-621-002-000 ENERGY - NATURAL GAS	11-310-100-101-011-001 VOC. SAL - SUBSTITUTES	June Transfers	70.69
06/30/25	11-000-262-621-002-000 ENERGY - NATURAL GAS	11-310-100-101-011-002 EXTRA HOURS	June Transfers	3,527.34
06/30/25	11-000-262-621-002-000 ENERGY - NATURAL GAS	11-310-100-106-011-000 SALARIES - AIDES	June Transfers	526.54
06/30/25	11-000-262-622-002-000 ENERGY - ELECTRICITY	11-310-100-106-011-000 SALARIES - AIDES	June Transfers	882.75
06/30/25	11-000-263-420-002-000 SNOW REMOVAL - SOMERSET	11-310-100-106-011-000 SALARIES - AIDES	June Transfers	1,926.10
06/30/25	11-000-266-610-002-000 UE S GENERAL SUPPLIES	11-310-100-500-011-000 OTHER PURCHD SERV	June Transfers	2,093.52
06/30/25	11-000-240-500-003-001 DISPLAY ADS - HS	11-310-100-101-011-000 VOC SAL. - TEACHERS	June Transfers	3,906.60
06/30/25	11-000-270-420-002-000 CLEANING, REPAIR & MAINT	11-401-100-100-003-000 SAL - CO-CURRICULAR	June Transfers	2,015.62
06/30/25	11-000-270-420-002-000 CLEANING, REPAIR & MAINT	11-402-100-100-003-000 SALARIES - A.D.	June Transfers	394.98
06/30/25	11-000-270-420-002-000 CLEANING, REPAIR & MAINT	11-402-100-100-003-001 STIPENDS - COACHES	June Transfers	330.24
06/30/25	11-000-270-512-003-000 CONTRACT SVCS-ATHLETICS	11-402-100-100-003-001 STIPENDS - COACHES	June Transfers	2,503.10
06/30/25	11-000-270-512-003-000 CONTRACT SVCS-ATHLETICS	11-000-213-890-005-000 MEMBERSHIPS	June Transfers	125.00
06/30/25	11-000-270-512-003-000 CONTRACT SVCS-ATHLETICS	11-000-218-104-005-000 SAL - GUID. COUNSELORS	June Transfers	1,654.64
06/30/25	11-000-270-512-003-000 CONTRACT SVCS-ATHLETICS	11-000-218-105-005-000 SAL. SECRETARIES	June Transfers	500.00
06/30/25	11-000-270-512-003-000 CONTRACT SVCS-ATHLETICS	11-000-219-104-005-000 SAL-CHILD STUDY TEAM	June Transfers	799.65
06/30/25	11-000-266-610-002-000 UE S GENERAL SUPPLIES	11-310-100-106-011-000 SALARIES - AIDES	June Transfers	1,348.62
06/30/25	11-310-100-500-009-000 OTHER PURCH SERV THEATER	11-310-100-101-011-000 VOC SAL. - TEACHERS	June Transfers	3,317.18
06/30/25	11-000-252-500-016-000 OTHER PURCH SCVS	11-140-100-101-003-000 SALARIES - REG INSTRUC	June Transfers	24,404.69
06/30/25	11-000-261-610-002-000 MAINT SUPPL - B&G	11-140-100-101-003-000 SALARIES - REG INSTRUC	June Transfers	7,311.85
06/30/25	11-000-261-610-002-000 MAINT SUPPL - B&G	11-140-100-101-003-001 SUBSTITUTES	June Transfers	4,281.00
06/30/25	11-000-261-610-002-000 MAINT SUPPL - B&G	11-140-100-101-003-002 EXTRA HOURS	June Transfers	9,994.47

