

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive  
Bridgewater, New Jersey 08807

Regular Meeting  
November 20, 2017

I. Call to Order

II. Roll Call of Members

William Hyncik, Jr., President  
Sarah Costa, Vice President  
Stephen Rodzinak  
Gregory Burchette  
Roger Jinks

Also Present:

Dr. Chrys Harttraft, Superintendent of Schools  
Raelene Catterson, School Business Administrator/Board Secretary  
Diane Ziegler, High School Principal  
Lisa Fittipaldi, Board Attorney  
Patricia L. Walsh, Somerset County Freeholder Liaison  
Members of the Press: The Courier News, The Star Ledger and the Messenger Gazette  
Others:

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

Pledge of Allegiance

III. Approval of Minutes of the Regular Meeting and Executive Session held on October 16, 2017 and the Reorganization Meeting and Executive Session held on November 1, 2017.

A. Corrections

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the minutes of the Regular Meeting and Executive Session held on October 16, 2017 and the Reorganization Meeting and Executive Session held on November 1, 2017 were approved.

## IV. Correspondence

A.

## V. Presentations/Recognitions

A. Presentation of Student of the Month – Tiffany Powser, Health Occupations, Grade 11

B. Presentation of CTE Stellar Students

Agricultural Science - Elizabeth Dietrich, Grade 12

Auto Body - Susan Norz, Grade 10

Automotive Diesel Technology - Alexander Dayton, Grade 11

Automotive Diesel Technology - Kevin Acheson, Grade 10

Cosmetology - Alexis Thomas, Grade 12

Cosmetology - Nicole Haurey, Grade 12

Carpentry - Johnathan Fiedler, Grade 10

Culinary Arts - Isadora Trent, Grade 10

Dance - Marissa Miller, Grade 12

Electrical Construction - Kenton Asea, Grade 11

Graphic Communications - Kira Federici, Grade 12

Health Occupations - Samantha Shephard, Grade 12

Integrated Technology Systems - Hunter Kornacivich, Grade 10

Law &amp; Public Safety - Alexis Pitti, Grade 11

Mechatronics - Jacob Shum, Grade 9

Plumbing - Matthew Gentile, Grade 11

Theater Arts - Preston Gunning, Grade 11

Theater Arts - Alysia Wojcik, Grade 11

Welding - Shane Localio, Grade 12

## VI. Old or Unfinished Business

A. Construction Projects – USA Architects – Building Envelope Presentation

## VII. Report of the Attorney

## VIII. Committee Reports

- Board of School Estimate – Ms. Costa
- Curriculum/Grants –
- NJSBA (Delegate) – Mr. Burchette
- SCSBA (Delegate) –
- SCESC (Representative) – Ms. Costa
- SCJIF – (Commissioner) – Ms. Catterson
- SCIC – (Commissioner) – Mr. Hyncik

## IX. School Communications Report

X. Superintendent’s Report

A. Employment of Full-Time Personnel – 2017-18 School Year

The Superintendent recommends that the Board of Education appoint Ms. Paige Garruto to the position of Cosmetology Instructor (UPC# TCH-HS-COSM-FL-01), at a salary of \$55,870.00 (prorated), Step 4-5/A, effective December 1, 2017. (11-310-100-101-11-0000)

The Superintendent recommends that the Board of Education appoint Ms. Samantha Carter to the position of Temporary Guidance Counselor, at a salary of \$60,710.00 (prorated), Step 1/C, retroactive to October 26, 2017. (11-000-218-104-05-0000)

B. Employment of Part-Time Hourly Personnel – 2017-18 School Year

The Superintendent recommends that the Board of Education approve employment of the following part-time personnel for the 2017-18 school year:

High School

Natalie Tussey	Dining Line Server/Cashier (3.5 hrs/day) (UPC# FSERV-CAFT-NA-01)	\$10.52/hr (11-000-262-107-00-0000)
Karen Morlock	Scoreboard Keeper (shared position)	\$40.00/game
Susan Kiser	Scoreboard Keeper (shared position) (Maximum 50 games combined)	\$40.00/game
Susan Santiago	Substitute Scoreboard Keeper	\$40.00/game

C. Employment of Substitutes

The Superintendent recommends that the Board of Education approve employment of the following substitutes at a rate of \$100.00/day for the 2017-18 school year:

Jeanne May                      Nanette Younan

D. School Business/Professional Development Travel

The Superintendent recommends that the Board of Education approve requests for district staff and Board of Education members to attend school business and professional development travel as they appear on Addendum #1.

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

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ms. Costa	___	___
Mr. Hyncik	___	___
Mr. Rodzinak	___	___
Mr. Burchette	___	___
Mr. Jinks	___	___

E. Field Trips

The Superintendent recommends that the Board of Education approve field trips for high school students as they appear on Addendum #2.

F. Home Instruction

The Superintendent recommends that the Board of Education provide home instruction to student ID#999004713. Instruction will be provided for approximately six (6) weeks at ten (10) hours per week.

The Superintendent recommends that the Board of Education approve the contract with P.E.S.I. (Professional Educational Services, Inc.), Glassboro, NJ to provide bedside instruction at \$41.00 per hour.

G. Volunteer

The Superintendent recommends that the Board of Education approve the following volunteer:

Mr. Joseph Souto Electrical Construction Program

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

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ms. Costa	___	___
Mr. Hyncik	___	___
Mr. Rodzinak	___	___
Mr. Burchette	___	___
Mr. Jinks	___	___

H. Curriculum Map

The Superintendent recommends that the Board of Education approve the following program curriculum map:

MEAM – (12 Credits/Year 2)

I. Renewal – Memorandum of Agreement Between Education and Law Enforcement Officials

The Superintendent recommends that the Board of Education renew the Amendment to the Memorandum of Agreement Between Education and Law Enforcement Officials (2015/Revisions) and the Addendum to the MOA – Standard Response Protocol (SRP).

J. Acceptance of Funds

The Superintendent recommends that the Board of Education adopt the following resolution: The governing body of the Somerset County Vocational and Technical Schools at its November 20, 2017 meeting authorized acceptance of funds for the following:

NJ Department of Education	ESSA (FY18)	\$ 79,143.00
	Title I Part A Basic	\$60,137.00
	Title II Part A	\$ 9,006.00
	Title IV	\$10,000.00

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

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ms. Costa	___	___
Mr. Hyncik	___	___
Mr. Rodzinak	___	___
Mr. Burchette	___	___
Mr. Jinks	___	___

K. Superintendent’s Update

- HIB
- Student Suspension Report

Incident Number	Grade	Out of School/In School Suspension	Total # of Days	Suspension Dates	Reason for Suspension
91920171	10	Out	3	09/22/2017, 09/25/2017, 09/26/2017	Misconduct
92220173	10	Out	3	09/25/2017, 09/26/2017, 09/27/2017	Misconduct

- Action Plans (2) – CTE and Culture & Climate

L. Submission of Bills

It is recommended the Board of Education approve the bills list for November 2017 which is included in the Board packet and will be attached to the regular meeting minutes.

