

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting

May 31, 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 April 14, 2011 and the Regular Meeting held on April 19, 2011.

A. Corrections

On motion of _____, seconded by _____, the minutes of the Special Meeting and Executive Session held on April 14, 2011 Regular Meeting held on April 19, 2011 were approved.

IV. Correspondence

V. Old or Unfinished Business

1. Student of the Month__ - April/Tiffany Romero & May/Seth Twombly_____
2. Construction Projects-Update - Auditorium Ceiling Replacement_____

VI. Report of the Attorney

VII. 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

VIII. Superintendent's Report

A. Resignations

The Superintendent recommends that the Board of Education accept the resignation of Ms. Rhonda Sumter, Long Term Substitute Leave Replacement - English Instructor (TOPS), effective May 9, 2011.

The Superintendent also recommends that the Board of Education accept the resignation of Mrs. Camille Bowman, Administrative Secretary - Superintendent's Office, for the purpose of retirement, effective July 1, 2011.

The Superintendent further recommends that the Board of Education accept the resignation of Ms. Karen Glass, Social Worker-Alternative School Program, for the purpose of retirement, effective July 1, 2011.

B. Employment of Full-Time Personnel - 2011-12 School Year

The Superintendent recommends that the Board of Education appoint Mr. Patrick Pelliccia to the position of Supervisor of Curriculum and Instruction, (UPC# CUR-HS-SUP-FL-01), at a salary of \$88,000.00, Step B4, effective July 1, 2011.

C. Lateral Move

The Superintendent recommends that the Board of Education approve Mr. Christopher Miller's request for a lateral move from Step 9-10/A to Step 9-10/B on the salary guide in the amount of \$54,370.00 (prorated) retroactive to January 1, 2011.

D. Salary Adjustment - 2010-11 School Year

The Superintendent recommends that the Board of Education approve the following salary adjustment for Dr. Michael Herrera for the 2010-11 school year, effective May 16, 2011 as follows:

<u>Step/Base</u>	<u>Doctorate Stipend</u>	<u>Total 2010-11 Salary</u>
B-8/100,507.00	\$2,000.00	\$102,507.00 (prorated)

E. Long Term Substitute

The Superintendent recommends that the Board of Education appoint Ms. Julia Houser as Long Term Substitute for Teacher of English - TOPS, Step 1B at a salary of \$50,605.00 (prorated), retroactive to May 11, 2011 through the end of the school year. 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. Extra-Curricular Appointment - 2010-11 School Year

The Superintendent recommends the Board of Education approve the following extra-curricular activities for the 2010-11 school year as follows (retroactive to September 2010):

Erik Fargo	FFA Advisor	\$2,611.00
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G. Salary Adjustments - 2011-12 School Year

The Superintendent recommends that the Board of Education approve salary adjustments for the 2011-12 school year as they appear below:

<u>Name</u>	<u>Step/Base</u>	<u>Total 2011-12 Salary</u>
Michael Herrera	B-8 (SCVTPSA)	\$102,507.00*

*Doctorate stipend added to base (\$2,000.00)

H. Change of Status - Karen Long

The Superintendent recommends that the Board of Education change the employment status of Karen Long, Guidance Counselor from 10-month to 12-month, effective July 1, 2011. Ms. Long's salary for the 2011-12 school year is based upon Step 14/C for a salary of \$79,265.87 (masters stipend added to base).

I. Employment of Part-Time Hourly Personnel - Summer 2011

The Superintendent recommends that the Board of Education approve employment of the following part-time hourly personnel for Summer 2011:

<u>Summer School</u>		
Keith Bigora	Mathematics (140 hrs)	\$32.00/hr
Denise Gotti	Science (70 hrs)	\$32.00/hr
Edward Graf	History (140 hrs)	\$32.00/hr
Ushma Mehta	Science Enrichment (140 hrs) Academy	\$32.00/hr
Christopher Miller	English (70 hrs)	\$32.00/hr
John O'Neill	Phys Ed/Health (140 hrs)	\$32.00/hr
Michael Poe	Mathematics (140 hrs)	\$32.00/hr
Christopher Semonche	Mathematics (140 hrs)	\$32.00/hr
Averye Shane	English (140 hrs)	\$32.00/hr
Mary Beth Yager	Science (70 hrs)	\$32.00/hr
Janeen Sortor	Substitute (on call)	\$32.00/hr
Maureen Wild	Substitute (on call)	\$32.00/hr

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	___	___

J. Home Instruction

The Superintendent recommends the Board of Education provide home instruction for an 11th grade student. Instruction will be provided from May 4, 2011 through the end of the school year for 5 hours per week.

Ms. Janeen Sortor and Mr. Christopher Miller will be the instructors at a rate of \$35.00/hr.

K. Field Trips

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

Motion_____ Second_____

Discussion

Call the Roll

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

L. Professional Seminars/Workshops

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

M. Revised Job Descriptions

The Superintendent recommends that the Board of Education approve the following revised job descriptions as they appear on Addendum #3.

Educational Media Specialist
Administrative Secretary - Superintendent's Office
Social Worker for Alternative School Program (change title)
Music Vocal and Acting Instructor (change title)
Class Advisor
Junior Varsity Coach
Varsity Coach

N. Job Descriptions

The Superintendent recommends that the Board of Education approve the following job descriptions as they appear on Addendum #4 (note: these are not new positions; formal job descriptions were not on file).

Future Farmers of America (FFA) Advisor
Health Occupations Student Association (HOSA) Advisor
SkillsUSA Advisor Assistant
FIRST Robotics Club Advisor
Dance and Drama Productions Advisor
National Honor Society Advisor
National Vocational Technical Honor Society Advisor

O. Board Policies and Regulations - Second Reading

The Superintendent recommends that the Board of Education approve the following Board policies and regulations at this second reading.

R2461.06 - Special Education/Receiving Schools-Highly Qualified and
Appropriately Certified Staff
R2461.07 - Special Education/Receiving Schools-Termination of
Placement
R2461.09-Special Education/Receiving Schools-Statewide and
District-Wide Assessment Programs
R2461.10-Special Education/Receiving Schools-Full Educational
Opportunity
R2461.11 - Special Education/Receiving Schools-Staff Consultation
R2461.12 - Special Education/Receiving Schools-Length of School Day
and Academic Year
3432.2 - Donated Leave Program
4432.2 - Donated Leave Program
5561/R5561 - Use of Physical Restraint
6311 - Contracts for Goods and Services Funded by Federal Grants

P. Revised Board Policies and Regulations - Second Reading

The Superintendent recommends that the Board of Education approve the following revised Board policies and regulations at this second reading.

1230 - Superintendent's Duties
1522 - School-level Planning
2132 - School District Goals and Objectives
2440/R2440 - Summer Session
2461/R2461 - Special Education/Receiving Schools
R2461.01 - Special Education/Receiving Schools-IEP Implementation

Revised Board Policies and Regulations (cont'd)

R2461.03 - Special Education/Receiving Schools-Pupil Records
R2461.04 - Special Education/Receiving Schools-Special Education and
Related Services
R2461.05-Special Education/Receiving Schools-IEP Compliance
R2461.08 - Special Education/Receiving Schools-In-Service Training
R3144 - Certification of Tenure Charges
5512.01 - Harassment, Intimidation and Bullying
6150 - Tuition Income
6220 - Budget Preparation
6820 - Financial Reports

Motion_____ Second_____

Discussion

Call the Roll

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

Q. 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 May 31, 2011 meeting authorized application for funds for the following:

Somerset County Department of Human Services	Twilight Program (Summer 2011 & 2011-12 SY)	\$104,000.00
State of NJ, Office of Attorney General Department of Law & Public Safety, Juvenile Justice Commission	Twilight Program (Summer 2011)	\$ 20,000.00
NJ Department of Children and Families	School Based Program (2011-12 SY)	\$346,477.00
Bridgewater Municipal Alliance	Twilight Program (Summer 2011)	\$ 3,000.00

R. 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 May 31, 2011 meeting authorized acceptance of funds for the following:

Somerset County Department of Human Services	Twilight Program (Summer 2011 & 2011-12 SY)	\$104,000.00
Somerset County Cultural Heritage Commission	Arts In Non-Traditional Venues (1/1/11-12/31/11)	\$ 4,000.00
Bridgewater Municipal Alliance	Twilight Program (Summer 2011)	\$ 3,000.00

Motion_____ Second_____

Discussion

Call the Roll

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

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

Motion_____ Second_____

Discussion

Call the Roll

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

X. New Business

XI. 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 April 2011 and the Treasurer of School Monies for the month of April 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 #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	___	___

B. County Tax Resolution

It is recommended the amount of district taxes, exclusive of debt service requirements needed to meet the obligation of this Board of Education for the period July 1, 2011 through June 30, 2012 is \$11,526,740.00 and the Board of Chosen Freeholders of Somerset County is hereby requested to place in the hands of the treasurer that amount each month in accordance with the statutes relating thereto:

<u>Month</u>	<u>Amount</u>
July 1, 2011	\$1,026,214.00
August 5, 2011	\$1,026.214.00
September 2, 2011	\$1,026.214.00
October 7, 2011	\$1,026.214.00
November 4, 2011	\$1,026,214.00
December 2, 2011	\$1,026.214.00
January 6, 2012	\$ 894.911.00
February 3, 2012	\$ 894,909.00
March 2, 2012	\$ 894,909.00
April 6, 2012	\$ 894,909.00
May 4, 2012	\$ 894,909.00
June 1, 2012	\$ 894,909.00

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	___	___

C. Submission of Documentation to NJDOE and Modification of Long Range Facility Plan 2011 Approval Capital Project - Building A Lighting Upgrade (USA Architects).

