

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
November 21, 2011

Call to Order:

Mr. William Hyncik, Jr. called the meeting to order at 5:00 p.m. with the following members:

William Hyncik, Jr., President
William Dudeck, Vice President
Dr. Alan P. Braun
Theodore Smith
Dr. Kathleen Serafino, absent

Also Present:

Dr. Chrys Harttraft, Superintendent of Schools
Diane Strober, Assistant Superintendent for Business/Board Secretary
Diane Ziegler, High School Principal
Lisa Fittipaldi, Board Attorney
Jack Ciattarelli, Somerset County Freeholder Liaison, absent

Others: Teresa Morelli, Supervisor of Academics; Maria Johnson, Supervisor of Academics; Carene Jegou, Administrative Assistant to the Superintendent; Bob Campanella, Supervisor of Information Technology; Patrick Pelliccia, Supervisor of Curriculum and Instruction; Dr. Joseph Petrosino, Director of Pupil Services; Jay Perantoni and Tammy Stouchko, SSP Architectural Group and Student of the Month, Zoe Petitt.

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

Pledge of Allegiance

Approval of Minutes

On motion by Dr. Braun, seconded by Mr. Smith the minutes of the Regular Meeting and Executive Session held on October 24, 2011 and the Reorganization Meeting held on November 1, 2011 were approved.

Correspondence

- Note from Bernice Wicks thanking the Board of Education for the beautiful retirement gift.
- An article in the *Courier News* featuring Bernice Wick's career and retirement was shared with the board.

Old or Unfinished Business

Student of the Month

- Zoe Petitt, a senior in the Culinary Arts program, is the Student of the Month for November. She is currently serving as the President of the local SkillsUSA chapter. Last year, Zoe won the Gold medal at both the State and National level competitions in the SkillsUSA Prepared Speech category. Zoe is a member of both the National Technical Honor Society and the National Honor Society for which she serves as President. In addition, Zoe participates in our school's peer tutoring program in the areas of math and science. In her home sending district, Zoe is a member of the Ridge High School Speech Team where she recently received the National Forensics League Academic All-American award for her academic and public speaking accomplishments. She consistently places among the top six students in the state for dramatic reading and was ranked seventh in the country for poetry reading in 2010. Over the summer, Zoe worked as a sous chef at a local restaurant and now works at a catering company. In addition, Zoe recently

started her own line of cupcakes that she sells through her catering company job. Next year, Zoe is planning to attend college.

- Mr. Hyncik requested that Mrs. Ziegler keep a portfolio of the Students' of the Month.

Construction Projects Update

- Auditorium Ceiling Project (SSP Architectural Group) – Jay Perantoni and Tammy Stouchko, SSP Architectural Group updated the board on the status of the project: ceiling lights are in, HVAC mechanical units were installed and are being balanced, painting is continuing, sound booth is being delivered next week, scaffold will be taken down the following week; project is expected to be completed by the end of December. Mr. Perantoni reminded the board that one of the priorities of this project was to eliminate the sound of the HVAC units; the litmus test was turning on the units and not knowing they were on.
- Building A Lighting Project (USA Architects) – The project is moving forward and is anticipated to be finished at the end of December.

Report of the Attorney

- Ms. Fittipaldi reported that the HVAC contract was sent to the contractor for execution. Mr. Hyncik asked if Ms. Fittipaldi heard anything more about the renewable solar energy project. He noted the solar project was completed at the Montgomery Schools.

Committee Reports

- Board of School Estimate (Dr. Braun and Mr. Dudeck) - None
- Curriculum/Grants (Mr. Smith) - None
- NJSBA, Delegate, State Convention Legislative Committee (Mr. Dudeck) - Mr. Dudeck attended the New Jersey School Board Association delegate meeting. He reported the following are some examples of the relevant topics discussed: Harassment, Intimidation and Bullying, tenure revisions, public vs. charter and private schools, principal's evaluation form and that background checks are in compliance with law.
- SCSBA, Delegate (Mr. Dudeck) - None
- SCESC, Representative (Mr. Smith) - None
- SCJIF - Dr. Braun noted there is a Somerset County Joint Insurance Fund commissioner's meeting next Wednesday and the insurance dividend checks will be distributed at the December meeting.

Superintendent's Report

On recommendation of Dr. Harttraft and motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, agenda items A through D as follows:

A. Employment of Full-Time Personnel – 2011-12 School Year

The Board of Education appointed Mr. Christopher Whitzer to the position of Utility Worker (Category II), (UPC# MNT-BO-MNT-NA-06), at a salary of \$40,130.00 (base salary) plus \$749.74 (boiler operator license stipend) (prorated), effective December 1, 2011.

B. Employment of Part-Time Hourly Personnel – 2011-12 School Year

The Board of Education approved employment of the following part-time personnel for the 2011-12 school year:

High School

Andrew Coslit	Basic Skills Math Tutor (Title I-\$4,500/not to exceed)	\$42.05/hour
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Twilight

Geneva Hall	Substitute (on call)	\$34.00/hour
Janeen Sortor	Substitute (on call)	\$34.00/hour

C. Employment of Substitutes – 2011-12 School Year

The Board of Education approved employment of the following substitutes at a rate of \$100.00/day for the 2011-12 school year:

Edward McEneaney

Cara Pestorius

D. Volunteer

The Board of Education approved Ms. Malory Fischer as a volunteer in English academic classes for workplace communication skills for students.

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

On recommendation of Dr. Harttraft and motion by Mr. Dudeck, seconded by Dr. Braun and on roll call vote, agenda items E through H as follows:

E. Field Trips

The Board of Education approved field trips for high school students as they appear on Addendum #1.

F. Professional Seminars/Workshops

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

Mr. Dudeck questioned the inconsistency in fees for staff attending the same workshop. Mrs. Ziegler explained that one of the attendees was a member of the organization and the other was not.

G. Job Descriptions – Cooperative Education Coordinator/Hazardous Occupations and Alternative Education Child Advocate

The Board of Education approved job description – Cooperative Education Coordinator/Hazardous Occupations as it appears on Addendum #3.

The Board of Education also approved job description – Alternative Education Child Advocate as it appears on Addendum #3.

H. Revised Job Description – Entry Level Maintenance Worker

The Board of Education approved the revised job description – Entry Level Maintenance Worker as it appears on Addendum #4.

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

On recommendation of Dr. Harttraft and motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, agenda items I through K as follows:

I. Application for Funds

The Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its November 21, 2011 meeting authorized application for funds for the following:

EmPoWER Somerset	Building a Coordinated School Health System in NJ (9/1/11-6/30/12)	\$ 7,000.00
NJ Department of Education	IDEA (9/1/11-8/31/12)	\$104,274.00

J. Acceptance of Funds

The Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its November 21, 2011 meeting authorized acceptance of funds for the following:

EmPoWER Somerset	Building a Coordinated School Health System in NJ (9/1/11-6/30/12)	\$ 7,000.00
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K. Youth Transition to Work Consortium – Culinary Arts Apprenticeship

The Board of Education entered into a consortium with Hunterdon County Poly Tech for the purpose of a Culinary Arts Apprenticeship program. The total amount the district will receive as a consortium member is \$26,342.61 (Year 2 of 2). This YTTW grant is sponsored by the NJ Department of Labor.