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

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ms. Costa	___	___
Mr. Hyncik	___	___
Mr. Rodzinak	___	___
Mr. Burchette	___	___
Mr. Jinks	___	___

XI. Report of the School Business Administrator/Board Secretary

A. Reports A148 and A149

It is recommended the Board of Education adopt the monthly financial statement reports for the School Business Administrator/Board Secretary for the month of October 2017 and the Treasurer of School Monies for the month of October 2017, 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 #3)

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

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ms. Costa	___	___
Mr. Hyncik	___	___
Mr. Rodzinak	___	___
Mr. Burchette	___	___
Mr. Jinks	___	___

B. Budget Transfers – 2017-18 School Year

It is recommended the Board of Education approve budget transfers for the 2017-18 school year as they appear on Addendum #4.

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

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ms. Costa	___	___
Mr. Hyncik	___	___
Mr. Rodzinak	___	___
Mr. Burchette	___	___
Mr. Jinks	___	___

C. Award Purchases in Excess of Bid Threshold in Compliance with NJSA 18A:18A – 2017-18 School Year

It is recommended the Board of Education award the following purchases in excess of the bid threshold which are estimates of year to date purchases and may be adjusted when necessary and in compliance with law.

Open System	District Wide Systems Upgrade	Co-Op	\$58,120.00
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D. Somerset County Joint Insurance Fund Membership Renewal – 2018-2020

It is recommended the Board of Education renew membership in the Somerset County Joint Insurance Fund for a three (3) year period, beginning January 1, 2018 and ending December 31, 2020.

E. Resolution - Cost Reimbursement for Food Service Management Services

It is recommended the Board of Education approve the resolution to request the Department of Agriculture to reconsider its plans to move the basis of awarding Food Service Management contracts to a “Fixed Price” basis and allow the option of continuing to use a “Cost Reimbursement” procurement Model; or in the alternative, a “Fixed Price” procurement method as per the attached Addendum #5.

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

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Ms. Costa	___	___
Mr. Hyncik	___	___
Mr. Rodzinak	___	___
Mr. Burchette	___	___
Mr. Jinks	___	___

XII. New Business

XIII. Next Meeting

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

December 18, 2017

5:00 P.M.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

XIV. Remarks from the Public

XV. Resolution

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

- A. This Board will go into closed session with the Board Counsel for the purpose of discussing matters within the provisions of 7A(11)c231.
- B. The general nature of matters to be discussed relates to Superintendent's evaluation, SCVTEA negotiations and litigation. Action may or may not be taken.
- C. Under the provisions of the above stated laws, the public shall be excluded from attendance at the portion of the meeting relating to the above matters.
- D. It is anticipated that the items discussed will be made public when the matters discussed are resolved.

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



DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
December 4, 2017	Victoria Fulmer Pratima Patil Janeen Sortor	\$239 each	\$0	Google Classroom to Enhance Instruction	Piscataway, NJ
December 12, 2017	Rachel Miller	\$239	\$0	Increase Reading Skills of Your Students Who Struggle	Piscataway, NJ
January 9 & 10, 2018	LeAnn Alves Thomas Driscoll Ushma Mehta	\$595 each	\$0	Next Generation Science Standards: Effectively Incorporate NGSS into Science Instruction	Piscataway, NJ
					<a href="#">Back to Top</a>

November 2017  
Field Trips

<u>Date of Trip</u>	<u>CTE Program/Other</u>	<u>Location</u>	<u>Cost Per Student/Paid by</u>	<u>Transportation Provided/Paid by</u>
11/16/2017	FFA	Rutgers New Brunswick, NJ	\$11.00/District	District
12/7/2017	Social Studies	Natl. Institute Center Philadelphia, PA	\$14.00/Student	District
12/9/2017	FFA	Cook Campus Rutgers New Brunswick, NJ	\$40.00/Student	District
12/15/2017	Dance	Radio City Music Hall NY, NY	\$75.00/Student	District
1/5-6/2018	Theater Arts	Theaters/Double Tree NY, NY	\$469.00/Student	Outside Agency/Student
1/11, 2/8, 3/8, 4/12, 2018	Science League	Hillsborough HS Hillsborough, NJ	\$0.00	District
2/22/2018	FFA	The College of NJ Ewing, NJ	\$28.00/Student	District
3/10/2018	Dance	Union City HS Union City, NJ	\$15.00/Student	District
3/22/2018	AHMS Freshmen/ Sophomores	Princeton University Princeton, NJ	\$0.00	District
5/11/2018	Dance	NJPAC Newark, NJ	\$0.00	District
5/18/2018	AHMS Social Studies Groups	American Museum of Natural History NY, NY	\$12.00/Student	District and Outside Agency/District

\*11/16/17 received prior approval from CH

\*1/5/17 received prior approval for payment release from CH

[Back to Top](#)

11/2 7:28am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10  
Interim Balance Sheet  
For 4 Month Period Ending 10/31/2017

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ASSETS AND RESOURCES  
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--- A S S E T S ---

101	Cash in bank		\$3,413,686.44
121	Tax levy receivable		\$8,232,579.00
	Accounts receivable:		
132	Interfund	\$7,000.00	
141	Intergovernmental - State	\$1,180,293.86	
143	Intergovernmental - Other	\$133,333.32	
			\$1,320,627.18

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

301	Estimated Revenues	\$14,771,898.00	
302	Less Revenues	(\$13,587,382.97)	
			\$1,184,515.03

Total assets and resources \$14,151,407.65  
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REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10  
Interim Balance Sheet  
For 4 Month Period Ending 10/31/2017

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LIABILITIES AND FUND EQUITY

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FUND BALANCE

--- Appropriated ---

753	Reserve for Encumbrances - Current Year		\$8,769,829.98
754	Reserve for Encumbrance - Prior Year		\$29,509.54
	Reserved fund balance:		

760	Reserved Fund Balance		\$2,338,132.43
601	Appropriations	\$15,882,154.15	
602	Less : Expenditures	\$3,950,469.44	
603	Encumbrances	\$8,799,339.52 (\$12,749,808.96)	
			\$3,132,345.19

	Total Appropriated		\$14,269,817.14
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--- Unappropriated ---

770	Unreserved Fund Balance -		\$880,179.51
303	Budgeted Fund Balance		(\$998,589.00)

	TOTAL FUND BALANCE		\$14,151,407.65
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	TOTAL LIABILITIES AND FUND EQUITY		\$14,151,407.65
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Somerset County Vocational Board of Ed.  
 General Fund - Fund 10  
 Interim Balance Sheet  
 For 4 Month Period Ending 10/31/2017

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
	_____	_____	_____
Appropriations	\$15,882,154.15	\$12,749,808.96	\$3,132,345.19
Revenues	(\$14,771,898.00)	(\$13,587,382.97)	(\$1,184,515.03)
	_____	_____	_____
	\$1,110,256.15	(\$837,574.01)	\$1,947,830.16
	_____	_____	_____
Less: Adjust for prior year encumb.	(\$111,667.15)	(\$111,667.15)	
	_____	_____	_____
Budgeted Fund Balance	\$998,589.00	(\$949,241.16)	\$1,947,830.16
	=====	=====	=====
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$998,589.00	(\$949,241.16)	\$1,947,830.16
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00
Fund 19 (Restricted FEMA Block Grants)	\$0.00	\$0.00	\$0.00
	_____	_____	_____
TOTAL Budgeted Fund Balance	\$998,589.00	(\$949,241.16)	\$1,947,830.16
	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 4 Month Period Ending 10/31/2017

