

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive  
Bridgewater, New Jersey 08807

Regular Meeting

June 27, 2011

I. Call to Order

II. Roll Call of Members

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

Theodore Smith  
Dr. Kathleen Serafino

Also Present:

Michael A. Maddaluna, Superintendent of Schools  
Diane Strober, Assistant Superintendent for Business/Board Secretary  
Edmund Jones, High School Principal  
Lisa Fittipaldi, Board Attorney  
Jack Ciattarelli, Somerset County Freeholder Liaison  
Members of the Press: The Courier News, The Star Ledger and the  
Messenger Gazette  
Others:

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

Pledge of Allegiance

III. Approval of Minutes of the Special Meeting and Executive Session held on May 26, 2011 and the Regular Meeting and Executive Session held on May 31, 2011.

A. Corrections

IV. On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the minutes of the Special Meeting and Executive Session held on May 26, 2011 and the Regular Meeting and Executive Session held on May 31, 2011 were approved.

## V. Correspondence

1. Thank you note from Karen Glass thanking the Board and Administration for the beautiful retirement gift and well wishes.

## VI. Old or Unfinished Business

1. Student of the Month
2. Capital Projects Update - USA Architects
3. Somerset County Renewable Energy Program Q & A (legal and technical)

## VII. Report of the Attorney

## VIII. Committee Reports

- Board of School Estimate - Dr. Braun, Mr. Dudeck
- Curriculum/Grants - Mr. Smith
- NJSBA (Delegate, State Convention Legislative Committee) - Mr. Dudeck
- SCSBA (Delegate) - Mr. Dudeck
- SCESC (Representative) - Mr. Smith
- SCJIF - Dr. Braun

## IX. Superintendent's Report

## A. Salary Adjustment - 2010-11 School Year

The Superintendent recommends that the Board of Education approve the following salary adjustment for Christopher Whitzer for the 2010-11 school year, effective June 1, 2011 as follows:

<u>Base Salary</u>	<u>Boiler Operator License</u>	<u>Total 2010-11 Salary</u>
\$33,611.05	\$749.74	\$34,360.79*

\*prorated

## B. Salary Adjustment 2011-12 School Year

The Superintendent recommends that the Board of Education approve the following salary adjustment for Christopher Whitzer for the 2011-12 school year as follows:

<u>Base Salary</u>	<u>Boiler Operator License</u>	<u>Total 2011-12 Salary</u>
\$34,952.47	\$749.74	\$35,702.21

## C. Change of Status - Michael Rice

The Superintendent recommends that the Board of Education change the employment status of Michael Rice, Lead Utility Worker from 11-month to 12-month, effective July 1, 2011. Mr. Rice's salary for the 2011-12 school year is as follows:

<u>Base Salary</u>	<u>Boiler Operator License</u>	<u>Total 2011-12 Salary</u>
\$51,085.20	\$749.74	\$51,834.94

## D. Employment of Full-Time Personnel - 2011-12 School Year

The Superintendent recommends that the Board of Education appoint Marion Hagovsky Doerr to the position of Music Vocal and Acting Instructor, (UPC# TCH-HS-MUSI-FL-01) at a salary of \$58,730.00, Step 10-11/C, effective September 1, 2011.

The Superintendent also recommends that the Board of Education appoint Chris Lemongelli to the position of School Social Worker for Alternative School Program (12-month), (UPC# SPS-HS-SSW-FL-02 at a salary of \$77,122.00, Step 14/B (masters stipend added to base), effective July 1, 2011.

## E. Long Term Substitute

The Superintendent recommends that the Board of Education appoint Harvey Gross as Long Term Substitute for Learning Disabilities Teacher/Consultant (LDT/C), Step 1B at a salary of \$53,690.00 (prorated), effective July 1, 2011 through December 16, 2011 \$53,690.00. These temporary employees are not eligible to receive health benefits or any other employee benefits including but not limited to vacation, sick or personal days.

## F. Employment of Part-Time Hourly Personnel - Summer 2011

Summer School

Elizabeth Morris	Mathematics (140 hours)	\$32.00/hr
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Peggy Prezioso	Substitute School Nurse (on call)	\$32.00/hr
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Buildings & Grounds

Richard D'Alessandro	Maintenance (350 hrs)	\$17.00/hr
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Twilight (95 hours unless otherwise noted)

Evangeline Byrd	Basic Skills	\$32.00/hr
George Byrd	Auto Body	\$32.00/hr
Janet Coleman	Cosmetology	\$32.00/hr
	Bus Monitor (38 hours)	\$21.00/hr

Rick Musser	Basic Skills Substitute (on call)	\$32.00/hr
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Belinda Fields	Health Occupations	\$32.00/hr
	Bus Monitor (38 hours)	\$21.00/hr

Julie Strober	Cosmetology	\$32.00/hr
John Vingara	Culinary Arts	\$32.00/hr
James Fealey	Auto Mechanics	\$32.00/hr
Deborah Gichan	Commercial Photography	\$32.00/hr
Jaime Morales	Lead Teacher	\$32.00/hr

	Bus Monitor Substitute	\$21.00/hr
Janeen Sortor	Basic Skills	\$32.00/hr
	Bus Monitor (38 hours)	\$21.00/hr

Moysey Averbukh	Bus Driver (133 hours)	\$17.00/hr
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Jeanine Colaluca	Bus Driver Substitute (on call)	\$17.00/hr
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Valerie Hart	Accountant	\$680.00/stipend
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Nzinga Basir	Administrative Secretary (272 hours)	\$24.00/hr
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Twilight Student Teacher Assistants - \$7.25/hr (95 hours/student)

David Jessiman/Auto Mechanics	Elizabeth Ortiz/Culinary Arts
Chris Merendino/Auto Body	Ajah Daniels/Cosmetology
Jessica Figueroa/Cosmetology	Kaitlyn Kochis/Commercial Photography
Nick Vigilante/Snack Shack(120hrs)	Shelly Magavero/Snack Shack(120hrs)

Linkages

Moysey Averbukh	Bus Driver (8 hours)	\$17.00/hr
Jeanine Colaluca	Bus Driver (15 hours)	\$17.00/hr

Performing Arts

Mary Lynne McAnally	Dance Camp (15 hours)	\$36.67/hr
Danielle Ramon	Dance Camp Intern (20 hours)	\$20.00/hr
Robert Graham	Stage Craft Carpenter (40 hours)	\$30.00/hr
Laurie Reader	Technical/Scheduling/Design (120 hours)	\$42.95/hr

High School

Robert Hunt	Shop Maintenance (20 hours)	\$35.00/hr
George Lee	Shop Maintenance (20 hours)	\$35.00/hr
Benjamin Pokrywa	Shop Maintenance (30 hours)	\$35.00/hr
Linda Weber-Smith	Shop Maintenance (30 hours)	\$35.00/hr
Joseph Mancuso	Curriculum/Preparation (30 hours)	\$35.00/hr

Superintendent's Office

Camille Bowman	Substitute Clerical (on call)	\$28.25/hr
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Motion\_\_\_\_\_ Second\_\_\_\_\_

Discussion

Call the Roll

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

### G. Transition Responsibilities

It is recommended that the Board of Education hire Dr. Chrys Harttcraft for the purpose of transition responsibilities for a maximum of fourteen (14) days at the per diem rate of \$566.06, effective July 1, 2011 through September 30, 2011.

### H. Field Trips

The Superintendent recommends that the Board of Education approve field trips for high school students as follows:

July 9-10, 2011 (Saturday/Sunday)	Performing Arts Dance	Tap City/Tap Festival Competition New York City, NY	\$75.00/student paid Trans./BOE
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### I. Application for Funds

The Superintendent recommends that the Board of Education adopt the following resolution: The governing body of the Somerset County Vocational and Technical Schools at its June 27, 2011 meeting authorized application for funds for the following:

Somerset County Department Human Services/Innovations Program	Summer Twilight	\$40,800.00
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### 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 June 27, 2011 meeting authorized application for funds for the following:

Somerset County Department Human Services/Innovations Program	Summer Twilight	\$40,800.00
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### K. 2011-12 Local Professional Development Plan

The Superintendent recommends that the Board of Education approve the district's 2011-12 Local Professional Development Plan as it appears on Addendum #1. (the Somerset County Professional Development Board has reviewed and accepted the plan)

### L. SCVTS/RVCC Memorandum of Understanding

The Superintendent recommends that the Board of Education approve the Memorandum of Understanding between SCVTS and RVCC as it appears on Addendum #2.

## M. Professional Seminars/Workshops

The Superintendent recommends that the Board of Education approve requests for district staff and Board of Education members to attend professional seminars, workshops, etc. as they appear on Addendum #3.

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

Discussion

Call the Roll

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

## N. Superintendent's Update

## X. Submission of Bills

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

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

Discussion

Call the Roll

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

## XII. Report of the Assistant Superintendent for Business/Board Secretary

## A. Reports A148 and A149

It is recommended the Board of Education adopt the monthly financial statement reports for the Assistant Superintendent for Business/Board Secretary for the month of May 2011 and the Treasurer of School Monies for the month of May 2011, after review of the secretary's monthly financial report (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge no major fund has been overextended in violation to N.J.A.C. 6:20-2A.10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (Addendum #4)

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

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
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Mr. Smith	___	___
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Dr. Braun	___	___
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Mr. Dudeck	___	___
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Mr. Hyncik	___	___
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Dr. Serafino	___	___
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## B. Budget Transfers - 2010-11 School Year

It is recommended the Board of Education approve budget transfers for the 2010-11 school year as they appear on Addendum #5.

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

Discussion

Call the Roll

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

C. Submission of Documentation to NJDOE and Modification of long Range Facility Plan 2011 Approval Capital Projects - Buildings A and Gymnasium Roof and Buildings A and D Rooftop Units (USA Architects)

It is recommended the Board of Education authorizes submission of plans and documentation to NJDOE for the 2011 approved capital projects Buildings A and Gymnasium Roof and Buildings A and D Rooftop Units. The district is not seeking ROD grant funding for this project.

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

Discussion

Call the Roll

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

D. Solicit Bids - Buildings A and Gymnasium Roof Replacement and Building A Lighting Upgrade

It is recommended the Board of Education authorize public advertisement and solicitation of competitive bid proposals for the Buildings A and Gymnasium Roof Replacement and Building A Lighting upgrade projects.

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

Discussion

Call the Roll

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

E. Cooperative Pricing Agreement - Middlesex Regional Educational Services Commission

It is recommended the Board of Education enter into year three (3) of a five (5) year Agreement for a Cooperative Pricing System with the Middlesex Regional Services Commissioner.

F. Cooperative Pricing Agreement - Hunterdon County Educational Services Commission

It is recommended the Board of Education enter into year two (2) of a five (5) year Cooperative Pricing Agreement with the Hunterdon County Educational Services Commission.

G. State Contract Vendors - 2011-12 School Year

It is recommended the Board of Education approve state contract vendors pursuant to NJSA 18A:18A-10 for the 2011-12 school year, effective July 1, 2011 through June 30, 2012 as they appear on Addendum #6.

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

Discussion

Call the Roll

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

H. Award Purchases in Excess of Bid Threshold in Compliance  
with NJSA 18A:18A

It is recommended the Board of Education award the following  
purchase:

Extraordinary Unspecifiable Services	Glencom, Inc.	\$37,233.44
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I. Maintenance Contract Agreements - 2011-12 School Year

It is recommended the Board of Education approve the following  
maintenance contract agreements for the 2011-12 school year,  
effective July 1, 2011 through June 30, 2012 as they appear on  
Addendum #7.

J. Software Contract Agreements - 2011-12 School Year

It is recommended the Board of Education approve the following  
software contract agreements for the 2011-12 school year, effective  
July 1, 2011 through June 30, 2012 as they appear on Addendum #8.

K. E-Rate Contract - 2011-12 School Year

It is recommended the Board of Education approve the E-Rate Exchange  
Services Agreement for e-rate services for the 2011-12 school year at  
a rate of \$3,272.00 per year.

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

Discussion

Call the Roll

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

L. Contract Award - Custodial Cleaning Services - 2011-12 School Year

It is recommended the Board of Education award the contract for  
custodial cleaning services to All Clean Building Services, Inc. of  
Lawrenceville, NJ in the amount of \$332,000.00 (as reviewed by the  
Board attorney; contract to be prepared by Board attorney).

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

Discussion

Call the Roll

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

M. Vision Service Plan - 2011-12 School Year

It is recommended the Board of Education approve VSP (Vision Service Plan) to provide coverage from July 1, 2011 through June 30, 2012 at a rate of \$19.29/per employee/month (4% increase in premium from previous year). (Note: association contractual agreement/employee contribution 10%)

N. Delta Dental of New Jersey - 2011-12 School Year

It is recommended the Board of Education approve Delta Dental of New Jersey, Inc. to provide dental coverage from July 1, 2011 through June 30, 2012 at a rate of \$87.65/per employee/month (13% decrease in premium from previous year). (Note: association contractual agreement/employee contribution 5%)

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

Discussion

Call the Roll

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

O. Authorization of Petty Cash Accounts

It is recommended the Board of Education grant approval to authorize the establishment of petty cash accounts for the 2011-12 school year in the amount of \$400.00 each for the district office and high school.

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

Discussion

Call the Roll

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

P. Tuition Contracts - 2011-12 School Year

It is recommended that the Board of Education approve the tuition contract agreements for Alternative School, Academy, Academy Parent Paid Tuition, Special Education (out-of-county) and Regular Education (out-of-county), for the 2011-12 school year as they appear on Addendum #9.

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

Discussion

Call the Roll

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

Q. Resolution 2010-11/6-A Purchase of Goods and Services/Qualified Purchasing Agent 2011-12 School Year

It is recommended the Board of Education adopt Resolution 2010-11/6-A as it appears on Addendum #10.

R. Public Agency Compliance Officer (PACO) - 2011-12 School Year

It is recommended the Board of Education appoint Ms. Diane Strober as the Public Agency Compliance Officer (PACO) for the 2011-12 school year as required annually by law.

## S. Open Public Records Act (OPRA) Officer - 2011-12 School Year

It is recommended the Board of Education appoint the Assistant Superintendent for Business/Board Secretary (Ms. Diane Strober) as the primary custodian of records and the Superintendent (Mr. Michael Maddaluna) as the secondary custodian of records for the 2011-12 school year.

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

Discussion

Call the Roll

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

## T. Obsolete Equipment

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

<u>Item</u>	<u>Asset #</u>	<u>Date Purchased</u>
Case Tractor with front loader	02791	1/1991
Mower Flail	02589	1/1995
Gravelly Garden Tractor	02591	1/1995

## U. Facility Use Fee Schedule - 2011-12 School Year

It is recommended the Board of Education approve the 2011-12 school year facility use fee schedule as it appears on Addendum #11.

## V. Kensington Bus Transportation

It is recommended the Board of Education enter into a contract agreement with Kensington Bus Company for the purpose of providing transportation for the Summer Twilight Program. The cost will be \$350.00/day for two (2) buses for 19 days (total \$6,650.00).

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

Discussion

Call the Roll

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

XIII. July Meeting

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

July 25, 2011

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 Extended Sick Leave - C. Tepke. 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.

# ..... TEMPLATE FOR SCHOOL PROFESSIONAL DEVELOPMENT PLAN 2010 -2012

Please write all of your responses for the school professional development plan on the template. You will want to refer to the guidance document for an explanation of each of the sections in the plan and for a list of helpful tools and resources in the Collaborative Professional Learning in School and Beyond tool kit.

To begin typing in each section, place the cursor at the end of the last question in the section and hit enter/return key.

## SECTION BUILDING A SCHOOL PROFESSIONAL DEVELOPMENT PLAN:

**2**

### A. Reflection

Provide a narrative that reflects the committee's thinking on the following questions:

1. What were the positive aspects of previous professional development opportunities in the district or school that should be retained and replicated?
2. How did those opportunities address the needs of staff and enhance student learning?
3. Through previous evaluations of the professional development program, has the school been able to document how professional development is improving teacher practices and student learning? If yes, describe how the task has been accomplished.
4. How has previous professional learning been aligned to the district and school priorities and key initiatives and programs?
5. What challenges has the district or school faced in the past in providing professional development?
6. How will these challenges be addressed in this School Professional Development Plan?

**Based on a review of last year's Professional Development Plan and comments made on the County Professional Development Board Feedback Sheet it has been decided that the Professional Development Committee should broaden its goals for the school. In order to develop a plan that will benefit more of the school's community throughout every program the PD Committee has decided to change the focus of the Professional Development Plan from improving the Algebra Scores within the school to instead improving the academic rigor of all courses through the use of Professional Learning Communities.**

1. Positive aspects of previous professional development opportunities that will be retained are the following:
  - The school offers monthly afterschool professional development seminars to those teachers who are interested. Topics are based on the interests and needs of the teachers. Some of the topics included in the past have been: student management, use of technology in the classroom (Word, Excel, PowerPoint), assessment strategies, and bringing in higher level critical thinking skills (Bloom's Taxonomy). During the summer of 2010, a new schedule for monthly after school meetings with topics will be established for the staff. **This did not occur as planned during the 2010-2011 school year and will be reinstated during the upcoming school year. The Professional Development Committee would like to develop a list of topics that will help the teachers develop**



lessons that will enhance student learning. In this regard the Committee will be meeting in June to review the upcoming school calendar and to set up a schedule of meetings for the upcoming school year. This schedule will be presented to teachers on the first day of school and posted on the district folder where they will be able to access it at any time. The success of these programs can be measured differently for the teachers and students. The successful implementation of these meetings for the teachers will be measured in attendance and walkthroughs. Attendance at these meetings will be used because they are after school and therefore voluntary. Walkthroughs will be used to see that the teaching practices are taking place in the classroom. The committee will be able to determine if student needs are being met by their performance on benchmark assessments and by tracking their success through the use of our MMS data system.

- A new system called “On the Fly” has been established by our technology department to meet the training needs of the staff. Starting in the 2009-2010 school year, seminars and workshops that have been given to the staff are being posted “On the Fly” so teachers can reference the material throughout the school year. The PD Committee plans to make greater use of this system in the future because it establishes a great resource for the teachers. Also, materials that have not been covered in workshops but that teachers might find interesting will be posted here for their review. **The PD Committee was able to add topics to the “On the Fly Training” throughout the course of the 2010-2011 school year including training on topics such as Affirmative Action, Asthma, Diabetes, and Women’s Heart Health. The committee will be improving and expanding electronic self-tutorial PD offerings for the 2011-2012 school year. The goal of this is two-fold. The committee would like to cover as much as the state mandated PD as it can through the use of technology thereby freeing up more time at faculty meetings and in-service days for teachers to work on improving the teaching and learning process. The second goal is that it allows for constant resources to be presented to the teachers that they can have access to at any time. The agenda of the faculty meetings will allow the Committee to see if time is being spent on discussing the teaching and learning process. Informal surveys of the teachers and classroom walkthroughs will allow us to see if the teaching strategies are being put into effect. Student learning and progress will be measured through the use of benchmarks and formative assessments.**
- On the school’s network a district folder has been created that contains reference materials for the teachers. Like “On the Fly” training, materials can be posted here for teachers to review and reference at their leisure. A current example of a posting in the district folder is a webinar concerning how to use the MMS grade book. **This will continue to be used to provide teachers with resources that they can use to help them through the course of their day.**
- The school makes resources available such as money and substitute teachers so that staff members can attend outside conferences and seminars in their area of need. As long as the resources are available, staff members will have the

opportunity to pursue outside professional development opportunities. An limited example of workshops that our staff have attended this year include:

- 24<sup>th</sup> Annual Pre-Calc Conference
- Projects, Projects, and More Projects- About new innovative teaching strategies in math
- Building Your Students Academic Vocabulary

**During the past school year teachers have continued to be provided with opportunities to attend outside conferences. Some of the conferences that our teachers have attended this past year include:**

- **How to Prepare Students for the Algebra End-Of-Course Assessment While Improving Algebra Assessment**
- **Successful Co-Teaching Strategies**
- **What's NEW in Young Adult Literature and How To Use It In Your Program**

**The PD Committee makes teachers who attend PD seminars fill out a follow up form when they get back from the seminar. The form allows the committee to see how the information that the teacher received at the seminar is useful and will be implemented into the classroom. The committee also encourages the teachers to share the information that they received at these seminars with their colleagues. In this regard the committee is trying to set time set aside during the school schedule that will provide teachers with opportunities to meet as departments to discuss seminars that they have been to.**

- The school's Professional Learning Community meets twice a month during the teacher's lunch periods. Teachers are able to get together and discuss teaching strategies that are/are not working in their classroom. This is something that the PD committee would like to build upon in the future. **Due to scheduling difficulties the Professional Learning Community was not able to meet with the regularity that it had in previous years. There is going to be a push going forward to have teachers collaborate more through the use of PLCs and to concentrate PLCs efforts on improving/strengthening instruction in all courses. In order to accomplish this, the PD Committee is going to sit down in June and set up a schedule for the upcoming school year when the committee will meet. The Committee is going to review the copy of next year's teacher schedule in order to pick out days and times that will be conducive to having the most teachers attend. A list of topics will be created for these meeting but also time will be made at these meetings for teachers to discuss seminars that they have attended and to plan interdisciplinary lessons. These meetings are voluntary so attendance will be used to determine the number of teachers who are using these meetings to their advantage. Classroom walkthroughs, benchmark assessments and lesson plans will all be reviewed to see if the strategies are having an impact on the students in the classroom.**
- Tuition reimbursement is offered for teachers who would like to continue their professional growth by taking college courses. This is something that the committee will continue to encourage.