It is recommended the Board of Education authorize submission of plans and documentation to NJDOE for the 2011 approved capital project - Building A Lighting Project Upgrade. The district is not seeking ROD Grant funding for this project.

Motion_____ Second_____

Discussion

Call the Roll

Roll Call Yes No_

Mr. Smith	_____	_____
Dr. Braun	_____	_____
Mr. Dudeck	_____	_____
Mr. Hyncik	_____	_____
Dr. Serafino	_____	_____

D. Budget Transfers - 2010-11 School Year

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

EMPower Somerset Grant

FROM:	20-003-100-610-21-0000	Supplies	(\$14.48)
TO:	20-003-200-100-21-0000	Salary	\$14.48

School Based Program

FROM:	20-432-200-104-21-0000	Non-Instruct. Salary	(\$360.00)
FROM:	20-432-200-590-21-0000	Travel	(\$ 14.70)
FROM:	20-432-100-600-21-0000	Instruct. Supplies	(\$134.67)
TO:	20-432-200-600-21-0000	Non-Instruct. Supplies	\$509.37

E. Designation of Approval to Perform Budget Transfers for the 2010-11 School Year Budget

It is recommended the Board of Education authorize the district's Superintendent of Schools to approve transfers as necessary to close out the 2010-11 school year budget, pursuant to NJSA 18A:22-8.1 (The Board will formally ratify these transfers at the July meeting as required by law.)

Motion_____ Second_____

Discussion

Call the Roll

Roll Call Yes No_

Mr. Smith	_____	_____
Dr. Braun	_____	_____
Mr. Dudeck	_____	_____
Mr. Hyncik	_____	_____
Dr. Serafino	_____	_____

F. Food Service Management Contract Award - 2011-12 School Year

It is recommended the Board of Education award the food service management contract for the 2011-12 school year to Maschio's Food Services, Inc., of Lyndhurst, NJ. The food service management fee will be \$11,287.00 with a bottom-line profit of \$11,640.00 and a guaranteed no cost or breakeven; contingent upon Board attorney review and approval.

G. Cafeteria Price List - 2011-12 School Year

It is recommended the Board of Education approve the cafeteria price list for the 2011-12 school year as it appears 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	___	___
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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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XII. June Meeting

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

June 27, 2011

5:00 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

XIII. Remarks from the Public

XIV. 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 - M.C. Perrone and Lay-Off/Position Abolishment - E. Byrd. 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.

XV. On motion of _____, seconded by _____ and passed, the meeting adjourned at _____ P.M.

FIELD TRIPS

June 7	HOSA/Health Occ. Workshop	Somerset Cty. Community Development Event to Help Homeless Somerset, NJ	\$0.00/student Trans/Bd. of Ed.
June 10	Horticulture A & C Shop Environmental Awareness	Gilbride Rd & MiddleBrook Martinsville, NJ	\$0.00/student Trans/Bd. of Ed
June 20	School Wide Trip End of Year Trip	Dorney Park Allentown, PA	\$30.00/student Trans/student paid
June 29	Linkages/Middle Earth Summer Recreation	Six Flags Great Adventure Jackson, NJ	\$8.00/student Trans/grant funds
July 6	Linkages/Middle Earth Summer Recreation	Jenkinson Beach Pt. Pleasant Beach, NJ	\$2.00/student Trans/grant funds
July 13	Linkages/Middle Earth Summer Recreation	Dorney Park Allentown, PA	\$8.00/student Trans/grant funds
July 20	Linkages/Middle Earth Summer Recreation	Medieval Times Lyndhurst, NJ	\$8.00/student Trans/grant funds
July 27	Linkages/Middle Earth Summer Recreation	Jenkinson Beach Pt. Pleasant Beach, NJ	\$2.00/student Trans/grant funds
August 3	Linkages/Middle Earth Summer Recreation	Bridgewater Sports Arena Bridgewater, NJ	\$5.00/student Trans/grant funds

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PROFESSIONAL DEVELOPMENT REQUESTS
May 31, 2011 BOARD MEETING

	DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
1	June 10, 2011	Michelle Fresco Diane Ziegler	N/A	\$26.12 mileage	Educational Policy and School Law Seminar	Lincroft, NJ
2.	May 4 & 6, 2011	Jesse Wang	\$750.00	\$68.20 mileage	(CISCO CERTIFICATION) CCNA/Discovery 1 Teacher	Blue Bell, PA
3	June 6 & 10, 2011	Jesse Wang	\$750.00	\$68.20 mileage	(CISCO CERTIFICATION) CCNA/Discovery 2 Teacher	Blue Bell, PA
4	June 13, 15 & 17, 2011	Jesse Wang	\$750.00	\$102.30 mileage	(CISCO CERTIFICATION) CCNA/Discovery 3 Teacher	Blue Bell, PA
5	June 20 & 24, 2011	Jesse Wang	\$750.00	\$68.20 mileage	(CISCO CERTIFICATION) CCNA/Discovery 4 Teacher	Blue Bell, PA
6	August 9-12, 2011	John Vingara	\$875.00	\$77.50 mileage Tolls \$4.00 Lodging \$308.00 Meals \$161.00	Baking & Pastry for Chefs	Hyde Park, NY
7	June 7, 2011	Maureen Lawler Karen Long Irene Ives	\$140.00 ea	N/A	New Jersey Association for College Admissions Counseling Annual Conference	Long Branch, NJ
8	June 9, 2011	Michelle Fresco	N/A	\$5.17/mileage	NJPEOSH Recordkeeping Training	Hillsborough, NJ
9	June 29, 2011	Diane Strober Valerie Hart	\$10.00 each	N/A	Purchasing Practices	Hillsborough, NJ

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

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**SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
JOB DESCRIPTION**

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CATEGORY: INSTRUCTIONAL SUPPORT

ADOPTED: January 23, 1989; Revised:

TITLE: EDUCATIONAL MEDIA SPECIALIST

QUALIFICATIONS:

1. A bachelor's degree in library science or educational media.
2. Valid certificate as librarian or educational media specialist.
3. Experience as a media librarian or media specialist preferred.
4. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: High School Principal or designee

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL: Provides a full spectrum of educational enrichment materials so that each student in the district will find available instructional and non-instructional materials appropriate to his interests, abilities, and level of maturity.

PERFORMANCE RESPONSIBILITIES:

1. Establishes common library procedures that will standardize the operations of the library.
2. Catalogs present collections in the library and in the professional library.
3. Provides professional assistance to teachers in the planning, development, and use of audio-visual materials in the classroom.
4. Provides guidance to teachers, students, and administrators in their own creation and preparation of audio-visual materials.
5. Develops and administers an in-service education program for professional personnel.
6. Assumes responsibility for ordering, and inventorying acquired materials.
7. Directs central purchasing, processing, and organizational procedures for library materials.
8. Keeps informed about all types of educational materials in non print as well as print media, and remains up-to-date on trends and practices regarding their use.
9. Develops a learning resources plan that will result in a balanced collection of both print and non-print materials.
10. Recommends long-range plans for upgrading library services in the District.
11. Prepares a detailed annual report covering growth of the collections and programs offered, plans for development, and comparisons of the district's libraries and library services with state and national norms and standards.
12. Facilitates on-line learning for students enrolled in virtual school courses.
13. Establishes working relationship with the SCLS (Somerset County Library System).
14. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Ten-month year agreement in accordance with negotiated salary approved by the Board of Education.

EVALUATION: Job performance will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
JOB DESCRIPTION**

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PROPOSED REVISION

**CATEGORY: NON INSTRUCTIONAL
SUPPORT**

**ADOPTED: January 27, 1992; Title Change:
December 18, 1995; Revised: July 30, 1997
Revised:**

TITLE: ADMINISTRATIVE SECRETARY-SUPERINTENDENT'S OFFICE

NON CERTIFIED

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Minimum of three years of secretarial and administrative experience.
3. Any equivalent combination of experience and training that provides the required knowledge, skills and abilities to perform the essential functions of the position.
4. Knowledge and proficient use of computer software programs.
5. Strong organizational and communication skills.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools or designee

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL: Under the supervision of the Superintendent of Schools and the Administrative Assistant to the Superintendent performs a variety of complex duties requiring specialized knowledge of department functions and procedures.