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
<b>*** REVENUES/SOURCES OF FUNDS ***</b>				
1XXX From Local Sources	\$13,327,220.00	\$12,142,704.97		\$1,184,515.03
3XXX From State Sources	\$1,444,678.00	\$1,444,678.00		.00
<b>TOTAL REVENUE/SOURCES OF FUNDS</b>	<b>\$14,771,898.00</b>	<b>\$13,587,382.97</b>		<b>\$1,184,515.03</b>
=====				
<b>*** EXPENDITURES ***</b>				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---				
11-1XX-100-XXX Regular Programs - Instruction	\$1,907,235.29	\$415,425.33	\$1,328,863.19	\$162,946.77
11-3XX-100-XXX Voc. Programs - Local - Instruction	\$3,745,669.89	\$697,080.25	\$2,349,352.95	\$699,236.69
11-401-100-XXX School-Spon. Cocurr. Acti-Instr	\$70,415.24	\$6,854.12	\$49,712.82	\$13,848.30
11-402-100-XXX School-Spons. Athletics - Instruction	\$137,190.15	\$18,789.94	\$125,676.27	(\$7,276.06)
--- UNDISTRIBUTED EXPENDITURES ---				
11-000-211-XXX Attendance and Social Work Services	\$34,607.00	\$16,233.47	\$17,373.28	\$1,000.25
11-000-213-XXX Health Services	\$212,665.00	\$50,751.42	\$122,576.76	\$39,336.82
11-000-216-XXX Speech, OT,PT & Related Svcs	\$11,250.00	\$0.00	\$12,194.00	(\$944.00)
11-000-218-XXX Guidance	\$820,542.00	\$243,625.53	\$496,200.83	\$80,715.64
11-000-219-XXX Child Study Teams	\$248,841.43	\$67,457.49	\$165,215.04	\$16,168.90
11-000-221-XXX Improv of Inst. - Instruc Staff	\$174,193.53	\$67,480.26	\$102,411.92	\$4,301.35
11-000-222-XXX Educational Media Serv/School Library	\$55,247.50	\$9,868.79	\$26,447.30	\$18,931.41
11-000-223-XXX Instructional Staff Training Services	\$70,440.00	\$25,945.57	\$33,860.56	\$10,633.87
11-000-230-XXX Supp. Serv.-General Administration	\$788,452.11	\$261,983.94	\$354,660.04	\$171,808.13
11-000-240-XXX Supp. Serv.-School Administration	\$899,978.49	\$294,265.89	\$582,764.29	\$22,948.31
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$893,046.39	\$310,018.83	\$551,913.22	\$31,114.34
11-000-261-XXX Require Maint. for School Facilities	\$1,236,016.02	\$309,902.66	\$523,729.95	\$402,383.41
11-000-262-XXX Custodial Services	\$1,127,388.00	\$304,940.08	\$575,510.64	\$246,937.28
11-000-263-XXX Care and Upkeep of Grounds	\$26,150.00	\$0.00	\$0.00	\$26,150.00
11-000-266-XXX Security	\$78,660.00	\$16,862.92	\$14,644.95	\$47,152.13
11-000-270-XXX Student Transportation Services	\$109,380.11	\$8,875.59	\$67,794.05	\$32,710.47
11-XXX-XXX-2XX Allocated and Unallocated Benefits	\$2,650,466.00	\$806,418.08	\$1,286,669.90	\$557,378.02
<b>TOTAL GENERAL CURRENT EXPENSE</b>				
<b>EXPENDITURES/USES OF FUNDS</b>	<b>\$15,297,834.15</b>	<b>\$3,932,780.16</b>	<b>\$8,787,571.96</b>	<b>\$2,577,482.03</b>
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REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 INTERIM STATEMENTS COMPARING  
 BUDGET REVENUE WITH ACTUAL TO DATE AND  
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
 For 4 Month Period Ending 10/31/2017

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	-----	-----	-----	-----
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$63,932.00	\$17,689.28	\$11,767.56	\$34,475.16
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$520,388.00	.00	.00	\$520,388.00
	-----	-----	-----	-----
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$584,320.00	\$17,689.28	\$11,767.56	\$554,863.16
	=====	=====	=====	=====
TOTAL GENERAL FUND EXPENDITURES	\$15,882,154.15	\$3,950,469.44	\$8,799,339.52	\$3,132,345.19
	=====	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
SCHEDULE OF REVENUES  
ACTUAL COMPARED WITH ESTIMATED  
For 4 Month Period Ending 10/31/2017

		ESTIMATED	ACTUAL	UNREALIZED
		-----	-----	-----
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,922,443.00	\$11,922,443.00	.00
1310	Tuition from Individuals	\$1,403,777.00	\$204,357.00	\$1,199,420.00
1XXX	Miscellaneous	\$1,000.00	\$15,904.97	(\$14,904.97)
	TOTAL	\$13,327,220.00	\$12,142,704.97	\$1,184,515.03
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$293,914.00	\$293,914.00	.00
3176	Equalization	\$580,221.00	\$580,221.00	.00
3177	Categorical Security	\$64,725.00	\$64,725.00	.00
3178	Adjustment Aid	\$475,042.00	\$475,042.00	.00
3181	PARCC Readiness Aid	\$5,020.00	\$5,020.00	.00
3182	Per Pupil Growth	\$5,020.00	\$5,020.00	.00
3183	Professional Learning Community Aid	\$4,620.00	\$4,620.00	.00
3191	Aid for Adult & Post-Grad Programs	\$16,116.00	\$16,116.00	.00
	TOTAL	\$1,444,678.00	\$1,444,678.00	\$0.00
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$14,771,898.00	\$13,587,382.97	\$1,184,515.03
		=====	=====	=====