The Board of Education further accepted the above funds in the amount of \$26,342.61.

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

L. Superintendent's Update

- Harassment/Intimidation/Bullying Report – Dr. Harttraft reported that there are 16 total cases to date; seven in October as reported last month and nine in November. With regard to the nine, one case was confirmed; four were determined to be conflicts rather than harassment, intimidation or bullying; and four were undetermined. The undetermined were not finalized due to retractions or refusal to participate in the investigation. Mr. Smith asked what the consequences were and what action was taken for the one confirmed. Dr. Harttraft answered that the one confirmed case resulted in detention, suspension and counseling.
- TOPS Program Update – Dr. Harttraft informed the board that the TOPS program is experiencing the effects of the previous year's budget cuts. The TOPS academic students are no longer independently scheduled. Some of the TOPS students have not been successful in this new, often mainstreamed environment. Dr. Harttraft further explained the need to provide more support for this program and as a result, presented to the board the alternative education child advocate position. This position is non-instructional and will provide some of the necessary support this program needs due to the severe cuts in staffing it experienced over the past two school years. Dr. Harttraft is also considering providing part time in-class instructional support. Dr. Harttraft will keep the board updated on the status of this program. Mr. Smith asked if it was possible to change the location of the program. Dr. Harttraft explained that due to space issues this is not possible for this school year; however, other options are being considered for next school year. She also reported that she would be reviewing the Memorandum of Understanding between RVCC and the district, specifically to address our space and program needs. Dr. Braun requested Dr. Harttraft become familiar with a sound studio program that the board had previously considered offering. Dr. Braun noted that this proposed program would not only integrate our performing art and electrical programs but could also further expand our shared services with RVCC. Dr. Harttraft noted that she will be discussing with the freeholders the need for an additional building on our campus. Dr. Braun noted that while on potentials, he requested Dr. Harttraft solicit input from the faculty on their reactions to the virtual classrooms newspaper article.

Submission of Bills

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education approved the bills list for November 2011 which is included in the board packet and is attached to the regular meeting minutes.

Fund 10	\$1,174,959.86
Fund 20	\$ 54,469.09
Fund 30	\$ 108,836.03
Fund 60	\$ 11,538.80
Fund 90	\$ 341,045.50
Fund 95	<u>\$ 15,474.78</u>
Total	\$1,706,324.06

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

New Business

- Suplee, Clooney & Company, CPA, is on site conducting the annual school district audit. The prior year recommendations have been resolved. The current audit is in the CPA office for review. An exit conference will be scheduled for next week. The annual school district audit will be submitted as required by law on December 5th. The audit report will be presented to the board at the December 19th board of education meeting.
- Mr. Smith informed the board that our Creative Arts Coordinator, Janet Cantore-Watson, received the Excellence in the Arts Award for inclusive Arts in the Community from the Somerset County Cultural & Heritage Commission. Janet is credited with developing the "Think Pink! Cause a Co-Motion for breast cancer awareness" campaign. Mr. Smith also requested Dr. Harttraft provides an update to the board on the following: Somerset County Regional Center Athletic Complex study, district's professional development committee's progress, whole school reform initiative and the capacity of our existing Career Technical Education shops study. Mr. Smith mentioned it would be a good idea if the board took a tour of the Career Technical Education building and asked if that could be arranged. Mrs. Strober offered to meet with the board prior to the December 19th board of education meeting for the purpose of touring the facility.

Report of the Assistant Superintendent for Business/Board Secretary

A. Reports A-148 and A-149

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education adopted the monthly financial statement reports for the Assistant Superintendent for Business/Board Secretary for the month of October 2011 and the Treasurer of School Monies for the month of October 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)

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

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

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education awarded the following:

Extraordinary Unspecifiable Services	AGL Welding Supply	\$12,049.73
Extraordinary Unspecifiable Services	Glencom, Inc.	\$43,359.93

Mr. Smith asked why these are considered extraordinary unspecifiable services. Mrs. Strober explained that due to the uniqueness of the product or service they are considered exempt by statute. Mrs. Strober will provide Mr. Smith with further explanation on the statute and this particular exemption.

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

C. High School Tuition Rates – 2012-13 School Year

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education approved high school tuition rates for the 2012-13 school year as follows:

Academy for Health and Medical Sciences (Parent Paid) School Year Student Enters Program 2012-2013	Freshman <u>Year</u>	Sophomore <u>Year</u>	Junior <u>Year</u>	Senior <u>Year</u>
	\$400.00	\$600.00	\$800.00	\$1,00.00

	Tuition Charged In-County		Tuition Charged Out-of-County	
	Full Time	Shared Time	Full Time	Shared Time
Academy for Health and Medical Sciences (District Paid)	\$2,600	NA	\$3,100	NA
Alternative School	\$22,800	N/A	\$22,800	N/A
Special Education	\$0	\$0	\$13,000	\$6,500
Vocational Programs	\$0	\$0	\$10,000	\$5,000

Dr. Braun asked if it was discriminatory to charge more for tuition to Hunterdon County districts than we charge for tuition to Somerset County districts for the Academy for Health and Medical Sciences. Ms. Fittipaldi explained residency is not considered a basis for discrimination by state or federal definitions and therefore, it is the board's discretion on the amount of tuition charged.

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

D. Three-Year Comprehensive Maintenance Plan

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education approved submission of the Three-Year Comprehensive Maintenance Plan as required by the NJDOE as it appears on Addendum#7.

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

- E. Submission of Documentation to NJDOE and Modification of Long Range Facility Plan 2011 Approval
 Capital Projects-Underground Piping Replacement
 On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education authorized submission of plans and documentation to NJDOE for the 2011 approved capital project – Underground Piping Replacement. (The district is not seeking ROD grant funding for this project.)

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

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 budget 2012-13 SY.
- 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.

Closed Session

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education went into closed session at 6:15 p.m.

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

Open Session

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education went into open session at 7:05 p.m.

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

F. Proposed Budget – 2012-13 School Year

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education approved and authorized submission of the proposed 2012-13 Somerset County Vocational & Technical School District operating budget in the amount of \$14,621,191.00 to the Board of Chosen Freeholders as requested by the County Finance Officer which includes County tax levy of \$11,127,386.00. (This budget is contingent upon the amount of state aid funding communicated to school districts by the State by late February 2012, and therefore may change).

Mrs. Strober will be contacting the county finance committee members and the county finance officer for further direction with regard to the budget.

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

G. Capital Request – 2012

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education approved and authorized submission of the 2012 Somerset County Vocational & Technical School District capital allocation in the amount of \$930,000.00 to the Board of Chosen Freeholders as requested by the county finance officer as it appears on Addendum #6.