PERFORMANCE RESPONSIBILITIES:

1. Maintains appropriate confidentiality.
2. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
3. Provides support and assists the Administrative Assistant to the Superintendent with confidential assignments and personnel functions that are the responsibility of the Superintendent's Office. In the absence of the Administrative Assistant to the Superintendent has access to confidential and personnel files.
4. Maintains department's files and record.
5. Prepares and distributes to department staff and other departmental notices, bulletins and publications.
6. May arrange staff meetings and schedule other meetings and appointments as required; may be required to take notes at meetings which may be confidential in nature.
7. Serves as a liaison between administrators, faculty, staff, parents and the public and provides information; retrieve and respond to messages as appropriate.
8. Opens and screens incoming correspondence.
9. Maintains records on the evaluation of the district's personnel.
10. Verifies employees' eligibility of sick, personal and vacation leave requests.
11. Records and maintains records of employees' absences entered into automated system (AESOP).
12. Collects, compiles and inputs data into proprietary software (Systems 3000 Personnel) which generates district employees' attendance records, seniority and tenure lists, unique position code roster, certification lists, etc.
13. Creates, inputs and maintains salary guide maintenance in proprietary software (Systems 3000 Personnel).
14. Prepares the district's annual school year calendar for approval.
15. Assists with the preparation of the district's organizational chart.
16. Serves as recording secretary for the district's Liaison Committee.
17. Updates and maintains job description data using proprietary software (FileMaker Pro).
18. Sends notification and keeps record of employee physicals pursuant to N.J.S.A. 18A:16-2.
19. Collects data and completes the NJDOE Yearly Contracted Days Report for submission to be included in the district's NJ State School Report Card.
20. Assists with the preparation of employment renewal notifications, employment contracts, etc.
21. Compiles list of recipients for the county's retirement and annual length of service awards for submission to Somerset County Administration.
22. Attends training workshops for the improvement and development of job-related skills.
23. Assists in notifying eligible employees of annual medical benefits, open enrollment and processes all open enrollment changes to medical benefit insurance companies.

24. Provides support by assisting with data entry for the enrollment and maintenance of employee medical, dental and vision benefits.
25. Assists in notifying Third Party Vendor of all new eligible employees so that Third Party Vendor may notify those employees of COBRA rights.
26. Assists in notifying Third Party Vendor of employees and their family members who become eligible for COBRA benefits.
26. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Twelve-month year. Salary, calendar and benefits to be established by the Board of Education.

EVALUATION: Job performance will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified/Confidential Personnel.

**SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
JOB DESCRIPTION**

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CATEGORY: Instructional Support

ADOPTED: January 23, 1989

TITLE: Social Worker for Alternative School Program

CERTIFIED

QUALIFICATIONS:

1. Valid NJ School Social Worker certification.
2. Master's Degree in Social Work (MSW).
3. Five (5) years experience in a social service setting.
4. Ability to provide counseling and related support services.
5. Experience in counseling disadvantaged and handicapped secondary school age students.
6. Demonstrated ability in dealing with local and state social service agencies and educational systems.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: High School Principal or Designee

SUPERVISES: No direct supervisory responsibilities

JOB GOAL:

1. To help students resolve such personal, emotional and social problems that may interfere with their adjustment to school and their capacity to enjoy the fullest benefits of the education offered to them.
2. Coordinates the program as it relates to budgets, supplies, funding and reports.

PERFORMANCE RESPONSIBILITIES:

1. Counsels parents towards improving home situations whereby more favorable conditions will be attained in regard to academic performance, behavior and attendance matters.
2. Serves as liaison between the school and outside agencies such as Welfare Department, Child Placement Bureau, and on occasion, the Juvenile Court.
3. Helps families better understand the school and its program.
4. Makes home visits for the purpose of gathering helpful information on student's background.
5. Serves as liaison between home and school when considerable follow-up is necessary, as in welfare cases, foster home children, and disadvantaged students.
6. Counsels students directly toward adjustment to school.
7. Participates with members of the sending district's Child Study Team in case conferences.
8. Keeps sufficient records of cases for use by school staff members and outside agencies when appropriate.
9. Complies with the mandates of Title ISA, Chapter 46, New Jersey Statutes and Title 6:28, Rules and Regulations.
10. Monitors progress of assigned students on a regular basis.
11. Requisitions all supplies for the department and maintains record of inventory.
12. Chairs the meetings of the Community Advisory Board and staff meetings.
13. Develops behavior modification plans for students that require corrective action.
14. Coordinates with School Based Director as related to developing and implementing services.
15. Attends regular scheduled meetings with the high school Administration and County Youth Services Commission.
16. Makes recommendations to the Guidance Department and Curriculum Office as it relates to student class schedules and graduation requirements.
17. Coordinates bus transportation of students.
18. Recruits, interviews, evaluates and recommends student admission.

19. Develops Individual Education Program Plan for each student in coordination with teachers, sending schools, parents and students.
20. Maintains a liaison with sending schools and parents.
21. Monitors student progress and attendance.
22. Promotes the program by doing presentations at local district high schools.
23. Participates as a member of the TOPS CORE Team.
24. Provides placement services to program graduates.
25. Provides counseling, support services and makes referrals for outside services when needed to students and their families.
26. Responsible for follow-up on program graduates.
27. Performs such other tasks and assumes other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Twelve-month year. Salary in accordance with negotiated agreement.

EVALUATION: Job performance will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

JOB DESCRIPTION

Page 1 of 1

CATEGORY: FACULTY

ADOPTED: June 25, 2007

TITLE: MUSIC VOCAL AND ACTING INSTRUCTOR

QUALIFICATIONS:

1. Valid New Jersey Teacher Certification in Vocational Arts/Theater.
2. Bachelor's Degree in Theater; Master's Degree preferred.
3. Minimum three (3) years experience in theater with an emphasis on music vocal and acting technique training.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: High School Principal or designee

JOB GOAL: To teach music vocal, acting, production and related theater subjects as assigned by immediate supervisor.

PERFORMANCE RESPONSIBILITIES:

1. Assists in the planning, organization and implementation of the Acting and Music Vocal curricula.
2. Maintains accurate records of student grades, activities, attendance and development.
3. Assists in planning and attends special programs such as field trips, master classes and workshops.
4. Directs main-stage, showcase and informal presentations.
5. Maintains a desirable atmosphere for effective instruction of students.
6. Attends In-Service school sessions, conferences and meeting such as faculty, advisory, etc.
7. Assists in planning and employment of appropriate course and lesson plans.
8. Assists in selection of appropriate instructional materials.
9. Assists in planning and production of student performances.
10. Serves as a resource teacher in area of expertise.
11. Assists in the student recruitment process by way of auditions and related activities.
12. Recommends special resource materials and/or instructional activities to meet the individual needs of students.
13. Assists in the planning and implementation of public relations activities as related to the arts.
14. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Ten- month year in accordance with negotiated agreement.

EVALUATION: Job performance will be evaluated in accordance with provisions of Board Policy regarding professional personnel.

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
JOB DESCRIPTION

CATEGORY: FACULTY
TITLE: CLASS ADVISOR

ADOPTED: Approved: 8/23/04; Revised: 8/22/05

CERTIFIED

QUALIFICATIONS:

1. Valid certification for teacher, pupil personnel services, administrator or substitute teacher.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: High School Principal or designee

SUPERVISES: No direct supervisory responsibilities for personnel. Direct overall supervisory responsibilities for students involved in planned activities/events.

JOB GOAL:

1. To help with the development and the promoting of a positive school environment for students attending SCVTHS through an organized plan of action for student activities.
2. To help in the recruitment of students for participation in school activities.

PERFORMANCE RESPONSIBILITIES:

1. Promote, organize and supervise multiple on and offsite activities for students from the assigned grade level or class.
2. Organize and supervise students participating in the class activities.
3. Maintain notes or records of meetings, activities, social events and submit a status/update report at the end of each marking period.
4. Schedule and conduct regular meetings with students or student representative group from grade level assignment. (Meetings will be used to determine student interests and activities.)
5. Collect and deposit all monies from activities/events into the General Student Activity Account under the Board of Education receipt.
6. Complete and submit Activity Report Form at end of the scheduled activity.
7. Promote, conduct, or assist with the organization of community service projects and activities with assigned class.
8. Develop and submit an annual budget for the activity.
9. Responsible for distribution, collection and inventory of related uniforms, supplies and materials.
10. Organize and run assembly programs, social activities, dances, fund raising events, trips, etc. for members of assigned classes. Examples include but not limited to: Halloween Assembly, Talent Show, End of Year Awards Assembly, Field Day, School Wide Trips, etc to be organized and run in conjunction with all grade level advisors. Responsibilities of Prom to be organized and run by the 11th and 12th grade class advisors. Responsibilities of Freshmen Picnic to be organized and run by the 9th and 10th grade class advisors.
11. Organize and conduct fundraising activities for assigned class.
12. Performs such tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Ten month year. In accordance with negotiated contract.