- Outside trainers have been brought into the school to help train administrators and teachers. Two examples of this are:
  - Max training is currently being conducted by the school's literacy committee to improve the strategies that our teachers use to teach reading.
  - Dr. Bernhardt presented a two day seminar to select staff on how we can effectively use data to improve the school.
  - **SCVTHS has made an effort to bring STEM related PD into the school and this has included bringing in outside speakers to assist teachers with STEM infusion into their daily instruction. The PD committee in collaboration with the CTE programs will continue to encourage all teachers on STEM related matters and continue the work started in 2010-2011. Review of the teacher lesson plans and classroom walkthroughs will allow us to see if STEM is being effectively infused into the current curriculum.**
- A year end survey of the staff by the Professional Development Committee allows the committee to determine areas of interest along with the strengths and weaknesses of the staff. This survey is used to plan professional development activities for the following year. A new survey will be conducted in June of this year to allow us to establish a PD schedule for the next school year.
- The committee established a calendar for its monthly meetings during the summer and makes the teachers aware of this at the start of the school year. Teachers are encouraged to see committee members to offer their input and even to participate in the meetings. The committee has worked hard on establishing an open dialogue with the rest of the staff in order to make sure that all professional opportunities established by the committee are valid and relevant.

2. Previous PD opportunities addressed staff needs and enhanced student learning by:

- The after school meetings that the school offers are based directly on the expressed needs of the staff. The PD committee does not dictate training topics but rather solicits input from the staff on what they want to see offered. Topics can range from teacher centered needs (improving classroom management) to student centered needs (using higher level thinking skills). All topics are centered on improving student learning. **As mentioned above, this is something that the PD Committee got away from this year but wants to bring back going forward. The Committee feels that this is important to bring back because teachers were able to work with one another in discussing effective classroom teaching practices.**
- The use of the "On the Fly" training and the district folder allows for teachers to have a reference guide for materials in the future instead on doing on-shot seminars in which material can be forgotten. Items like Bloom's Taxonomy are posted in the district folder so teachers can make reference to it when they are planning the lesson plans for their classes. These types of resources will help

enhance student learning. **These technology resources allowed the committee to train teachers throughout the course of the year without necessarily having to sit down face to face. Also, by covering some of the state mandated Professional Development on-line, the committee was able to focus more of the time at faculty meetings and in-service days for working on methods to enhance student learning.**

- Teachers attend outside seminars and college courses that are based directly on the needs that they have. The more strategies that the teachers have access to the better teachers they will be for their students.
  - The twice a month PLC meetings are centered on improving student learning. Teachers are able to share strategies on how to improve student learning and to brainstorm ideas for future lessons. **In 2011-2012 there will be a greater emphasis on creating a true PLC environment in our school community. The PD Committee in collaboration with the Curriculum and Instruction office will be working on plans to make implementation of the PLC easier for all of the staff. Part of this process includes developing a schedule in June that will maximize the time teachers will be able to sit down and work together. When these meetings were held, a review of the teacher lesson plans showed that teachers were sharing information and working to develop interdisciplinary lessons for the benefit of the students.**
  - The Max Training seminars are providing teachers with strategies that they can use with the students to get them to read and retain information. Some of these strategies are new to the CTE teachers and are helping them to get their vocational students to read in class. **The formal Max training seminars have ended but the committee is going to have the teachers that were trained in this conduct training for everyone else. There has been testing done in some of the CTE classes to measure the outcome with the students. This will need to be expanded going forward.**
  - Dr. Bernhardt's seminar presented to the staff showed how we can use data to recognize what needs are not being met in the school for all stake holders including but not limited to teachers, students, and parents. By recognizing areas that are not being covered, the PD committee can move to correct these areas of weakness.
  - **STEM training has provided teachers with ideas on how to infuse cross curriculum standards, specifically math, into their subjects. This will allow students to be exposed to math in all subjects and not just in math class.**
3. The school has been able to document that professional development is improving teacher practices and student learning through the following means:
- Walkthroughs conducted by administrators allows them to see if effective teaching strategies are being used in the classroom.

- Lesson plans reflect the use of higher level thinking skills and the use of technology in the classroom which is covered during the after school meetings.
  - The Professional Development Committee is continually soliciting the input of the staff on whether or not they found workshops, seminars, and webinars useful. The school has created a PD follow up form that allows us to track if the staff has found items covered during professional development opportunities useful or not for their classroom.
  - A Scholastic test is being given to students who have teachers that are part of the Literacy Committee to track the results of the Max Training teaching strategies. **These results need to be tracked better going forward so it can be determined if it has resulted in students reading and comprehending at a higher level.**
  - **Lesson plans will reflect interdisciplinary thinking and planning. This is especially important as we try to enhance student learning in all subject areas. Lesson plans should also reflect an increase in the academic standard that students are being held too.**
  - **The committee is going to increase the use of benchmark and formative assessments in order to monitor the progress that students are making in class. These forms of assessments going forward will allow the committee to see if the training that is being held is having the desired effect.**
  - **The committee has conducted year end surveys in the past with the different stakeholders of the school and will continue to do so in the future.**
4. Previous professional learning has been aligned to school priorities, programs and initiatives by:
- There has been an increase in the use of technology within the school. Teachers are using technology more in the classroom thanks to the afterschool meetings. The PD committee is making greater use of technology to disseminate information and learning resources. **The goal is to create ways in which teachers can use technology to better communicate with each other and to increase the amount of the collaboration that is taking place. Greater collaboration in lesson planning will allow teachers to set the standards higher for the students. Better communication with parents should lead to an increase in the number of students who are completing all of their assignments.**
  - There has been an increase in the amount of professional opportunities offered thanks to the use of the “On the Fly” and the district folder. Professional development resources can be placed here for teachers to review. **The ability to communicate certain topics with teachers on line has freed up time during faculty meetings and PLC meetings for the focus to be on enhancing student learning.**

- Max Training has focused on improving student literacy which the PD committee hopes will reflect in better HSPA scores. **Max Training should also have a positive effect on all courses since reading and comprehension is an integral part of all subject areas. An increase in the reading ability of the students will allow the teachers to increase the level of materials that the students are receiving.**
  - The Dr. Bernhardt presentation will allow members of the school to do a better job of recognizing and addressing school deficiencies.
  - Teacher participation in outside seminars and college courses allows the school to have a better educated and prepared staff. **Teachers are able to attend workshops in which they learn effective teaching strategies for their classrooms and how to enhance the learning of the students within them.**
  - The twice a month meetings of the Professional Learning Community is helping to make the school more student and teacher centered. **It is the priority of the school to raise the academic standards of the courses offered in order to push the students to achieve. In order to accomplish this the teachers need to be working together to discuss ways that they can improve their teaching strategies in order to enhance student learning.**
5. Some of the challenges that the school has faced in the past in providing professional development include:
- Time---The school only has two allocated professional development days assigned. These are in September and October. Because of the number of required items that needs to be covered for the state on these days there is only limited time available to work on other initiatives.
  - Communication---In the past there have been gaps in communication among the different committees within the school. Each committee has a different focus with the end goal of improving student learning but sometimes communication between the different committees is not what it should be.
  - Motivating the whole staff has been an issue. While there are many teachers who are more than willing to experiment and try new things, some are very set in their ways and are hard to motivate.
  - Money--- The school would like to do more with bringing in outside presenters but some of the costs of these presentations are too much.
  - Scheduling---Because of the size of the school it has been difficult to create common planning times as thoroughly as we would like.
  - **Reflecting back on the 2010-2011 school year, all of the issues listed above continue to present a problem for the PD Committee.**
  - **An additional weakness that needs to be addressed is the benchmark assessments that are being used. More challenging benchmark assessments need to be developed and there needs to be a better recording process.**
6. These challenges will be addressed by:

- An effort is being made to increase the amount of state mandated training that can be covered by “On the Fly” training and the district folders. This will allow more time on the professional development days to be spent covering other items. **In addition to the “On the Fly” training, the Committee is looking into software that will make it easier to post webinars on our website or in the district folder. This will allow the committee to post resources that that teachers can view and use in their classrooms.**
- The Professional Development Committee has made an effort to make its presence felt in the school and to improve communication. Minutes for the Professional Development Committee have been posted on the district folder for everyone’s review. There has been an increase in communication between the PD committee and other committees in order to streamline some of the things that take place within the school. Key members of the school have been asked to attend PD committee meetings so that they are aware of what is happening.
- There has been an effort to motivate the whole staff by giving them an increased stake in the PD process. All staff members are invited to attend the PD meetings and emails are sent to the staff to solicit their input. Hopefully by increasing the amount of input they are given they will feel a greater motivation to participate.
- The school continues to look at the most effective ways to spend its PD money and will continue to do so in the future. **The committee is also looking at having members attend workshops and seminars and then turnkey the training for the rest of the staff.**
- An increased effort is being made to establish common planning times for the 2010-2011 school year. In addition, curriculum maps for each subject area have been placed in the district folder and teachers are encouraged to communicate with each other via email about ways to improve the maps. **The PD Committee is in the process of looking for a system that will allow teachers to share lesson plans and interact on the creation of curriculum maps. The committee would like to have teachers working together to increase the academic level of the courses.**
- **The PD Committee is looking into using technology to allow for greater collaboration in the creation of benchmark assessments, lesson planning and curriculum mapping. Technology can help to facilitate the creation of a Professional Learning Community within the school and serve as a means to better collect and review data.**
- **When possible the PD Committee is trying to train the staff in smaller groups through the use of “round robins”. This allows for more targeted training based on the skill level and interests of the group. The use of round robins also allows for better small group discussions and the development of teacher teams and co-planning.**

- **The Committee has looked into ways of getting creative with the scheduling in order to allow for more time for teacher training. The committee ran an assembly for the students so teachers could meet to talk about ways to enhance student learning.**
- **The Committee has talked about increasing the number of faculty meetings and Professional days that the school holds in the future. The Committee has also discussed adding half-days into the calendar for students so teachers can meet to discuss the teaching and learning process. This is something that has to be discussed going forward with the people who have the power to make this happen. In the meantime the Committee has gotten creative with scheduling student assemblies so teachers can meet.**



# School Level Professional Development Planning Template

## SECTION BUILDING A SCHOOL PROFESSIONAL DEVELOPMENT PLAN:

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### B. Needs Assessment

Provide the definition for question (1) and then describe the answers to (2) and (3) in narrative form:

1. What is the school's definition of student achievement? Please consider the following questions to guide your discussion: Is it high test scores on standardized tests? Is it improvement on local assessments? Or should the definition include other positive student outcomes such as confidence in academic and social situations, student responsibility for learning, or the ability to apply new skills to real life situations? What changes in student behavior are we trying to create? What will student success look like in our school? This definition should be developed with input from the entire faculty.
  2. Include both the school-based performance data as well as other information identified as evidence of professional learning needs of staff. These might include formal and informal surveys of teachers, focus groups with teacher teams, team documentation of goals and outcomes, or other identified needs from other key stakeholders, including staff, students, parents and community members.
  3. Provide a brief narrative of how the school committee is using school-based performance and other data to drive the professional development needs in the school. Be specific.
- 
1. Because of the different stakeholders that are involved with Somerset County Vocational and Technical Schools, we measure student achievement through a wide range of means. Our definition of student achievement includes the following:
    - How well are the students performing on standardized state assessments, industry assessments and on internal assessments. The focus is just not on the grade of the student but whether or not there is a marked improvement from year to year. We are looking to see that we are making a difference with each and every individual student that walks through our doors.
    - While a lot harder to assess the school also measures achievement through social interaction. Students attend vocational school in order to learn employment skills as well as academic knowledge. Part of those skills include if a student will know how to interact with clients, peers, and bosses. We want to produce students who are not only academically successful but are also well rounded.
    - We also measure student achievement on how well the student is prepared to move on after graduation. Are they prepared for two year or four year colleges, trade school or an occupation? Have we given them the means to succeed?
  2. In order to connect our professional development goals with our school needs, Somerset County Vocational and Technical Schools has started to track our student's performance in their individual subjects. One subject that we are focusing on is Algebra I. There are several reasons for this:
    - We wanted to make sure that we were preparing our students to take the HSPA and End of Course Algebra test.
    - We wanted to be able to offer our students more academically challenging math classes as seniors so that they would be better prepared for life outside of SCVTHS. In order to do this we needed to make sure that they had a strong foundation.
    - Many of the CTE courses require a strong background in math.

**As mention before in the reflection, based on a review of last year's Professional Development Plan and comments made on the County Professional Development Board Feedback Sheet it has been decided that the Professional Development Committee should broaden its goals from improving the Algebra Scores within the school to instead improving the academic rigor of all courses through the use of Professional Learning Communities.**

**There were several methods that the Professional Development Committee used in order to determine the learning needs of the staff. These methods include:**

- **A survey of the faculty which determined that they felt that the academic standards that were set forth in our school were not measuring up to other schools in the district.**
- **Formal and informal interviews/surveys conducted with parents during Open House and throughout the course of the year revealed that many parents viewed Somerset County Vocational and Technical Schools as having a lower academic standard then other districts in the county. This appears to be a prevalent reputation of the school and the PD Committee wants to work hard to change this.**
- **Standardized state test scores were reviewed that showed that there was room for improvement. HSPA scores and End of Course Algebra scores are listed on the next page.**
- **Data from our own system (MMS) was collected for the past couple of years that showed that many of our students are not performing as well as we would like. Some of this data for Algebra I, Language Arts and Social Studies has been collected and included on the following pages for review.**
- **Members of the school's Advisory Boards have also expressed a desire to have the students within our school perform at a higher academic level.**
- **A review of the Curriculum shows that the school is currently not offering AP or Honors levels classes to the students. The PD Committee would like to see the school offer these classes in the future.**

**We used several different means to track our student's performance in their math class:**

- **We surveyed the staff to get their impressions on how students were doing in math.**
- **We surveyed the parents and students to determine how they felt about the math program in the school.**
- **We tracked the math results for our students taking Algebra I and the math section on the HSPA.**
- **The PD Committee working in conjunction with mathematics supervisor and instructors is planning to more systematically track and analyze student data on the End Of Course Algebra I test as well as other standardized tests.**

Survey results from the staff indicated that they felt that our students were not achieving all that they could. Teachers felt that the school expectations for the students needed to be raised in math. Teachers felt a more academically challenging math program needs to be developed in the school.

Survey results of the parents indicated that there was a lack of communication between the school and parents on how their children were doing. Parents felt that more needed to be done by the school in order to keep parents in touch.

Below is the chart that tracks our student's performance in Algebra 1 over the last few years. These grades represent student's final averages. Students who withdrew from the class were not counted towards these numbers.

#### Algebra I Results

Year	Number of Students	% of students with a A- or better	% of students with a B- or better	% of students with a C- or better	% of students with a D	% of students with a F
<b>2009-2010</b>	<b>51</b>	<b>17.65</b>	<b>37.25</b>	<b>25.49</b>	<b>7.84</b>	<b>11.76</b>
2008-2009	46	19.56	30.43	36.96	6.52	6.52
2007-2008	45	8.89	35.56	24.44	17.78	13.33

#### Algebra I Marking Period Grades for 2009-2010 School Year

Marking Period	Number of Students	% of students with a A- or better	% of students with a B- or better	% of students with a C- or better	% of students with a D	% of students with a F
1 <sup>st</sup> MP	53	22.64	54.72	18.86	1.89	1.89
2 <sup>nd</sup> MP	50	16	30	22	14	18
3 <sup>rd</sup> MP	51	21.57	17.65	25.49	15.69	19.61

#### Algebra I Marking Period Grades for 2010-2011 School Year

Marking Period	Number of Students	% of students with a A- or better	% of students with a B- or better	% of students with a C- or better	% of students with a D	% of students with a F
1 <sup>st</sup> MP	49	20.41	38.78	26.53	6.12	8.16
2 <sup>nd</sup> MP	48	8.33	29.17	37.50	4.17	20.83

#### HSPA Results (Mathematics) for First Time 11<sup>th</sup> Graders

Year	Students	% Partially Proficient	% Proficient	% Advanced Proficient
<b>2010</b>	<b>76</b>	<b>22.4</b>	<b>52.6</b>	<b>25</b>
2009 *	59	18.6	45.8	35.6
2008	35	23.5	67.6	8.8
2007	51	41.2	56.9	2

\*Results based on internal analysis. State scoring unavailable due to coding error.

### End of Course Algebra I Results

Year	Students	% Below Basic	% Basic	% Proficient	% Advanced
2010	77	45.46	11.69	25.97	16.88

### Pre-Calculus Enrollment

Year	Students
2010	17
2009	10

### Language Arts Results

English 9	# of students	A-	B-	C-	D	F
2008-2009	35	28.57	40	20	8.57	2.86
2009-2010	58	29.3	39.7	29.3	1.7	
English 10	# of students	A-	B-	C-	D	F
2008-2009	57	14.05	43.86	35.09	7	
2009-2010	51	31.37	39.21	21.57	1.97	5.88
English 11	# of students	A-	B-	C-	D	F
2008-2009	55	30.9	58.19	7.28	3.63	
2009-2010	69	36.23	31.88	28.99	2.9	
English 12	# of students	A-	B-	C-	D	F
2008-2009	56	30.36	28.57	19.64	21.43	
2009-2010	50	26	38	34	2	

### Social Studies Results

World History	# of students	A-	B-	C-	D	F
2008-2009	29	20.69	24.14	51.72	3.45	
2009-2010	53	9.43	28.3	37.74	24.53	
US History I	# of students	A-	B-	C-	D	F
2008-2009	53	43.4	43.4	11.32	1.88	
2009-2010	48	16.67	45.83	25	6.25	6.25

US History II	# of students	A-	B-	C-	D	F
2008-2009	55	12.72	54.55	25.46	7.27	
2009-2010	68	35.29	22.05	35.29	7.37	

3. The school committee is using school based performance data and surveys to drive the professional development needs of the school by developing action plans that addresses the concerns of the teachers, parents and students. The PD Committee over the course of the last year has made a concentrated effort to do the following:

- Survey and interview the staff in order to determine their needs, wants and concerns.
- Survey the parents in order to determine the strengths and weaknesses of the school.
- Analyze test data that we have at our disposal through the use of state assessment results and our MMS system. **Some of this data has been included above for review.**
- We are looking into strengthening our board of advisors that we use with our CTE programs in order to gather more input from the community.
- **Upon review, all of the above items continue to be used as means to drive the professional development needs of the school.**
- **In addition to the above items, the PD Committee would like to see the school make better use of benchmark and formative assessments to track the student's progress.**
- **The school is also working on coming up with better ways to track the students after they leave here. The objective being that we as a school want to make sure that the students needs have been met and that they are fully prepared to enter and succeed in college or the workforce depending on what they chose.**

# School Level Professional Development Planning Template

## SECTION BUILDING A SCHOOL PROFESSIONAL DEVELOPMENT PLAN:

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### C. Professional Development Goals for the School

1. List the school's established student learning goals and other learning needs. These should:
    - be based on school district goals;
    - be aligned to school improvement plans;
    - be based on an analysis of the Needs Assessment Data;
    - support enhanced student learning; and
    - be measurable and attainable.
  2. List your school's professional development goals. These should be specific, measurable, achievable, relevant, and time-bound.
    - a. Specific: Be specific about what is to be accomplished
    - b. Measurable: Identify how the goal will be measured
    - c. Attainable: Ensure the capacity exists to accomplish the goal
    - d. Results Based: Identify the benchmarks and outcomes for the goal
    - e. Time-bound: Set a specific timeframe for completing the goal
  3. Provide an explanation of how your professional development goals align with your school goals.
- 
1. Based on the Algebra I Grades, **End of Course Algebra I Tests** and HSPA charts on Page 6 of this document the Professional Development Committee would like to see the following:
    - Within two years there will be an increase in the amount of students who are receiving A-'s or above in Algebra I to 30%.
    - Within two years, over 75% of students will receive a B- or above in Algebra I.
    - The number of 11<sup>th</sup> graders taking the HSPA for the first time will see a 5% increase in students testing as Advanced Proficient and a 5% increase in students testing as Proficient.
    - The number of students who are enrolling into Pre-calculus and College Prep courses will increase by 50% over the next three years.
    - **Within two years the number of students who scored Below Basic on the EOC Algebra I test will be reduced by 50%.**

**In addition to above the learning goals for the students include the following:**

- **Students will see be able to work individually and collaboratively in order to achieve the objectives that have been set for them by their teachers. This should lead to a raise in the overall academic performance of the students which will be measured using standardized test scores, benchmark assessments, and our MMS data system. Within two years we would like to see 75% of our students achieving a B- or better in all academic subjects.**
- **Students will show progress from year to year within their courses. Again, individual progress of students can be measured using standardized test scores, benchmark assessments, and our MMS data system. The PD Committee would like to see a 5-10% increase in student grades, standardized test scores and benchmark assessments from year to year.**

- **Students will be improving their critical thinking skills and setting a higher standard of learning for themselves. This will be measured by determining the number of our students who are taking Honors and AP classes that the school would like to offer. The school would also like to track to see if there is an increase in the number of students who are taking the SATs and entering 4 year colleges.**
2. a. The school's professional development goals which we feel will help us meet the student learning goals above are as follows:
- Work on improving the school's Professional Learning Communities by establishing common planning time for the math teachers.
  - Improve academic expectations and standards through the improvement of the school's curriculum maps including those in math. Along with this, better use of the formative assessments and benchmarks that should be embedded in all math subjects.
  - Improve communication between the parents and the math teachers through the use of MMS grade book, parent portal and teacher web pages.
  - **Creation on more collaborative lesson plans either through the use of technology and/or common planning times. Also assisting teachers how to plan and collaborate virtually rather than relying on face to face time.**
  - **Allowing more time for professional development through the use of creative scheduling.**
- b. The goals will be measured by determining if the students have achieved the desired outcomes as stated above in Part 1 of this section.