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

December Meeting

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

December 19, 2011

5:00 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

Remarks from the Public

- Mr. Hyncik noted the board holiday dinner will take place at The Pluckemin Inn immediately following the December 19th board meeting.

Adjournment

On motion by Dr. Braun, seconded by Mr. Dudeck and passed, the meeting adjourned at 7:20 p.m.



Diane Strober

Assistant Superintendent for Business/Board Secretary

Field Trips
School Year 2011-2012

ADDENDUM #1

<u>Date of Trip</u>	<u>CTE Program</u>	<u>Location</u>	<u>Approx. Cost Per Student</u>	<u>Transportation</u>
12/14/2011	Cosmetology Senior Class	Madam Tussad's, Planet Hollywood & Rockefeller Center NYC, NY	\$50.00/student paid	Bd. of Ed.
12/7/2011	Health Occupations	Assisted Living Residence Somerset, NJ	\$0.00/student paid	Bd. of Ed.
1/6/2012	Health Occupations	Matheny Med. & Ed. Center Peapack, NJ	\$0.00/student paid	Bd. of Ed.
1/13/2012	Health Occupations	Matheny Med. & Ed. Center Peapack, NJ	\$0.00/student paid	Bd. of Ed.
12/8/2011	Carpentry Students YTTW	Operating Engineers Dayton, NJ	\$0.00/student paid	Next Level Transportation (YTTW)
12/14/2011	Performing Arts	Museum of Modern Art New York, NY	\$25.00/student paid	Kensington Bus Company
01/6-7/2012	Theater Arts	Master Classes & Broadway Shows New York, NY	\$400.00/student paid	Bd. of Ed.
01/3,4,5/2012	Horticulture	Raritan Boro Hall Somerset County, NJ	\$5.00/student paid	Bd. of Ed.
01/17 & 01/24/2012	Health Occupations	Elijah's Promise New Brunswick, NJ	\$0.00/student paid	Bd. of Ed.
12/2/2011	Performing Arts	Montclair State University Montclair, NJ	\$0.00/student paid	Bd. of Ed.
November & December various dates (weather permitting)	Carpentry & Building Trades	Martinsville Public Library Martinsville, NJ	\$0.00/student paid	Bd. of Ed.
3/28/2012	Academy Freshman & Sophomores	National Museum of the American Indian NYC, NY	\$0.00/student paid	Bd. of Ed.
12/1/2011	Law & Public Safety	CSI The Experience Philadelphia, PA	\$12.00/student paid	Bd. of Ed.

PROFESSIONAL DEVELOPMENT REQUESTS
November 2011 BOARD MEETING

ADDENDUM #2

	DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
1	December 2, 2011	Maureen Wild	\$299.00	NA	Aligning Practices with the Common Core	Princeton, NJ
2.	December 3, 2011	Camille McQueen	NA	NA	Physics Workshop	New Brunswick, NJ
3	December 6, 2011	Andrew Coslit	\$119.99	18.5 miles=\$5.74	Common Core Math Standards	Somerset, NJ
4	December 6, 2011	Janeen Sortor	\$149.99	11.5 miles=\$3.57	Common Core Math Standards	Somerset, NJ
5	December 9, 2011	Jaime Morales Diane Ziegler	\$125.00 each	NA	Harassment, Intimidation and Bullying	Montclair, NJ
6	December 13, 2011	Chris Lemongelli	\$85.00	45 miles=\$13.95	Suicide Prevention Conference	Somerset, NJ
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8						
9						

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

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

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CATEGORY: INSTRUCTIONAL SUPPORT

ADOPTED:

TITLE: COOPERATIVE EDUCATION COORDINATOR – HAZARDOUS OCCUPATIONS

QUALIFICATIONS:

1. Valid certification as Cooperative Education Coordinator – Hazardous Occupations or certifiable.
2. Minimum two years successful teaching in career and technical education.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal or designee

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL: To provide transitional experiences for high school students into the world of work via work experience, and cooperative education assignments and direct job and related training as it pertains to structured learning experience programs in accordance with standards approved by the state and federal agencies.

PERFORMANCE RESPONSIBILITIES:

1. Develop opportunities for cooperative education/structured learning experience assignments in conjunction with community resources like advisory committees, employers, agencies and organizations.
2. Prepare job specifications and the matching education prerequisites through jointly involving prospective employers and the instructional staff.
3. Assist the instructional staff in developing program and course performance based curricula appropriate to students achieving job readiness.
4. Assist the instructional staff in informing, recruiting and selecting students for work experiences work appropriate to their needs and those of available employers.
5. Orient students to employer work sites; orient employer personnel to the requirements and priorities of student-worker supervision.
6. Visit job sites with student-employers at least every ten (10) days, evaluating all elements of student-employee assignments; report status to employer and school authorities.
7. On a quarterly basis, submit full reports on the extent and condition of the program, with specific recommendations for projection and improvement.
8. Develop and maintain a closely integrated working relationship with staff members for the purpose of developing and motivating a well-rounded program for each student.
9. Contribute to the development of proposals to service the business and industrial community and student recruitment activities.
10. Contributing to effective counseling and guidance of individuals and groups directly and indirectly through formal and informal reports, advice and counsel.
11. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Part-time stipend position. 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 2

CATEGORY: INSTRUCTIONAL SUPPORT

ADOPTED:

TITLE: ALTERNATIVE EDUCATION CHILD ADVOCATE

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Strong organizational and communication skills.
3. Ability to follow oral and written instructions.
4. Ability to work with “at-risk” students.
5. Knowledge and proficient use of computer software programs.
6. Knowledge of basic subject matters such as mathematics and literacy.
7. Valid driver license.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Pupil Services or designee

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL: To provide assistance to the staff and students in an alternative education program.

PERFORMANCE RESPONSIBILITIES:

1. Assists students in achieving academic success.
2. Assures the well-being and safety of students in his/her care.
3. Exhibits a genuine nurturing, caring attitude to all students. Maintains a positive, calm attitude, and encourages this attitude in others working in the classroom.
4. Assists program coordinator in monitoring compliance of Individual Program Plans (IPPs).
5. Assists program coordinator in implementing behavior plans designed by resource teachers and/or mental health specialist.
6. Assists program coordinator in maintaining discipline and supervision of students before, during and after school.
7. Observes students to detect signs of illness, injury, emotional disturbance, suspected or disclosed signs of child or substance abuse and learning and immediately report observations to program coordinator for follow-up.
8. Assists program coordinator in data entry of attendance records into the MMS computer program daily and ascertains whereabouts of absent students.
9. Becomes familiar with student requirements, written lesson plans, daily schedule, attendance and all other daily responsibilities of students.
10. Maintains records, files and progress reports on students.
11. Assumes leadership role in selected activities during designated parts of the class-day on a periodic basis.
12. Assists teachers in safeguarding all classroom supplies and equipment.
13. Provides security and order in the classroom.
14. Tutors students in such subjects as mathematics and reading at grade levels 1-8 under direction of the teacher.
15. Enforces rules and regulations of the program.
16. Provides outreach to students as needed.