EVALUATION: Job performance for this position will be determined annually in accordance with the provisions of the Board's policy on extracurricular compensation.

**SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
JOB DESCRIPTION**

CATEGORY: FACULTY

ADOPTED: 12/19/1994

TITLE: JUNIOR VARSITY COACH

CERTIFIED

QUALIFICATIONS:

1. Valid certification for teacher, pupil personnel services, administrator or substitute teacher.
2. Evidence of the skill and/or experience that would be required to assist in organizing and operating a program of athletics.
3. Experience as a coach of an athletic team is preferred, but is not required.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: High School Principal or designee

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL: To provide each enrolled student in the high school an opportunity to participate in extracurricular athletic activities that will foster physical skills, a sense of worth and competence, a knowledge and understanding of sport and the principles of fair play.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for the assigned sport and student athletes involved in planned activities/events.
2. Promote, organize and supervise offsite games for students from the assigned athletic teams.
3. Organize, develop and conduct safe, daily practices with student athletes and varsity coach.
4. Maintain notes or records of practices and season schedule in an accurate and organized fashion.
5. Order and distribute appropriate athletic supplies and equipment assigned to student athletes.
6. Collect and inventory all assigned student equipment and supplies at the conclusion of the season.
7. Work directly with athletic advisor, school nurse, guidance department, varsity coach, and school doctor to determine athletic eligibility for students.
8. Complete and submit an end of season report to athletic advisor.
9. Maintain order and provide direct supervision of athletes on or off site during all interscholastic competitions and practices.
10. Remain on site providing supervision of students until all athletes have departed.
11. Performs such tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Ten-month year. In accordance with negotiated agreement.

EVALUATION: Job performance will be determined annually in accordance with the provisions of the Board's policy on extra- curricular compensation.

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
JOB DESCRIPTION

CATEGORY: FACULTY

ADOPTED: 1/23/89; Revised 8/22/05

TITLE: VARSITY COACH

CERTIFIED

QUALIFICATIONS:

- 1.Valid certification for teacher, pupil personnel services, administrator or substitute teacher.
2. Evidence of the skill and/or experience that would be required to assist in organizing and operate a program of athletics.
- 3.Experience as a coach of an athletic team is preferred, but is not required.
- 4.Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: High School Principal or designee.

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL: To provide each enrolled student in the high school an opportunity to participate in extra-curricular athletic activities that will foster physical skills, a sense of worth and competence, a knowledge and understanding of sport and the principles of fair play.

PERFORMANCE RESPONSIBILITIES:

- 1.Responsible for the assigned sport and student athletes involved in planned activities/events.
- 2.Promote, organize and supervise offsite games for students from the assigned athletic teams.
- 3.Organize, develop and conduct safe, daily practices with student athletes and varsity coach.
- 4.Maintain notes or records of practices and season schedule in an accurate and organized fashion.
- 5.Order and distribute appropriate athletic supplies and equipment assigned to student athletes.
- 6.Collect and inventory all assigned student equipment and supplies at the conclusion of the season.
- 7.Work directly with athletic advisor, school nurse, guidance department, varsity coach, and school doctor to determine athletic eligibility for students.
- 8.Complete and submit an end of season report to athletic advisor.
- 9.Maintain order and provide direct supervision of athletes on or off site during all interscholastic competitions and practices.
- 10.Remain on site providing supervision of students until all athletes have departed.
- 11.Performs such tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Ten-month year. In accordance with negotiated agreement.

EVALUATION: Job performance will be determined annually in accordance with the provisions of the Board's policy on extra-curricular compensation.

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**SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
JOB DESCRIPTION**

CATEGORY: FACULTY

ADOPTED:

TITLE: FUTURE FARMERS OF AMERICA (FFA) ADVISOR

CERTIFIED

QUALIFICATIONS:

1. Valid certification for teacher, pupil personnel services, administrator or substitute teacher.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: High School Principal or designee.

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL:

1. To help with the development and the promoting of a positive school environment for students attending SCVTHS through an organized plan of action for Student Activities.
2. To help in the recruitment of students for participation in school activities.

PERFORMANCE RESPONSIBILITIES:

1. Organize and supervise students participating in FFA. Promote, organize and supervise multiple on and offsite activities for students from the assigned grade level or class.
2. Maintain notes or records of meetings in an accurate and organized fashion.
3. Schedule and conduct regular meetings with students or student representative group from grade level assignment. (Meetings will be used to determine student interests and activities.)
4. Collect and deposit all monies from activities/events into the General Student Activities Account under the Board of Education on receipt.
5. Complete and submit Activity Report Form at the end of the scheduled activity.
6. Organize or assist with the organization of Community Service Projects.
7. Develop and submit an annual budget for the activity.
8. Responsible for the distribution, collection and inventory of related uniforms, supplies and materials.
9. Register and chaperone students participating in local, state and national FFA events.
10. Organize and chaperone students participating in related field trips to appropriate business and industry sites.
11. Performs such tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Ten-month year. In accordance with negotiated agreement.

EVALUATION: Job performance for this position will be determined annually in accordance with the provisions of the Board's policy on extra-curricular compensation.

**SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
JOB DESCRIPTION**

CATEGORY: FACULTY

ADOPTED:

TITLE: HEALTH OCCUPATIONS STUDENTS OF AMERICA ADVISOR

CERTIFIED

QUALIFICATIONS:

1. Valid certification for teacher, pupil personnel services, administrator or substitute teacher.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: High School Principal or designee.

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL:

1. To help with the development and the promoting of a positive school environment for students attending SCVTHS through an organized plan of action for Student Activities.
2. To help in the recruitment of students for participation in school activities.

PERFORMANCE RESPONSIBILITIES:

1. Organize and supervise students participating in HOSA. Promote, organize and supervise multiple on and offsite activities for students from the assigned grade level or class.
2. Maintain notes or records of meetings in an accurate and organized fashion.
3. Schedule and conduct regular meetings with students or student representative group from grade level assignment. (Meetings will be used to determine student interests and activities.)
4. Collect and deposit all monies from activities/events into the General Student Activities Account under the Board of Education on receipt.
5. Complete and submit Activity Report Form at the end of the scheduled activity.
6. Organize or assist with the organization of Community Service Projects with students linked to the local chapter.
7. Develop and submit an annual budget for the activity.
8. Responsible for the distribution, collection and inventory of related uniforms, supplies and materials.
9. Register and chaperone students participating in local, state and national HOSA events.
10. Register and chaperone students participating in local, state and national HOSA events during the school year.
11. Organize and chaperone students participating in related field trips to appropriate business and industry sites.
12. Performs such tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Ten-month year. In accordance with negotiated agreement.

EVALUATION: Job performance for this position will be determined annually in accordance with the provisions of the Board's policy on extra-curricular compensation.

**SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
JOB DESCRIPTION**

CATEGORY: FACULTY

ADOPTED:

TITLE: SKILLS USA ADVISOR ASSISTANT

NON CERTIFIED

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Knowledge and proficient use in computer software programs.
3. Excellent communication and organizational skills.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: High School Principal or designee

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL:

1. To help with the development and the promoting of a positive school environment for students attending SCVTHS through an organized plan of action for Student Activities.
2. To help in the recruitment of students for participation in school wide activities.

PERFORMANCE RESPONSIBILITIES:

1. Maintain notes and records of meetings, activities and events in an accurate and organized fashion.
2. Collect and deposit all monies from activities/events into the General Student Activities Account under the Board of Education on receipt.
3. Complete and submit Activity Report Form at the end of scheduled activities.
4. Assist with distribution, collection and inventory of related uniforms, supplies and materials.
5. Assist with fundraising activities for club.
6. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Ten-month year. In accordance with negotiated agreement.

EVALUATION: Job performance for this position will be determined annually in accordance with the provisions of the Board's policy on extra-curricular compensation.

**SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
JOB DESCRIPTION**

CATEGORY: FACULTY

ADOPTED:

TITLE: FIRST ROBOTICS CLUB ADVISOR

CERTIFIED

QUALIFICATIONS:

1. Valid certification for teacher, pupil personnel services, administrator or substitute teacher.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: High School Principal or designee.

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL:

1. To help with the development and the promoting of a positive school environment for students attending SCVTHS through an organized plan of action for Student Activities.
2. To help in the recruitment of students for participation in school activities.