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 4 Month Period Ending 10/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-140-100-101 Grades 9-12 - Salaries of Teachers	\$1,668,793.55	\$335,171.09	\$1,283,464.19	\$50,158.27
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$5,000.00	\$0.00	\$0.00	\$5,000.00
11-150-100-320 Purchased Prof.-Ed. Services	\$8,000.00	.00	.00	\$8,000.00
11-150-100-500 Other Purch. Serv. (400-500 series)	\$150.00	.00	.00	\$150.00
--- Regular Programs - Undistr. Instruction ---				
TOTAL	\$1,681,943.55	\$335,171.09	\$1,283,464.19	\$63,308.27
--- SPECIAL EDUCATION - INSTRUCTION ---				
--- Vocational Programs-Local-Instruction ---				
11-3XX-100-101 Salaries of Teachers	\$2,819,606.51	\$570,170.16	\$2,068,935.56	\$180,500.79
11-3XX-100-106 Other Sal. For Instruction	\$63,651.11	\$11,133.19	\$0.00	\$52,517.92
11-3XX-100-320 Purchased Prof.-Ed. Services	\$416,146.00	\$220.00	\$214,194.12	\$201,731.88
11-3XX-100-500 Other Purchased Serv.(400-500 series)	\$38,925.00	\$1,333.60	\$4,441.88	\$33,149.52
11-3XX-100-610 General Supplies	\$372,381.27	\$108,729.30	\$57,576.39	\$206,075.58
11-3XX-100-640 Textbooks	\$26,250.00	\$3,897.00	\$0.00	\$22,353.00
11-3XX-100-800 Other Objects	\$8,710.00	\$1,597.00	\$4,205.00	\$2,908.00
TOTAL	\$3,745,669.89	\$697,080.25	\$2,349,352.95	\$699,236.69
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$46,525.00	.00	\$46,229.00	\$296.00
11-401-100-500 Purchased Services (300-500 series)	\$2,725.00	.00	\$750.00	\$1,975.00
11-401-100-600 Supplies and Materials	\$17,574.24	\$3,365.12	\$2,285.82	\$11,923.30
11-401-100-800 Other Objects	\$3,591.00	\$3,489.00	\$448.00	(\$346.00)
TOTAL	\$70,415.24	\$6,854.12	\$49,712.82	\$13,848.30
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$72,424.89	\$8,411.44	\$64,013.45	.00
11-402-100-500 Purchased Services (300-500 series)	\$34,951.00	\$3,675.00	\$31,711.00	(\$435.00)
11-402-100-600 Supplies and Materials	\$7,964.26	\$2,033.50	\$12,739.82	(\$6,809.06)
11-402-100-800 Other Objects	\$21,850.00	\$4,670.00	\$17,212.00	(\$32.00)
TOTAL	\$137,190.15	\$18,789.94	\$125,676.27	(\$7,276.06)
--- UNDISTRIBUTED EXPENDITURES ---				
--- Attendance and social work services ---				
11-000-211-171 Sal. of Drop-Out Prev. Officer/Coordinators	\$26,060.00	\$8,686.72	\$17,373.28	.00
11-000-211-300 Purchased Prof. & Tech. Svc.	\$7,547.00	\$7,546.75	.00	\$0.25
11-000-211-500 Other Purchd. Serv.(400-500 series)	\$500.00	.00	.00	\$500.00
11-000-211-600 Supplies and Materials	\$500.00	.00	.00	\$500.00
TOTAL	\$34,607.00	\$16,233.47	\$17,373.28	\$1,000.25
--- Health services ---				
11-000-213-100 Salaries	\$170,089.63	\$48,479.10	\$121,434.40	\$176.13
11-000-213-300 Purchased Prof. & Tech. Svc.	\$27,975.37	\$849.63	\$849.63	\$26,276.11
11-000-213-500 Other Purchd. Serv.(400-500 series)	\$1,225.00	.00	.00	\$1,225.00

Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 4 Month Period Ending 10/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-213-600 Supplies and Materials	\$12,400.00	\$1,397.69	\$242.73	\$10,759.58
11-000-213-800 Other Objects	\$975.00	\$25.00	\$50.00	\$900.00
TOTAL	\$212,665.00	\$50,751.42	\$122,576.76	\$39,336.82
--- Speech, OT,PT & Related Svcs ---				
11-000-216-320 Purchased Prof. Ed. Services	\$11,250.00	.00	\$12,194.00	(\$944.00)
TOTAL	\$11,250.00	\$0.00	\$12,194.00	(\$944.00)
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$348,965.06	\$82,249.62	\$211,944.30	\$54,771.14
11-000-218-105 Sal Secr. & Clerical Asst.	\$112,380.00	\$38,331.78	\$72,086.56	\$1,961.66
11-000-218-11X Other Salaries	\$306,355.76	\$102,118.48	\$204,236.96	\$0.32
11-000-218-390 Other Purch. Prof. & Tech Svc.	\$35,216.18	\$19,428.55	\$7,113.00	\$8,674.63
11-000-218-500 Other Purchased Services (400-500 series)	\$12,500.00	.00	\$199.00	\$12,301.00
11-000-218-600 Supplies and Materials	\$5,000.00	\$1,497.10	\$451.01	\$3,051.89
11-000-218-800 Other Objects	\$125.00	.00	\$170.00	(\$45.00)
TOTAL	\$820,542.00	\$243,625.53	\$496,200.83	\$80,715.64
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$146,191.43	\$44,083.91	\$102,107.52	.00
11-000-219-105 Sal Secr. & Clerical Asst.	\$86,550.00	\$21,495.20	\$56,663.20	\$8,391.60
11-000-219-320 Purchased Prof. - Ed. Services	\$2,000.00	.00	.00	\$2,000.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$7,400.00	.00	\$6,121.32	\$1,278.68
11-000-219-592 Misc Purch Ser(400-500 O/than Resid costs)	\$2,500.00	\$0.00	\$0.00	\$2,500.00
11-000-219-600 Supplies and Materials	\$2,700.00	\$1,393.38	\$128.00	\$1,178.62
11-000-219-800 Other Objects	\$1,500.00	\$485.00	\$195.00	\$820.00
TOTAL	\$248,841.43	\$67,457.49	\$165,215.04	\$16,168.90
--- Improv. of instr. Serv. ---				
11-000-221-104 Salaries Other Prof. Staff	\$112,418.53	\$47,801.16	\$63,612.32	\$1,005.05
11-000-221-105 Sal Secr. & Clerical Asst.	\$56,275.00	\$18,758.32	\$37,516.64	\$0.04
11-000-221-500 Other Purchased Services (400-500 series)	\$3,000.00	\$641.48	\$1,282.96	\$1,075.56
11-000-221-600 Supplies and Materials	\$1,500.00	\$279.30	.00	\$1,220.70
11-000-221-800 Other Objects	\$1,000.00	.00	.00	\$1,000.00
TOTAL	\$174,193.53	\$67,480.26	\$102,411.92	\$4,301.35
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$32,147.50	\$6,479.48	\$24,917.92	\$750.10
11-000-222-300 Purchased Prof. & Tech Svc.	\$3,500.00	.00	\$885.00	\$2,615.00
11-000-222-500 Other Purchased Services (400-500 series)	\$4,550.00	.00	.00	\$4,550.00
11-000-222-600 Supplies and Materials	\$15,000.00	\$3,389.31	\$644.38	\$10,966.31
11-000-222-800 Other Objects	\$50.00	.00	.00	\$50.00
TOTAL	\$55,247.50	\$9,868.79	\$26,447.30	\$18,931.41
--- Instructional Staff Training Services ---				
11-000-223-102 Salaries Superv. of Instruction	\$46,170.00	\$13,647.64	\$32,190.56	\$331.80
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$7,900.00	\$6,500.00	.00	\$1,400.00
11-000-223-500 Other Purchased Services (400-500 series)	\$15,370.00	\$5,797.93	\$1,670.00	\$7,902.07

Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 4 Month Period Ending 10/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-223-600 Supplies and Materials	\$1,000.00	.00	.00	\$1,000.00
TOTAL	\$70,440.00	\$25,945.57	\$33,860.56	\$10,633.87
--- Support services-general administration ---				
11-000-230-100 Salaries	\$324,753.85	\$107,703.91	\$215,407.92	\$1,642.02
11-000-230-331 Legal Services	\$105,000.00	\$22,978.93	\$22,021.07	\$60,000.00
11-000-230-332 Audit Fees	\$36,000.00	.00	.00	\$36,000.00
11-000-230-334 Architectural/Engineering Services	\$18,080.00	\$6,039.59	\$4,000.00	\$8,040.41
11-000-230-339 Other Purchased Prof. Svc.	\$18,380.00	.00	\$880.00	\$17,500.00
11-000-230-340 Purchased Tech. Services	\$8,700.00	.00	.00	\$8,700.00
11-000-230-530 Communications/Telephone	\$93,638.26	\$24,892.47	\$47,638.99	\$21,106.80
11-000-230-585 BOE Other Purchased Prof. Svc.	\$3,000.00	\$1,455.00	\$1,500.00	\$45.00
11-000-230-590 Other Purchased Services	\$135,575.00	\$77,117.50	\$56,192.50	\$2,265.00
11-000-230-610 General Supplies	\$9,325.00	\$787.31	\$5,257.16	\$3,280.53
11-000-230-630 BOE In-House Training/Meeting Supplies	\$1,000.00	.00	.00	\$1,000.00
11-000-230-890 Misc. Expenditures	\$28,000.00	\$14,259.48	\$1,762.40	\$11,978.12
11-000-230-895 BOE Membership Dues and Fees	\$7,000.00	\$6,749.75	.00	\$250.25
TOTAL	\$788,452.11	\$261,983.94	\$354,660.04	\$171,808.13
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$649,290.95	\$216,430.16	\$432,860.32	\$0.47
11-000-240-105 Sal. Secr. & Clerical Asst.	\$184,480.00	\$61,293.28	\$122,586.56	\$600.16
11-000-240-1XX Other Salaries	\$5,000.00	\$0.00	\$0.00	\$5,000.00
11-000-240-500 Other Purchased Services	\$29,800.00	\$7,193.34	\$6,653.08	\$15,953.58
11-000-240-600 Supplies and Materials	\$25,407.54	\$3,609.11	\$20,664.33	\$1,134.10
11-000-240-800 Other Objects	\$6,000.00	\$5,740.00	.00	\$260.00
TOTAL	\$899,978.49	\$294,265.89	\$582,764.29	\$22,948.31
--- Central Services ---				
11-000-251-100 Salaries	\$347,227.20	\$115,742.40	\$231,484.80	.00
11-000-251-330 Purchased Prof. Services	\$11,003.00	\$3,290.54	\$3,408.58	\$4,303.88
11-000-251-340 Purchased Technical Services	\$29,000.00	\$12,145.00	\$12,145.00	\$4,710.00
11-000-251-592 Misc Pur Serv (400-500 series )	\$3,000.00	.00	\$1,175.00	\$1,825.00
11-000-251-600 Supplies and Materials	\$9,146.80	\$2,811.84	\$940.41	\$5,394.55
11-000-251-897 Shared Service Agreement - County Board of Freeholders	\$16,116.00	\$16,116.00	.00	.00
11-000-251-89X Other Objects	\$5,000.00	\$2,209.81	\$225.00	\$2,565.19
TOTAL	\$420,493.00	\$152,315.59	\$249,378.79	\$18,798.62
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$399,964.49	\$133,321.28	\$266,642.56	\$0.65
11-000-252-500 Other Pur Serv. (400-500 series )	\$33,588.90	\$17,992.06	\$11,571.84	\$4,025.00
11-000-252-600 Supplies and Materials	\$39,000.00	\$6,389.90	\$24,320.03	\$8,290.07
TOTAL	\$472,553.39	\$157,703.24	\$302,534.43	\$12,315.72
TOTAL Cent. Svcs. & Admin IT	\$893,046.39	\$310,018.83	\$551,913.22	\$31,114.34
--- Required Maint.for School Facilities ---				
11-000-261-100 Salaries	\$645,489.16	\$201,593.59	\$386,825.78	\$57,069.79

Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 4 Month Period Ending 10/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-261-420				
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$487,026.86	\$94,027.03	\$120,551.74	\$272,448.09
11-000-261-610 General Supplies	\$88,500.00	\$7,968.76	\$14,684.48	\$65,846.76
11-000-261-800 Other Objects	\$15,000.00	\$6,313.28	\$1,667.95	\$7,018.77
TOTAL	\$1,236,016.02	\$309,902.66	\$523,729.95	\$402,383.41
11-000-262-107 Salaries of Non-Instructional Aids	\$7,000.00	\$255.11	.00	\$6,744.89
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$416,780.00	\$133,579.72	\$282,374.28	\$826.00
11-000-262-490 Other Purchased Property Svc.	\$60,000.00	\$11,585.35	\$46,633.42	\$1,781.23
11-000-262-520 Insurance	\$128,608.00	\$67,000.50	\$61,607.50	.00
11-000-262-621 Energy (Natural Gas)	\$85,000.00	.00	.00	\$85,000.00
11-000-262-622 Energy (Electricity)	\$430,000.00	\$92,519.40	\$184,895.44	\$152,585.16
TOTAL	\$1,127,388.00	\$304,940.08	\$575,510.64	\$246,937.28
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$22,150.00	.00	.00	\$22,150.00
11-000-263-610 General Supplies	\$4,000.00	.00	.00	\$4,000.00
TOTAL	\$26,150.00	\$0.00	\$0.00	\$26,150.00
--- Security ---				
11-000-266-100 Salaries	\$78,660.00	\$16,862.92	\$14,644.95	\$47,152.13
TOTAL	\$78,660.00	\$16,862.92	\$14,644.95	\$47,152.13
TOTAL Oper & Maint of Plant Services	\$2,468,214.02	\$631,705.66	\$1,113,885.54	\$722,622.82
--- Student transportation services ---				
11-000-270-162 Sal Pupil Trans.Other than Bet Home & Sch	\$47,280.11	\$8,865.11	\$32,224.80	\$6,190.20
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$2,500.00	.00	.00	\$2,500.00
11-000-270-512 Contract Svc (other btw home & sch)-vndrs	\$30,600.00	.00	\$18,069.25	\$12,530.75
11-000-270-517 Contract Svc (reg std) - ESCs	\$21,000.00	.00	\$17,500.00	\$3,500.00
11-000-270-593 Misc. Purchased Svc.- Transp.	\$5,000.00	\$10.48	.00	\$4,989.52
11-000-270-610 General Supplies	\$2,000.00	.00	.00	\$2,000.00
11-000-270-800 Misc. Expenditures	\$1,000.00	.00	.00	\$1,000.00
TOTAL	\$109,380.11	\$8,875.59	\$67,794.05	\$32,710.47
--- Personal Services-Employee Benefits---				
11-XXX-XXX-210 Group Insurance	\$13,366.48	\$4,012.56	\$9,353.92	.00
11-XXX-XXX-220 Social Security Contributions	\$282,200.00	\$73,514.96	\$196,579.98	\$12,105.06
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$313,930.00	\$1,560.02	\$8,702.20	\$303,667.78
11-XXX-XXX-250 Unemployment Compensation	\$40,175.00	\$12,777.94	\$22,222.06	\$5,175.00
11-XXX-XXX-260 Workman's Compensation	\$188,909.00	\$94,454.50	\$94,454.50	.00
11-XXX-XXX-270 Health Benefits	\$1,621,989.52	\$567,723.76	\$902,047.50	\$152,218.26
11-XXX-XXX-280 Tuition Reimbursement	\$105,996.00	\$40,486.26	\$50,509.74	\$15,000.00
11-XXX-XXX-290 Other Employee Benefits	\$78,900.00	\$11,888.08	\$2,800.00	\$64,211.92
11-XXX-XXX-299 Unused Sick Payment to Term/Ret Staff	\$5,000.00	.00	.00	\$5,000.00
TOTAL	\$2,650,466.00	\$806,418.08	\$1,286,669.90	\$557,378.02
Total Undistributed Expenditures	\$9,437,323.58	\$2,794,630.52	\$4,933,966.73	\$1,708,726.33

Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 4 Month Period Ending 10/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$15,072,542.41	\$3,852,525.92	\$8,742,172.96	\$2,477,843.53
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$15,072,542.41	\$3,852,525.92	\$8,742,172.96	\$2,477,843.53

Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 4 Month Period Ending 10/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
*** C A P I T A L O U T L A Y ***				
--- E Q U I P M E N T ---				
Special education - instruction				
12-3XX-100-730 Voc.programs-local-instruction	\$10,000.00	.00	.00	\$10,000.00
Undistributed expenses				
12-000-100-730 Instruction	\$4,432.00	\$4,432.00	.00	.00
12-000-252-730 Admin. Info. Tech.	\$45,250.00	\$13,257.28	\$2,999.00	\$28,993.72
12-000-261-730 Undist. Exp.-Req. Maint. Schl Facilities	\$4,250.00	.00	\$8,768.56	(\$4,518.56)
Undist. Exp. - Non-instructional Services				
TOTAL	\$63,932.00	\$17,689.28	\$11,767.56	\$34,475.16
--- Facilities acquisition and construction services ---				
12-000-400-334 Architectural/Engineering Services	\$50,000.00	.00	.00	\$50,000.00
12-000-400-450 Construction Services	\$450,000.00	.00	.00	\$450,000.00
12-000-400-800 Other objects	\$20,388.00	.00	.00	\$20,388.00
Sub Total	\$520,388.00	\$0.00	\$0.00	\$520,388.00
TOTAL	\$520,388.00	\$0.00	\$0.00	\$520,388.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$584,320.00	\$17,689.28	\$11,767.56	\$554,863.16

Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 4 Month Period Ending 10/31/2017

	Appropriations	Expenditures	Encumbrances	Available Balance
	_____	_____	_____	_____
*** EDUCATION JOBS FUND **				
*** FEMA COMMUNITY DEVELOPMENT BLOCK GRANT ***				
TOTAL GENERAL FUND EXPENDITURES	\$15,656,862.41	\$3,870,215.20	\$8,753,940.52	\$3,032,706.69

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10

For 4 Month Period Ending 10/31/2017

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

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

10/31/17

Date



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

ACCOUNT NUMBER	DESCRIPTION	APPROPRIATION	EXPENDITURE	ENCUMBERANCES	AVAILABLE BALANCE
11-140-100-320-03-0000-	PURCHASED PROF ED SE	\$ 11,100.00	\$ 0.00	\$ 2,500.00	\$ 8,600.00
11-140-100-320-16-0000-	PURCHASED SERVICES	\$ 12,000.00	\$ 0.00	\$ 0.00	\$ 12,000.00
11-140-100-500-03-0000-	OTH PURC SVCS-TRAVEL	\$ 6,900.00	\$ 3,305.00	\$ 225.00	\$ 3,370.00
11-140-100-500-07-0000-	OTH PURCH SERVICES	\$ 3,264.00	\$ 1,320.00	\$ 1,000.00	\$ 944.00
11-140-100-500-16-0000-	SITE LICENSING	\$ 50,173.44	\$ 4,997.80	\$ 2,461.00	\$ 42,714.64
11-140-100-610-03-0000-	SUPPLIES - HS	\$ 39,811.83	\$ 19,271.17	\$ 20,540.66	\$ 0.00
11-140-100-610-03-0001-	SUPPLIES - PHYSICAL	\$ 5,537.08	\$ 5,537.08	\$ 0.00	\$ 0.00
11-140-100-610-03-0002-	SUPPLIES - SOC. STUD	\$ 4,000.00	\$ 515.79	\$ 408.31	\$ 3,075.90
11-140-100-610-03-0003-	SUPPLIES - SCIENCE	\$ 10,975.00	\$ 7,764.19	\$ 1,609.45	\$ 1,601.36
11-140-100-610-03-0004-	SUPPLIES - MATH	\$ 1,750.00	\$ 693.53	\$ 201.50	\$ 854.97
11-140-100-610-03-0005-	SUPPLIES - WORLD LAN	\$ 2,500.00	\$ 0.00	\$ 200.02	\$ 2,299.98
11-140-100-610-03-0006-	SUPPLIES - ENGLISH	\$ 3,000.00	\$ 478.47	\$ 390.45	\$ 2,131.08
11-140-100-610-03-0007-	SUPPLIES - HEALTH /	\$ 500.00	\$ 0.00	\$ 0.00	\$ 500.00
11-140-100-610-03-0008-	SUPPLIES - PHOTOGRAP	\$ 9,568.00	\$ 290.99	\$ 1,951.50	\$ 7,325.51
11-140-100-610-07-0000-	SUPPLIES - ALT. SCHO	\$ 2,000.00	\$ 1,184.22	\$ 47.07	\$ 768.71
11-140-100-610-16-0000-	HIGH SCH TECH SUPPLI	\$ 22,918.39	\$ 20,969.10	\$ 280.39	\$ 1,668.90
11-140-100-640-03-0000-	TEXTBOOKS - REG INST	\$ 30,000.00	\$ 13,718.12	\$ 12,425.89	\$ 3,855.99
11-140-100-640-07-0000-	TEXTBOOKS - ALT. SCH	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 1,000.00
11-140-100-800-07-0000-	OTHER OBJECTS	\$ 7,450.00	\$ 208.78	\$ 313.76	\$ 6,927.46
11-140-100-890-03-0000-	OTHER OBJECTS	\$ 844.00	\$ 0.00	\$ 844.00	\$ 0.00
11-999-999-999- - -	PAYROLL NET PAY ADJ	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 4 Month Period Ending 10/31/17

=====

ASSETS AND RESOURCES

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

101	Cash in bank		\$3,589.49
	Accounts receivable:		
141	Intergovernmental - State	\$27,038.25	
			\$27,038.25

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

301	Estimated Revenues	\$1,391,643.07	
302	Less Revenues	(\$332,836.13)	
			\$1,058,806.94
	Total assets and resources		\$1,089,434.68
			=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 4 Month Period Ending 10/31/17

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LIABILITIES AND FUND EQUITY

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

411	Intergovernmental accounts payable - State	\$213.52
481	Deferred revenues	\$162.60
		\$376.12
	TOTAL LIABILITIES	\$376.12

F U N D   B A L A N C E

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

753	Reserve for encumbrances - Current Year		\$680,581.77
601	Appropriations	\$1,391,643.07	
602	Less: Expenditures	\$302,584.51	
603	Encumbrances	\$680,581.77	(\$983,166.28)
		\$408,476.79	
	TOTAL FUND BALANCE		\$1,089,058.56
	TOTAL LIABILITIES AND FUND EQUITY		\$1,089,434.68

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 4 Month Period Ending 10/31/17

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$102,805.03	\$102,805.03		.00
3XXX	From State Sources	\$844,681.04	\$230,031.10		\$614,649.94
4XXX	From Federal Sources	\$444,157.00	.00		\$444,157.00
TOTAL REVENUE/SOURCES OF FUNDS		\$1,391,643.07	\$332,836.13		\$1,058,806.94
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
LOCAL PROJECTS:		\$102,805.03	\$86,829.60	\$0.00	\$15,975.43
STATE PROJECTS:					
	Vocational education	\$498,204.04	\$71,229.51	\$166,605.60	\$260,368.93
	Other State Projects	\$346,477.00	\$102,668.97	\$243,300.87	\$507.16
TOTAL STATE PROJECTS		\$844,681.04	\$173,898.48	\$409,906.47	\$260,876.09
FEDERAL PROJECTS:					
	NCLB Title I - Part A/D	\$60,137.00	\$16,184.43	\$2,000.00	\$41,952.57
	I.D.E.A. Part B (Handicapped)	\$85,456.00	\$9,739.00	\$56,936.00	\$18,781.00
	NCLB Title II - Part A/D	\$9,006.00	\$539.00	\$2,779.00	\$5,688.00
	NCLB Title IV	\$10,000.00	.00	.00	\$10,000.00
	Vocational Education	\$279,558.00	\$15,394.00	\$208,960.30	\$55,203.70
TOTAL FEDERAL PROJECTS		\$444,157.00	\$41,856.43	\$270,675.30	\$131,625.27
*** TOTAL EXPENDITURES ***		\$1,391,643.07	\$302,584.51	\$680,581.77	\$408,476.79