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<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
06/30/25	11-000-261-610-002-000 MAINT SUPPL - B&G	11-140-100-101-007-000 SAL-ALT SCHOOL-REG	June Transfers	1,651.46
06/30/25	11-000-261-800-002-000 MEMBERSHIPS	11-140-100-101-007-000 SAL-ALT SCHOOL-REG	June Transfers	366.19
06/30/25	11-000-261-800-002-000 MEMBERSHIPS	11-140-100-500-003-000 OTH PURC SVCS-TRAVEL HS	June Transfers	23.99
06/30/25	11-000-261-800-002-000 MEMBERSHIPS	11-310-100-101-010-000 PERF ARTS P-T SALARY	June Transfers	697.76
06/30/25	11-000-240-610-005-000 SUPPLIES - STUDENT SVS.	11-310-100-101-011-000 VOC SAL. - TEACHERS	June Transfers	3,287.26
06/30/25	11-310-100-610-011-003 SUPPLIES - CULINARY ARTS	11-310-100-101-011-000 VOC SAL. - TEACHERS	June Transfers	16,608.78
06/30/25	11-000-240-610-003-000 OFFICE SUPPLIES - HS	11-310-100-101-011-000 VOC SAL. - TEACHERS	June Transfers	528.08
06/30/25	11-310-100-610-010-000 SUPPLIES DANCE	11-310-100-101-011-000 VOC SAL. - TEACHERS	June Transfers	2,973.09
06/30/25	11-310-100-640-060-000 ACADEMY TEXTBOOKS	11-310-100-101-011-000 VOC SAL. - TEACHERS	June Transfers	2,425.00
06/30/25	11-402-100-800-003-000 MEMBERSHIP DUES	11-310-100-101-011-000 VOC SAL. - TEACHERS	June Transfers	3,485.00
06/30/25	11-000-222-500-008-000 COPIER LEASE	11-310-100-101-011-000 VOC SAL. - TEACHERS	June Transfers	2,224.50
06/30/25	11-000-230-590-008-000 OTHER PURCH SERV (400-50	11-310-100-101-011-000 VOC SAL. - TEACHERS	June Transfers	4,787.67
06/30/25	11-000-230-530-008-000 TELEPHONE - DISTRICT	11-310-100-101-011-000 VOC SAL. - TEACHERS	June Transfers	3,723.71
06/30/25	11-000-230-610-008-000 SUPERINTENDENT-SUPPLIES	11-310-100-101-011-000 VOC SAL. - TEACHERS	June Transfers	1,632.11
06/30/25	11-000-230-890-008-000 MISC EXP	11-310-100-101-011-000 VOC SAL. - TEACHERS	June Transfers	2,988.12
06/30/25	11-000-270-517-003-000 CONTRACT. SERV.(REG. STU	11-000-221-102-007-000 SAL OF SUPERVISOR (TOPS)	June Transfers	1,470.09
06/30/25	11-000-261-800-002-000 MEMBERSHIPS	11-310-100-101-011-000 VOC SAL. - TEACHERS	June Transfers	6,086.18
06/30/25	11-000-213-100-005-000 SALARY - SCHOOL NURSE	11-000-216-320-005-000 SPEECH/OT/PT/RELATED SVC	June Transfers	150.00
06/30/25	11-000-291-290-000-001 UNUSED VAC PAY NONRETIRE	11-000-291-290-000-000 WAIVERS / OTHER	June Transfers	981.25
06/30/25	11-140-100-320-003-000 PURCHASED PROF ED SERVC	11-000-291-290-000-000 WAIVERS / OTHER	June Transfers	750.00
06/30/25	11-140-100-320-016-000 PURCHASED SERVICES	11-000-291-290-000-000 WAIVERS / OTHER	June Transfers	500.00
06/30/25	11-140-100-800-007-000 OTHER OBJECTS	11-000-291-290-000-000 WAIVERS / OTHER	June Transfers	1,355.10
06/30/25	11-140-100-610-003-002 SUPPLIES - SOC. STUDIES	11-000-291-290-000-000 WAIVERS / OTHER	June Transfers	724.74
06/30/25	11-140-100-610-007-000 SUPPLIES - ALT. SCHOOL	11-000-291-290-000-000 WAIVERS / OTHER	June Transfers	669.34
06/30/25	11-140-100-800-003-000 OTHER OBJECTS	11-000-291-290-000-000 WAIVERS / OTHER	June Transfers	262.40