PERFORMANCE RESPONSIBILITIES:

1. Organize and supervise students participating in the FRC. Promote, organize and supervise multiple on and offsite activities for students from the assigned grade level or class.
2. Maintain notes or records of meetings in an accurate and organized fashion.
3. Schedule and conduct regular meetings with students or student representative group from grade level assignment. (Meetings will be used to determine student interests and activities.)
4. Collect and deposit all Moines from activities/events into the General Student Activities Account under the Board of Education on receipt.
5. Complete and submit Activity Report Form at the end of the scheduled activity.
6. Organize or assist with the organization of Community Service Projects.
7. Develop and submit an annual budget for the activity.
8. Responsible for the distribution, collection and inventory of related uniforms, supplies and materials.
9. Organize and conduct fundraising activities for use with FRC field trips and competitions.
10. Organize and conduct on or offsite field trips with students.
11. Participate in local, state and national opportunities when presented.
9. Performs such tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Ten-month year. In accordance with negotiated agreement.

EVALUATION: Job performance for this position will be determined annually in accordance with the provisions of the Board's policy on extra-curricular Compensation.

**SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
JOB DESCRIPTION**

CATEGORY: FACULTY

ADOPTED:

TITLE: DANCE AND DRAMA PRODUCTIONS ADVISOR

CERTIFIED

QUALIFICATIONS:

1. Valid certification for teacher, pupil personnel services, administrator or substitute teacher.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: High School Principal or designee.

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL:

1. To help with the development and the promoting of a positive school environment for students attending SCVTHS through an organized plan of action for Student Activities.
2. To help in the recruitment of students for participation in school activities.

PERFORMANCE RESPONSIBILITIES:

1. Organize and supervise students participating in the Dance and Drama Productions. Promote, organize and supervise multiple on and offsite activities for students from the assigned grade level or class.
2. Maintain notes or records of meetings in an accurate and organized fashion.
3. Schedule and conduct regular meetings with students or student representative group from grade level assignment. (Meetings will be used to determine student interests and activities.)
4. Collect and deposit all Moines from activities/events into the General Student Activities Account under the Board of Education on receipt.
5. Complete and submit Activity Report Form at the end of the scheduled activity.
6. Organize or assist with the organization of Community Service Projects.
7. Develop and submit an annual budget for the activity.
8. Responsible for the distribution, collection and inventory of related uniforms, supplies and materials.
9. Organize and conduct fundraising activities for use with community service projects.
10. Organize and conduct on or offsite community service projects with students.
11. Participate in local, state and national opportunities when presented.
9. Performs such tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Ten-month year. In accordance with negotiated agreement.

EVALUATION: Job performance for this position will be determined annually in accordance with the provisions of the Board's policy on extra-curricular compensation.

**SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
JOB DESCRIPTION**

CATEGORY: FACULTY

ADOPTED:

TITLE: NATIONAL HONOR SOCIETY ADVISOR

CERTIFIED

QUALIFICATIONS:

1. Valid certification for teacher, pupil personnel services, administrator or substitute teacher.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: High School Principal or designee.

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL:

1. To help with the development and the promoting of a positive school environment for students attending SCVTHS through an organized plan of action for Student Activities.
2. To help in the recruitment of students for participation in school activities.

PERFORMANCE RESPONSIBILITIES:

1. Organize and supervise students participating in the NHS. Promote, organize and supervise multiple on and offsite activities for students from the assigned grade level or class.
2. Maintain notes or records of meetings in an accurate and organized fashion.
3. Schedule and conduct regular meetings with students or student representative group from grade level assignment. (Meetings will be used to determine student interests and activities.)
4. Collect and deposit all Moines from activities/events into the General Student Activities Account under the Board of Education on receipt.
5. Complete and submit Activity Report Form at the end of the scheduled activity.
6. Organize or assist with the organization of Community Service Projects.
7. Develop and submit an annual budget for the activity.
8. Responsible for the distribution, collection and inventory of related uniforms, supplies and materials.
9. Organize and conduct fundraising activities for use with community service projects.
10. Organize and conduct on or offsite community service projects with students.
11. Participate in local, state and national opportunities when presented.
9. Performs such tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Ten-month year. In accordance with negotiated agreement.

EVALUATION: Job performance for this position will be determined annually in accordance with the provisions of the Board's policy on extra-curricular compensation.

**SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
JOB DESCRIPTION**

CATEGORY: FACULTY

ADOPTED:

TITLE: NATIONAL VOCATIONAL TECHNICAL HONOR SOCIETY

CERTIFIED

QUALIFICATIONS:

1. Valid certification for teacher, pupil personnel services, administrator or substitute teacher.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: High School Principal or designee.

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL:

1. To help with the development and the promoting of a positive school environment for students attending SCVTHS through an organized plan of action for Student Activities.
2. To help in the recruitment of students for participation in school activities.

PERFORMANCE RESPONSIBILITIES:

1. Organize and supervise students participating in the NVTHS. Promote, organize and supervise multiple on and offsite activities for students from the assigned grade level or class.
2. Maintain notes or records of meetings in an accurate and organized fashion.
3. Schedule and conduct regular meetings with students or student representative group from grade level assignment. (Meetings will be used to determine student interests and activities.)
4. Collect and deposit all Moines from activities/events into the General Student Activities Account under the Board of Education on receipt.
5. Complete and submit Activity Report Form at the end of the scheduled activity.
6. Organize or assist with the organization of Community Service Projects.
7. Develop and submit an annual budget for the activity.
8. Responsible for the distribution, collection and inventory of related uniforms, supplies and materials.
9. Organize and conduct fundraising activities for use with community service projects.
10. Organize and conduct on or offsite community service projects with students.
11. Participate in local, state and national opportunities when presented.
9. Performs such tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Ten-month year. In accordance with negotiated agreement.

EVALUATION: Job performance for this position will be determined annually in accordance with the provisions of the Board's policy on extra-curricular compensation.

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5/23 2:54pm

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 10 Month Period Ending 04/30/2011

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ASSETS AND RESOURCES

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

101	Cash in bank		\$196,247.81
121	Tax levy receivable		\$1,832,449.00
	Accounts receivable:		
132	Interfund	\$295,631.05	
141	Intergovernmental - State	\$62,478.03	
			\$358,109.08
	Other Current Assets		\$0.00

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

301	Estimated Revenues	\$13,404,949.00	
302	Less Revenues	(\$13,310,648.38)	
			\$94,300.62

	Total assets and resources		\$2,481,106.51
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REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10 (including 16, 17 & 18)
Interim Balance Sheet
For 10 Month Period Ending 04/30/2011

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LIABILITIES AND FUND EQUITY

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FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year		\$1,764,778.75
	Reserved fund balance:		
760	Reserved Fund Balance		\$161,478.00
601	Appropriations	\$13,566,427.00	
602	Less : Expenditures	\$11,310,346.96	
603	Encumbrances	\$1,764,778.75 (\$13,075,125.71)	
			\$491,301.29
	Total Appropriated		\$2,417,558.04

--- Unappropriated ---

770	Fund Balance		\$225,026.47
303	Budgeted Fund Balance		(\$161,478.00)
	TOTAL FUND BALANCE		\$2,481,106.51
	TOTAL LIABILITIES AND FUND EQUITY		\$2,481,106.51

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$13,566,427.00	\$13,075,125.71	\$491,301.29
Revenues	(\$13,404,949.00)	(\$13,310,648.38)	(\$94,300.62)
	\$161,478.00	(\$235,522.67)	\$397,000.67
Less: Adjust for prior year encumb.	\$0.00	\$0.00	
Budgeted Fund Balance	\$161,478.00	(\$235,522.67)	\$397,000.67
	=====	=====	=====

Recapitulation of Budgeted Fund Balance by Subfund

Fund 10 (includes 10, 11, 12, and 13)	\$161,478.00	(\$235,522.67)	\$397,000.67
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	(\$235,522.67)	\$397,000.67
	=====	=====	=====

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 10 Month Period Ending 04/30/2011