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 SPECIAL REVENUE - FUND 20  
 SCHEDULE OF REVENUES  
 ACTUAL COMPARED WITH ESTIMATED  
 For 4 Month Period Ending 10/31/17

	ESTIMATED	ACTUAL	UNREALIZED
	-----	-----	-----
--- LOCAL SOURCES ---			
1XXX Other Revenue from Local Sources	\$102,805.03	\$102,805.03	\$0.00
	-----	-----	-----
Total Revenues from Local Sources	\$102,805.03	\$102,805.03	\$0.00
	=====	=====	=====
--- STATE SOURCES ---			
32XX Other Restricted Entitlements	\$844,681.04	\$230,031.10	\$614,649.94
	-----	-----	-----
Total Revenue from State Sources	\$844,681.04	\$230,031.10	\$614,649.94
	=====	=====	=====
--- FEDERAL SOURCES ---			
4411-16 Title I	\$60,137.00	.00	\$60,137.00
4451-55 Title II	\$9,006.00	.00	\$9,006.00
4471-74 Title IV	\$10,000.00	.00	\$10,000.00
4420-29 I.D.E.A. Part B (Handicapped)	\$85,456.00	.00	\$85,456.00
4430-39 Vocational Education	\$279,558.00	.00	\$279,558.00
	-----	-----	-----
Total Revenues from Federal Sources	\$444,157.00	\$0.00	\$444,157.00
	=====	=====	=====
 TOTAL REVENUES/SOURCES OF FUNDS	 \$1,391,643.07	 \$332,836.13	 \$1,058,806.94
	=====	=====	=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Special Revenue Fund - Fund 20  
 STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 4 Month Period Ending 10/31/17

	Appropriations	Expenditures	Encumbrances	Available Balance
State Projects:				
PRESCHOOL EDUCATION AID				
Other State Projects:				
PRESCHOOL EXPANSION GRANT				
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$1,391,643.07	\$302,584.51	\$680,581.77	\$408,476.79
T O T A L    E X P E N D I T U R E	\$1,391,643.07	\$302,584.51	\$680,581.77	\$408,476.79

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

Special Revenue Fund - Fund 20  
For 4 Month Period Ending 10/31/17

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

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

10/31/17

Date

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

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11/2 7:28am

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Capital Projects Fund - Fund 30  
 Interim Balance Sheet  
 For 4 Month Period Ending 10/31/17

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$26,729.04
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$518,257.84	
			\$518,257.84

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

301	Estimated Revenues	\$1,087,133.31	
302	Less Revenues	(\$173,389.40)	
			\$913,743.91

		\$1,458,730.79	
Total assets and resources		\$1,458,730.79	
		=====	

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

Capital Projects Fund - Fund 30  
 Interim Balance Sheet  
 For 4 Month Period Ending 10/31/17

=====  
 LIABILITIES AND FUND EQUITY  
 =====

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year		\$140,423.69
754	Reserve for encumbrances - Prior Year		\$162,362.07
601	Appropriations	\$756,601.88	
602	Less : Expenditures	\$253,678.40	
603	Encumbrances	\$302,785.76	(\$556,464.16)
			\$200,137.72
	Total Appropriated		\$502,923.48

--- Unappropriated ---

770	Fund balance	\$231,075.31
303	Budgeted Fund Balance	\$724,732.00

TOTAL FUND BALANCE \$1,458,730.79

TOTAL LIABILITIES AND FUND EQUITY \$1,458,730.79

=====

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

Capital Projects Fund - Fund 30  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 4 Month Period Ending 10/31/17

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	-----	-----	-----	-----
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$1,087,133.31	\$173,389.40		\$913,743.91
	-----	-----	-----	-----
TOTAL REVENUE/SOURCES OF FUNDS	\$1,087,133.31	\$173,389.40		\$913,743.91
	=====	=====	=====	=====
*** EXPENDITURES ***				
	-----	-----	-----	-----
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-334 Architectural/Engineering Services	\$704.00	\$704.00	.00	.00
30-000-4XX-390 Other purchased prof. & tech. serv.	\$8,560.00	.00	\$8,560.00	.00
30-000-4XX-450 Construction services	\$747,337.88	\$252,974.40	\$294,225.76	\$200,137.72
	-----	-----	-----	-----
Total fac.acq.and constr. serv.	\$756,601.88	\$253,678.40	\$302,785.76	\$200,137.72
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$756,601.88	\$253,678.40	\$302,785.76	\$200,137.72
*** TOTAL EXPENDITURES AND TRANSFERS	\$756,601.88	\$253,678.40	\$302,785.76	\$200,137.72
	=====	=====	=====	=====

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

Capital Projects Fund - Fund 30  
For 4 Month Period Ending 10/31/17

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

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

10/31/17

Date

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

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**Report of the Treasurer  
to the Board of Education**

**Somerset County Vocational  
All Funds  
For Month Ended: October 31, 2017**

**CASH REPORT**

<b>FUNDS</b>				
<b>Governmental Funds</b>	<b>Beginning Balance</b>	<b>Deposits</b>	<b>Disbursements</b>	<b>Ending Balance</b>
General Fund (10)	\$3,350,602.54	\$1,325,057.47	-\$1,261,973.57	\$3,413,686.44
Special Revenue Fund (20)	\$72,689.75	\$38,498.00	-\$107,598.26	\$3,589.49
Capital Project Fund (30)	-\$39,675.16	\$89,324.20	-\$22,920.00	\$26,729.04
Total Governmental Funds	<u>\$3,383,617.13</u>	<u>\$1,452,879.67</u>	<u>-\$1,392,491.83</u>	<u>\$3,444,004.97</u>
Summer Savings	\$15,210.58	\$15,244.91	\$0.00	\$30,455.49
Enterprise Fund (60) Cafeteria	\$18,177.99	\$9,969.46	\$0.00	\$28,147.45
Payroll Fund (70)	\$0.00	\$503,808.91	-\$503,808.91	\$0.00
Agency Fund (90)	\$0.00	\$459,667.34	-\$459,667.34	\$0.00
Total Trust & Agency	<u>\$33,388.57</u>	<u>\$988,690.62</u>	<u>-\$963,476.25</u>	<u>\$58,602.94</u>
Grand Total for all Funds	<u>\$3,417,005.70</u>	<u>\$2,441,570.29</u>	<u>-\$2,355,968.08</u>	<u>\$3,502,607.91</u> <u>\$3,502,607.91</u>

Prepared and submitted by:

\_\_\_\_\_  
Michelle Fresco, Treasurer of School Monies

11/8/2017

\_\_\_\_\_  
Date

[Back to Top](#)