- 17. Makes recommendations to program coordinator regarding student progress and goals.
- 18. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: 12-month contract. 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 Personnel

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

CATEGORY: MAINTENANCE

ADOPTED: October 23, 2006

REVISED:

TITLE: ENTRY LEVEL MAINTENANCE WORKER

NON CERTIFIED

QUALIFICATIONS:

Any combination of education, training and experience which provides the following knowledge, skills and abilities:

1. Knowledge of computer applications.
2. Valid driver license.
3. Defensive Driving Certificate preferred.
4. Must have a black seal license or obtain one within 1 year of employment.
5. Ability to lift heavy items.
6. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Buildings and Grounds or designee

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL: Under the supervision of Director of Buildings and Grounds performs a variety of duties requiring specialized knowledge of department functions and procedures and to perform general utility work.

PERFORMANCE RESPONSIBILITIES:

1. Enters maintenance work orders on a web-based program/software.
2. Prepares confidential and/or technical documents, including correspondence, statistical/financial reports and minutes/agendas for monthly buildings and grounds meetings.
3. Schedules and coordinates facility use with appropriate district staff and communicates with accountant for deposits and invoices.
4. Maintains the department files and database records.
5. Prepares requisitions and processes orders.
6. Maintains boiler operations as needed.
- 7 Assists in maintaining buildings, grounds and equipment and in making minor repairs to woodwork, flooring, electrical work, plumbing, roofing, painting, masonry, minor carpentry work, replaces light bulbs, and relocates office furniture and building equipment.
8. Coordinates with outside contractor to ensure compliance with law for Right To Know and Material Safety Data Sheets.
- 9 Shovels snow, spreads sand and chemicals for control of ice and snow conditions.
10. Handles all incoming and outgoing mail, including but not limited to pickups and deliveries from Bridgewater Post Office, county offices, and other locations when required.
11. Processes mail through the postage machine, maintains care of postage machine, and monitors appropriate level of postage when required.
12. 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 Personnel.

11/16 1:26pm

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 4 Month Period Ending 10/31/2011

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$757,762.52
121	Tax levy receivable		\$8,448,098.00
	Accounts receivable:		
13X	Interfund	\$295,631.05	
141	Intergovernmental - State	\$787,450.95	
143	Intergovernmental - Other	\$39,356.85	
			\$1,122,438.85

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

301	Estimated Revenues	\$14,088,011.00	
302	Less Revenues	(\$12,956,194.09)	
			\$1,131,816.91
	Total assets and resources		\$11,460,116.28
			=====

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 4 Month Period Ending 10/31/2011

=====

LIABILITIES AND FUND EQUITY

=====

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

Other current liabilities	\$1,037,539.00
TOTAL LIABILITIES	\$1,037,539.00
	=====

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	\$7,816,324.69
	Reserved fund balance:	
760	Reserved Fund Balance	\$161,478.00
601	Appropriations	\$14,351,511.00
602	Less : Expenditures	\$4,102,644.99
603	Encumbrances	\$7,816,324.69 (\$11,918,969.68)
		\$2,432,541.32
	Total Appropriated	\$10,410,344.01

--- U n a p p r o p r i a t e d ---

770	Fund Balance	\$212,233.27
303	Budgeted Fund Balance	(\$200,000.00)
	TOTAL FUND BALANCE	\$10,422,577.28
	TOTAL LIABILITIES AND FUND EQUITY	\$11,460,116.28

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$14,351,511.00	\$11,918,969.68	\$2,432,541.32
Revenues	(\$14,088,011.00)	(\$12,956,194.09)	(\$1,131,816.91)
	\$263,500.00	(\$1,037,224.41)	\$1,300,724.41
Less: Adjust for prior year encumb.	(\$63,500.00)	(\$63,500.00)	
	\$200,000.00	(\$1,100,724.41)	\$1,300,724.41
	=====	=====	=====

Recapitulation of Budgeted Fund Balance by Subfund

	Budgeted	Actual	Variance
Fund 10 (includes 10, 11, 12, and 13)	\$200,000.00	(\$1,100,724.41)	\$1,300,724.41
Fund 16 (Restricted ARRA-ESF)	\$0.00	\$0.00	\$0.00
Fund 17 (Restricted ARRA-GSF)	\$0.00	\$0.00	\$0.00
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00
	\$200,000.00	(\$1,100,724.41)	\$1,300,724.41
	=====	=====	=====

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 4 Month Period Ending 10/31/2011

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$12,862,206.00	\$11,730,389.09		\$1,131,816.91
3XXX From State Sources	\$1,225,805.00	\$1,225,805.00		.00
<hr/>				
TOTAL REVENUE/SOURCES OF FUNDS	\$14,088,011.00	\$12,956,194.09		\$1,131,816.91
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
<hr/>				
--- CURRENT EXPENSE ---				
11-1XX-100-XXX Regular Programs - Instruction	\$1,245,173.00	\$284,655.12	\$837,487.19	\$123,030.69
11-230-X00-XXX Basic Skills - Remedial Instruction	\$94,000.00	\$18,677.00	\$71,948.00	\$3,375.00
11-240-X00-XXX Bilingual Education - Instruction	\$59,500.00	\$11,891.00	\$47,564.00	\$45.00
11-3XX-100-XXX Voc. Programs - Local - Instruction	\$3,474,000.00	\$709,429.86	\$1,715,117.29	\$1,049,452.85
11-401-100-XXX School-Spon. Cocurr. Acti-Instr	\$51,000.00	\$5,543.45	\$35,666.00	\$9,790.55
11-402-100-XXX School-Spons. Athletics - Instruction	\$53,360.00	\$9,657.36	\$43,145.64	\$557.00
--- UNDISTRIBUTED EXPENDITURES ---				
11-800-330-XXX Community Services Programs-				
11-000-213-XXX Health Services	\$168,900.00	\$46,667.38	\$110,886.28	\$11,346.34
11-000-218-XXX Guidance	\$490,000.00	\$213,132.33	\$275,418.47	\$1,449.20
11-000-219-XXX Child Study Teams	\$179,500.00	\$57,136.92	\$78,545.78	\$43,817.30
11-000-221-XXX Improvement Of Inst./Other Support				
Improvement of Inst. Serv.	\$364,500.00	\$154,220.72	\$174,142.92	\$36,136.36
11-000-222-XXX Educational Media Serv/School Library	\$215,050.00	\$58,773.85	\$149,399.28	\$6,876.87
11-000-223-XXX Instructional Staff Training Services	\$15,000.00	\$9,863.59	\$5,136.41	.00
11-000-230-XXX Supp. Serv.-General Administration	\$497,620.00	\$261,679.79	\$204,553.65	\$31,386.56
11-000-240-XXX Supp. Serv.-School Administration	\$636,500.00	\$235,430.94	\$311,559.45	\$89,509.61
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$665,000.00	\$232,373.81	\$371,347.89	\$61,278.30
11-000-261-XXX Allowable Maint. for School Facilities	\$916,400.00	\$348,184.10	\$493,992.82	\$74,223.08
11-000-262-XXX Custodial Services	\$1,400,045.00	\$480,837.40	\$729,034.36	\$190,173.24
11-000-263-XXX Care and Upkeep of Grounds	\$14,500.00	\$6,116.50	\$8,383.50	.00
11-000-266-XXX Security	\$109,000.00	\$35,045.70	\$43,874.92	\$30,079.38
11-000-270-XXX Student Transportation Services	\$107,100.00	\$17,966.79	\$37,351.89	\$51,781.32
11-000-291-XXX Allocated and Unallocated Benefits	\$3,114,955.00	\$750,185.02	\$1,897,551.95	\$467,218.03
<hr/>				
TOTAL GENERAL CURRENT EXPENSE				
EXPENDITURES/USES OF FUNDS	\$13,871,103.00	\$3,947,468.63	\$7,642,107.69	\$2,281,526.68
	=====	=====	=====	=====