The support for these goals includes the following:

- The schedule that we are able to establish for the teachers will determine if we were able to create more shared planning time in the school.
- Teacher input into the curriculum maps and revisions will allow us to see that improvements are being made. Also, better results on the formative assessments and benchmarks will allow us to see if the students are meeting the standards that we are setting for them.
- The PD committee wants to have all teachers trained on the MMS grade book by the end of this year and on the parent portal and making use of the school's website by the beginning of next year. Sign in sheets will allow us to track the training and monitoring of the systems by supervisors will allow us to see if teachers are making use of the systems. **All teachers were trained on the use of MMS last year and based on the needs assessment follow up training will be conducted in September of 2011. The committee would like to see ALL teachers making use of the MMS parent portal and the teacher pages after the follow up training in September.**
- Teacher interviews will allow us to determine if they are making use of the training resources.
- Offering more PD through the course of the school year will be measured by how many faculty meeting are devoted to professional development and how many after school meetings we are able to hold. Sign in sheets will help us determine teacher participation.

- Our PD follow up form will allow us to track teacher involvement in outside seminars and workshops.
- Make greater use of technology resources by adding more resources to the “On the Fly” training and district folder.
- Offer more time during the course of the school year for professional development.
- Continue to offer teachers the opportunities to pursue professional development opportunities outside the school.
- **MMS Parent Portal and the Teacher pages on the school website will be monitored by supervisors to see that teachers are making use of available technology in order to communicate with the students and parents.**
- **Teacher collaboration and interdisciplinary planning on lesson plans will allow the PD Committee to see if teachers are working together in raising the academic standards of the school.**

c. The PD committee feels that all goals set above are realistic and based on resources that we have available to us.

d. The outcomes of the goals are as follows:

- With increased shared planning time teachers will be able to work closely on improving the curriculum for their courses including benchmarks and formative assessments. Teachers will also be able to share teaching strategies and hopefully develop better ones. The academic expectations of the students will be raised through this process. Success will be determined by increased student achievement and better lesson plans being developed.
- Increased teacher use of MMS grade book, the parent portal and the school website will allow for increased communication with the parents. Parents will be able to keep a close eye on the progress that students are making in their class. Greater cooperation between the teachers and parents will allow them to push the students further. In addition, if teachers have to spend less time trying to contact parents than they can concentrate more on improving the teaching and learning process. Success can be measure by monitoring the systems to make sure teachers are using them and by an increase in student grades.
- By offering more PD opportunities through the use of “On the Fly”, district folder, faculty meetings and afterschool meetings, the PD committee hopes to establish a collaborative atmosphere in the school where ideas are exchanged freely and new and innovative means of teaching are tried. Hopefully those teachers who are hard to motivate will want to keep up with those teachers who are eager to try new things. Through the use of sign-in sheets, lesson plans and teacher evaluation we will be able to determine if new ideas are being tried in the classroom.
- **With increased planning time and more access to technology teacher’s lesson plans should reflect cross disciplinary planning and integration.**

e. Time lines for these goals are:

- Shared planning time should be established when the final schedules are formalized over the summer.
- Improvement in curriculum maps, formative assessment and benchmarks will be ongoing though out next year.



- All teachers should be trained on MMS grade book by the end of this year and on parent portal and teacher web pages by the 1<sup>st</sup> marking period of next year. **More in depth training will be conducted at the start of the next school year to help teachers who are wary of using this technology.**
- Increasing the information offered “On the Fly” and on the district pages will be a continuing process throughout the future.
- Establishing more time at faculty meeting for PD and at after school meetings will be a continuing process throughout the school year.
- Allowing teachers to attend outside PD events will also be ongoing throughout the school year.

**In addition to above the school’s Professional Development Goals are:**

- **Working on establishing common planning times for teachers in order to strengthen teacher collaboration and cross disciplinary planning and integration.**
  - The goal of the common planning times is to have teachers working together to improve their teaching strategies and to strengthen the overall curriculum of the school by interconnecting the curriculum.
  - This can be measured by reviewing lesson plans to see if teachers have created plans that are interdisciplinary and set a higher academic standard for the students than had previously been set. Walkthroughs of the classrooms can also be used to determine if this is happening.
  - The schedule is currently being worked on and the opportunity for interdisciplinary planning times is being kept in mind.
  - The results of the common planning time is to have students going beyond the basics in the classroom and achieving more. We should see a rise in the academic achievement of the students that can be measured in benchmark assessments and standardized test scores. We should also be able to measure if students are setting higher standards for themselves by taking the SAT’s and enrolling in higher level classes that the school wants to offer.
  - Teachers taking advantage of the common planning times can be measured by the first marking period. The effect that this has on the students will be measured at the end of this year by comparing the above mentioned data from previous years.
- **Training staff on how to use technology that will allow for greater collaboration on lesson planning and curriculum.**
  - The goals for the use of technology is the same as above which is to have teachers working together to improve their teaching strategies and to strengthen the overall curriculum of the school by interconnecting the curriculum.
  - This can also be measured by reviewing lesson plans to see if teachers have created plans that are interdisciplinary and set a higher academic standard for the students than had previously been set.
  - Teacher training for this will take place at the start of the school year when the teachers report for their in-service day.

- The overall results are again to have students going beyond the basics in the classroom and achieving more. We should see a rise in the academic achievement of the students that can be measured in benchmark assessments and standardized test scores.
- Teacher use of technology to collaborate will be measured throughout the year by reviewing lesson plans. The effect this has on the students will be reviewed at the end of this year by comparing the above mentioned data from previous years.
- The Professional Development Committee would like to increase the number of in-service days that the teachers have and make the faculty meetings more focused on enhancing student learning instead of on “housekeeping items”.
  - The PD Committee wants to establish more time for teacher training through the course of the regular work day. A review of topics for these meetings is currently under discussion. Some of the topics being discussed include Blooms Taxonomy, Problem Based and Project Based Lesson Planning.
  - This goal can be measured by determining if the teacher training is taking place and being put into practice.
  - The goal is to have teachers and students working together as a true Professional Learning Community. It is hoped that by having teachers trained in the use of Problem Based and Project Based Lesson plans that it will result in the students becoming more engaged in the learning process. Students who are better engaged in the learning process should achieve more in class and on standardized test scores. They should also be inspired to set higher goals from themselves going forward.
  - This goal can be measured at the end of the next school year to see if the training took place and that innovative lesson planning has occurred.
- Training teachers on how to develop formative and benchmark assessments that the school can use to track student learning and progress.
  - The Professional Development Committee, working with the office of Curriculum and Instruction, would like to have the teachers develop effective formative assessments that can be used to monitor their teaching and effective benchmark assessments that can be used to monitor the overall progress of students in the school.
  - This goal can be measured by seeing that the formative and benchmark assessments have been developed and are being put into use. If successful, the committee should be able to collect data using these assessments.
  - The outcome of this goal is that the Committee will have a better means to track student learning. If we are better able to track student learning then we can recognize areas of strengths and weaknesses in our teaching methods and curriculum. With this being done we can work on ways to improve our areas of weakness and turn them into strengths.
  - Training teachers on creating formative assessments and benchmark assessments will be worked into the in-service days in September and

**October. The committee will be able to determine if teachers are using these assessments by conducting interviews and surveying the teachers. The success will also be determined by seeing the data that is accumulated at the end of the school year.**

- **Teachers and students are both going to undergo training on the topic of Plagiarism during the start of the next school year.**
  - **The school would like to have teachers better trained on how to recognize plagiarism and would also like to have the teachers train the students on the topic. The goal is to have students writing better original work in their classes.**
  - **The success of this will be measured by interviewing the teachers to see if they have encountered fewer problems with plagiarism then they have in the past.**
  - **The outcome of this goal is to have students writing better original work and relying less on trying to reword work that they have found on the internet. If successful students overall ability to write should improve and this can be measured on benchmark assessments and standardized tests.**
  - **The training for this will occur at the start of the school year so that results can be seen right away.**
- **As mentioned in the reflection, the PD Committee would like members of the staff that received Max Training to conduct turnkey training for the rest of the staff.**
  - **The goal is to provide teachers with more strategies that they can use to increase the reading and comprehension levels of the students. Reading and comprehension is an integral part of all subjects and by increasing the student's literacy levels their overall academic performance should improve.**
  - **This goal will be measured in several ways for teachers and students. The PD Committee will be able to measure the goal by reviewing teacher lesson plans, analyzing data collected on benchmark assessments, conducting classroom walkthroughs and soliciting feedback from the teachers. Students overall progress in their classes and on standardized tests will also be reviewed.**
  - **The outcome of this goal is to have students who will be able to perform at a higher academic level because their reading and comprehension skills have increased. This should lead to an increase in the overall academic performance of the students. Students who are better readers will be able to take classes that are more academically challenging.**
  - **The PD Committee would like to have the training for the staff take place in October during the in-service day. Substitutes will be used so that teachers can go and visit other classrooms throughout the year to see effective teaching strategies modeled.**

- **Many of our teachers have undergone STEM training and the PD Committee would like to see this successfully implemented into the teacher's lesson plans.**
    - **The goal is to have teachers providing students with a more rigorous curriculum that will allow them to succeed beyond high school.**
    - **This goal can be measured by viewing the teacher lesson plans to see if STEM is being infused into their lesson plans. A review of students science and math scores will allow us to see if there has been a positive impact on student learning.**
    - **The outcome of this goal is to have students performing at a higher academic level and be able to use mathematical concepts in all subject areas.**
    - **The training on STEM has already taken place so the infusion of STEM concepts into the classroom should be able to take place at the start of the school year.**
3. The Professional Development committee believes that if it can succeed in its professional development goals then the by product would be greater student achievement in all subjects including Algebra I and on the HSPA. The committee's goals seek to create a school in which:
- Teachers and parents will become more involved in the teaching and learning process thereby increasing student scores.
  - Teachers will become more aware of different teachers strategies through communication with fellow staff members and by attending PD opportunities. This will allow for better teaching strategies to be used in the classroom.

**The overall goal of the school is to raise the academic performance of the students throughout all curriculum areas and on the New Jersey's standardized test scores. By engaging students in more challenging and interesting lessons it is believed that this objective can be achieved. This includes having lessons that are much more school wide and interdisciplinary in nature.**

# School Level Professional Development Planning Template

## SECTION BUILDING A SCHOOL PROFESSIONAL DEVELOPMENT PLAN:

2

### D. School Professional Development Opportunities

1. Describe the professional development structures and designs in the school. For instance, will professional development be offered for team based learning, online learning, workshops or other venues? Will partnerships be developed with universities, county colleges, and other educational organizations to support adult learning in the schools? Will schools partner grade levels or departments? How will teams look at student work or create common assessments together? How will teams be supported in observing the practices of other team members? How will learning opportunities for teachers address the needs of all student populations (ELL, Bilingual, Special Needs, G and T, etc.)? In this section describe the varieties of contexts in which professional development will be offered rather than a listing of trainings or a catalog of events.
2. What are some of the key NJ Core Curriculum Content Standard areas on which the school will focus their professional development?
3. Indicate the connection between student learning goals and the professional development within the school.
4. How will the school communicate the professional development plan to all staff members?

1. There have been several different professional development structures and designs put in place at Somerset County Vocational and Technical Schools. They include but are not limited to:
  - District in-service programs which include our two in-service professional development days, faculty meetings and monthly after school professional development workshops in math.
  - Professional Learning Communities which meets twice a month to discuss important teaching issues including brainstorming effective teaching strategies for math classes. **This is something that was not successful this school year due to scheduling difficulties but will be reinstated next school year.**
  - Encouragement of attending out of district math programs which includes seminars, workshops, webinars and graduate courses.
  - Development of the school's use of its technology resources which includes it's "On the Fly" training program, district folder, and email system (Office Outlook) for the communication of math teaching strategies.
  - Professional Visitations for staff to visit other districts in order to study successful math instructional programs and practices. This includes working on curriculum articulation agreements with Raritan Valley Community College in which staff visit and interact with their counterparts at RVCC and visitations to other county schools and vocational/technical schools.
  - Use of county resources such as the NING math group in order to stay current with educational issues.
  - The school is trying to put into place common planning times for subject level departments including math where the following items can be discussed: curriculum revisions, establishing benchmarks and formative assessments, and use of teaching strategies.
  - **Somerset County Vocational and Technical Schools is working hard on addressing issues from the previous school years. Because of this the PD Committee is doing the following:**
    - **The Committee this past year has gotten creative in scheduling student assemblies so teachers can get together and work collaboratively on enhancing student learning. The committee would like to have teachers working on sharing effective teaching strategies, developing lesson plans, curriculum maps and effective benchmark assessments.**
    - **The PD Committee has used round robins during the schools in-service days for training. The round robins allow for better small group discussions and again for more teacher collaboration. Also the use of round robins allows the committee to offer a variety of topics so teachers can have a choice in the discussions and training that they take part in. Teachers who are proficient in an area do not have to attend the training. This is especially useful in training teachers how to use technology. Teachers who are more advanced in the usage of technology are able to skip the training sessions that are meant for the teachers who are at a more basic level.**
    - **The Committee is going to use more turnkey training to avoid the problem of bringing in expensive outside presenters. This allows teachers to use their own expertise in training one another.**

- **The PD Committee has solicited the help of the school's supervisors in providing substitutes for teachers so they can have time to observe each other's classes and discuss effective teaching strategies. The PD Committee has found this to be an effective motivational tool since teachers are seeing effective teaching strategies put into practice and not just hearing about them.**
  - **The school is in the process of purchasing Moodlerooms which is an on line learning system. This will allow the teachers access to Professional Development Topics that they can view at their leisure. Anyone in the school will be able to develop topics for training using this system so it is not limited to just a couple of people.**
  - **The school is looking into computer software that will allow for greater teacher input into the curriculum maps as well as allowing teachers to share lesson plans with each other. A few of our teachers have been trained on the use of Google docs so they can view and collaborate more on how to help the students.**
2. The Professional Development Committee in conjunction with the curriculum office and school administration has developed a three year plan for the revision of the school's curriculum maps. The key NJ Core Curriculum Content Standards that the Professional Development Committee will focus on for the 2010-2011 school year is: Algebra I and II, and Geometry. The committee is also working on infusing cross content math skills in the other academic subjects including Language Arts and the CTE programs. **The school is in the second year of its three plan to revise the curriculum maps. This year the focus will be on subjects such as: Health, Biology, Chemistry, Spanish, Automotive Technology, Building Trades, Diesel Mechanics, and Electrical Construction. The committee is working on training teachers on how to develop better benchmark assessments for all subject areas which should lead to a improvement in all areas.**
3. There is a direct connection between the student learning goals and the professional development within in the school. Professional development is established with the idea of improving the teaching and learning process which means meeting the student learning goals. The PD committee has made an effort to establish a system that allows for any professional development opportunities that is offered to the staff to be seen as relevant to meeting the goals of the school. This system includes:
- Establishment of student learning goals through data analysis, faculty survey's and interviews, state mandates, parent and advisory board input, and Board of Education input.
  - Professional development meetings and communication with key staff members in which professional development goals are established and action plans are created to meet the above goals.
  - Communication with the staff via faculty meetings, memos and email in which they are informed of the student learning goals and the Professional Development Committee's plans on how to meet the goals.
  - Enactment of the action plan by the Professional Development Committee.
  - Analysis of feedback to see if the professional development was successful and the student learning goals were met. This can include data analysis, faculty surveys and interviews and parent and advisory board surveys.

4. The professional development plan will be communicated to the staff members through the use of faculty meetings, memos, emails, and the district folder. The PD committee sends out communications to the staff informing them of goals that the PD committee is working on and upcoming PD opportunities. Also, all PD committee minutes are posted on the district folder for the staff to read, review and comment on. When the professional development plan is finalized and approved, it will also be posted on the district folder for review. In addition to this, all staff members are invited to attend and participate in the Professional Development Committee meetings.

## **School Level Professional Development Planning Template**

### **SECTION BUILDING A SCHOOL PROFESSIONAL DEVELOPMENT PLAN:**

**2**

#### **E. Professional Development Resources**

1. Include a description of time allocation and supporting resources needed to meet the professional development goals. Collaborative school teams can indicate how time for professional learning is created. For instance, is time provided for professional learning in interdisciplinary, grade level, or content area collaborative teams and staff meetings? Do teachers use planning time for collaborative professional learning? What resource materials and consultant expertise are provided for professional learning?
2. Identify the resources and structures in place in the school that demonstrate that the school community values and nurtures quality professional development for adult learners. These might include dedicated professional learning days or summer or after school opportunities.

1. In order to meet the schools professional development goals the following methods of time allocation and supporting resources have been put in place:



- Twice a month the school's Professional Learning Community meets to discuss issues concerning the school's professional learning goals. **This will be strengthened in the upcoming school year.**
- The school has worked on establishing common prep times for subject area teachers so they can meet and collaborate on how to improve their teaching.
- The Professional Development Committee is working on strengthening its mentoring plan so that experienced and new teachers can work together.
- The school administration encourages teachers to visit each other's classrooms to observe good teaching strategies. Administrators have offered to help substitute for a class in order to make this happen.
- The Professional Development Committee has tried to establish time for teachers to get together and work collaboratively during the schools two professional development days.
- The PD committee has discussed dedicating more time at the school's faculty meetings for teacher meetings.
- Important professional development research is made available to the faculty through the use of the faculty meetings, district folders, and email.