# Somerset County Vocational Board of Ed.

## Expense Account Adjustment Analysis By Account#

ADDENDUM #4

va\_exaa1.082406

10/31/2017

Current Cycle : October

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
<b>Current Appropriation Adjustments</b>								
11-000-216-320-05-0000-	SPEECH/OT/PT/RELATED SVC	October Transfers	0029	10/31/2017	RCATTERSON	\$11,250.00	\$1,000.00	\$12,250.00
11-000-218-890-05-0000-	DUES / MEMBERSHIPS	October Transfers	0029	10/31/2017	RCATTERSON	\$125.00	\$50.00	\$175.00
11-000-230-530-08-0000-	TELEPHONE - DISTRICT	October Transfers	0029	10/31/2017	RCATTERSON	\$40,000.00	\$650.00	\$40,650.00
11-000-230-590-08-0000-	OTHER PURCH SERV (400-50	October Transfers	0030	10/31/2017	RCATTERSON	\$132,575.00	\$650.00	\$133,225.00
11-000-230-610-08-0000-	SUPERINTENDENT-SUPPLIES	October Transfers	0030	10/31/2017	RCATTERSON	\$9,325.00	(\$650.00)	\$8,675.00
11-000-240-610-03-0000-	OFFICE SUPPLIES - HS	October Transfers	0029	10/31/2017	RCATTERSON	\$23,505.02	\$1,000.00	\$24,505.02
11-000-261-420-02-0000-	COPIER - LEASE	October Transfers	0029	10/31/2017	RCATTERSON	\$16,821.12	\$300.00	\$17,121.12
11-000-261-420-02-0005-	RESUR. GYM FLOORS	October Transfers	0029	10/31/2017	RCATTERSON	\$11,000.00	(\$8,000.00)	\$3,000.00
11-000-261-420-02-0006-	HVAC MAINT.	October Transfers	0029	10/31/2017	RCATTERSON	\$5,000.00	\$17,240.00	\$22,240.00
11-000-261-420-02-0018-	CONTIN. MAINT REP H.S.	October Transfers	0029	10/31/2017	RCATTERSON	\$86,049.48	(\$9,540.00)	\$76,509.48
11-000-261-610-02-0000-	MAINT SUPPL - B&G	October Transfers	0029	10/31/2017	RCATTERSON	\$88,500.00	(\$4,518.56)	\$83,981.44
11-140-100-610-03-0003-	SUPPLIES - SCIENCE	October Transfers	0028	10/31/2017	RCATTERSON	\$10,975.00	(\$255.00)	\$10,720.00
11-310-100-101-10-0000-	PERF ARTS P-T SALARY	October Transfers	0029	10/31/2017	RCATTERSON	\$140,000.00	(\$5,000.00)	\$135,000.00
11-310-100-106-05-0000-	SALARIES - AIDES	October Transfers	0029	10/31/2017	RCATTERSON	\$651.11	\$1,500.00	\$2,151.11
11-310-100-320-09-0000-	PURCH PROF - THEATER	October Transfers	0029	10/31/2017	RCATTERSON	\$13,390.00	\$5,000.00	\$18,390.00
11-310-100-610-11-0012-	SUPPLIES - ELECTRICAL	October Transfers	0028	10/31/2017	RCATTERSON	\$14,380.00	(\$4,680.00)	\$9,700.00
11-310-100-640-60-0000-	ACADEMY TEXTBOOKS	October Transfers	0029	10/31/2017	RCATTERSON	\$10,000.00	(\$7,900.00)	\$2,100.00
11-401-100-800-03-0000-	OTHER OBJECTS	October Transfers	0028	10/31/2017	RCATTERSON	\$3,591.00	\$255.00	\$3,846.00
		October Transfers	0029	10/31/2017	RCATTERSON	\$3,846.00	\$100.00	\$3,946.00
<b>Total For Account # 11-401-100-800-03-0000-</b>							<b>\$355.00</b>	
11-402-100-500-03-0000-	ATH. TRAINER SVS	October Transfers	0029	10/31/2017	RCATTERSON	\$34,951.00	\$500.00	\$35,451.00
11-402-100-610-03-0000-	SUPPLIES-ATHLETICS	October Transfers	0028	10/31/2017	RCATTERSON	\$7,964.26	\$4,680.00	\$12,644.26
		October Transfers	0029	10/31/2017	RCATTERSON	\$12,644.26	\$3,000.00	\$15,644.26
<b>Total For Account # 11-402-100-610-03-0000-</b>							<b>\$7,680.00</b>	
11-402-100-800-03-0000-	MEMBERSHIP DUES	October Transfers	0029	10/31/2017	RCATTERSON	\$21,850.00	\$100.00	\$21,950.00
12-000-261-730-02-0000-	EQUIPMENT - FACILITIES	October Transfers	0029	10/31/2017	RCATTERSON	\$4,250.00	\$4,518.56	\$8,768.56
<b>Total Current Appr.</b>								<b>\$0.00</b>

Back to Top

## Resolution

### **Cost Reimbursement for Food Service Management Services works best for Somerset County Vocational and Technical Schools**

**Whereas**, the Department of Agriculture sent a notice on June 14, 2017 to New Jersey school districts participating in the National School Lunch program announcing a significant change in the procurement protocol for the contracting of food service management companies that operate breakfast and lunch programs for New Jersey public schools, and

**Whereas**, this new procurement protocol would change the fundamental basis for awarding food service management contracts from a “Cost Reimbursement Basis” to a “Fixed Price Basis” for contract awards, and

**Whereas**, the **Somerset County Vocational Board of Education** has engaged staff and the community year after year to provide a local food service program that addresses and meets the needs of our children, and

**Whereas**, the **Somerset County Vocational Board of Education** credits the current “Cost Reimbursement” procurement method as the reason why the local school district can design a food service program that has the flexibility of meeting the needs of its children, and

**Whereas**, the **Somerset County Vocational Board of Education** declares that the “Fixed Price” procurement system would dramatically reduce the school district’s ability to change or alter its food service operations without the need to rebid for food service management services, and

**Whereas**, the **Somerset County Vocational Board of Education** further declares that the “Fixed Price” procurement method would impact the quality of the meals served to its children and therefore impact the participation of children in our breakfast and lunch program, and

**Whereas**, the **Somerset County Vocational Board of Education** further declares that the “Fixed Price” procurement method may limit the number of competitive proposals received by boards of education, and

**Whereas**, the **Somerset County Vocational Board of Education** rejects the Department of Agriculture’s underlying reasons for making this change without giving NJ School Districts the opportunity to address their concerns in an attempt to keep this procurement method in place, and

**Whereas**, the **Somerset County Vocational Board of Education** prefers an optional procurement system for securing Food Service Management Companies whereby the district could choose either Cost Reimbursement” or “Fixed Price” as the basis for contract awards.

**Now Therefore be it Resolved**, that the **Somerset County Vocational Board of Education** hereby requests the Department of Agriculture to reconsider its plans to move the basis of awarding Food Service Management contracts to a “Fixed Price” basis and allow the option of continuing to use a “Cost Reimbursement procurement model; or in the alternative, a “Fixed Price” procurement method, and

**Be It Further Resolved**, that copies of this resolution shall be forward to:

New Jersey Association of School Business Officials  
 New Jersey Secretary of Agriculture (369 S Warren St, Trenton, NJ 08608)  
 Local Legislators  
 NJ School Boards, NJ School Superintendents, NJ Principals and Supervisors, NJ

[Back to Top](#)