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 4 Month Period Ending 10/31/2011

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
*** CAPITAL OUTLAY ***				
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$413,408.00	\$117,175.75	\$167,153.00	\$129,079.25
	_____	_____	_____	_____
 TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	 \$413,408.00	 \$117,175.75	 \$167,153.00	 \$129,079.25
	=====	=====	=====	=====
 *** SPECIAL SCHOOLS ***				
13-422-100-XXX Summer school -instruction	\$67,000.00	\$38,000.61	\$7,064.00	\$21,935.39
	_____	_____	_____	_____
 TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	 \$67,000.00	 \$38,000.61	 \$7,064.00	 \$21,935.39
	=====	=====	=====	=====
 TOTAL GENERAL FUND EXPENDITURES	 \$14,351,511.00	 \$4,102,644.99	 \$7,816,324.69	 \$2,432,541.32
	=====	=====	=====	=====

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 4 Month Period Ending 10/31/2011

		ESTIMATED	ACTUAL	UNREALIZED
		-----	-----	-----
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,526,740.00	\$11,526,740.00	.00
1310	Tuition- From LEA's	\$805,476.00	\$39,542.00	\$765,934.00
1XXX	Miscellaneous	\$529,990.00	\$164,107.09	\$365,882.91
		-----	-----	-----
	TOTAL	\$12,862,206.00	\$11,730,389.09	\$1,131,816.91
		=====	=====	=====
--- 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	\$292,647.00	\$292,647.00	.00
		-----	-----	-----
	TOTAL	\$1,225,805.00	\$1,225,805.00	\$0.00
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$14,088,011.00	\$12,956,194.09	\$1,131,816.91
		=====	=====	=====

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 4 Month Period Ending 10/31/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,180,346.00	\$267,856.04	\$807,375.86	\$105,114.10
11-140-100-500 Other Purchased Services	\$5,500.00	\$2,166.29	\$85.00	\$3,248.71
11-140-100-610 General Supplies	\$48,327.00	\$14,411.45	\$23,026.33	\$10,889.22
11-140-100-640 Textbooks	\$7,000.00	.00	\$7,000.00	.00
11-140-100-800 Other Objects	\$2,000.00	\$221.34	.00	\$1,778.66
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$2,000.00	\$0.00	\$0.00	\$2,000.00
TOTAL	\$1,245,173.00	\$284,655.12	\$837,487.19	\$123,030.69
--- Basic skills/remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$90,000.00	\$17,987.00	\$71,948.00	\$65.00
11-230-100-610 General Supplies	\$4,000.00	\$690.00	.00	\$3,310.00
TOTAL	\$94,000.00	\$18,677.00	\$71,948.00	\$3,375.00
--- Bilingual education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$59,500.00	\$11,891.00	\$47,564.00	\$45.00
TOTAL	\$59,500.00	\$11,891.00	\$47,564.00	\$45.00
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$2,691,000.00	\$534,798.88	\$1,444,033.57	\$712,167.55
11-310-100-320 Purchased Prof.-Ed. Services	\$200,000.00	.00	.00	\$200,000.00
11-310-100-500 Other Purchased Services	\$21,000.00	\$8,995.79	\$3,708.57	\$8,295.64
11-310-100-610 General Supplies	\$275,000.00	\$87,892.96	\$90,313.60	\$96,793.44
11-310-100-640 Textbooks	\$9,000.00	\$5,920.55	\$3,079.45	.00
11-310-100-800 Other Objects	\$7,000.00	\$158.64	\$728.34	\$6,113.02
Total	\$3,203,000.00	\$637,766.82	\$1,541,863.53	\$1,023,369.65
--- Special Vocational Programs - Instruction ---				
11-320-100-101 Salaries of Teachers	\$217,000.00	\$43,189.00	\$163,811.00	\$10,000.00
11-320-100-500 Other Purchased Services	\$2,000.00	.00	\$335.00	\$1,665.00
11-320-100-610 General Supplies	\$45,000.00	\$21,707.38	\$8,874.42	\$14,418.20
11-320-100-640 Textbooks	\$7,000.00	\$6,766.66	\$233.34	.00
Total	\$271,000.00	\$71,663.04	\$173,253.76	\$26,083.20

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 4 Month Period Ending 10/31/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
	<hr/>	<hr/>	<hr/>	<hr/>
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$38,000.00	\$2,494.00	\$35,506.00	.00
11-401-100-600 Supplies and Materials	\$13,000.00	\$3,049.45	\$160.00	\$9,790.55
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$51,000.00	\$5,543.45	\$35,666.00	\$9,790.55
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$38,000.00	.00	\$38,000.00	.00
11-402-100-500 Purchased Services	\$10,000.00	\$7,512.25	\$1,930.75	\$557.00
11-402-100-600 Supplies and Materials	\$5,360.00	\$2,145.11	\$3,214.89	.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$53,360.00	\$9,657.36	\$43,145.64	\$557.00
--- UNDISTRIBUTED EXPENDITURES ---				
<hr/>				
--- Health services ---				
11-000-213-100 Salaries	\$148,000.00	\$41,067.80	\$104,601.60	\$2,330.60
11-000-213-300 Purchased Prof. & Tech. Svc.	\$14,500.00	\$5,316.31	\$3,596.51	\$5,587.18
11-000-213-600 Supplies and Materials	\$6,000.00	\$283.27	\$2,688.17	\$3,028.56
11-000-213-800 Other Objects	\$400.00	.00	.00	\$400.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$168,900.00	\$46,667.38	\$110,886.28	\$11,346.34
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$389,000.00	\$179,948.73	\$209,051.27	.00
11-000-218-105 Sal Sec. & Clerical Asst.	\$100,000.00	\$33,183.60	\$66,367.20	\$449.20
11-000-218-600 Supplies and Materials	\$1,000.00	.00	.00	\$1,000.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$490,000.00	\$213,132.33	\$275,418.47	\$1,449.20
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$75,000.00	\$21,896.80	\$15,033.20	\$38,070.00
11-000-219-105 Sal Sec. & Clerical Asst.	\$93,000.00	\$30,121.60	\$60,243.20	\$2,635.20
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$5,000.00	\$3,330.00	.00	\$1,670.00
11-000-219-500 Other Purchased Services	\$1,000.00	\$219.30	\$780.70	.00
11-000-219-600 Supplies and Materials	\$2,000.00	\$601.37	\$1,276.28	\$122.35
11-000-219-800 Other Objects	\$3,500.00	\$967.85	\$1,212.40	\$1,319.75
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$179,500.00	\$57,136.92	\$78,545.78	\$43,817.30