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$12,282,014.00	\$12,193,155.96		\$88,858.04
3XXX From State Sources	\$1,060,419.00	\$1,060,419.00		.00
4XXX From Federal Sources	\$62,516.00	\$57,073.42		\$5,442.58
TOTAL REVENUE/SOURCES OF FUNDS	\$13,404,949.00	\$13,310,648.38		\$94,300.62
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---				
11-1XX-100-XXX Regular Programs - Instruction	\$1,291,827.00	\$1,088,630.48	\$181,251.90	\$21,944.62
11-230-X00-XXX Basic Skills - Remedial Instruction	\$89,000.00	\$71,463.43	\$15,798.00	\$1,738.57
11-240-X00-XXX Bilingual Education - Instruction	\$58,000.00	\$45,476.00	\$11,369.00	\$1,155.00
11-3XX-100-XXX Voc. Programs - Local - Instruction	\$3,197,969.14	\$2,487,708.94	\$589,232.00	\$121,028.20
11-401-100-XXX School-Spon. Cocurr. Acti-Instr	\$54,000.00	\$38,054.33	\$13,186.94	\$2,758.73
11-402-100-XXX School-Spons. Athletics - Instruction	\$58,372.00	\$37,712.48	\$18,540.87	\$2,118.65
--- UNDISTRIBUTED EXPENDITURES ---				
11-800-330-XXX Community Services Programs-				
11-000-213-XXX Health Services	\$151,900.00	\$134,391.11	\$17,326.76	\$182.13
11-000-218-XXX Guidance	\$440,000.00	\$422,262.81	\$6,101.00	\$11,636.19
11-000-219-XXX Child Study Teams	\$169,500.00	\$153,332.16	\$14,362.90	\$1,804.94
11-000-221-XXX Improvement Of Inst./Other Support				
Improvement of Inst. Serv.	\$279,700.00	\$259,703.51	\$10,547.79	\$9,448.70
11-000-222-XXX Educational Media Serv/School Library	\$209,000.00	\$166,429.27	\$36,892.17	\$5,678.56
11-000-223-XXX Instructional Staff Training Services	\$15,000.00	\$12,831.37	\$99.00	\$2,069.63
11-000-230-XXX Supp. Serv.-General Administration	\$549,993.00	\$491,178.97	\$36,090.97	\$22,723.06
11-000-240-XXX Supp. Serv.-School Administration	\$727,300.00	\$579,175.10	\$92,621.01	\$55,503.89
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$635,000.00	\$579,467.65	\$46,119.48	\$9,412.87
11-000-261-XXX Allowable Maint. for School Facilities	\$950,744.00	\$729,926.75	\$183,077.53	\$37,739.72
11-000-262-XXX Custodial Services	\$1,253,000.00	\$1,062,946.48	\$148,314.95	\$41,738.57
11-000-263-XXX Care and Upkeep of Grounds	\$14,500.00	\$10,760.00	\$2,775.00	\$965.00
11-000-266-XXX Security	\$108,656.00	\$91,170.38	\$17,064.35	\$421.27
11-000-270-XXX Student Transportation Services	\$118,600.00	\$75,686.30	\$7,383.90	\$35,529.80
11-000-291-XXX Allocated and Unallocated Benefits	\$2,845,787.00	\$2,598,426.31	\$224,709.24	\$22,651.45
TOTAL GENERAL CURRENT EXPENSE				
EXPENDITURES/USES OF FUNDS	\$13,217,848.14	\$11,136,733.83	\$1,672,864.76	\$408,249.55
	=====	=====	=====	=====

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 10 Month Period Ending 04/30/2011

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$44,875.86	\$38,395.00	\$5,290.00	\$1,190.86
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$152,546.00	\$13,665.67	\$57,152.20	\$81,728.13
	_____	_____	_____	_____
 TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	 \$197,421.86	 \$52,060.67	 \$62,442.20	 \$82,918.99
	=====	=====	=====	=====
 *** SPECIAL SCHOOLS ***				
13-422-100-XXX Summer school -instruction	\$77,985.00	\$52,505.19	\$25,479.81	.00
13-422-200-XXX Summer school-support serv	\$10,656.00	\$6,531.27	\$3,991.98	\$132.75
	_____	_____	_____	_____
 TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	 \$88,641.00	 \$59,036.46	 \$29,471.79	 \$132.75
	=====	=====	=====	=====
 *** 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	 \$11,310,346.96	 \$1,764,778.75	 \$491,301.29
	=====	=====	=====	=====

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 10 Month Period Ending 04/30/2011

		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	\$474,025.20	\$208,254.80
1XXX	Miscellaneous	\$274,500.00	\$393,896.76	(\$119,396.76)
		-----	-----	-----
	TOTAL	\$12,282,014.00	\$12,193,155.96	\$88,858.04
		=====	=====	=====
--- 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	\$57,073.42	\$5,442.58
		-----	-----	-----
	TOTAL	\$62,516.00	\$57,073.42	\$5,442.58
		=====	=====	=====
--- OTHER FINANCING SOURCES ---				
	TOTAL REVENUES/SOURCES OF FUNDS	\$13,404,949.00	\$13,310,648.38	\$94,300.62
		=====	=====	=====

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 10 Month Period Ending 04/30/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,214,000.00	\$1,028,664.84	\$178,121.85	\$7,213.31
11-140-100-500 Other Purchased Services	\$5,500.00	\$4,735.53	\$131.00	\$633.47
11-140-100-610 General Supplies	\$51,327.00	\$36,793.11	\$536.05	\$13,997.84
11-140-100-640 Textbooks	\$17,000.00	\$17,000.00	.00	.00
11-140-100-800 Other Objects	\$2,000.00	\$1,335.00	\$565.00	\$100.00
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$2,000.00	\$102.00	\$1,898.00	\$0.00
	-----	-----	-----	-----
TOTAL	\$1,291,827.00	\$1,088,630.48	\$181,251.90	\$21,944.62
--- Basic skills/remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$85,000.00	\$69,202.00	\$15,798.00	\$0.00
11-230-100-610 General Supplies	\$4,000.00	\$2,261.43	.00	\$1,738.57
	-----	-----	-----	-----
TOTAL	\$89,000.00	\$71,463.43	\$15,798.00	\$1,738.57
--- Bilingual education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$58,000.00	\$45,476.00	\$11,369.00	\$1,155.00
	-----	-----	-----	-----
TOTAL	\$58,000.00	\$45,476.00	\$11,369.00	\$1,155.00
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$2,485,500.00	\$1,900,384.87	\$528,534.48	\$56,580.65
11-310-100-320 Purchased Prof.-Ed. Services	\$143,000.00	\$123,926.64	.00	\$19,073.36
11-310-100-500 Other Purchased Services	\$21,000.00	\$17,662.76	\$887.19	\$2,450.05
11-310-100-610 General Supplies	\$267,552.00	\$219,389.07	\$16,429.19	\$31,733.74
11-310-100-640 Textbooks	\$19,000.00	\$18,918.97	\$33.95	\$47.08
11-310-100-800 Other Objects	\$7,000.00	\$6,597.00	.00	\$403.00
	-----	-----	-----	-----
Total	\$2,943,052.00	\$2,286,879.31	\$545,884.81	\$110,287.88
--- Special Vocational Programs - Instruction ---				
11-320-100-101 Salaries of Teachers	\$207,345.00	\$165,876.00	\$41,469.00	\$0.00
11-320-100-500 Other Purchased Services	\$2,000.00	\$1,965.35	.00	\$34.65
11-320-100-610 General Supplies	\$38,572.14	\$25,988.28	\$1,878.19	\$10,705.67
11-320-100-640 Textbooks	\$7,000.00	\$7,000.00	.00	.00
	-----	-----	-----	-----
Total	\$254,917.14	\$200,829.63	\$43,347.19	\$10,740.32

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 10 Month Period Ending 04/30/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
	<hr/>	<hr/>	<hr/>	<hr/>
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$41,000.00	\$27,813.06	\$13,186.94	.00
11-401-100-600 Supplies and Materials	\$13,000.00	\$10,241.27	.00	\$2,758.73
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$54,000.00	\$38,054.33	\$13,186.94	\$2,758.73
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$43,012.00	\$24,686.63	\$18,325.37	.00
11-402-100-500 Purchased Services	\$10,000.00	\$7,864.26	\$71.50	\$2,064.24
11-402-100-600 Supplies and Materials	\$5,360.00	\$5,161.59	\$144.00	\$54.41
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$58,372.00	\$37,712.48	\$18,540.87	\$2,118.65
--- UNDISTRIBUTED EXPENDITURES ---				
<hr/>				
--- Health services ---				
11-000-213-100 Salaries	\$131,000.00	\$114,186.24	\$16,813.76	.00
11-000-213-300 Purchased Prof. & Tech. Svc.	\$14,500.00	\$13,805.52	\$513.00	\$181.48
11-000-213-600 Supplies and Materials	\$6,000.00	\$5,999.35	.00	\$0.65
11-000-213-800 Other Objects	\$400.00	\$400.00	.00	.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$151,900.00	\$134,391.11	\$17,326.76	\$182.13
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$344,000.00	\$332,629.50	\$1.00	\$11,369.50
11-000-218-105 Sal Sec. & Clerical Asst.	\$95,000.00	\$88,699.68	\$6,100.00	\$200.32
11-000-218-600 Supplies and Materials	\$1,000.00	\$933.63	.00	\$66.37
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$440,000.00	\$422,262.81	\$6,101.00	\$11,636.19
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$103,000.00	\$89,095.53	\$13,904.47	.00
11-000-219-105 Sal Sec. & Clerical Asst.	\$55,000.00	\$55,000.00	.00	.00
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	\$20.46	\$16.25
11-000-219-600 Supplies and Materials	\$2,000.00	\$1,994.97	.00	\$5.03
11-000-219-800 Other Objects	\$3,500.00	\$2,861.70	\$437.97	\$200.33
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$169,500.00	\$153,332.16	\$14,362.90	\$1,804.94