**Both internal and external resources are made available to teachers in order to meet the professional development goals.**

**Internal Resources include:**

- **Two professional development days that have been scheduled for the teachers in which training can occur. As mentioned early, the PD Committee has used round robins at these meetings so teachers can meet and talk collaboratively in small groups. The use of round robins on the in-service days allows the committee to offer a variety of topics so teachers can have some choice in the training that they take part in.**
- **Professional Learning Community meetings that take place within the school day which again allows for teachers to work together to discuss effective teaching strategies.**
- **Substitute teachers are going to be provided for teachers so they will be able to visit each other classrooms to observe effective teaching practices in action.**
- **The PD Committee has conducted teacher training at faculty meetings. In order to allow for more sustained training at these meeting the committee has gotten creative in scheduling student assemblies.**
- **Teachers have been sent out to outside workshops for training and will turnkey the training to other teachers in the school during faulty meetings and in-service days.**
- **Computer software resources will be made available to teachers that will allow them to access professional development resources made available by the PD Committee. The computer resources will also allow for greater collaboration among the teachers for the purposes of lesson planning and curriculum mapping.**
- **Monthly after school Professional Development meetings have been made available to the teachers. Like the PLC meetings during the school day, these**

meetings allow teachers to be trained on effective teaching strategies and to work together in the development of lesson plans and curriculum maps.

**External Resources include:**

- **Providing all teachers with the opportunity to attend outside seminars that they would find useful. Some examples are:**
    - **How to Prepare Students for the Algebra End-Of-Course Assessment While Improving Algebra Assessment**
    - **Successful Co-Teaching Strategies**
    - **What's NEW in Young Adult Literature and How To Use It In Your Program**
  - **Providing administrators and teachers with the opportunities to attend workshops at the county office. Staff members have attended workshops on developing an effective mentoring plan, implementing the new NJCCCS, and digital media resources.**
  - **Encouraging teachers to take graduate courses by helping with tuition reimbursement and sharing the information that they have learned by the use of the internal resources mentioned above.**
  - **Outside presenters have been brought into the school to present topics to the teachers. This year teachers have heard presentations about how to effectively implement Problem Based Learning, Project Based Learning, and STEM into the school curriculum.**
2. The resources and structures that are in place that demonstrates that the school community values and nurtures quality professional development for adult learners includes:
- Two in-service professional development days that is built into the school calendar.
  - Monthly after school professional development presentations run by members of the school. Past presentations have been given by faculty members, administrators and the school nurse. **The PD Committee is looking to expand and strengthen this in the upcoming school year.**
  - Common preparation time for teachers to work together to discuss teaching strategies and lesson plans.
  - “On the Fly” training website and district folder where professional development material can be placed for the staff to reference.
  - Data about the school has been gathered by outside specialists in the 2009-2010 school year. Analysis of this information in the upcoming school year will allow for development of quality professional development.
  - **Technology resources that allow for teachers to collaborate with each other and to research effective teaching strategies.**
  - **Select members of the school attended a two day retreat in April that was a follow up to the retreat that took place last April. The goal of this retreat was to create a model of distributive leadership within the school and to identify areas of weakness in the school.**

# School Level Professional Development Planning Template

## SECTION BUILDING A SCHOOL PROFESSIONAL DEVELOPMENT PLAN:

2

### F. Ongoing Assessment and Evaluation of the School Professional Development Plan

1. What knowledge, skills or behaviors will educators learn as a result of the School Professional Development Plan and what evidence will you have to indicate staff has learned new skills?
  2. What student data will be used to determine how these knowledge, skills or behaviors impacted student learning?
  3. What additional data is needed to support the program evaluation process?
  4. How will the School Professional Development Plan encourage job-embedded collaboration and what is the evidence to support this?
  5. What data are needed to answer the evaluation questions? School teams should also use existing data from the school district such as student achievement results on standardized tests, but should also think about how to gain input about its relevance to teachers and whether it impacted their practice. For instance, the School Professional Development Committee might consider the following questions:
    - How might you consider holding focus groups to get teacher input on needed professional learning?
    - How might you conduct surveys of staff and stakeholders to get input on opportunities to offer?
    - How will you examine and tabulate individual evaluation forms from specific events or team meetings to determine usefulness of professional learning offered in the past that you might repeat for other staff?
1. As a result of the School's Professional Development Plan the faculty will learn the following knowledge, skills and behaviors:
    - Educators will learn how to work together to create a Professional Learning Community within the school that will focus on improving the teaching and learning process and thereby student achievement. This includes raising academic expectations.
    - Educators will be able to work on improving the curriculum maps, benchmarks and formative assessments for the subjects that they teach.
    - Educators will be able to use the technology resources that we have at our disposal to improve communication among themselves and with students and parents.
    - Educators will spend more of their prep time engaged in strategies that will help improve their teaching.
    - **Educators will work on creating interdisciplinary collaborative lessons that will help students see how everything is connected.**
    - **Educators will learn teaching strategies that have our students reading at a higher level.**
    - **Educators will learn how to teach students proper ways to write and what is considered plagiarism. Teachers will also be able to recognize plagiarism when they come across it in student writing.**

The evidence that the faculty has learned the new skills includes:

- Attendance at during school and after school meetings where teachers are gathering to discuss teaching strategies
- Improvements being made by the faculty to the curriculum maps, benchmarks, and formative assessments.
- Monitoring of the MMS systems and the school website will allow administrators to see if the faculty is making use of them.

- Administrative walkthroughs will determine if new teaching strategies are being employed including the increased use of technology in the classroom.
  - Teacher lesson plans will reflect raised academic expectations.
  - **Teacher lesson plans will reflect interdisciplinary collaborative planning.**
  - **All teachers will include more elements of reading and writing into their daily lesson plans.**
2. The student data that will be used to determine the impact on student learning will be:
- Scores that students receive in their classes, specifically Algebra I.
  - Scores that the students receive on the End of the Course Algebra test.
  - Scores that the students receive on the HSPA.
  - The increase in the number of students who are registering for college prep courses and higher level math class (pre calc) as seniors.
  - **Since the Professional Development Plan has expanded the data used to determine the impact on student learning has increased:**
    - **Student grades within their courses will still be used to determine how students are progressing in class from year to year and from marking period to marking period. This will now be expanded to all courses instead of just Algebra.**
    - **Standardized tests given by the state will also still be used to measure students progress in Math and will also be expanded to Language Arts and Science. The scores that students received on the NJASK will be measured against their scores on the Biology Competency Test and HSPA.**
    - **Student progress will be measured through the use of formative and benchmark assessments that are being developed. These assessments will give the school another set of data points.**
    - **Students have taken the Scholastic test for reading in several of their CTE classes in order to measure their reading ability. This is going to be expanded and the data collected from these tests can be used to measure student progress.**
    - **Data will be collected on how many of our students are taking higher level classes including college and AP level. Once we have more students taking the AP exam then this data can be reviewed from year to year.**
    - **Students in our CTE classes are required to take year end tests. The committee is looking into gathering this information in order to measure student progress.**
    - **Data will be collected on how students are performing on college admission tests. The school will try to track if students are being forced to take remedial math and English classes as they enter college.**
3. Additional data that is needed to evaluate the program is:
- Surveys of the different stakeholders of the school to determine the effectiveness of the professional development plan.
  - Interviews conducted with staff members and students to determine the effectiveness of the school's plan.

- Analysis of Professional Development follow-up forms.
  - **Analysis of MMS Parent Portal and teacher web pages.**
  - **Analysis of how much time is made for teacher training and collaboration throughout the course of the year.**
  - **Analysis of the school's curriculum maps and teacher lesson plans to see if teacher collaboration is taking place.**
  - **Review of teacher attendance at the voluntary Professional Development meetings to see if teachers are taking advantage of all the opportunities that are open to them.**
4. The professional development plan encourages job embedded collaboration by:
- Establishing common planning time for teachers.
  - Encouraging teacher visitation of each other's classrooms.
  - Strengthening the school's mentoring program.
  - Increasing time dedicated to professional development at in-service days, faculty meetings, and during and after school meetings.
  - **Creating ways that teachers can use technology to effectively communicate with each other.**

The evidence to support this includes:

- Observation by administrators to see that faculty members are working together through the course of the school day.
  - Lesson plans that show teacher collaboration.
  - The use of substitute teachers that will free up teachers to visit each other's classroom.
  - Attendance at after school meetings.
  - Time scheduled at professional development in-service days, faculty meetings, and professional learning community meeting for collaboration.
  - **Review of technology resources to see if teachers are communicating with each other.**
  - **Conducting an end of year teacher survey to see if teachers have been working together.**
5. The data that is needed to answer the evaluation questions includes:
- Surveys of the different stakeholders of the school to determine the effectiveness of the professional development plan. Currently year end surveys of the staff are conducted using survey monkey. Surveys for parents and students were conducted during this school year and will need to be conducted again in the future to establish patterns and trends.
  - Formal and informal interviews conducted with staff members and students will help provide information that will determine the effectiveness of the school's plan.
  - Teachers are required to submit professional development follow-up forms after attending workshops and seminars. This will need to be expanded to include in-service days. A process for evaluating these forms including a rubric or likert scale needs to be developed.

- **Teacher representatives will be invited to speak to the Professional Development Committee to talk about the effectiveness of the training and to offer insights into what the faculty sees as strengths and weaknesses.**
- **As mentioned above, there needs to be a review of student's grades within their courses, on standardized tests, and on formative and benchmark assessments to see the impact that the training is having on the students.**
- **Lesson plans and classroom walkthroughs will be used to see if the Professional Development training has made an impact on how classes are being taught. Supervisors will be able to see if the effective teaching strategies that have been discussed are actually being put into practice.**

# School Level Professional Development Planning Template

## SECTION SCHOOL PLAN SUMMARY FOR DISTRICT PLAN

3

**Each school is asked to complete a one page summary of key elements of their plan for inclusion in the district plan. Please provide a short narrative description for each of the sections of the plan:**

1. Reflection: Identify key elements of previous professional development you will leverage in the new plan..
2. Needs Assessment: Submit the school definition of student achievement. Identify key findings from needs assessments.
3. Professional Development Goals: Identify the professional development goals connected to the student learning goals for the school/district.
4. Professional Development Opportunities: Identify the processes and structures the school will use to provide professional learning opportunities.
5. Professional Development Resources: Identify the resources that will ensure professional learning is ongoing.
6. Evaluation: Identify your goals for evaluation of your professional development in the first year.

1. Key elements of previous professional development opportunities that we will continue to use are during and after school professional development seminars, “On the Fly” training and district folders, tuition reimbursement, financial resources for attending outside conference and seminars, bringing in outside presenters, and the establishment of a system for data collection and analysis. **The committee is going to strengthen its commitment to creating common planning times and professional development opportunities through the course of the regular school day.**
2. As previously stated in Section 2B because of the different stakeholders that are involved with Somerset County Vocational and Technical Schools, we measure student achievement through a wide range of means. Our definition of student achievement includes the following:
  - How well are the students performing on standardized state assessments, industry assessments and on internal assessments such as benchmarks. The focus is just not on the grade of the student but whether or not there is a marked improvement from year to year. We are looking to see that we are making a difference with each and every individual student that walks through our doors.
  - While a lot harder to assess the school also measures achievement through social interaction. Students attend vocational school in order to learn employment skills as well as academic knowledge. Part of those skills include if a student will know how to interact with clients, peers, and bosses. We want to produce students who are not only academically successful but are also well rounded.
  - We also measure student achievement on how well the student is prepared to move on after graduation. Are they prepared for two year or four year colleges, trade school or an occupation? Have we given them the means to succeed?

Key finding from our needs assessments show that the students are not achieving all that they could. Survey results from the staff indicated that they felt that students were underachieving and that the school’s expectations for the students need to be higher, starting with math. Findings also indicated that parents felt that there was a lack of communication between the school and parents. **The committee has expanded its goal**

**of increasing the Algebra Scores to increasing the academic rigor of all courses through the use of Professional Learning Communities.**

3. The professional development goals that are connected to the student learning goals include improving communication amongst staff members through the use of professional learning communities, shared planning times, and increasing the use of the school's technology resources. SCVTHS plans to increase the amount of professional development opportunities that are presented to the staff both in and outside of school. Also, the school would like to raise the academic expectations of the students and improve communication with the parents through the use of the parent portal and teacher web pages. **The Committee would also like to offer the faculty specific training in plagiarism, teaching literacy, and how to create and monitor benchmark and formative assessments.**
4. The structures and processes that the school will use to provide professional learning opportunities includes seminars and workshops that take place in and out of district including professional development days and faculty meetings, Professional Learning Communities, use of school's technology resources such as "On the Fly" and district folders, county resources such as NING, and strengthening the schools mentoring plan. **The school has used round robins during in-service days to allow more topics to be covered with the teachers and has worked hard on establishing common planning times for teachers to meet and discuss teaching strategies. In addition, substitutes are being made available to allow teachers to visit each other classrooms and to allow for teachers to conduct turnkey training.**
5. The resources that the school has that will ensure professional learning is ongoing include attendance at the following: monthly faculty meetings, the two in-service professional development days, the Professional Learning Community meetings and the after school monthly meetings. SCVTHS has been able to add resources for teachers to review on its district folder which it will continue to do in the future. Also this year two outside presenters were brought in and we hope to be able continue to afford to do this. If possible, common planning time built into the schedule will allow for greater teacher collaboration. **In addition to the above the Committee is making substitutes available to teachers so they can visit each other's classes and/or to conduct training on seminars that they have been to.**
6. The Professional Development Committee plans to evaluate its goals by conducting surveys, formal and informal interviews of the staff, parents and students to see if its initiatives are making a difference. Attendance at the above meetings will allow the committee to check on teacher participation and the PD follow up form will offer a chance for teachers to offer their input. Walkthroughs and lesson plan reviews will offer insights into changes that are or are not taking place in the classrooms. Also, administrator reviews of the parent portal and teacher pages will let the PD committee know if the teachers are making use of these systems.

In order to check on the impact that the professional development has had on student learning, the committee will compare the scores that students received in their Algebra I class from next year to previous years and on the End of Course Algebra I test from next year to this year's.



**The PD committee is expanding how it is going to view the impact that the professional development plan has had on student learning. The Committee will monitor and track the scores that students receive in all of their courses. Also the committee will review scores on standardized tests, benchmark and formative assessments, CTE year end tests, and Scholastic tests.**

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**MEMORANDUM OF UNDERSTANDING  
RARITAN VALLEY COMMUNITY COLLEGE  
AND THE  
SOMERSET COUNTY VOCATIONAL/TECHNICAL SCHOOL DISTRICT**

**AGREEMENT**

**AGREEMENT**, made this \_\_\_\_day of June 2011, by and between Raritan Valley Community College, 118 Lamington Road, North Branchburg, NJ 08876 (hereinafter referred to as "College") and the Somerset County Vocational and Technical Schools District (hereinafter referred to as "SCVTS"), 14 Vogt Drive, Bridgewater NJ 08807.

The above named parties have agreed to the following terms and conditions:

**1. Scope and Term of Program**

The College will be the sole provider of all of the adult education programs for Somerset County effective July 1, 2010. These programs include many previously offered by SCVTS. In order to accomplish this objective the College will have to share a number of services that will be provided by SCVTS as outlined in other sections of this agreement and as part of a separate lease agreement for the current SCVTS Technical Institute building (building "B"). The parties agree that the College began occupancy of Building B on July 1, 2010. The parties agree that this initial agreement will remain in effect until June 30, 2011. The parties further agree that it is their intention that the College conduct the adult post secondary courses at SCVTS beyond June 30, 2011 but they will meet to determine if any of the provisions of this agreement need to be modified. They further agree to keep each other informed of problems on a monthly basis so as to enable adjustments, if any, to be made where possible. The parties desire to continue this agreement from July 1, 2011-June 30, 2012.

**2. Required Prior Actions**

In order to properly transfer the responsibility and accountability of the educational programs from SCVTS to the College, SCVTS will officially terminate or close the Technical Institute (TI) Program as of June 30, 2010, except for the LPN program which will terminate on December 31, 2010. SCVTS has the obligation to notify all of the appropriate governing bodies and other affected entities of its action(s) including the New Jersey State Department of Education, the United States Department of Education, the Somerset County Board of Chosen Freeholders and the relevant employee bargaining units.

### **3. Management & Use of Building B**

In order to efficiently utilize the available space, SCVTS will provide the College with their classroom needs prior to the College scheduling Building B for which (RVCC) they will be solely responsible. Both parties will make every effort to ensure that each of their respective programs are unimpeded by the other. It is the intent of all parties that adult and college-level and secondary courses be offered throughout the day.

### **4. Ownership of Equipment and Furnishings**

SCVTS will transfer title to all movable equipment and furniture located in building B except for those items related to the central technology services department and other items that are listed on Exhibit B. This action will enable the College to take full responsibility for the maintenance and replacement of these items as they are utilized in providing post-secondary education programs and providing administration thereof. Most computer software products are only licensed to owners of equipment. The College will make no additional payments as these items had been purchased with funds provided by Somerset County, the Federal Perkins Equipment program or specific New Jersey state grants.

The College will solely bear the cost of any new furniture or equipment it chooses to install within the building. With respect to technology equipment, the College will coordinate with the appropriate SCVTS department to insure that installation will not negatively impact SCVTS operations.

### **5. Calculating the Cost of Shared Services and Materials**

#### **A. Total Square Footage of All Buildings in Service on SCVTS Campus**

SCVTS will identify at the date of this contract all buildings that are currently in use and their measured square footage. These buildings would be those covered by centrally billed utility providers — e.g. electricity, gas, water and sewer. The initial measured space is 212,836 square feet.

#### **B. Square Footage of B Building**

The total building is measured at 32,959 square feet. After deducting dedicated space for SCVTS' technology department and the High School Science Academy classrooms and the pro rata usage of space required for other programs, the College will be responsible for 27,275 square feet, which represents 12.8% of the total campus square feet. Exhibit A attached hereto and incorporated herein shows the designation of space utilized by RVCC.

#### **C. Instructional Supplies**

The College will likely use shops and laboratories in other SCVTS buildings. It is more cost effective for SCVTS to continue ordering instructional supplies for the entire campus and then bill the College for the approximate quantity used. SCVTS will calculate each semester the cost of supplies for each shop or laboratory department as well as the number of its student contact

hours in these facilities.

**6. Compensation for Shared Services and Materials**

The College will pay \$9.00 per square foot to SCVTS which covers the use of facilities and the following services in paragraphs A-F. The total cost for the year is \$245,475.00. The parties agree however that for the first year the College will only pay SCVTS the sum of \$125,000.00 in two equal installments of \$64,500.00 on September 1, 2011 and January 2, 2012 .

- A. Electricity
- B. Gas
- C. Water and Sewer
- D. Housekeeping
- E. Building Maintenance
- F. General Security

While SCVTS will provide security, the College intends to provide additional security personnel at its own cost within the building during its hours of operation.

**G. Instructional Materials**

The College will pay SCVTS a price per contact hour calculated per 5.C above for each particular shop or laboratory that its students use in other buildings, most frequently building A. The initial base period for the determination of this cost will be SCVTS' fiscal year ended June 30, 2009. The numerator will be the cost of instructional supplies for a particular shop or laboratory; the denominator will be the total number of SCVTS students recorded in these rooms at the expiration of the semester beginning with the Fall, 2011 semester. For subsequent years, the denominator will be increased for the number of College reported students. SCVTS will bill the College for the number of high school students using instructional materials at the expiration of the add/drop date for the College. SCVTS will bill the College on October 1, 2011 and February 1, 2012 for these costs. The College will remit payment by November 15, 2011 and March 15, 2012 for these costs. The parties will review methodology for calculation of payment annually shortly after the completion of the SCVTS audit report.

**H. Telecommunication Services**

SCVTS will allow the College to use a portion of its internet gateway currently provided by Verizon through the NJ Edge consortium. Technical managers from both institutions will

determine how much bandwidth will be required for direct College operations. The College will pay SCVTS a proportionate share of its monthly cost for this service upon rebilling by SCVTS within 30 days of receipt of invoice from SCVTS.

SCVTS will be solely responsible for the ongoing maintenance of existing network connections within the B building. Should the College require any additional services or connections, both parties will determine the best course of action to achieve the objective and the method to fairly reimburse SCVTS for any incremental costs.

It may be determined that several of the computer supported classrooms in the building will have scheduled joint use with SCVTS programs. If the dominant user of a particular space will be SCVTS, the network connection will be the SCVTS portion. When the College uses the same space and needs to use the computers for its instructional purposes SCVTS will allow the College access to its network at no cost.

**7. Repairs & Maintenance—Movable Equipment & Furnishings**

The College will be responsible for the maintenance, repair and replacement of all its equipment located in the building including those items referred to in paragraph 4 above.