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 4 Month Period Ending 10/31/2011

	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.	\$164,000.00	\$79,267.87	\$51,414.72	\$33,317.41
11-000-221-104 Salaries Other Prof. Staff	\$152,000.00	\$53,249.92	\$98,750.08	.00
11-000-221-105 Sal Secr. & Clerical Asst.	\$38,000.00	\$16,053.23	\$21,946.77	.00
11-000-221-500 Other Purchased Services	\$5,000.00	\$2,968.65	\$2,031.35	.00
11-000-221-600 Supplies and Materials	\$2,500.00	\$2,482.05	.00	\$17.95
11-000-221-800 Other Objects	\$3,000.00	\$199.00	.00	\$2,801.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$364,500.00	\$154,220.72	\$174,142.92	\$36,136.36
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$101,050.00	\$19,880.00	\$79,520.00	\$1,650.00
11-000-222-177 Salaries of Technology Coordinators	\$85,000.00	\$27,166.64	\$54,333.28	\$3,500.08
11-000-222-500 Other Purchased Services	\$4,000.00	\$3,999.09	\$0.91	.00
11-000-222-600 Supplies and Materials	\$21,000.00	\$7,728.12	\$13,210.09	\$61.79
11-000-222-800 Other Objects	\$4,000.00	.00	\$2,335.00	\$1,665.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$215,050.00	\$58,773.85	\$149,399.28	\$6,876.87
--- Instructional Staff Training Services ---				
11-000-223-500 Other Purchased Services	\$13,000.00	\$7,863.59	\$5,136.41	.00
11-000-223-600 Supplies and Materials	\$2,000.00	\$2,000.00	.00	.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$15,000.00	\$9,863.59	\$5,136.41	\$0.00
--- Support services-general administration ---				
11-000-230-100 Salaries	\$255,000.00	\$171,823.54	\$83,176.38	\$0.08
11-000-230-331 Legal Services	\$75,000.00	\$21,880.72	\$36,900.10	\$16,219.18
11-000-230-332 Audit Fees	\$33,500.00	.00	\$33,500.00	.00
11-000-230-339 Other Purchased Prof. Svc.	\$3,000.00	\$2,750.00	.00	\$250.00
11-000-230-530 Communications/Telephone	\$75,000.00	\$29,932.12	\$45,066.88	\$1.00
11-000-230-590 Other Purchased Services	\$3,000.00	\$3,000.00	\$0.00	\$0.00
11-000-230-61X General Supplies	\$11,000.00	\$7,368.33	\$1,081.49	\$2,550.18
11-000-230-630 BOE In-House Training/Meeting Supplies	\$3,500.00	\$2,412.19	\$942.96	\$144.85
11-000-230-890 Misc. Expenditures	\$31,000.00	\$15,763.14	\$3,885.84	\$11,351.02
11-000-230-895 BOE Membership Dues and Fees	\$7,620.00	\$6,749.75	.00	\$870.25
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$497,620.00	\$261,679.79	\$204,553.65	\$31,386.56
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$460,000.00	\$168,724.28	\$230,245.28	\$61,030.44

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 4 Month Period Ending 10/31/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-240-105 Sal Secr. & Clerical Asst.	\$129,000.00	\$49,907.05	\$79,092.95	.00
11-000-240-11X Other Salaries	\$20,000.00	\$942.52	.00	\$19,057.48
11-000-240-500 Other Purchased Services	\$16,500.00	\$12,347.50	\$1,388.58	\$2,763.92
11-000-240-600 Supplies and Materials	\$8,000.00	\$2,891.89	\$268.99	\$4,839.12
11-000-240-800 Other Objects	\$3,000.00	\$617.70	\$563.65	\$1,818.65
TOTAL	\$636,500.00	\$235,430.94	\$311,559.45	\$89,509.61
--- Central Services ---				
11-000-251-100 Salaries	\$390,000.00	\$122,751.12	\$245,518.24	\$21,730.64
11-000-251-330 Purchased Prof. Svcs.	\$28,000.00	\$9,315.40	\$9,300.60	\$9,384.00
11-000-251-340 Purchased Technical Svcs.	\$16,000.00	\$1,100.00	\$2,775.00	\$12,125.00
11-000-251-600 Supplies and Materials	\$7,000.00	\$6,970.70	\$29.30	.00
11-000-251-890 Other Objects	\$6,000.00	\$1,613.22	.00	\$4,386.78
TOTAL	\$447,000.00	\$141,750.44	\$257,623.14	\$47,626.42
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$171,000.00	\$63,695.52	\$107,304.48	.00
11-000-252-500 Other Pur Serv. (400-500 series)	\$31,000.00	\$26,927.85	\$22.01	\$4,050.14
11-000-252-600 Supplies and Materials	\$16,000.00	.00	\$6,398.26	\$9,601.74
TOTAL	\$218,000.00	\$90,623.37	\$113,724.75	\$13,651.88
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$565,000.00	\$196,744.06	\$368,255.94	.00
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$315,400.00	\$135,796.63	\$123,554.76	\$56,048.61
11-000-261-610 General Supplies	\$26,000.00	\$15,397.24	\$1,915.66	\$8,687.10
11-000-261-800 Other Objects	\$10,000.00	\$246.17	\$266.46	\$9,487.37
TOTAL	\$916,400.00	\$348,184.10	\$493,992.82	\$74,223.08
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$332,545.00	\$110,666.68	\$221,335.36	\$542.96
11-000-262-490 Other Purchased Property Svc.	\$67,000.00	\$43,007.83	\$15,721.17	\$8,271.00
11-000-262-520 Insurance	\$207,500.00	\$103,990.00	\$103,510.00	.00
11-000-262-621 Energy (Natural Gas)	\$170,000.00	\$1,846.82	\$100,743.90	\$67,409.28
11-000-262-622 Energy (Electricity)	\$623,000.00	\$221,326.07	\$287,723.93	\$113,950.00
TOTAL	\$1,400,045.00	\$480,837.40	\$729,034.36	\$190,173.24
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$14,500.00	\$6,116.50	\$8,383.50	.00
TOTAL	\$14,500.00	\$6,116.50	\$8,383.50	\$0.00