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<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
06/30/25	11-140-100-500-016-000 SITE LICENSING	11-000-291-290-000-000 WAIVERS / OTHER	June Transfers	177.33
06/30/25	11-000-270-512-003-000 CONTRACT SVCS-ATHLETICS	11-000-221-102-003-000 SAL OF SUPERVISOR OF INS	June Transfers	64.92
06/30/25	11-000-213-100-005-000 SALARY - SCHOOL NURSE	11-310-100-610-011-015 SUPPLIES - WELDING	June Transfers	130.85
06/30/25	11-000-291-290-000-001 UNUSED VAC PAY NONRETIRE	11-000-270-162-002-000 SALARY FOR PUPILS TRANS.	June Transfers	0.12
06/30/25	11-000-213-100-005-000 SALARY - SCHOOL NURSE	11-000-219-320-005-000 INDEPENDENT EVALUATIONS	June Transfers	95.68
06/30/25	11-000-213-100-005-000 SALARY - SCHOOL NURSE	11-000-230-340-008-000 PURCH TECHNICAL SVCS	June Transfers	1,965.00
06/30/25	11-000-213-100-005-000 SALARY - SCHOOL NURSE	11-000-230-530-008-000 TELEPHONE - DISTRICT	June Transfers	506.97
06/30/25	11-000-213-100-005-000 SALARY - SCHOOL NURSE	11-000-240-500-003-000 PRINTING EXPENSE - HS	June Transfers	300.00
06/30/25	11-000-213-100-005-000 SALARY - SCHOOL NURSE	11-000-240-580-003-000 TRAVEL - H.S.	June Transfers	12.97
06/30/25	11-000-213-100-005-000 SALARY - SCHOOL NURSE	11-000-240-610-005-000 SUPPLIES - STUDENT SVS.	June Transfers	18.48
06/30/25	11-000-213-100-005-000 SALARY - SCHOOL NURSE	11-000-251-340-008-000 PURCHASED TECHNICAL SERV	June Transfers	7,270.00
06/30/25	11-000-213-100-005-000 SALARY - SCHOOL NURSE	11-000-251-610-008-000 SUPPLIES AND MATERIALS	June Transfers	223.89
06/30/25	11-000-213-100-005-000 SALARY - SCHOOL NURSE	11-000-252-500-016-000 OTHER PURCH SCVS	June Transfers	75.00
06/30/25	11-000-213-100-005-000 SALARY - SCHOOL NURSE	11-140-100-101-003-002 EXTRA HOURS	June Transfers	101.85
06/30/25	11-000-291-270-000-001 FSA-BENEFITS	11-000-240-500-003-000 PRINTING EXPENSE - HS	June Transfers	3,865.58
06/30/25	11-000-291-220-000-000 SOCIAL SECURITY	11-000-291-270-000-000 MEDICAL PREMIUM	June Transfers	27,431.99
06/30/25	11-000-270-517-003-000 CONTRACT. SERV.(REG. STU	11-000-221-104-004-000 SAL-SUPERV. LEARN & TECH	June Transfers	1,490.77
06/30/25	11-000-270-517-003-000 CONTRACT. SERV.(REG. STU	11-000-230-100-008-001 SALARY - SUP'T OFFICE	June Transfers	5,039.14
06/30/25	11-000-270-517-007-000 CONTRACT. SERV.(REG. STU	11-000-230-100-008-001 SALARY - SUP'T OFFICE	June Transfers	1,500.00
06/30/25	11-000-291-210-000-000 GROUP INSURANCE	11-000-230-100-008-001 SALARY - SUP'T OFFICE	June Transfers	1,685.98
06/30/25	11-000-291-210-000-000 GROUP INSURANCE	11-000-230-530-008-001 ONLINE/PROVIDER SERVICES	June Transfers	603.35
06/30/25	11-000-291-210-000-000 GROUP INSURANCE	11-000-230-530-008-003 POSTAGE	June Transfers	284.80
06/30/25	11-000-291-210-000-000 GROUP INSURANCE	11-000-240-103-003-000 SALARIES - PRINCIPALS	June Transfers	2,812.03
06/30/25	11-000-291-210-000-000 GROUP INSURANCE	11-000-240-104-003-000 SALARIES - SUPERVISORS	June Transfers	443.36
06/30/25	11-000-291-290-000-001 UNUSED VAC PAY NONRETIRE	11-000-291-241-000-000 OTHER RETIREMENT CONTRIBUTION	June Transfers	109.64
06/30/25	11-000-291-270-000-001 FSA-BENEFITS	11-000-240-104-003-000 SALARIES - SUPERVISORS	June Transfers	434.42