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 10 Month Period Ending 04/30/2011

	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	\$158,000.00	\$143,115.38	\$5,922.55	\$8,962.07
11-000-221-105 Sal Secr. & Clerical Asst.	\$38,000.00	\$38,000.00	.00	.00
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	.00	\$30.00
11-000-221-800 Other Objects	\$3,000.00	\$2,381.93	\$164.44	\$453.63
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$279,700.00	\$259,703.51	\$10,547.79	\$9,448.70
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$98,000.00	\$78,544.00	\$19,456.00	.00
11-000-222-177 Salaries of Technology Coordinators	\$82,000.00	\$67,916.60	\$13,583.40	\$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	\$11,996.37	\$3,852.77	\$5,150.86
11-000-222-800 Other Objects	\$4,000.00	\$3,972.30	.00	\$27.70
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$209,000.00	\$166,429.27	\$36,892.17	\$5,678.56
--- Instructional Staff Training Services ---				
11-000-223-500 Other Purchased Services	\$13,000.00	\$11,090.94	\$99.00	\$1,810.06
11-000-223-600 Supplies and Materials	\$2,000.00	\$1,740.43	.00	\$259.57
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$15,000.00	\$12,831.37	\$99.00	\$2,069.63
--- Support services-general administration ---				
11-000-230-100 Salaries	\$300,000.00	\$280,560.94	\$10,833.34	\$8,605.72
11-000-230-331 Legal Services	\$73,873.00	\$46,932.55	\$17,399.45	\$9,541.00
11-000-230-332 Audit Fees	\$39,000.00	\$39,000.00	.00	.00
11-000-230-339 Other Purchased Prof. Svc.	\$3,000.00	\$3,000.00	.00	.00
11-000-230-530 Communications/Telephone	\$78,000.00	\$70,027.78	\$7,331.77	\$640.45
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	.00	\$34.21
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	\$27,565.59	\$526.41	\$2,908.00
11-000-230-895 BOE Membership Dues and Fees	\$7,620.00	\$6,749.75	.00	\$870.25
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$549,993.00	\$491,178.97	\$36,090.97	\$22,723.06
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$558,000.00	\$417,902.92	\$91,603.80	\$48,493.28

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 10 Month Period Ending 04/30/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-240-104 Salaries Other Prof. Staff	\$46,800.00	\$46,800.00	.00	.00
11-000-240-105 Sal Secr. & Clerical Asst.	\$77,000.00	\$72,866.37	.00	\$4,133.63
11-000-240-11X Other Salaries	\$20,000.00	\$18,617.70	\$1,000.00	\$382.30
11-000-240-500 Other Purchased Services	\$14,500.00	\$14,481.79	\$17.21	\$1.00
11-000-240-600 Supplies and Materials	\$8,000.00	\$5,590.34	.00	\$2,409.66
11-000-240-800 Other Objects	\$3,000.00	\$2,915.98	.00	\$84.02
TOTAL	\$727,300.00	\$579,175.10	\$92,621.01	\$55,503.89
--- Central Services ---				
11-000-251-100 Salaries	\$400,000.00	\$355,595.84	\$43,000.00	\$1,404.16
11-000-251-330 Purchased Prof. Svcs.	\$28,000.00	\$26,855.32	\$514.28	\$630.40
11-000-251-340 Purchased Technical Svcs.	\$16,000.00	\$13,620.00	\$2,380.00	.00
11-000-251-600 Supplies and Materials	\$7,000.00	\$6,983.02	\$1.00	\$15.98
11-000-251-890 Other Objects	\$6,000.00	\$3,690.33	\$150.00	\$2,159.67
TOTAL	\$457,000.00	\$406,744.51	\$46,045.28	\$4,210.21
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$131,000.00	\$125,859.92	.00	\$5,140.08
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	\$15,863.22	\$74.20	\$62.58
TOTAL	\$178,000.00	\$172,723.14	\$74.20	\$5,202.66
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$599,344.00	\$484,645.56	\$114,698.44	.00
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$315,400.00	\$225,241.79	\$60,313.01	\$29,845.20
11-000-261-610 General Supplies	\$26,000.00	\$14,710.10	\$7,453.18	\$3,836.72
11-000-261-800 Other Objects	\$10,000.00	\$5,329.30	\$612.90	\$4,057.80
TOTAL	\$950,744.00	\$729,926.75	\$183,077.53	\$37,739.72
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$280,000.00	\$225,420.70	\$44,840.73	\$9,738.57
11-000-262-490 Other Purchased Property Svc.	\$49,000.00	\$32,830.15	\$16,169.85	.00
11-000-262-520 Insurance	\$204,000.00	\$204,000.00	.00	.00
11-000-262-621 Energy (Natural Gas)	\$380,000.00	\$304,020.51	\$43,979.49	\$32,000.00
11-000-262-622 Energy (Electricity)	\$340,000.00	\$296,675.12	\$43,324.88	.00
TOTAL	\$1,253,000.00	\$1,062,946.48	\$148,314.95	\$41,738.57
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$14,500.00	\$10,760.00	\$2,775.00	\$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 10 Month Period Ending 04/30/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
	_____	_____	_____	_____
TOTAL	\$14,500.00	\$10,760.00	\$2,775.00	\$965.00

Security ---				
11-000-266-100 Salaries	\$108,656.00	\$91,170.38	\$17,064.35	\$421.27
TOTAL	\$108,656.00	\$91,170.38	\$17,064.35	\$421.27

Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$34,000.00	\$28,800.32	\$5,199.68	.00
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$3,000.00	.00	.00	\$3,000.00
11-000-270-512 Contr Svc(other btw home & sch)-vendors	\$39,000.00	\$28,299.75	.00	\$10,700.25
11-000-270-514 Contract Svc (spec.ed.)-vendors	\$13,000.00	.00	.00	\$13,000.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$9,600.00	\$2,450.50	\$1,176.25	\$5,973.25
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	\$985.73	\$107.97	\$906.30
11-000-270-800 Misc. Expenditures	\$3,000.00	\$150.00	\$900.00	\$1,950.00
TOTAL	\$118,600.00	\$75,686.30	\$7,383.90	\$35,529.80

Benefits ---				
11-XXX-XXX-220 Social Security Contributions	\$154,120.00	\$145,078.46	\$9,041.54	.00
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$423,639.00	\$423,611.95	.00	\$27.05
11-XXX-XXX-250 Unemployment Compensation	\$31,000.00	\$29,650.62	\$1,349.38	.00
11-XXX-XXX-260 Workman's Compensation	\$104,000.00	\$104,000.00	.00	.00
11-XXX-XXX-270 Health Benefits	\$1,765,028.00	\$1,528,085.28	\$214,318.32	\$22,624.40
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	\$2,845,787.00	\$2,598,426.31	\$224,709.24	\$22,651.45
Total Undistributed expenditures	\$8,468,680.00	\$7,367,688.17	\$843,486.05	\$257,505.78
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$13,217,848.14	\$11,136,733.83	\$1,672,864.76	\$408,249.55
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$13,217,848.14	\$11,136,733.83	\$1,672,864.76	\$408,249.55
	=====	=====	=====	=====

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 10 Month Period Ending 04/30/2011

	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	\$38,395.00	\$5,290.00	\$1,190.86
Undistributed exp. - student transportation				
12-XXX-X00-730 Special schools (all programs)	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	<hr/> \$44,875.86	<hr/> \$38,395.00	<hr/> \$5,290.00	<hr/> \$1,190.86
--- Facilities acquisition and construction services ---				
12-000-400-334 Architectural/Engineering Services	\$10,000.00	\$4,915.67	.00	\$5,084.33
12-000-400-450 Construction services	\$117,000.00	\$8,750.00	\$57,152.20	\$51,097.80
12-000-400-800 Other objects	\$25,546.00	.00	.00	\$25,546.00
Facilitis. Acqstn. Const. Sevr. -- TOTAL --	\$152,546.00	\$13,665.67	\$57,152.20	\$81,728.13
TOTAL	<hr/> \$152,546.00	<hr/> \$13,665.67	<hr/> \$57,152.20	<hr/> \$81,728.13
TOTAL CAPITAL OUTLAY EXPENDITURES	\$197,421.86	\$52,060.67	\$62,442.20	\$82,918.99
*** S P E C I A L S C H O O L S ***				
--- Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	\$61,686.00	\$46,495.72	\$15,190.28	\$0.00
13-422-100-106 Other salaries for instruction	\$16,299.00	\$6,009.47	\$10,289.53	.00
TOTAL	<hr/> \$16,299.00	<hr/> \$6,009.47	<hr/> \$10,289.53	<hr/> \$0.00
--- Summer school - support services ---				
13-422-200-100 Salaries	\$10,656.00	\$6,531.27	\$3,991.98	\$132.75
TOTAL	<hr/> \$10,656.00	<hr/> \$6,531.27	<hr/> \$3,991.98	<hr/> \$132.75
TOTAL SUMMER SCHOOL	\$88,641.00	\$59,036.46	\$29,471.79	\$132.75
TOTAL SPECIAL SCHOOLS EXPENDITURES	\$88,641.00	\$59,036.46	\$29,471.79	\$132.75