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 4 Month Period Ending 10/31/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
	-----	-----	-----	-----
--- Security ---				
11-000-266-100 Salaries	\$109,000.00	\$35,045.70	\$43,874.92	\$30,079.38
	-----	-----	-----	-----
TOTAL	\$109,000.00	\$35,045.70	\$43,874.92	\$30,079.38
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$35,000.00	\$7,938.79	\$27,061.21	.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	\$19,000.00	\$3,568.00	\$2,417.00	\$13,015.00
11-000-270-514 Contract Svc (spec.ed.)-vendors	\$3,000.00	.00	.00	\$3,000.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$29,600.00	\$210.00	.00	\$29,390.00
11-000-270-593 Misc. Purchased Svc.- Transp.	\$12,500.00	\$6,250.00	\$6,250.00	.00
11-000-270-610 General Supplies	\$2,000.00	.00	\$1,623.68	\$376.32
11-000-270-800 Misc. Expenditures	\$3,000.00	.00	.00	\$3,000.00
	-----	-----	-----	-----
TOTAL	\$107,100.00	\$17,966.79	\$37,351.89	\$51,781.32
--- Benefits ---				
11-XXX-XXX-220 Social Security Contributions	\$190,000.00	\$63,414.19	\$124,426.71	\$2,159.10
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$417,455.00	.00	\$417,455.00	.00
11-XXX-XXX-250 Unemployment Compensation	\$61,500.00	\$1,372.83	\$52,420.63	\$7,706.54
11-XXX-XXX-260 Workman's Compensation	\$178,000.00	\$68,536.50	\$109,463.50	.00
11-XXX-XXX-270 Health Benefits	\$2,098,000.00	\$587,235.28	\$1,192,136.11	\$318,628.61
11-XXX-XXX-280 Tuition Reimbursement	\$30,000.00	\$24,000.92	\$1,650.00	\$4,349.08
11-XXX-XXX-290 Other Employee Benefits	\$140,000.00	\$5,625.30	.00	\$134,374.70
	-----	-----	-----	-----
TOTAL	\$3,114,955.00	\$750,185.02	\$1,897,551.95	\$467,218.03
Total Undistributed expenditures	\$8,894,070.00	\$2,907,614.84	\$4,891,179.57	\$1,095,275.59
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$13,871,103.00	\$3,947,468.63	\$7,642,107.69	\$2,281,526.68
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$13,871,103.00	\$3,947,468.63	\$7,642,107.69	\$2,281,526.68
	=====	=====	=====	=====

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 4 Month Period Ending 10/31/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
	<hr/>	<hr/>	<hr/>	<hr/>
*** CAPITAL OUTLAY ***				
--- Facilities acquisition and construction services ---				
12-000-400-334 Architectural/Engineering Services	\$35,000.00	\$34,005.75	\$715.00	\$279.25
12-000-400-450 Construction services	\$378,408.00	\$83,170.00	\$166,438.00	\$128,800.00
Facilitis. Acqstn. Const. Sevr. -- TOTAL --	\$413,408.00	\$117,175.75	\$167,153.00	\$129,079.25
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$413,408.00	\$117,175.75	\$167,153.00	\$129,079.25
TOTAL CAPITAL OUTLAY EXPENDITURES	\$413,408.00	\$117,175.75	\$167,153.00	\$129,079.25
*** SPECIAL SCHOOLS ***				
--- Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	\$62,000.00	\$35,909.00	\$7,064.00	\$19,027.00
13-422-100-610 General supplies	\$5,000.00	\$2,091.61	.00	\$2,908.39
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$5,000.00	\$2,091.61	\$0.00	\$2,908.39
TOTAL SUMMER SCHOOL	\$67,000.00	\$38,000.61	\$7,064.00	\$21,935.39
TOTAL SPECIAL SCHOOLS EXPENDITURES	\$67,000.00	\$38,000.61	\$7,064.00	\$21,935.39
*** EDUCATION STABILIZATION FUND **				
*** GOVERNMENT SERVICES FUND **				
*** EDUCATION JOBS FUND **				
TOTAL GENERAL FUND EXPENDITURES	\$14,351,511.00	\$4,102,644.99	\$7,816,324.69	\$2,432,541.32

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

For 4 Month Period Ending 10/31/2011

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

10/31/2011

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

11/16 1:26pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 4 Month Period Ending 10/31/11

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$268,528.30
	Accounts receivable:		
141	Intergovernmental - State	(\$270,343.43)	
142	Intergovernmental - Federal	\$275,678.00	
			\$5,334.57
	Other Current Assets		(\$1,811.72)

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

301	Estimated Revenues	\$942,958.00	
302	Less Revenues	(\$258,133.75)	
			\$684,824.25
	Total assets and resources		\$956,875.40
			=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 4 Month Period Ending 10/31/11

=====

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	\$462,186.19
601	Appropriations	\$942,958.00
602	Less: Expenditures	\$277,947.40
603	Encumbrances	\$462,186.19 (\$740,133.59)
		\$202,824.41
	TOTAL FUND BALANCE	\$665,010.60
	TOTAL LIABILITIES AND FUND EQUITY	\$956,875.40

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 4 Month Period Ending 10/31/11

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$201,530.00	\$113,768.75		\$87,761.25
3XXX From State Sources	\$346,477.00	\$144,365.00		\$202,112.00
4XXX From Federal Sources	\$394,951.00	.00		\$394,951.00
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$942,958.00	\$258,133.75		\$684,824.25
	=====	=====	=====	=====
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
LOCAL PROJECTS:	\$201,530.00	\$92,161.56	\$19,916.59	\$89,451.85
STATE PROJECTS:				
Other special projects	\$346,477.00	\$88,433.83	\$206,140.72	\$51,902.45
	_____	_____	_____	_____
TOTAL STATE PROJECTS	\$346,477.00	\$88,433.83	\$206,140.72	\$51,902.45
FEDERAL PROJECTS:				
NCLB Title I	\$44,057.00	\$2,516.00	\$8,133.40	\$33,407.60
NCLB Title II - Part A/D	\$10,812.00	\$1,228.29	\$1,815.49	\$7,768.22
I.D.E.A. Part B (Handicapped)	\$85,000.00	\$24,223.04	\$48,446.08	\$12,330.88
Vocational Education	\$255,082.00	\$69,384.68	\$177,733.91	\$7,963.41
	_____	_____	_____	_____
TOTAL FEDERAL PROJECTS	\$394,951.00	\$97,352.01	\$236,128.88	\$61,470.11
*** TOTAL EXPENDITURES ***	\$942,958.00	\$277,947.40	\$462,186.19	\$202,824.41
	=====	=====	=====	=====

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

For 4 Month Period Ending 10/31/11

Diane Strober

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



Board Secretary/Business Administrator

10/31/2011

Date

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

11/16 1:26pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 4 Month Period Ending 10/31/11

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$59,227.09
	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	\$1,000,000.00	
302	Less Revenues	(\$646,751.06)	
		<hr/>	\$353,248.94

	Total assets and resources		\$1,352,842.48
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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 4 Month Period Ending 10/31/11