**8. Other Equipment**

The College will be permitted to use all equipment in the specialty workshops in building A after 3:30 p.m. at times made available by SCVTS. If any equipment is damaged or becomes nonfunctioning during use by the college it will contribute one half cost of repair. The supplies consumed will be reimbursed to SCVTS per paragraph 6(G) above.

**9. Repairs & Maintenance—Building**

SCVTS is responsible for the maintenance and repair of building B's exterior, major mechanical systems and adjacent parking lots without assessing any additional pro rata charges.

However, should the College wish to renovate or reconfigure any interior spaces or place new signage on the building or at the parking lot entranceways, any such changes will be at the sole cost of the College with the consent of SCVTS, which consent shall not be unreasonably withheld. The College will coordinate with SCVTS prior to planning any alterations. The College agrees that the only alterations are to be cosmetic not structural. If requested by SCVTS, the College will restore the premises to its original condition in the event the College no longer occupies the space.

**10. Usage of Other Buildings**

The College may wish to use other SCVTS facilities in buildings other than A and B after the normal high school schedule. The parties will in a separate Memorandum of Understanding agree to a fair pricing schedule that reimburses SCVTS for its incremental costs. It is agreed that the College will use any other building after 3:30 p.m.

**11. Custody of Student Records**

RVCC will take custody of all adult education transcript records as of July 1, 2010, except for the LPN program, which will be January 1, 2011. SCVTS will provide a hard copy of these records as well as in a digital format to be specified by RVCC. RVCC will use its best efforts to respond to any student inquiries regarding these records. However, should RVCC be unable to answer any questions, SCVTS will assist in resolving any open student issues.

**12. Indemnification**

The College and SCVTS hereby indemnify and hold each other harmless against all losses, claims, or liabilities of any kind (including reasonable attorneys' fees and costs) for personal injury or property damage that were caused by the negligence or omission of their employees, officers, directors, agents or representatives.

**13. Insurance**

During the term of this Agreement, the College will keep in force, at its own expense, (a) comprehensive general liability insurance, including contractual liability, with carriers authorized to do business in New Jersey, with minimum limits of \$1,000,000 per occurrence and \$3,000,000 aggregate per year; (b) worker's compensation and employer's liability insurance at statutory limits for its employees located at SCVTS; and (c) property damage insurance for loss or damage of \$500,000.

The College will provide SCVTS a certificate of insurance evidencing the above coverages and naming it an additional insured.

**14. Authorization**

The governing boards of both institutions have approved the broad scope and substance of this agreement. In addition, the Somerset County Board of Chosen Freeholders has endorsed the actions taken by both institutions.

**15. No Assignments**

One party without the written consent of the other party may not assign this Agreement.

**16. Notices**

All notices, statements or other documents required by this Agreement shall be hand-delivered or mailed to the following addressees:

For the College:

John Trojan  
Vice President Finance & Facilities  
118 Lamington Road  
Branchburg NJ 08876

For SCVTS:

Diane Strober  
Assistant Superintendent for Business  
14 Vogt Drive  
Bridgewater NJ 08807

**17. Operational Management**

The College recognizes the primary responsibility of the SCVTS Superintendent to maintain an appropriate learning environment within the rules and procedures of its organization. Whenever necessary the College site manager will endeavor to resolve all contractual issues directly with the Superintendent or his designate. The current personnel occupying these positions are: for the College — Ms. Janet Perantoni, Dean of Corporate & Continuing Education; for SCVTS —Michael Maddaluna, Superintendent.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the day and year first written above:

**For Raritan Valley Community College**

By:\_\_\_\_\_

Dr. Kathleen Crabill, President

By:\_\_\_\_\_

Board President

**For Somerset County Vocational and Technical Schools District**

By:\_\_\_\_\_

Michael Maddaluna, Superintendent

By:\_\_\_\_\_

William Hyncik, Board President

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PROFESSIONAL DEVELOPMENT REQUESTS  
June 27, 2011 BOARD MEETING

	DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
1	July 29-31, 2011	Sheila Buttermore Mary Lynne McAnally	\$425.00 ea	Train \$40.00/each Lodging \$578.00/total (double sharing room) Meals \$177.50/each	Dance Teacher Summit	New York City, NY
2.						
3						
4						
5						
6						
7						
8						
9						

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

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6/17 9:28am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10 (including 16, 17 & 18)  
Interim Balance Sheet  
For 11 Month Period Ending 05/31/2011

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$33,986.18
121	Tax levy receivable		\$916,161.00
	Accounts receivable:		
132	Interfund	\$295,631.05	
141	Intergovernmental - State	(\$40,842.78)	
			\$254,788.27

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

301	Estimated Revenues	\$13,404,949.00	
302	Less Revenues	(\$13,355,092.34)	
			\$49,856.66

	Total assets and resources		\$1,254,792.11
			=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10 (including 16, 17 & 18)  
Interim Balance Sheet  
For 11 Month Period Ending 05/31/2011

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year		\$778,328.79
	Reserved fund balance:		
760	Reserved Fund Balance		\$161,478.00
601	Appropriations	\$13,566,427.00	
602	Less : Expenditures	\$12,536,661.36	
603	Encumbrances	\$778,328.79 (\$13,314,990.15)	
			\$251,436.85
	Total Appropriated		\$1,191,243.64

--- Unappropriated ---

770	Fund Balance	\$225,026.47
303	Budgeted Fund Balance	(\$161,478.00)
	TOTAL FUND BALANCE	\$1,254,792.11
	TOTAL LIABILITIES AND FUND EQUITY	\$1,254,792.11

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$13,566,427.00	\$13,314,990.15	\$251,436.85
Revenues	(\$13,404,949.00)	(\$13,355,092.34)	(\$49,856.66)
	\$161,478.00	(\$40,102.19)	\$201,580.19
Less: Adjust for prior year encumb.	\$0.00	\$0.00	
Budgeted Fund Balance	\$161,478.00	(\$40,102.19)	\$201,580.19
	=====	=====	=====

Recapitulation of Budgeted Fund Balance by Subfund

Fund 10 (includes 10, 11, 12, and 13)	\$161,478.00	(\$40,102.19)	\$201,580.19
Fund 16 (Restricted ARRA-ESF)	\$0.00	\$0.00	\$0.00
Fund 17 (Restricted ARRA-GSF)	\$0.00	\$0.00	\$0.00
TOTAL Budgeted Fund Balance	\$161,478.00	(\$40,102.19)	\$201,580.19
	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 11 Month Period Ending 05/31/2011

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$12,282,014.00	\$12,232,157.35		\$49,856.65
3XXX From State Sources	\$1,060,419.00	\$1,060,419.00		.00
4XXX From Federal Sources	\$62,516.00	\$62,515.99		\$0.01
<hr/>				
TOTAL REVENUE/SOURCES OF FUNDS	\$13,404,949.00	\$13,355,092.34		\$49,856.66
	=====	=====	=====	=====
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
<hr/>				
--- CURRENT EXPENSE ---				
11-1XX-100-XXX Regular Programs - Instruction	\$1,281,951.12	\$1,219,345.50	\$58,898.00	\$3,707.62
11-230-X00-XXX Basic Skills - Remedial Instruction	\$89,000.00	\$80,133.43	\$7,128.00	\$1,738.57
11-240-X00-XXX Bilingual Education - Instruction	\$58,000.00	\$51,160.50	\$5,684.50	\$1,155.00
11-3XX-100-XXX Voc. Programs - Local - Instruction	\$3,137,774.09	\$2,852,843.95	\$271,986.85	\$12,943.29
11-401-100-XXX School-Spon. Cocurr. Acti-Instr	\$51,241.27	\$39,174.33	\$12,066.94	.00
11-402-100-XXX School-Spons. Athletics - Instruction	\$58,372.00	\$40,135.31	\$18,088.04	\$148.65
--- UNDISTRIBUTED EXPENDITURES ---				
11-800-330-XXX Community Services Programs-				
11-000-213-XXX Health Services	\$156,900.00	\$147,368.17	\$4,531.83	\$5,000.00
11-000-218-XXX Guidance	\$479,000.00	\$466,903.21	\$1.00	\$12,095.79
11-000-219-XXX Child Study Teams	\$183,500.00	\$171,283.75	\$3,505.03	\$8,711.22
11-000-221-XXX Improvement Of Inst./Other Support				
Improvement of Inst. Serv.	\$294,700.00	\$277,643.75	\$4,490.80	\$12,565.45
11-000-222-XXX Educational Media Serv/School Library	\$209,000.00	\$188,524.41	\$19,947.89	\$527.70
11-000-223-XXX Instructional Staff Training Services	\$15,000.00	\$13,135.37	\$1,859.99	\$4.64
11-000-230-XXX Supp. Serv.-General Administration	\$556,849.83	\$517,365.23	\$25,643.78	\$13,840.82
11-000-240-XXX Supp. Serv.-School Administration	\$708,300.00	\$643,770.91	\$53,223.56	\$11,305.53
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$656,202.83	\$628,993.45	\$12,180.34	\$15,029.04
11-000-261-XXX Allowable Maint. for School Facilities	\$946,744.00	\$840,657.97	\$85,714.39	\$20,371.64
11-000-262-XXX Custodial Services	\$1,228,000.00	\$1,141,624.74	\$77,572.69	\$8,802.57
11-000-263-XXX Care and Upkeep of Grounds	\$14,500.00	\$12,560.00	\$975.00	\$965.00
11-000-266-XXX Security	\$108,656.00	\$100,476.40	\$8,035.83	\$143.77
11-000-270-XXX Student Transportation Services	\$107,670.00	\$86,703.74	\$4,625.66	\$16,340.60
11-000-291-XXX Allocated and Unallocated Benefits	\$2,876,487.00	\$2,779,425.91	\$71,161.06	\$25,900.03
<hr/>				
TOTAL GENERAL CURRENT EXPENSE				
EXPENDITURES/USES OF FUNDS	\$13,217,848.14	\$12,299,230.03	\$747,321.18	\$171,296.93
	=====	=====	=====	=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10 (including 16, 17 & 18)  
 INTERIM STATEMENTS COMPARING  
 BUDGET REVENUE WITH ACTUAL TO DATE AND  
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
 For 11 Month Period Ending 05/31/2011

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$44,875.86	\$43,685.00	\$0.00	\$1,190.86
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$152,546.00	\$71,357.87	\$2,726.10	\$78,462.03
	_____	_____	_____	_____
 TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	 \$197,421.86	 \$115,042.87	 \$2,726.10	 \$79,652.89
	=====	=====	=====	=====
 *** SPECIAL SCHOOLS ***				
13-422-100-XXX Summer school -instruction	\$77,985.00	\$53,341.19	\$24,289.53	\$354.28
13-422-200-XXX Summer school-support serv	\$10,656.00	\$6,531.27	\$3,991.98	\$132.75
	_____	_____	_____	_____
 TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	 \$88,641.00	 \$59,872.46	 \$28,281.51	 \$487.03
	=====	=====	=====	=====
 *** ED JOBS - EDUCATION JOBS ***				
18-XXX-XXX-XX ED JOBS - Education Jobs Fund Accounts	\$62,516.00	\$62,516.00	\$0.00	\$0.00
	_____	_____	_____	_____
 TOTAL ED JOBS - EDUCATION JOBS	 \$62,516.00	 \$62,516.00	 \$0.00	 \$0.00
	=====	=====	=====	=====
 TOTAL GENERAL FUND EXPENDITURES	 \$13,566,427.00	 \$12,536,661.36	 \$778,328.79	 \$251,436.85
	=====	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
SCHEDULE OF REVENUES  
ACTUAL COMPARED WITH ESTIMATED  
For 11 Month Period Ending 05/31/2011

		ESTIMATED	ACTUAL	UNREALIZED
		-----	-----	-----
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,325,234.00	\$11,325,234.00	.00
1310	Tuition- From LEA's	\$682,280.00	\$497,997.20	\$184,282.80
1XXX	Miscellaneous	\$274,500.00	\$408,926.15	(\$134,426.15)
		-----	-----	-----
	TOTAL	\$12,282,014.00	\$12,232,157.35	\$49,856.65
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$266,810.00	\$266,810.00	.00
3176	Equalization	\$603,031.00	\$603,031.00	.00
3177	Categorical Security	\$63,317.00	\$63,317.00	.00
3178	Adjustment Aid	\$127,261.00	\$127,261.00	.00
		-----	-----	-----
	TOTAL	\$1,060,419.00	\$1,060,419.00	\$0.00
		=====	=====	=====
--- FEDERAL SOURCES ---				
4522	ED JOBS - Education Jobs Fund	\$62,516.00	\$62,515.99	\$0.01
		-----	-----	-----
	TOTAL	\$62,516.00	\$62,515.99	\$0.01
		=====	=====	=====
--- OTHER FINANCING SOURCES ---				
	TOTAL REVENUES/SOURCES OF FUNDS	\$13,404,949.00	\$13,355,092.34	\$49,856.66
		=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 11 Month Period Ending 05/31/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,214,000.00	\$1,155,726.17	\$57,000.00	\$1,273.83
11-140-100-500 Other Purchased Services	\$5,500.00	\$5,050.79	.00	\$449.21
11-140-100-610 General Supplies	\$41,451.12	\$39,784.82	.00	\$1,666.30
11-140-100-640 Textbooks	\$17,000.00	\$17,000.00	.00	.00
11-140-100-800 Other Objects	\$2,000.00	\$1,681.72	.00	\$318.28
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$2,000.00	\$102.00	\$1,898.00	\$0.00
<hr/>				
TOTAL	\$1,281,951.12	\$1,219,345.50	\$58,898.00	\$3,707.62
--- Basic skills/remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$85,000.00	\$77,872.00	\$7,128.00	\$0.00
11-230-100-610 General Supplies	\$4,000.00	\$2,261.43	.00	\$1,738.57
<hr/>				
TOTAL	\$89,000.00	\$80,133.43	\$7,128.00	\$1,738.57
--- Bilingual education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$58,000.00	\$51,160.50	\$5,684.50	\$1,155.00
<hr/>				
TOTAL	\$58,000.00	\$51,160.50	\$5,684.50	\$1,155.00
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$2,380,500.00	\$2,138,030.30	\$241,576.14	\$893.56
11-310-100-320 Purchased Prof.-Ed. Services	\$210,300.00	\$207,805.64	.00	\$2,494.36
11-310-100-500 Other Purchased Services	\$21,000.00	\$18,673.17	\$2,007.50	\$319.33
11-310-100-610 General Supplies	\$254,035.96	\$238,942.60	\$7,252.53	\$7,840.83
11-310-100-640 Textbooks	\$19,000.00	\$18,952.92	.00	\$47.08
11-310-100-800 Other Objects	\$7,000.00	\$6,597.00	.00	\$403.00
<hr/>				
Total	\$2,891,835.96	\$2,629,001.63	\$250,836.17	\$11,998.16
--- Special Vocational Programs - Instruction ---				
11-320-100-101 Salaries of Teachers	\$207,345.00	\$186,610.50	\$20,734.50	\$0.00
11-320-100-500 Other Purchased Services	\$2,000.00	\$1,965.35	\$23.50	\$11.15
11-320-100-610 General Supplies	\$29,593.13	\$28,266.47	\$392.68	\$933.98
11-320-100-640 Textbooks	\$7,000.00	\$7,000.00	.00	.00
<hr/>				
Total	\$245,938.13	\$223,842.32	\$21,150.68	\$945.13

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 11 Month Period Ending 05/31/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
	<hr/>	<hr/>	<hr/>	<hr/>
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$41,000.00	\$28,933.06	\$12,066.94	.00
11-401-100-600 Supplies and Materials	\$10,241.27	\$10,241.27	.00	.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$51,241.27	\$39,174.33	\$12,066.94	\$0.00
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$43,012.00	\$24,923.96	\$18,088.04	.00
11-402-100-500 Purchased Services	\$10,000.00	\$9,905.76	.00	\$94.24
11-402-100-600 Supplies and Materials	\$5,360.00	\$5,305.59	.00	\$54.41
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$58,372.00	\$40,135.31	\$18,088.04	\$148.65
--- UNDISTRIBUTED EXPENDITURES ---				
<hr/>				
--- Health services ---				
11-000-213-100 Salaries	\$136,000.00	\$126,651.30	\$4,348.70	\$5,000.00
11-000-213-300 Purchased Prof. & Tech. Svc.	\$14,500.00	\$14,317.52	\$182.48	.00
11-000-213-600 Supplies and Materials	\$6,000.00	\$5,999.35	\$0.65	.00
11-000-213-800 Other Objects	\$400.00	\$400.00	.00	.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$156,900.00	\$147,368.17	\$4,531.83	\$5,000.00
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$374,000.00	\$369,334.00	\$1.00	\$4,665.00
11-000-218-105 Sal Sec. & Clerical Asst.	\$104,000.00	\$96,635.58	.00	\$7,364.42
11-000-218-600 Supplies and Materials	\$1,000.00	\$933.63	.00	\$66.37
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$479,000.00	\$466,903.21	\$1.00	\$12,095.79
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$103,000.00	\$99,327.91	\$3,500.00	\$172.09
11-000-219-105 Sal Sec. & Clerical Asst.	\$69,000.00	\$62,281.24	.00	\$6,718.76
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$5,000.00	\$3,416.67	.00	\$1,583.33
11-000-219-500 Other Purchased Services	\$1,000.00	\$963.29	.00	\$36.71
11-000-219-600 Supplies and Materials	\$2,000.00	\$1,994.97	\$5.03	.00
11-000-219-800 Other Objects	\$3,500.00	\$3,299.67	.00	\$200.33
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$183,500.00	\$171,283.75	\$3,505.03	\$8,711.22

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 11 Month Period Ending 05/31/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
	<hr/>	<hr/>	<hr/>	<hr/>
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$73,200.00	\$68,739.20	\$4,460.80	.00
11-000-221-104 Salaries Other Prof. Staff	\$165,000.00	\$154,962.54	.00	\$10,037.46
11-000-221-105 Sal Secr. & Clerical Asst.	\$46,000.00	\$43,741.16	.00	\$2,258.84
11-000-221-500 Other Purchased Services	\$5,000.00	\$4,997.00	.00	\$3.00
11-000-221-600 Supplies and Materials	\$2,500.00	\$2,470.00	\$30.00	.00
11-000-221-800 Other Objects	\$3,000.00	\$2,733.85	.00	\$266.15
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$294,700.00	\$277,643.75	\$4,490.80	\$12,565.45
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$98,000.00	\$88,362.00	\$9,638.00	.00
11-000-222-177 Salaries of Technology Coordinators	\$82,000.00	\$74,708.26	\$6,791.74	\$500.00
11-000-222-500 Other Purchased Services	\$4,000.00	\$4,000.00	.00	.00
11-000-222-600 Supplies and Materials	\$21,000.00	\$17,481.85	\$3,518.15	.00
11-000-222-800 Other Objects	\$4,000.00	\$3,972.30	.00	\$27.70
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$209,000.00	\$188,524.41	\$19,947.89	\$527.70
--- Instructional Staff Training Services ---				
11-000-223-500 Other Purchased Services	\$13,000.00	\$11,189.94	\$1,805.52	\$4.54
11-000-223-600 Supplies and Materials	\$2,000.00	\$1,945.43	\$54.47	\$0.10
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$15,000.00	\$13,135.37	\$1,859.99	\$4.64
--- Support services-general administration ---				
11-000-230-100 Salaries	\$316,000.00	\$305,114.38	\$416.68	\$10,468.94
11-000-230-331 Legal Services	\$64,729.83	\$46,932.55	\$17,399.45	\$397.83
11-000-230-332 Audit Fees	\$39,000.00	\$39,000.00	.00	.00
11-000-230-339 Other Purchased Prof. Svc.	\$3,000.00	\$3,000.00	.00	.00
11-000-230-530 Communications/Telephone	\$78,000.00	\$70,842.30	\$7,040.74	\$116.96
11-000-230-590 Other Purchased Services	\$3,000.00	\$2,997.44	\$0.00	\$2.56
11-000-230-61X General Supplies	\$11,000.00	\$10,965.79	\$34.21	.00
11-000-230-630 BOE In-House Training/Meeting Supplies	\$3,500.00	\$3,379.13	.00	\$120.87
11-000-230-890 Misc. Expenditures	\$31,000.00	\$28,383.89	\$752.70	\$1,863.41
11-000-230-895 BOE Membership Dues and Fees	\$7,620.00	\$6,749.75	.00	\$870.25
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$556,849.83	\$517,365.23	\$25,643.78	\$13,840.82
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$509,000.00	\$456,833.72	\$52,000.00	\$166.28