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<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
06/30/25	11-000-291-290-000-001 UNUSED VAC PAY NONRETIRE	11-000-270-162-002-001 SUBSTITUTES/OT	June Transfers	2,522.48
06/30/25	11-000-291-270-000-003 DENTAL INSURANCE	11-000-240-500-003-000 PRINTING EXPENSE - HS	June Transfers	3,814.50
06/30/25	11-000-291-270-000-003 DENTAL INSURANCE	11-000-240-580-003-000 TRAVEL - H.S.	June Transfers	513.82
06/30/25	11-000-291-270-000-003 DENTAL INSURANCE	11-000-251-100-008-000 SALARIES-BUSINESS OFFICE	June Transfers	1,386.34
06/30/25	11-000-291-270-000-004 VISION	11-000-251-100-008-000 SALARIES-BUSINESS OFFICE	June Transfers	636.37
06/30/25	11-000-291-270-000-004 VISION	11-000-251-592-008-000 BUS OFFICE TRAVEL/COPIER	June Transfers	12.99
06/30/25	11-000-291-270-000-004 VISION	11-000-262-490-002-000 PUBLIC WATER & SEWER	June Transfers	833.12
06/30/25	11-000-291-290-000-001 UNUSED VAC PAY NONRETIRE	11-000-262-490-002-000 PUBLIC WATER & SEWER	June Transfers	2,259.60
06/30/25	11-000-291-290-000-001 UNUSED VAC PAY NONRETIRE	11-000-266-100-002-001 OVERTIME	June Transfers	126.91
06/30/25	11-000-270-512-003-000 CONTRACT SVCS-ATHLETICS	11-000-221-102-007-000 SAL OF SUPERVISOR (TOPS)	June Transfers	85.19
06/30/25	11-000-291-250-000-000 UNEMPLOYMENT	11-000-240-104-003-000 SALARIES - SUPERVISORS	June Transfers	2,027.25

The total of all transfers within fund 10 is: **373,541.46**

<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
06/18/25	20-231-100-106-023-000 SALARIES OF AIDES	20-231-100-101-023-000 TITLE I -SALARY INSTRUC	June Transfers	634.80

The total of all transfers within fund 20 is: **634.80**

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

<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
07/31/25	11-140-100-610-003-005 SUPPLIES - WORLD LANG.	11-000-251-330-008-001 ACCOUNT/PAYROLL SOFTWARE	July Transfers	5,254.50
07/31/25	11-140-100-610-003-005 SUPPLIES - WORLD LANG.	11-000-230-530-008-001 ONLINE/PROVIDER SERVICES	July Transfers	919.41
07/31/25	11-140-100-640-003-000 TEXTBOOKS - REG INSTRUC	11-000-230-530-008-001 ONLINE/PROVIDER SERVICES	July Transfers	1,480.59
07/31/25	11-140-100-640-003-000 TEXTBOOKS - REG INSTRUC	11-000-230-340-008-000 PURCH TECHNICAL SVCS	July Transfers	15.00
07/31/25	11-140-100-640-003-000 TEXTBOOKS - REG INSTRUC	11-000-222-500-008-000 COPIER LEASE	July Transfers	3,330.27
07/31/25	11-140-100-640-003-000 TEXTBOOKS - REG INSTRUC	11-000-218-890-005-000 DUES / MEMBERSHIPS	July Transfers	400.00
07/31/25	11-140-100-640-003-000 TEXTBOOKS - REG INSTRUC	11-310-100-800-010-000 OTHER OBJECTS DANCE	July Transfers	500.00
07/31/25	11-140-100-640-003-000 TEXTBOOKS - REG INSTRUC	11-140-100-610-003-003 SUPPLIES - SCIENCE	July Transfers	174.14
07/31/25	11-000-240-500-003-000 PRINTING EXPENSE - HS	11-000-230-590-008-000 OTHER PURCH SERV (400-50	July Transfers	7,000.00
07/31/25	11-140-100-500-003-000 OTH PURC SVCS-TRAVEL HS	11-401-100-500-003-000 PURCHASED SERVICES (300-	July Transfers	28,380.00
07/31/25	11-140-100-610-003-005 SUPPLIES - WORLD LANG.	11-401-100-500-003-000 PURCHASED SERVICES (300-	July Transfers	700.00
07/31/25	11-140-100-610-003-005 SUPPLIES - WORLD LANG.	11-000-240-610-003-000 OFFICE SUPPLIES - HS	July Transfers	1,300.00
07/31/25	11-140-100-640-003-000 TEXTBOOKS - REG INSTRUC	11-000-240-610-003-000 OFFICE SUPPLIES - HS	July Transfers	700.00
07/31/25	11-140-100-640-003-000 TEXTBOOKS - REG INSTRUC	11-140-100-610-003-004 SUPPLIES - MATH	July Transfers	306.00

The total of all transfers within fund 10 is: **50,459.91**

<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
07/17/25	20-335-200-580-024-530 CTSO TRAVEL	20-335-200-600-024-730 CTSO SUPPLIES	CSTO Transfer 24-25	1,190.00

The total of all transfers within fund 20 is: **1,190.00**