*** 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 10 Month Period Ending 04/30/2011

	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
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$56,580.65	\$56,580.65	\$0.00	\$0.00
--- Unallocated Benefits ---				
18-000-291-2XX Benefit	\$5,935.35	\$5,935.35	.00	.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$5,935.35	\$5,935.35	\$0.00	\$0.00
TOTAL EDUCATION JOBS FUND	\$62,516.00	\$62,516.00	\$0.00	\$0.00
	=====	=====	=====	=====
TOTAL GENERAL FUND EXPENDITURES	\$13,566,427.00	\$11,310,346.96	\$1,764,778.75	\$491,301.29

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

For 10 Month Period Ending 04/30/2011

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

4/30/2011

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

5/23 2:54pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 10 Month Period Ending 04/30/11

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$260,552.09
	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	\$1,127,919.05	
302	Less Revenues	(\$934,846.91)	
			\$193,072.14

	Total assets and resources		\$458,958.80
--	----------------------------	--	--------------

=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 10 Month Period Ending 04/30/11

=====

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	\$130,529.43
601	Appropriations	\$1,127,919.05
602	Less: Expenditures	\$960,825.05
603	Encumbrances	\$130,529.43 (\$1,091,354.48)
		\$36,564.57
	TOTAL FUND BALANCE	\$167,094.00
	TOTAL LIABILITIES AND FUND EQUITY	\$458,958.80

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 10 Month Period Ending 04/30/11

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$155,300.00	\$156,701.25		(\$1,401.25)
3XXX From State Sources	\$528,552.05	\$418,630.66		\$109,921.39
4XXX From Federal Sources	\$444,067.00	\$359,515.00		\$84,552.00
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$1,127,919.05	\$934,846.91		\$193,072.14
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
LOCAL PROJECTS:	\$155,300.00	\$132,926.60	\$11,309.22	\$11,064.18
STATE PROJECTS:				
Vocational education	\$146,194.80	\$102,321.95	\$38,500.00	\$5,372.85
Other special projects	\$382,357.25	\$315,388.19	\$52,530.01	\$14,439.05
	_____	_____	_____	_____
TOTAL STATE PROJECTS	\$528,552.05	\$417,710.14	\$91,030.01	\$19,811.90
FEDERAL PROJECTS:				
NCLB Title I	\$43,844.00	\$37,128.82	\$1,699.87	\$5,015.31
NCLB Title II - Part A/D	\$11,232.00	\$10,702.17	\$31.31	\$498.52
I.D.E.A. Part B (Handicapped)	\$100,746.00	\$94,347.27	\$6,320.08	\$78.65
Vocational Education	\$288,245.00	\$268,010.05	\$20,138.94	\$96.01
	_____	_____	_____	_____
TOTAL FEDERAL PROJECTS	\$444,067.00	\$410,188.31	\$28,190.20	\$5,688.49
*** TOTAL EXPENDITURES ***	\$1,127,919.05	\$960,825.05	\$130,529.43	\$36,564.57
	=====	=====	=====	=====

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 10 Month Period Ending 04/30/11

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

For 10 Month Period Ending 04/30/11

I, Diane Strober, Board Secretary/Business Administrator
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Board Secretary/Business Administrator

04/30/2011

Date

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

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 10 Month Period Ending 04/30/11

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		(\$15,489.08)
	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	(\$315,622.00)	
		<hr/>	\$1,727,250.45
			<hr/>
	Total assets and resources		\$2,652,127.82
			=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 10 Month Period Ending 04/30/11

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year		\$63,083.93
601	Appropriations	\$2,055,101.20	
602	Less : Expenditures	\$345,845.83	
603	Encumbrances	\$63,083.93	(\$408,929.76)
			\$1,646,171.44
	Total Appropriated		\$1,709,255.37

--- Unappropriated ---

770	Fund balance		\$942,872.45
-----	--------------	--	--------------

TOTAL FUND BALANCE	\$2,652,127.82
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TOTAL LIABILITIES AND FUND EQUITY	\$2,652,127.82
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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 10 Month Period Ending 04/30/11

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$2,042,872.45	\$315,622.00		\$1,727,250.45
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$2,042,872.45	\$315,622.00		\$1,727,250.45
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-450 Construction services	\$2,055,101.20	\$345,845.83	\$63,083.93	\$1,646,171.44
	_____	_____	_____	_____
Total fac.acq.and constr. serv.	\$2,055,101.20	\$345,845.83	\$63,083.93	\$1,646,171.44
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$2,055,101.20	\$345,845.83	\$63,083.93	\$1,646,171.44
*** TOTAL EXPENDITURES AND TRANSFERS	\$2,055,101.20	\$345,845.83	\$63,083.93	\$1,646,171.44
	=====	=====	=====	=====

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

For 10 Month Period Ending 04/30/11

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Board Secretary/Business Administrator

04/30/2011

Date

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

Report of the Treasurer
to the Board of Education

District of Somerset County Vocational
All Funds
For Month Ended: April 30, 2011

CASH REPORT

FUNDS	(1)	(2)	(3)	(4)
Governmental Funds	Adjusted Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$191,948.87	\$1,107,738.08	-\$1,097,996.56	\$201,690.39
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)	-\$10,885.15	\$5,442.57	\$0.00	-\$5,442.58
Special Revenue Fund (20)	\$264,414.27	\$101,495.69	-\$105,357.87	\$260,552.09
Capital Project Fund (30)	\$8,287.37	\$34,595.34	-\$58,371.79	-\$15,489.08
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>\$532,578.85</u>	<u>\$1,249,271.68</u>	<u>-\$1,261,726.22</u>	<u>\$520,124.31</u>
Enterprise Fund (60) Cafeteria	\$51,321.03	\$12,593.11	\$0.00	\$63,914.14
Payroll Fund (70)	\$0.00	\$508,488.36	-\$508,488.36	\$0.00
Agency Fund (71)	\$66,583.35	\$318,865.20	-\$309,584.26	\$75,864.29
Total Trust & Agency	<u>\$117,904.38</u>	<u>\$839,946.67</u>	<u>-\$818,072.62</u>	<u>\$139,778.43</u>
Grand Total for all Funds	<u>\$650,483.23</u>	<u>\$2,089,218.35</u>	<u>-\$2,079,798.84</u>	<u>\$659,902.74</u>
				\$659,902.74

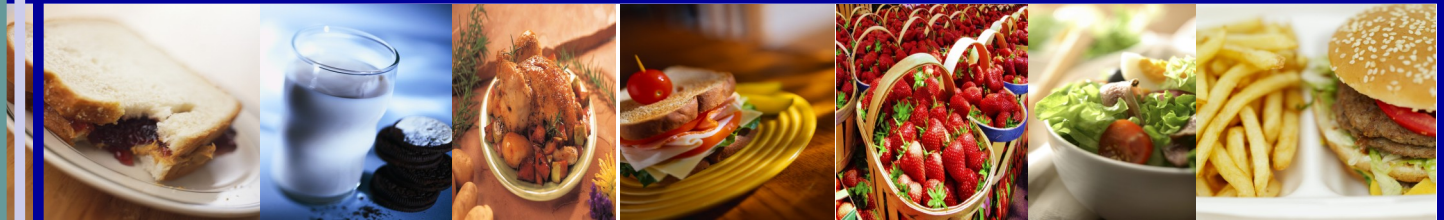
Prepared and submitted by:

Michelle Fresco

Michelle Fresco, Treasurer of School Monies

5/17/2011

[Back to Top](#)



Somerset Vocational & Technical High School PRICE LIST 2011-2012

Student Lunch	\$3.00	Student Breakfast	\$2.00
Adult Lunch	\$3.50	Adult Breakfast	\$2.50
Entrée	\$2.50	Bagel with Cream Cheese/ Butter	\$1.50
Milk	\$0.50		\$2.00
Baked Chips	\$0.75	Fresh Fruit	\$0.75
Ice Cream	\$1.50	Baked Cookies	\$0.35
Hot Pretzel	\$1.25	Breakfast Sandwich	\$2.50
Iced Tea	\$0.50	Yogurt	\$1.50
Soup	\$0.85	Cereal	\$1.00
Chef Salad Lunch	\$3.00	French Fries	\$1.50
Spring Water	\$1.00	Sandwich	\$2.50

 *Maschio's Food Services, Inc.*