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 11 Month Period Ending 05/31/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-240-104 Salaries Other Prof. Staff	\$61,800.00	\$60,547.82	.00	\$1,252.18
11-000-240-105 Sal Secr. & Clerical Asst.	\$92,000.00	\$83,133.11	.00	\$8,866.89
11-000-240-11X Other Salaries	\$20,000.00	\$19,603.70	\$14.00	\$382.30
11-000-240-500 Other Purchased Services	\$14,500.00	\$14,481.79	\$8.00	\$10.21
11-000-240-600 Supplies and Materials	\$8,000.00	\$6,254.79	\$1,201.56	\$543.65
11-000-240-800 Other Objects	\$3,000.00	\$2,915.98	.00	\$84.02
<b>TOTAL</b>	<b>\$708,300.00</b>	<b>\$643,770.91</b>	<b>\$53,223.56</b>	<b>\$11,305.53</b>
--- Central Services ---				
11-000-251-100 Salaries	\$411,000.00	\$388,635.64	\$9,960.20	\$12,404.16
11-000-251-330 Purchased Prof. Svcs.	\$28,000.00	\$27,102.46	\$267.14	\$630.40
11-000-251-340 Purchased Technical Svcs.	\$16,000.00	\$14,250.00	\$1,750.00	.00
11-000-251-600 Supplies and Materials	\$7,000.00	\$6,983.02	.00	\$16.98
11-000-251-890 Other Objects	\$4,202.83	\$3,999.83	\$203.00	.00
<b>TOTAL</b>	<b>\$466,202.83</b>	<b>\$440,970.95</b>	<b>\$12,180.34</b>	<b>\$13,051.54</b>
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$143,000.00	\$141,085.08	.00	\$1,914.92
11-000-252-500 Other Pur Serv. (400-500 series )	\$31,000.00	\$31,000.00	.00	.00
11-000-252-600 Supplies and Materials	\$16,000.00	\$15,937.42	.00	\$62.58
<b>TOTAL</b>	<b>\$190,000.00</b>	<b>\$188,022.50</b>	<b>\$0.00</b>	<b>\$1,977.50</b>
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$599,344.00	\$537,190.73	\$62,153.27	.00
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$311,400.00	\$271,833.99	\$20,268.43	\$19,297.58
11-000-261-610 General Supplies	\$26,000.00	\$25,520.31	\$479.69	.00
11-000-261-800 Other Objects	\$10,000.00	\$6,112.94	\$2,813.00	\$1,074.06
<b>TOTAL</b>	<b>\$946,744.00</b>	<b>\$840,657.97</b>	<b>\$85,714.39</b>	<b>\$20,371.64</b>
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$280,000.00	\$248,777.07	\$22,420.36	\$8,802.57
11-000-262-490 Other Purchased Property Svc.	\$49,000.00	\$34,507.62	\$14,492.38	.00
11-000-262-520 Insurance	\$204,000.00	\$204,000.00	.00	.00
11-000-262-621 Energy (Natural Gas)	\$355,000.00	\$318,603.26	\$36,396.74	.00
11-000-262-622 Energy (Electricity)	\$340,000.00	\$335,736.79	\$4,263.21	.00
<b>TOTAL</b>	<b>\$1,228,000.00</b>	<b>\$1,141,624.74</b>	<b>\$77,572.69</b>	<b>\$8,802.57</b>
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$14,500.00	\$12,560.00	\$975.00	\$965.00

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 11 Month Period Ending 05/31/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
	-----	-----	-----	-----
TOTAL	\$14,500.00	\$12,560.00	\$975.00	\$965.00
--- Security ---				
11-000-266-100 Salaries	\$108,656.00	\$100,476.40	\$8,035.83	\$143.77
TOTAL	\$108,656.00	\$100,476.40	\$8,035.83	\$143.77
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$34,000.00	\$32,339.94	\$1,660.06	.00
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$3,000.00	.00	.00	\$3,000.00
11-000-270-512 Contr Svc(other btw home & sch)-vendors	\$43,000.00	\$31,987.75	.00	\$11,012.25
11-000-270-517 Contract Svc (reg std) - ESCs	\$9,600.00	\$4,368.25	\$2,965.60	\$2,266.15
11-000-270-593 Misc. Purchased Svc.- Transp.	\$15,000.00	\$15,000.00	.00	.00
11-000-270-610 General Supplies	\$2,000.00	\$1,937.80	.00	\$62.20
11-000-270-800 Misc. Expenditures	\$1,070.00	\$1,070.00	.00	.00
TOTAL	\$107,670.00	\$86,703.74	\$4,625.66	\$16,340.60
--- Benefits ---				
11-XXX-XXX-220 Social Security Contributions	\$162,120.00	\$162,090.89	.00	\$29.11
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$423,639.00	\$423,581.95	.00	\$57.05
11-XXX-XXX-250 Unemployment Compensation	\$31,000.00	\$30,324.93	\$674.31	\$0.76
11-XXX-XXX-260 Workman's Compensation	\$104,000.00	\$104,000.00	.00	.00
11-XXX-XXX-270 Health Benefits	\$1,787,728.00	\$1,691,428.14	\$70,486.75	\$25,813.11
11-XXX-XXX-280 Tuition Reimbursement	\$18,000.00	\$18,000.00	.00	.00
11-XXX-XXX-290 Other Employee Benefits	\$350,000.00	\$350,000.00	.00	.00
TOTAL	\$2,876,487.00	\$2,779,425.91	\$71,161.06	\$25,900.03
Total Undistributed expenditures	\$8,541,509.66	\$8,016,437.01	\$373,468.85	\$151,603.80
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$13,217,848.14	\$12,299,230.03	\$747,321.18	\$171,296.93
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$13,217,848.14	\$12,299,230.03	\$747,321.18	\$171,296.93
	=====	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 11 Month Period Ending 05/31/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
	<hr/>	<hr/>	<hr/>	<hr/>
*** C A P I T A L   O U T L A Y ***				
Special education - instruction				
12-310-100-730 Regular Voc.programs	\$44,875.86	\$43,685.00	.00	\$1,190.86
Undistributed exp. - student transportation				
12-XXX-X00-730 Special schools (all programs)	\$0.00	\$0.00	\$0.00	\$0.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$44,875.86	\$43,685.00	\$0.00	\$1,190.86
--- Facilities acquisition and construction services ---				
12-000-400-334 Architectural/Engineering Services	\$10,000.00	\$5,455.67	.00	\$4,544.33
12-000-400-450 Construction services	\$117,000.00	\$65,902.20	\$2,726.10	\$48,371.70
12-000-400-800 Other objects	\$25,546.00	.00	.00	\$25,546.00
Facilits. Acqstn. Const. Sevr. -- TOTAL --	\$152,546.00	\$71,357.87	\$2,726.10	\$78,462.03
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$152,546.00	\$71,357.87	\$2,726.10	\$78,462.03
TOTAL CAPITAL OUTLAY EXPENDITURES	\$197,421.86	\$115,042.87	\$2,726.10	\$79,652.89
*** S P E C I A L   S C H O O L S ***				
--- Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	\$61,686.00	\$47,331.72	\$14,000.00	\$354.28
13-422-100-106 Other salaries for instruction	\$16,299.00	\$6,009.47	\$10,289.53	.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$16,299.00	\$6,009.47	\$10,289.53	\$0.00
--- Summer school - support services ---				
13-422-200-100 Salaries	\$10,656.00	\$6,531.27	\$3,991.98	\$132.75
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$10,656.00	\$6,531.27	\$3,991.98	\$132.75
TOTAL SUMMER SCHOOL	\$88,641.00	\$59,872.46	\$28,281.51	\$487.03
TOTAL SPECIAL SCHOOLS EXPENDITURES	\$88,641.00	\$59,872.46	\$28,281.51	\$487.03

\*\*\* EDUCATION STABILIZATION FUND \*\*

\*\*\* GOVERNMENT SERVICES FUND \*\*

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 11 Month Period Ending 05/31/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
	<hr/>	<hr/>	<hr/>	<hr/>
*** EDUCATION JOBS FUND **				
--- Vocational Programs-Local-Instruction ---				
18-3XX-100-101 Salaries of Teachers	\$56,580.65	\$56,580.65	\$0.00	\$0.00
TOTAL	<hr/> \$56,580.65	<hr/> \$56,580.65	<hr/> \$0.00	<hr/> \$0.00
--- Unallocated Benefits ---				
18-000-291-2XX Benefit	\$5,935.35	\$5,935.35	.00	.00
TOTAL	<hr/> \$5,935.35	<hr/> \$5,935.35	<hr/> \$0.00	<hr/> \$0.00
TOTAL EDUCATION JOBS FUND	<hr/> \$62,516.00	<hr/> \$62,516.00	<hr/> \$0.00	<hr/> \$0.00
	=====	=====	=====	=====
TOTAL GENERAL FUND EXPENDITURES	\$13,566,427.00	\$12,536,661.36	\$778,328.79	\$251,436.85

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

For 11 Month Period Ending 05/31/2011

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



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

May 31, 2011

\_\_\_\_\_  
Date

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

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

6/17 9:28am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 11 Month Period Ending 05/31/11

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$268,919.74
	Accounts receivable:		
141	Intergovernmental - State	(\$270,343.43)	
142	Intergovernmental - Federal	\$275,678.00	
			\$5,334.57

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

301	Estimated Revenues	\$1,135,668.69	
302	Less Revenues	(\$1,025,636.55)	
			\$110,032.14

	Total assets and resources		\$384,286.45
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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 11 Month Period Ending 05/31/11

=====

LIABILITIES AND FUND EQUITY

=====

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

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

F U N D   B A L A N C E

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

753	Reserve for encumbrances - Current Year	\$73,061.34
601	Appropriations	\$1,135,668.69
602	Less: Expenditures	\$1,043,247.04
603	Encumbrances	\$73,061.34 (\$1,116,308.38)
		\$19,360.31
	TOTAL FUND BALANCE	\$92,421.65
	TOTAL LIABILITIES AND FUND EQUITY	\$384,286.45



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 11 Month Period Ending 05/31/11

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$155,300.00	\$160,626.25		(\$5,326.25)
3XXX From State Sources	\$536,301.69	\$464,879.30		\$71,422.39
4XXX From Federal Sources	\$444,067.00	\$400,131.00		\$43,936.00
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$1,135,668.69	\$1,025,636.55		\$110,032.14
	=====	=====	=====	=====
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
*** EXPENDITURES ***				
LOCAL PROJECTS:	\$155,300.00	\$141,525.66	\$5,686.83	\$8,087.51
STATE PROJECTS:				
Vocational education	\$146,194.80	\$113,029.86	\$29,396.95	\$3,767.99
Other special projects	\$390,106.89	\$350,217.00	\$32,441.44	\$7,448.45
	_____	_____	_____	_____
TOTAL STATE PROJECTS	\$536,301.69	\$463,246.86	\$61,838.39	\$11,216.44
FEDERAL PROJECTS:				
NCLB Title I	\$43,844.00	\$38,828.69	\$4,985.30	\$30.01
NCLB Title II - Part A/D	\$11,232.00	\$10,733.48	\$491.67	\$6.85
I.D.E.A. Part B (Handicapped)	\$100,746.00	\$100,667.35	\$59.15	\$19.50
Vocational Education	\$288,245.00	\$288,245.00	.00	.00
	_____	_____	_____	_____
TOTAL FEDERAL PROJECTS	\$444,067.00	\$438,474.52	\$5,536.12	\$56.36
*** TOTAL EXPENDITURES ***	\$1,135,668.69	\$1,043,247.04	\$73,061.34	\$19,360.31
	=====	=====	=====	=====

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 11 Month Period Ending 05/31/11

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

For 11 Month Period Ending 05/31/11

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



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

May 31, 2011

\_\_\_\_\_  
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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6/17 9:28am

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 11 Month Period Ending 05/31/11

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$28,429.37
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$940,366.45	
		<hr/>	\$940,366.45

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

301	Estimated Revenues	\$2,042,872.45	
302	Less Revenues	(\$370,805.45)	
		<hr/>	\$1,672,067.00

	Total assets and resources		\$2,640,862.82
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REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 11 Month Period Ending 05/31/11

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year		\$1,081,014.45
601	Appropriations	\$2,055,101.20	
602	Less : Expenditures	\$357,110.83	
603	Encumbrances	\$1,081,014.45 (\$1,438,125.28)	
			\$616,975.92
	Total Appropriated		\$1,697,990.37

--- Unappropriated ---

770	Fund balance		\$942,872.45
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TOTAL FUND BALANCE	\$2,640,862.82
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TOTAL LIABILITIES AND FUND EQUITY	\$2,640,862.82
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REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Capital Projects Fund - Fund 30  
 INTERIM STATEMENTS COMPARING  
 BUDGET REVENUE WITH ACTUAL TO DATE AND  
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
 For 11 Month Period Ending 05/31/11

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$2,042,872.45	\$370,805.45		\$1,672,067.00
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$2,042,872.45	\$370,805.45		\$1,672,067.00
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-450 Construction services	\$2,055,101.20	\$357,110.83	\$1,081,014.45	\$616,975.92
	_____	_____	_____	_____
Total fac.acq.and constr. serv.	\$2,055,101.20	\$357,110.83	\$1,081,014.45	\$616,975.92
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$2,055,101.20	\$357,110.83	\$1,081,014.45	\$616,975.92
*** TOTAL EXPENDITURES AND TRANSFERS	\$2,055,101.20	\$357,110.83	\$1,081,014.45	\$616,975.92
	=====	=====	=====	=====

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

For 11 Month Period Ending 05/31/11

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



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

May 31, 2011

\_\_\_\_\_  
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

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

CASH REPORT

<b>FUNDS</b>	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
<b>Governmental Funds</b>	<b>Adjusted Beginning Balance</b>	<b>Deposits</b>	<b>Disbursements</b>	<b>Ending Balance</b>
General Fund (10)	\$201,690.39	\$1,121,651.20	-\$1,289,355.40	\$33,986.19
ARRA-ESF Fund (16)	\$0.00	\$0.00	\$0.00	\$0.00
ARRA-GSF Fund (17)	\$0.00	\$0.00	\$0.00	\$0.00
Fund (18)	-\$5,442.58	\$5,442.57	\$0.00	-\$0.01
Special Revenue Fund (20)	\$260,552.09	\$90,893.73	-\$82,526.08	\$268,919.74
Capital Project Fund (30)	-\$15,489.08	\$55,183.45	-\$11,265.00	\$28,429.37
Debt Services Fund (40)	\$0.00	\$0.00	\$0.00	\$0.00
Enterprise Fund (61)	\$78,813.49	\$0.00	\$0.00	\$78,813.49
Total Governmental Funds	<u>\$520,124.31</u>	<u>\$1,273,170.95</u>	<u>-\$1,383,146.48</u>	<u>\$410,148.78</u>
Enterprise Fund (60) Cafeteria	\$63,914.14	\$13,675.13	-\$13,408.32	\$64,180.95
Payroll Fund (70)	\$0.00	\$487,974.85	-\$487,974.85	\$0.00
Agency Fund (71)	\$75,864.29	\$309,488.18	-\$300,356.94	\$84,995.53
Total Trust & Agency	<u>\$139,778.43</u>	<u>\$811,138.16</u>	<u>-\$801,740.11</u>	<u>\$149,176.48</u>
Grand Total for all Funds	<u>\$659,902.74</u>	<u>\$2,084,309.11</u>	<u>-\$2,184,886.59</u>	<u>\$559,325.26</u>
				\$559,325.26

Prepared and submitted by:

*Michelle Fresco*

Michelle Fresco, Treasurer of School Monies

6/15/2011

Date

Back to Top

# Somerset County Vocational Board of Ed.

## Monthly Transfer Report

Addendum #5

va\_s1701  
06/20/2011

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
Regular Programs	11-1XX-100-XXX 12-1XX-100-XXX 13-1XX-100-XXX 15-1XX-100-XXX	1,291,827.00	0.00	1,291,827.00	129,182.70	40,515.53	3.14	169,698.23	1.00
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Extraordinary Services	1X-2XX-100-XXX 1X-000-216-XXX 1X-000-217-XXX	147,000.00	0.00	147,000.00	14,700.00	( 1,309.57)	-0.89	13,390.43	2.00
Vocational Programs-Local	1X-3XX-100-XXX	3,236,845.00	0.00	3,236,845.00	323,684.50	( 161,472.83)	-4.99	162,211.67	97,361.62
School-Spon. Co/Extra-Curr. Activities, School Sponsored Athletics, and Other Instructional Programs	11-4XX-100-XXX 12-4XX-100-XXX	112,372.00	0.00	112,372.00	11,237.20	( 10,779.89)	-9.59	457.31	12.01
Community Services Programs/Operations	1X-800-330-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>UNDISTRIBUTED EXPENDITURES</b>		<b>4,788,044.00</b>	<b>0.00</b>	<b>4,788,044.00</b>					<b>97,376.63</b>
Tuition	11-000-100-XXX 16-000-100-XXX 17-000-100-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/School Library	1X-000-211-XXX 1X-000-213-XXX 1X-000-218-XXX 1X-000-219-XXX 1X-000-222-XXX	970,400.00	0.00	970,400.00	97,040.00	96,351.20	9.93	193,391.20	2.66
Improvement of Instruction Services and Instructional Staff Training Services	1X-000-221-XXX 1X-000-223-XXX	294,700.00	0.00	294,700.00	29,470.00	29,109.22	9.88	58,579.22	5.64
General Administration	1X-000-230-XXX	549,993.00	0.00	549,993.00	54,999.30	( 34,851.45)	-6.34	20,147.85	2,950.01
School Administration	1X-000-240-XXX	727,300.00	0.00	727,300.00	72,730.00	( 18,129.75)	-2.49	54,600.25	118.07
Central Svcs & Admin Info Technology	1X-000-25X-XXX	635,000.00	0.00	635,000.00	63,500.00	45,117.85	7.11	108,617.85	2,727.10
Operation and Maintenance of Plant Services	1X-000-26X-XXX	2,326,900.00	0.00	2,326,900.00	232,690.00	( 86,539.27)	-3.72	146,150.73	61.53
Student Transportation Services	1X-000-270-XXX	118,600.00	0.00	118,600.00	11,860.00	( 11,531.94)	-9.72	328.06	12,468.09
Personal Services-Employee Benefits	1X-XXX-XXX-2XX	2,845,787.00	0.00	2,845,787.00	284,578.70	127,355.00	4.48	411,933.70	5,447.24
Transfer Property Sale Proceedes to Debt Service Reserve	11-000-520-934	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Food Services	11-000-310-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL GENERAL CURRENT EXPENSE</b>		<b>8,468,680.00</b>	<b>0.00</b>	<b>8,468,680.00</b>					<b>23,780.34</b>
Equipment	1X-XXX-XXX-73X	6,000.00	0.00	6,000.00	600.00	56,177.16	936.29	56,777.16	3,363.86

# Somerset County Vocational Board of Ed. Monthly Transfer Report

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
Facilities Acquisition and Construction Services	1X-000-4XX-XXX	152,546.00	0.00	152,546.00	0.00	0.00	0.00	0.00	30,090.33
Capital Reserve-Transfer to Capital Expend. Fund	12-000-4XX-931	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Reserve-Transfer to Repayment of Debt	12-000-4XX-933	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>158,546.00</b>	<b>0.00</b>	<b>158,546.00</b>					<b>33,454.19</b>
TOTAL SPECIAL SCHOOLS	11-XXX-XXX-XXX	88,641.00	0.00	88,641.00	8,864.10	( 7,495.26)	-8.46	1,368.84	4,005.75
	12-XXX-XXX-XXX								
	13-XXX-XXX-XXX								
	15-XXX-XXX-XXX								
	16-XXX-XXX-XXX								
	17-XXX-XXX-XXX								
Transfer of Funds to Charter Schools	10-000-100-56X	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Fund Contribution to School Based Budgets	10-000-520-930	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>OPERATING BUDGET GRAND TOTAL</b>		<b>13,503,911.00</b>	<b>0.00</b>	<b>13,503,911.00</b>					<b>158,616.91</b>