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

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

753	Reserve for encumbrances - Current Year		\$84,958.75
754	Reserve for encumbrances - Prior Year		\$550,833.18
601	Appropriations	\$2,658,722.37	
602	Less : Expenditures	\$692,778.49	
603	Encumbrances	\$635,791.93 (\$1,328,570.42)	
			\$1,330,151.95
	Total Appropriated		\$1,965,943.88

--- U n a p p r o p r i a t e d ---

770	Fund balance	\$3,874.52
303	Budgeted Fund Balance	(\$616,975.92)

TOTAL FUND BALANCE \$1,352,842.48

TOTAL LIABILITIES AND FUND EQUITY \$1,352,842.48

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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 4 Month Period Ending 10/31/11

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$1,000,000.00	\$646,751.06		\$353,248.94
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$1,000,000.00	\$646,751.06		\$353,248.94
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-450 Construction services	\$2,658,722.37	\$692,778.49	\$635,791.93	\$1,330,151.95
	_____	_____	_____	_____
Total fac.acq.and constr. serv.	\$2,658,722.37	\$692,778.49	\$635,791.93	\$1,330,151.95
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$2,658,722.37	\$692,778.49	\$635,791.93	\$1,330,151.95
*** TOTAL EXPENDITURES AND TRANSFERS	\$2,658,722.37	\$692,778.49	\$635,791.93	\$1,330,151.95
	=====	=====	=====	=====

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

For 4 Month Period Ending 10/31/11

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

10/31/2011

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: October 31, 2011

CASH REPORT

FUNDS	(1)	(2)	(3)	(4)
Governmental Funds	Adjusted Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$669,087.19	\$1,322,356.45	-\$1,233,681.12	\$757,762.52
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)	-\$0.01	\$0.00	\$0.00	-\$0.01
Special Revenue Fund (20)	\$284,559.96	\$28,873.00	-\$44,904.66	\$268,528.30
Capital Project Fund (30)	\$12,675.29	\$260,861.95	-\$214,310.15	\$59,227.09
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	\$1,045,135.92	\$1,612,091.40	-\$1,492,895.93	\$1,164,331.39
Summer Savings	\$0.00	\$17,725.32	\$0.00	\$17,725.32
Enterprise Fund (60) Cafeteria	\$59,598.27	\$13,608.93	-\$20,270.06	\$52,937.14
Payroll Fund (70)	\$0.00	\$449,463.50	-\$449,463.50	\$0.00
Agency Fund (90)	\$8,952.00	\$325,774.49	-\$334,726.49	\$0.00
Total Trust & Agency	\$68,550.27	\$806,572.24	-\$804,460.05	\$70,662.46
Grand Total for all Funds	\$1,113,686.19	\$2,418,663.64	-\$2,297,355.98	\$1,234,993.85
				\$1,234,993.85

Prepared and submitted by:

Michelle Fresco

Michelle Fresco, Treasurer of School Moneys

11/16/2011

Date

2012 CAPITAL BUDGET PLAN FORM SIX YEAR PROJECTION 2012 - 2017 DEPARTMENT / DIVISION IF YOU NEED ASSISTANCE CLICK HERE: PRELIMINARY CAPITAL BUDGET REQUEST INSTRUCTIONS To return to the Budget Worksheet click the Back Arrow Icon in the menu bar										
DEPARTMENT NAME	VO-TECH				DIVISION NAME	Vo-Tech		DVSN NMBR	720	TOTAL
DESCRIPTION:	JUSTIFICATION:	BASIS OF COST:	RANK	2012 \$	2013 \$	2014 \$	2015 \$	2016 \$	2017 \$	
Vo-tech curbs,walks,paving,concrete	replace, resurface and/or repair for safety and insurance purposes	Somerset County Engineering Department	3	100,000	100,000	100,000	100,000	100,000	100,000	600,000
Vo-tech district-wide technology includes replacement of current "zoned" heat detectors with addressable heads	upgrade instructional, safety, security and energy related technologies	Cost estimates submitted as required by law to NJ State Department of Education in the Long Range Facility Plan as prepared by the district's architect/engineers	2	150,000	150,000	150,000	150,000	150,000	150,000	900,000
Vo-tech underground heating distribution lines (balance of funding to complete County approved 2011 capital project)	replace 40 year old underground piping system that distributes hot water to heat facilities which directly impacts operations and the safety and health of building occupants	Cost estimates submitted as required by law to NJ State Department of Education in the Long Range Facility Plan as prepared by the district's architect/engineers	1	680,000	0	0	0	0	0	680,000
Vo-Tech new building (shared service SCVTS and RVCC)	new construction to accommodate increased program enrollment which exceeds existing functional capacity to be occupied by both secondary (SCVTS) and post secondary students (RVCC)	Cost estimates submitted as required by law to NJ State Department of Education in the Long Range Facility Plan as prepared by the district's architect/engineers	5	0	4,484,000	2,516,000	0	0	0	7,000,000
Vo-tech bldg F classroom 1970 HVAC unit replacements	replace 40 year old classroom HVAC units with energy efficient models	Cost estimates submitted as required by law to NJ State Department of Education in the Long Range Facility Plan as prepared by the district's architect/engineers	4	0	740,000	0	0	0	0	740,000
TOTAL:				930,000	5,474,000	2,766,000	250,000	250,000	250,000	9,920,000

Somerset County Vocational & Technical Schools

Somerset/4810

Comprehensive Maintenance Plan

Report

Actual FY 11-- Budgeted FY 12-- Projected FY 13

<u>School Name</u>	<u>10-11 Actual</u>	<u>11-12 Budgeted</u>	<u>12-13 Projected</u>
Somerset County Vo-Tech			
	Localized repairs, pointing, water proofing.	Localized repairs, pointing, water proofing.	Localized repairs, pointing, water proofing.
	Repair, replace frames, sash, caulk, etc.	Repair, replace frames, sash, caulk, etc.	Repair, replace frames, sash, caulk, etc.
	Prepare and paint walls, patch plaster.	Prepare and paint walls, patch plaster.	Prepare and paint walls, patch plaster.
	Replace carpet and tile.	Replace carpet and tile.	Replace carpet and tile.
	Inspect, repair, service valves, seals, etc.	Inspect, repair, service valves, seals, etc.	Inspect, repair, service valves, seals, etc.
	Repair piping or insulation,	Repair piping or insulation,	Repair piping or insulation,
	Chemical water treatment,	Chemical water treatment,	Chemical water treatment,
	Annual service and inspection of all sys.	Annual service and Inspection of all sys.	Annual service and Inspection of all sys.
Total	\$950,744	\$916,400	\$916,493



Current Area Cost Allowance per SF	\$ 143.00
District contact name	Diane Strober
District contact phone	908-526-8900 x7274
District contact e-mail	dstrober@scvts.net

Prepared by:	Max. Maintenance Reserve Amount (4% of column D)		\$	1,243,557
	Current District Maintenance Reserve Amount		\$	-
District School Business Administrator	<i>Print</i>	Diane Strober	Date	10/31/2011
	<i>Sign</i>			