\_\_\_\_\_  
School Business Administrator Signature

\_\_\_\_\_  
Date

# Somerset County Vocational Board of Ed.

## Expense Account Adjustment Analysis By Account#

va\_exaa1.082406

06/20/2011

All Cycles

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
11-000-213-100-03-0115	SALARY - SCHOOL NURSE	yearend transfers	0078	05/31/2011	DSTROBER	\$131,000.00	\$5,000.00	\$136,000.00
		yearend transfers	0084	06/17/2011	DSTROBER	\$136,000.00	\$3,116.36	\$139,116.36
		yearend transfers	0086	06/17/2011	DSTROBER	\$139,116.36	\$3,000.00	\$142,116.36
		yearend transfers	0089	06/17/2011	DSTROBER	\$142,116.36	(\$3,000.00)	\$139,116.36
Total For Account # 11-000-213-100-03-0115							\$8,116.36	
11-000-218-104-03-0116	SAL - GUIDANCE	yearend transfers	0078	05/31/2011	DSTROBER	\$282,307.00	\$30,000.00	\$312,307.00
		yearend transfers	0084	06/17/2011	DSTROBER	\$312,307.00	\$32,040.16	\$344,347.16
Total For Account # 11-000-218-104-03-0116							\$62,040.16	
11-000-218-105-03-0116	SAL - GUIDANCE SEC	yearend transfers	0078	05/31/2011	DSTROBER	\$95,000.00	\$9,000.00	\$104,000.00
		yearend transfers	0084	06/17/2011	DSTROBER	\$104,000.00	\$3,847.48	\$107,847.48
Total For Account # 11-000-218-105-03-0116							\$12,847.48	
11-000-218-600-00-0000	SUPPLIES GUIDANCE	yearend transfers	0102	06/17/2011	DSTROBER	\$1,000.00	(\$66.37)	\$933.63
11-000-219-104-00-0117	SAL-STUDENT SERV SP ED	yearend transfers	0084	06/17/2011	DSTROBER	\$103,000.00	\$2,117.23	\$105,117.23
		yearend transfers	0089	06/17/2011	DSTROBER	\$105,117.23	\$10,763.14	\$115,880.37
Total For Account # 11-000-219-104-00-0117							\$12,880.37	
11-000-219-105-00-0000	SALARIES OF SECRETARIAL	yearend transfers	0078	05/31/2011	DSTROBER	\$55,000.00	\$14,000.00	\$69,000.00
		yearend transfers	0084	06/17/2011	DSTROBER	\$69,000.00	\$562.48	\$69,562.48
Total For Account # 11-000-219-105-00-0000							\$14,562.48	
11-000-219-390-05-0000	OTHER PURCHASED PROF. AN	yearend transfers	0089	06/17/2011	DSTROBER	\$5,000.00	(\$916.18)	\$4,083.82
11-000-219-500-05-0000	OTHER PURCHASED SERVICES	yearend transfers	0089	06/17/2011	DSTROBER	\$1,000.00	(\$36.71)	\$963.29
11-000-219-800-05-0000	OTHER OBJECTS	yearend transfers	0089	06/17/2011	DSTROBER	\$3,500.00	(\$172.85)	\$3,327.15
11-000-221-102-00-0118	SAL-SUPERVISOR/ IMP INST	yearend transfers	0089	06/17/2011	DSTROBER	\$73,200.00	(\$4,459.80)	\$68,740.20
11-000-221-104-00-0000	SAL OF OTHER PROFESSIONA	yearend transfers	0078	05/31/2011	DSTROBER	\$158,000.00	\$7,000.00	\$165,000.00
		yearend transfers	0084	06/17/2011	DSTROBER	\$165,000.00	\$1,809.70	\$166,809.70
Total For Account # 11-000-221-104-00-0000							\$8,809.70	
11-000-221-105-00-0119	SALARIES - CLERICAL	yearend transfers	0078	05/31/2011	DSTROBER	\$38,000.00	\$8,000.00	\$46,000.00
		yearend transfers	0084	06/17/2011	DSTROBER	\$46,000.00	\$4,262.32	\$50,262.32
		yearend transfers	0093	06/17/2011	DSTROBER	\$50,262.32	(\$12,500.00)	\$37,762.32
		yearend transfers	0094	06/17/2011	DSTROBER	\$37,762.32	\$36,000.00	\$73,762.32
		yearend transfers	0095	06/17/2011	DSTROBER	\$73,762.32	\$16,000.00	\$89,762.32
		yearend transfers	0096	06/17/2011	DSTROBER	\$89,762.32	(\$39,500.00)	\$50,262.32
		yearend transfers	0097	06/17/2011	DSTROBER	\$50,262.32	\$12,500.00	\$62,762.32
Total For Account # 11-000-221-105-00-0119							\$24,762.32	
11-000-221-500-00-0000	OTHER PURCH SERVICES (40	yearend transfers	0102	06/17/2011	DSTROBER	\$5,000.00	(\$3.00)	\$4,997.00
11-000-222-100-03-0120	SALARIES	yearend transfers	0084	06/17/2011	DSTROBER	\$98,000.00	\$180.00	\$98,180.00

# Somerset County Vocational Board of Ed.

## Expense Account Adjustment Analysis By Account#

va\_exaa1.082406

06/20/2011

All Cycles

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
11-000-222-177-00-0000	SALARY-TECH COORDINATORS	yearend transfers	0089	06/17/2011	DSTROBER	\$82,000.00	(\$499.08)	\$81,500.92
		yearend transfers	0093	06/17/2011	DSTROBER	\$81,500.92	\$12,500.00	\$94,000.92
		yearend transfers	0094	06/17/2011	DSTROBER	\$94,000.92	(\$36,000.00)	\$58,000.92
		yearend transfers	0096	06/17/2011	DSTROBER	\$58,000.92	\$23,500.00	\$81,500.92
		yearend transfers	0097	06/17/2011	DSTROBER	\$81,500.92	(\$12,500.00)	\$69,000.92
Total For Account # 11-000-222-177-00-0000							(\$12,999.08)	
11-000-222-600-03-0340	AVA MATERIALS - HS	yearend transfers	0089	06/17/2011	DSTROBER	\$8,000.00	(\$70.31)	\$7,929.69
11-000-222-800-03-0703	OTHER OBJECTS - HS	yearend transfers	0089	06/17/2011	DSTROBER	\$4,000.00	(\$14.15)	\$3,985.85
11-000-230-100-01-0122	SALARY - SUP'T OFFICE	yearend transfers	0078	05/31/2011	DSTROBER	\$295,000.00	\$16,000.00	\$311,000.00
		yearend transfers	0084	06/17/2011	DSTROBER	\$311,000.00	\$13,667.84	\$324,667.84
		yearend transfers	0095	06/17/2011	DSTROBER	\$324,667.84	(\$16,000.00)	\$308,667.84
		yearend transfers	0096	06/17/2011	DSTROBER	\$308,667.84	\$16,000.00	\$324,667.84
Total For Account # 11-000-230-100-01-0122							\$29,667.84	
11-000-230-331-01-0502	LEGAL SERVICES	yearend transfers	0078	05/31/2011	DSTROBER	\$73,873.00	(\$23,143.17)	\$50,729.83
		yearend transfers	0079	05/31/2011	DSTROBER	\$50,729.83	\$14,000.00	\$64,729.83
		yearend transfers	0084	06/17/2011	DSTROBER	\$64,729.83	(\$11,698.48)	\$53,031.35
Total For Account # 11-000-230-331-01-0502							(\$20,841.65)	
11-000-230-530-01-0211	COMMUNICATIONS/TELEPHONE	yearend transfers	0084	06/17/2011	DSTROBER	\$44,000.00	(\$44,000.00)	\$0.00
11-000-230-530-16-0000	ONLINE/PROVIDER SERVICES	yearend transfers	0084	06/17/2011	DSTROBER	\$34,000.00	\$2,036.55	\$36,036.55
11-000-230-890-01-0705	MISC. EXP. - SUPT OFFICE	yearend transfers	0102	06/17/2011	DSTROBER	\$15,000.00	(\$843.94)	\$14,156.06
11-000-230-895-00-0000	NJSBA DUES	yearend transfers	0090	06/17/2011	DSTROBER	\$7,620.00	(\$870.25)	\$6,749.75
11-000-240-103-00-0124	SALARIES - PRINCIPALS	yearend transfers	0078	05/31/2011	DSTROBER	\$558,000.00	(\$49,000.00)	\$509,000.00
		yearend transfers	0088	06/17/2011	DSTROBER	\$509,000.00	(\$12,495.64)	\$496,504.36
		yearend transfers	0090	06/17/2011	DSTROBER	\$496,504.36	(\$488.85)	\$496,015.51
Total For Account # 11-000-240-103-00-0124							(\$61,984.49)	
11-000-240-104-07-0118	ALT SCH-DIRECTOR	yearend transfers	0078	05/31/2011	DSTROBER	\$46,800.00	\$15,000.00	\$61,800.00
		yearend transfers	0088	06/17/2011	DSTROBER	\$61,800.00	\$12,495.64	\$74,295.64
Total For Account # 11-000-240-104-07-0118							\$27,495.64	
11-000-240-105-00-0125	SALARIES - SEC/CLER.	yearend transfers	0078	05/31/2011	DSTROBER	\$77,000.00	\$15,000.00	\$92,000.00
		yearend transfers	0090	06/17/2011	DSTROBER	\$92,000.00	\$1,399.85	\$93,399.85
Total For Account # 11-000-240-105-00-0125							\$16,399.85	
11-000-240-110-03-0126	SAL-WORK STUDY STDS, HS	yearend transfers	0088	06/17/2011	DSTROBER	\$20,000.00	\$479.14	\$20,479.14
11-000-240-600-03-0347	OFFICE SUPPLIES - HS	yearend transfers	0088	06/17/2011	DSTROBER	\$8,000.00	(\$479.14)	\$7,520.86
		yearend transfers	0090	06/17/2011	DSTROBER	\$7,520.86	(\$40.75)	\$7,480.11
Total For Account # 11-000-240-600-03-0347							(\$519.89)	
11-000-251-100-01-0000	SALARIES-BUSINESS OFFICE	yearend transfers	0078	05/31/2011	DSTROBER	\$400,000.00	\$11,000.00	\$411,000.00

# Somerset County Vocational Board of Ed.

## Expense Account Adjustment Analysis By Account#

va\_exaa1.082406

06/20/2011

All Cycles

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
11-000-251-100-01-0000	SALARIES-BUSINESS OFFICE	yearend transfers	0088	06/17/2011	DSTROBER	\$411,000.00	\$10,604.78	\$421,604.78
Total For Account # 11-000-251-100-01-0000							\$21,604.78	
11-000-251-890-01-0000	OTHER OBJECTS	yearend transfers	0078	05/31/2011	DSTROBER	\$6,000.00	(\$1,797.17)	\$4,202.83
11-000-252-100-16-0000	SALARIES-TECHNOLOGY	yearend transfers	0078	05/31/2011	DSTROBER	\$131,000.00	\$12,000.00	\$143,000.00
		yearend transfers	0102	06/17/2011	DSTROBER	\$143,000.00	\$13,310.24	\$156,310.24
Total For Account # 11-000-252-100-16-0000							\$25,310.24	
11-000-261-100-02-0127	BUILDING & GROUND DIR.	yearend transfers	0088	06/17/2011	DSTROBER	\$93,000.00	\$2,373.26	\$95,373.26
		yearend transfers	0098	06/17/2011	DSTROBER	\$95,373.26	(\$6,443.38)	\$88,929.88
Total For Account # 11-000-261-100-02-0127							(\$4,070.12)	
11-000-261-100-02-0128	SALARY - MAINT. STAFF	yearend transfers	0098	06/17/2011	DSTROBER	\$456,344.00	\$7,263.13	\$463,607.13
11-000-261-100-02-0129	SALARY - MAINT. O/T/MISC	yearend transfers	0085	06/17/2011	DSTROBER	\$50,000.00	(\$7,000.00)	\$43,000.00
		yearend transfers	0088	06/17/2011	DSTROBER	\$43,000.00	(\$12,978.04)	\$30,021.96
Total For Account # 11-000-261-100-02-0129							(\$19,978.04)	
11-000-261-420-01-0224	MAINT CONT - CENTRAL OFF	yearend transfers	0082	06/07/2011	DSTROBER	\$67,900.00	(\$12,569.30)	\$55,330.70
11-000-261-420-02-0216	R&M-BLDG HS	yearend transfers	0082	06/07/2011	DSTROBER	\$32,000.00	(\$4,184.50)	\$27,815.50
11-000-261-420-02-0221	MAINT CONTR-B&G	yearend transfers	0081	05/31/2011	DSTROBER	\$111,000.00	(\$4,000.00)	\$107,000.00
		yearend transfers	0082	06/07/2011	DSTROBER	\$107,000.00	(\$547.50)	\$106,452.50
		yearend transfers	0091	06/17/2011	DSTROBER	\$106,452.50	(\$10,835.61)	\$95,616.89
Total For Account # 11-000-261-420-02-0221							(\$15,383.11)	
11-000-261-800-02-0709	MISC EXP - B&G	yearend transfers	0098	06/17/2011	DSTROBER	\$10,000.00	(\$819.75)	\$9,180.25
		yearend transfers	0099	06/17/2011	DSTROBER	\$9,180.25	(\$254.31)	\$8,925.94
Total For Account # 11-000-261-800-02-0709							(\$1,074.06)	
11-000-262-420-02-0222	CUSTODIAL SRVC - B & G	yearend transfers	0084	06/17/2011	DSTROBER	\$280,000.00	(\$7,941.64)	\$272,058.36
		yearend transfers	0099	06/17/2011	DSTROBER	\$272,058.36	(\$860.92)	\$271,197.44
Total For Account # 11-000-262-420-02-0222							(\$8,802.56)	
11-000-262-490-00-0225	WATER & SEWER - HS	yearend transfers	0086	06/17/2011	DSTROBER	\$29,000.00	(\$3,156.41)	\$25,843.59
11-000-262-490-02-0225	WATER & SEWER - HS	yearend transfers	0086	06/17/2011	DSTROBER	\$20,000.00	(\$9,903.81)	\$10,096.19
11-000-262-621-02-0000	ENERGY - NATURAL GAS	yearend transfers	0078	05/31/2011	DSTROBER	\$380,000.00	(\$25,000.00)	\$355,000.00
11-000-262-622-02-0000	ENERGY - ELECTRICITY	yearend transfers	0086	06/17/2011	DSTROBER	\$340,000.00	\$8,602.34	\$348,602.34
11-000-263-420-02-0000	UE C&UG CLN, RPR, MNT SV	yearend transfers	0099	06/17/2011	DSTROBER	\$14,500.00	(\$140.00)	\$14,360.00
11-000-266-100-02-0000	UE S SALS OF SEC G & INV	yearend transfers	0099	06/17/2011	DSTROBER	\$105,000.00	\$433.48	\$105,433.48
		yearend transfers	0101	06/17/2011	DSTROBER	\$105,433.48	\$601.94	\$106,035.42
Total For Account # 11-000-266-100-02-0000							\$1,035.42	

# Somerset County Vocational Board of Ed.

## Expense Account Adjustment Analysis By Account#

va\_exaa1.082406

06/20/2011

All Cycles

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
11-000-266-100-07-0000	ALT SCH - SECURITY	yearend transfers	0099	06/17/2011	DSTROBER	\$3,656.00	\$821.75	\$4,477.75
11-000-270-162-00-0000	SALARY FOR PUPILS TRANS.	yearend transfers	0100	06/17/2011	DSTROBER	\$34,000.00	\$1,800.02	\$35,800.02
11-000-270-420-03-0232	CLEANING, REPAIR & MAINT	yearend transfers	0100	06/17/2011	DSTROBER	\$3,000.00	(\$1,800.02)	\$1,199.98
11-000-270-512-03-0233	CONTRACTED SRVC - REG.	yearend transfers	0081	05/31/2011	DSTROBER	\$26,000.00	\$4,000.00	\$30,000.00
11-000-270-514-05-0234	CONTR SRVC-SPECIAL NEEDS	yearend transfers	0078	05/31/2011	DSTROBER	\$13,000.00	(\$13,000.00)	\$0.00
11-000-270-517-00-0000	CONTRACT. SERV.(REG. STU	yearend transfers	0101	06/17/2011	DSTROBER	\$3,000.00	(\$601.94)	\$2,398.06
11-000-270-800-00-0000	MISCELLANEOUS EXP.	yearend transfers	0078	05/31/2011	DSTROBER	\$3,000.00	(\$1,930.00)	\$1,070.00
11-000-291-220-00-0601	EMPL BEN - SOC SEC	yearend transfers	0078	05/31/2011	DSTROBER	\$154,120.00	\$8,000.00	\$162,120.00
		yearend transfers	0103	06/17/2011	DSTROBER	\$162,120.00	\$24,081.94	\$186,201.94
		yearend transfers	0104	06/20/2011	DSTROBER	\$186,201.94	\$8,414.85	\$194,616.79
Total For Account # 11-000-291-220-00-0601							\$40,496.79	
11-000-291-241-00-0602	OTHER RETIRE CONT-OTHER	yearend transfers	0089	06/17/2011	DSTROBER	\$423,639.00	(\$1,594.06)	\$422,044.94
		yearend transfers	0092	06/17/2011	DSTROBER	\$422,044.94	(\$6,800.00)	\$415,244.94
		yearend transfers	0103	06/17/2011	DSTROBER	\$415,244.94	\$8,337.01	\$423,581.95
		yearend transfers	0104	06/20/2011	DSTROBER	\$423,581.95	\$66.13	\$423,648.08
Total For Account # 11-000-291-241-00-0602							\$9.08	
11-000-291-250-00-0603	UNEMPLOYMENT/DISABILITY	yearend transfers	0104	06/20/2011	DSTROBER	\$31,000.00	\$5,288.84	\$36,288.84
11-000-291-270-00-0605	MEDICAL BENEFITS	yearend transfers	0078	05/31/2011	DSTROBER	\$1,454,673.00	\$90,000.00	\$1,544,673.00
		yearend transfers	0080	05/31/2011	DSTROBER	\$1,544,673.00	(\$67,300.00)	\$1,477,373.00
		yearend transfers	0103	06/17/2011	DSTROBER	\$1,477,373.00	\$66,694.76	\$1,544,067.76
		yearend transfers	0104	06/20/2011	DSTROBER	\$1,544,067.76	(\$23,556.44)	\$1,520,511.32
Total For Account # 11-000-291-270-00-0605							\$65,838.32	
11-000-291-280-00-0608	TUITION REIMBURSEMENT	yearend transfers	0104	06/20/2011	DSTROBER	\$18,000.00	\$9,786.62	\$27,786.62
11-140-100-101-03-0101	SALARIES - REG INSTRUC	yearend transfers	0103	06/17/2011	DSTROBER	\$783,430.00	\$10,114.68	\$793,544.68
11-140-100-101-03-0102	SALARIES - SUBS/MISC.	yearend transfers	0091	06/17/2011	DSTROBER	\$68,000.00	\$16,348.03	\$84,348.03
11-140-100-101-07-0103	SAL-ALT SCHOOL-REG	yearend transfers	0086	06/17/2011	DSTROBER	\$362,570.00	\$26,795.89	\$389,365.89
		yearend transfers	0103	06/17/2011	DSTROBER	\$389,365.89	\$8,513.60	\$397,879.49
Total For Account # 11-140-100-101-07-0103							\$35,309.49	
11-140-100-500-00-0202	OTH PURC SRV-TRV-ALT SCH	yearend transfers	0086	06/17/2011	DSTROBER	\$5,000.00	(\$436.47)	\$4,563.53
11-140-100-500-03-0201	OTH PURCH SRVC-TRAVEL-HS	yearend transfers	0086	06/17/2011	DSTROBER	\$500.00	(\$12.74)	\$487.26
11-140-100-610-03-0301	SUPPLIES - GENERAL	yearend transfers	0086	06/17/2011	DSTROBER	\$8,000.00	(\$7,000.00)	\$1,000.00
11-140-100-610-07-0307	SUPPLIES - ALT. SCHOOL	yearend transfers	0078	05/31/2011	DSTROBER	\$11,327.00	(\$4,910.61)	\$6,416.39
11-140-100-610-12-0302	SUPPLIES - ENGLISH	yearend transfers	0078	05/31/2011	DSTROBER	\$5,000.00	(\$1,525.59)	\$3,474.41



# Somerset County Vocational Board of Ed.

## Expense Account Adjustment Analysis By Account#

va\_exaa1.082406

06/20/2011

All Cycles

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
11-140-100-610-12-0303	SUPPLIES - MATH	yearend transfers	0078	05/31/2011	DSTROBER	\$5,000.00	(\$2,161.57)	\$2,838.43
11-140-100-610-12-0306	SUPPLIES - SOC. STUDIES	yearend transfers	0078	05/31/2011	DSTROBER	\$6,000.00	(\$1,278.11)	\$4,721.89
11-140-100-610-16-0000	HIGH SCH TECH SUPPLIES	yearend transfers	0086	06/17/2011	DSTROBER	\$3,000.00	(\$242.30)	\$2,757.70
11-140-100-610-16-0308	SUPPLIES-TECHNOLOGY	yearend transfers	0086	06/17/2011	DSTROBER	\$5,000.00	(\$1,424.00)	\$3,576.00
11-140-100-800-07-0000	OTHER OBJECTS	yearend transfers	0086	06/17/2011	DSTROBER	\$2,000.00	(\$368.28)	\$1,631.72
11-150-100-101-03-0105	SALARIES	yearend transfers	0102	06/17/2011	DSTROBER	\$2,000.00	(\$1,897.00)	\$103.00
11-230-100-101-03-0106	SALARIES - INSTRUCTION	yearend transfers	0087	06/17/2011	DSTROBER	\$83,000.00	\$3,582.00	\$86,582.00
11-230-100-101-03-0107	SALARIES - SUBS/MISC.	yearend transfers	0087	06/17/2011	DSTROBER	\$2,000.00	(\$1,999.00)	\$1.00
11-230-100-610-03-0308	SUPPLIES - REMEDIAL MATH	yearend transfers	0087	06/17/2011	DSTROBER	\$2,000.00	(\$1,583.00)	\$417.00
		yearend transfers	0102	06/17/2011	DSTROBER	\$417.00	(\$155.57)	\$261.43
Total For Account # 11-230-100-610-03-0308							(\$1,738.57)	
11-240-100-101-03-0000	BILINGUAL SALARY	yearend transfers	0102	06/17/2011	DSTROBER	\$58,000.00	(\$1,154.00)	\$56,846.00
11-310-100-101-03-0108	SAL - INSTRUCTION - HS	yearend transfers	0079	05/31/2011	DSTROBER	\$1,535,321.00	(\$14,000.00)	\$1,521,321.00
		yearend transfers	0102	06/17/2011	DSTROBER	\$1,569,457.68	(\$6,800.00)	\$1,562,657.68
Total For Account # 11-310-100-101-03-0108							(\$20,800.00)	
11-310-100-101-03-0109	SAL - SUBS/MISC. - HS	yearend transfers	0078	05/31/2011	DSTROBER	\$103,500.00	(\$91,000.00)	\$12,500.00
11-310-100-101-07-0000	SALARIES OF TEACHERS	yearend transfers	0102	06/17/2011	DSTROBER	\$0.00	\$66.00	\$66.00
11-310-100-101-10-0111	PERF ARTS P-T SALARY	yearend transfers	0102	06/17/2011	DSTROBER	\$288,579.06	\$1.00	\$288,580.06
		yearend transfers	0103	06/17/2011	DSTROBER	\$288,580.06	\$79,558.01	\$368,138.07
Total For Account # 11-310-100-101-10-0111							\$79,559.01	
11-310-100-320-11-0000	PURCH PROF-ED SERVICES	yearend transfers	0102	06/17/2011	DSTROBER	\$13,000.00	(\$2,457.36)	\$10,542.64
11-310-100-320-60-0000	PURCH PROF-ED SERV RVCC	yearend transfers	0080	05/31/2011	DSTROBER	\$130,000.00	\$67,300.00	\$197,300.00
		yearend transfers	0103	06/17/2011	DSTROBER	\$197,300.00	(\$197,300.00)	\$0.00
Total For Account # 11-310-100-320-60-0000							(\$130,000.00)	
11-310-100-610-11-0310	SUPPLIES - CULINARY ARTS	yearend transfers	0104	06/20/2011	DSTROBER	\$55,000.00	(\$4,700.00)	\$50,300.00
11-310-100-610-11-0311	SUPPLIES - AUTO BODY	yearend transfers	0078	05/31/2011	DSTROBER	\$16,000.00	(\$2,178.29)	\$13,821.71
11-310-100-610-11-0312	SUPPLIES-AUTO MECHANICS	yearend transfers	0078	05/31/2011	DSTROBER	\$20,000.00	(\$1,040.11)	\$18,959.89
11-310-100-610-11-0318	SUPPLIES - DIESEL	yearend transfers	0078	05/31/2011	DSTROBER	\$12,000.00	(\$3,986.91)	\$8,013.09
11-310-100-610-11-0323	SUPPL-PLUMBING & HEATING	yearend transfers	0078	05/31/2011	DSTROBER	\$9,400.00	(\$3,393.28)	\$6,006.72
11-310-100-610-11-0325	SUPPL-CISCO	yearend transfers	0078	05/31/2011	DSTROBER	\$8,000.00	(\$2,917.45)	\$5,082.55
11-310-100-890-60-0000	ACADEMY MISC	yearend transfers	0104	06/20/2011	DSTROBER	\$2,000.00	\$4,700.00	\$6,700.00
11-320-100-101-05-0113	SALARIES - SUBSTITUTES	yearend transfers	0091	06/17/2011	DSTROBER	\$18,618.00	(\$5,512.42)	\$13,105.58
11-320-100-610-11-0333	SUPPLIES - SMALL ENGINES	yearend transfers	0078	05/31/2011	DSTROBER	\$7,000.00	(\$3,006.22)	\$3,993.78

# Somerset County Vocational Board of Ed.

## Expense Account Adjustment Analysis By Account#

va\_exaa1.082406

06/20/2011

All Cycles

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
11-320-100-610-12-0330	SUPPLIES-HORTICULTURE	yearend transfers	0078	05/31/2011	DSTROBER	\$16,000.00	(\$5,972.79)	\$10,027.21
11-401-100-100-03-0114	SAL - CO-CURRICULAR	yearend transfers	0092	06/17/2011	DSTROBER	\$42,033.06	\$6,800.00	\$48,833.06
11-401-100-610-00-0000	SUPPLIES AND MATERIALS	yearend transfers	0078	05/31/2011	DSTROBER	\$13,000.00	(\$2,758.73)	\$10,241.27
		yearend transfers	0086	06/17/2011	DSTROBER	\$10,241.27	(\$7,069.15)	\$3,172.12
Total For Account # 11-401-100-610-00-0000							(\$9,827.88)	
11-402-100-100-03-0000	SAL- ATHLETICS	yearend transfers	0086	06/17/2011	DSTROBER	\$43,012.00	(\$6,738.37)	\$36,273.63
11-402-100-600-03-0000	SUPPLIES-ATHLETICS	yearend transfers	0086	06/17/2011	DSTROBER	\$5,360.00	(\$2,046.70)	\$3,313.30
12-310-100-730-00-0000	INSTRUCT VOCATION-EQUIP	yearend transfers	0082	06/07/2011	DSTROBER	\$44,875.86	\$17,301.30	\$62,177.16
13-422-100-101-09-0139	SAL OF INSTRUCTION - SS	yearend transfers	0085	06/17/2011	DSTROBER	\$33,872.72	\$7,000.00	\$40,872.72
Total Current Appr.								\$0.00

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## **ADDENDUM # 6**

### **State Contracted Vendors (2011-2012 School Year)**

<b><u>Vendors</u></b>	<b><u>State Contract#</u></b>	<b><u>Description of Services</u></b>
Ackerson Drapery and Decoration	67363	Window treatments/blinds
*American Bus & Coach LLC,	73474	Maint. /repair heavy duty vehicles
*Apple Computer INC,	70259	IT software & hardware
*AT&T	70002	800 Inbound telecommunications services
*Beacon Graphics	74076	Sheeting-Reflective
CDW-Government	70263	IT software & hardware
*Cooper Electric	73139	Lamps various types/statewide
*Flaghouse	67389	Library supplies-school/teacher aid
*Flinn Scientific	75832	Science equipment & supplies
*Image Copy Systems	65260	Copiers/cost per
Lawson Products	73736	Maint. /repair heavy duty vehicles
*Lenovo	70263	IT software & hardware
*Lexmark	74922	IT software & hardware
*Nickerson Corporation	66902	Furniture library/excluding shelving
*Permabound	65696	Library supplies-school/teacher aid
Pitney Bowes	75237	Mailroom equipment & maint. /parts
Promedia Technology Services	73979	Anti-Virus support
*Prometric INC,	75113	Cosmetology & hairstyling license exams/L&PS
*S & S Worldwide	65610	Library supplies-school/teacher aid
Shanahan's & Inwood Office Furniture	69987	Office supplies & Materials
Snap-On Industrial	66332	Powers Tools & accessories
*Staples	74337	Office supplies & materials
*Toshiba	75582	IT software & hardware
Trans Net Corporation	74849	Novell MLA licensing/term contracts
*Turtle & Hughes	73140	Lamps various types/statewide
*Verizon Wireless	64428	Wireless devices & services

*W. B. Mason	61604	Library supplies-school/teacher aid
*Xerox Corporation	74851	IT software & hardware
*New for 2011-2012 school year (*)		

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ADDENDUM #7

<u>VENDOR</u>	<u>AMOUNT</u>	<u>DESCRIPTION OF SERVICES</u>
Alarm & Communication Technologies, Inc.	\$ 8,725.00	Preventative Maintenance & Inspections on Fire Alarm system
Automatic Temperature Control Services Inc.	\$ 14,830.00	Maintenance & Service on Pneumatic Control Systems for Heating & Cooling
Birdsall Services Group	\$ 2,500.00	Asbestos Management Services
CK Air	\$ 5,345.00	Inspection & Maintenance on York Centrifugal Chillers
County of Somerset	\$ 19,000.00	Gas, Diesel Fuel and Repairs of Vehicles
Federal Fire Protection	\$ 4,400.00	Service of Portable Fire Extinguishers, Kitchen Fire Suppression Systems & Sprinkler Systems
Ingersoll Rand Company	\$ 2,500.00	Preventative Maintenance for Compressed Air System
Jersey Elevator	\$ 5,844.00	Service and Maintenance on Elevators
Miller & Chitty Company, Inc.	\$ 5,586.00	Cleaning & Inspection on Two Cleaver Brooks Boilers
Raritan Valley Disposal	\$ 18,500.00	Trash Removal
Safety-Kleen Systems, Inc.	\$ 6,000.00	Maintenance of Fluid Cleaning Systems in A Shops
Sonitrol (Monitoring)	\$ 992.00	Monitoring for Security System
Strategic Environmental Services	\$ 3,200.00	Universal Waste Removal
Strategic Environmental Services (Right to Know)	\$ 1,950.00	Right to Know/PEOSHA Compliance Services
T&R Landscaping	\$ 16,000.00	Lawn Maintenance
Hutchins HVAC Inc.	\$ 4,500.00	Maintenance Program for HVAC in the Admin Building & Gym
Vent-Tech	\$ 3,635.00	Degreasing of Cafeteria Exhaust Systems
Water Management	\$ 1,584.00	Water Treatment for Closed Water System
Western Pest Control	\$ 1,400.00	Pest Control Service
Warshauer Generator, LLC	\$ 1,250.00	Preventative Maintenance Program for the Emergency Generator

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**Software Contract Agreements**

<u>Vender</u>	<u>Amount</u>	<u>Description of Services</u>
ADP	\$ 3,000.00	Payroll Services
Aesop	\$ 2,400.00	Substitute Calling
Honeywell Instant Alert	\$ 2,750.00	Emergency Communication
Computer Resources, Inc.	\$ 4,526.00	HS Student Database - MMS
Ednet Technologies	\$ 2,048.00	IEP Planner Software - Special Ed.
NACR Technologies	\$ 11,374.85	Phone System Definity G3
Extreme Networks	\$ 4,790.00	Network Switches
K Logix, LLC	\$ 5,500.00	Websense Internet Filter
E-Rate Exchange	\$ 3,272.00	E-Rate Funding Services
FileMaker	\$ 456.00	Maintenance
Food Services Solutions	\$ 1,290.00	Point of Sale for Cafeteria
Glencom Systems, Inc.	\$ 3,422.00	Checkpoint Firewall and Support
Glencom Systems, Inc.	\$ 11,924.00	McAfee Anti-Virus Endpoint ADV
Glencom Systems, Inc.	\$ 450.00	Citrix XenApp Advanced Renewal
NetCarrier	\$ 480.00	SCTI.org - On the Fly Training
NJEDge	\$ 30,504.00	Internet Service Provider
Pitney Bowes	\$ 9,336.00	Postage and Mailing
School Dude	\$ 2,140.00	Work Order Request System
EdLine LLC	\$ 2,500.00	High School Website
Strauss Esmay Associates, LLP	\$ 2,395.00	Board Policy Updates
Systems 3000	\$ 31,280.00	Financial / Accounting Software
Visix	\$ 400.00	Visual Communication System
Moodle Rooms	\$ 5,500.00	Virtual Learning Software

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## Tuition Contracts – 2011-2012 School Year

Academy Tuition Contracts – 2010-2011 SY

Bedminster Board of Education	1student	\$ 2,550.00
Bernards Township Board of Education	1students	\$ 2,550.00
Bound Brook Board of Education	3students	\$ 7,650.00
Branchburg Township. Board of Education	5students	\$ 12,750.00
Bridgewater-Raritan Board of Education	34 students	\$ 86,700.00
Delaware Valley Regional Board of Education	4students	\$ 12,240.00
Franklin Township Board of Education	8students	\$ 20,400.00
Hillsborough Township Board of Education	19 students	\$ 48,450.00
Hunterdon Central Regional Board of Education	4 students	\$ 12,240.00
Manville Boro Board of Education	2students	\$ 5,100.00
Montgomery Township Board of Education	2students	\$ 5,100.00
North Hunterdon/Voorhees Reg. BOE	3students	\$ 9,180.00
North Plainfield Board of Education	5 students	\$ 12,750.00
Somerville Boro Board of Education	2students	\$ 5,100.00
South Bound Brook Board of Education	3students	\$ 7,650.00
Watchung Hills Regional Board of Education	<u>5 students</u>	<u>\$ 12,750.00</u>
<b>Total</b>	101 students	\$263,160.00

Academy Parent Paid Tuition Contracts – 2011-2012 SY

Bedminster	1 student	\$ 400.00
Bound Brook	2 students	\$ 600.00
Branchburg	2 students	\$ 800.00
Bridgewater-Raritan Regional	18 students	\$ 6,200.00
Delaware Valley Regional	4 students	\$ 1,500.00
Franklin	4 students	\$ 1,400.00
Hillsborough	11 students	\$ 3,900.00
Hunterdon Central Regional	2 students	\$ 600.00
Manville	1 student	\$ 300.00
Montgomery	1 student	\$ 300.00
North Hunterdon/Voorhees	1 student	\$ 300.00
North Plainfield	2 students	\$ 700.00
Watchung	<u>2 students</u>	<u>\$ 800.00</u>
<b>Total</b>	51 students	\$ 17,800.00

Alternative Tuition Contracts – 2011-2012 SY

Bridgewater-Raritan Regional Board of Education	10 students	\$191,780.00
Franklin Board of Education	13 students	\$249,314.00
Green Brook Board of Education	1 student	\$ 19,178.00
Hillsborough Board of Education	3 students	\$ 57,534.00
Montgomery Board of Education	2 students	\$ 38,356.00
Somerset Hills Board of Education	1 student	\$ 19,178.00
Somerville Board of Education	<u>5 students</u>	<u>\$ 95,890.00</u>
<b>Total</b>	35 students	\$671,230.00

Special Education Vocational Tuition Contracts – 2011-2012 SY

Hunterdon Central Regional Board of Education	<u>2 share time-Perf. Arts</u>	<u>\$ 13,000.00</u>
<b>Total</b>	2 students	\$ 13,000.00

Regular Vocational Tuition Contracts – 2011-2012 SY

Hunterdon Central Regional Board of Education	1 share time-Perf. Arts	\$ 5,000.00
North Hunterdon/Voorhees Board of Education	1 share time-Perf. Arts	\$ 5,000.00
Plainfield Board of Education	1 full time-Carpentry	\$ 10,000.00
Westfield Board of Education	<u>2 share time-Perf. Arts</u>	<u>\$ 10,000.00</u>
<b>Total</b>	5 students	<u>\$ 30,000.00</u>

**Grand Total** \$995,190.00

**RESOLUTION 2010-11/6-A**

***2011-12 Purchase of Goods and Services/Qualified Purchasing Agent***

Recommend the Board approve the following resolution:

WHEREAS, NJSA 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the Board of Education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter; and

WHEREAS, NJSA 18A:18A-3 provides that contracts, awarded by the qualified purchasing agent that do not exceed in the aggregate in a contract year the bid threshold of \$36,000 may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution; and

WHEREAS, NJSA 18A:18A-37.c. provides that all contracts that are in the aggregate less than 15% of the bid threshold of \$5,400 may be awarded by the qualified purchasing agent without soliciting competitive quotations if so authorized by board resolution, and

WHEREAS, NJSA 18A:18A-10 provides that a board of education may purchase without advertising for vendors pursuant to the Federal Supply Schedules of the General Services Administration as permitted by the "Federal Acquisition Streamlining Act of 1994" and federal regulations adopted thereunder; and

NOW, THEREFORE, BE IT RESOLVED that the Somerset County Vocational Board of Education pursuant to the statutes cited above hereby appoints the School Business Administrator as its duly authorized purchasing agent and is duly assigned the authority of the Somerset County Vocational Board of Education; and

BE IT FURTHER RESOLVED, that the School Business Administrator is hereby authorized to seek competitive quotations, when applicable and practicable, before awarding contracts when contracts in the aggregate exceed 15% of the bid threshold of \$5,400 but less than the bid threshold of \$36,000; and

BE IT FURTHER RESOLVED, that pursuant to NJSA 18A:18A-10 that the School Business Administrator is authorized to purchase goods and services pursuant to the following: a contract or contracts for such goods or services entered into on behalf of the State by the New Jersey Division of Purchase and Property, and the Federal Supply Schedules of the General Services Administration, as permitted by the "Federal Acquisition Streamlining Act of 1994" and federal regulations adopted thereunder, as promulgated by the Director of the Division of Purchasing and Property in the Department of Treasury.

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# Somerset County Vocational Technical Schools

## Calculation for Facility Use Charges

### 2011-12

1. overhead costs	ROOMS*	SQ FT	PER SF (8 hr	MINIMUM	PER HR
			day)		
				(4 HOURS)	(1 HOUR)
	auditorium/studio/lobby	18100	\$0.13	\$1,176.50	\$294.13
	restaurant/new kitchen/cafeteria/kitchen	19200	\$0.10	\$960.00	\$240.00
	cafeteria/kitchen (not including new kitchen /restaurant)	17400	\$0.07	\$609.00	\$152.25
	technology center/amphitheater	14000	\$0.07	\$490.00	\$122.50
	gymnasium	16400	\$0.07	\$574.00	\$143.50
	vocational shops	1500	N/A	\$234.00	\$58.50
	classroom	750	N/A	\$234.00	\$58.50
	athletic field	N/A	N/A	\$234.00	\$58.50

\* building B cost per square foot calculated per MOU with RVCC

#### 2009-10 AUDIT

function 261-required maintenance	\$936,726.61
function 262-other operations & maintenance	\$896,262.16
function 251-central support services	\$464,462.68
total expenditures	<u>\$2,297,451.45</u>
divided by total HS SF (212,836-32,959)	<u>180,000</u>
daily cost per sq ft (180)	\$0.07
theater expenditures	\$398,902.81
add'l cost per 18100 sq ft (365-18 holidays=347)	\$0.06
culinary expenditures	\$200,783.28
add'l cost per 19200 sq ft (365-18 holidays=347)	\$0.03

2. labor costs*		(6 HOURS)	(1 HOUR)
	technical sound and lighting rates (a)	\$240.00	\$40.00
	culinary arts personnel rates (b)	\$300.00	\$50.00

3. other costs	late fees (c)	TBD	TBD
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(a) Technical sound and lighting staff is required for equipment use; technical fees will be charged accordingly.

(b) Culinary Arts program personnel is required for restaurant/kitchen facility use: personnel fees will be charged accordingly.

(c) Any additional time beyond the approved hours will be billed in one hour increments (not prorated).

Note: Refundable security deposit of \$250.00 is due after approval with required documents.

\*Labor costs include an additional two hours (one hour before requested time and one hour after requested time).

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