

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive  
Bridgewater, New Jersey 08807

Regular Meeting  
February 27, 2012

Call to Order

Mr. Dudeck called the meeting to order at 3:35 p.m. with the following members present:

William Hyncik, Jr., President arrived at 3:38 p.m.

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

Mark Caliguire, Somerset County Freeholder Liaison, absent

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. Dudeck, the minutes of the Regular Meeting held on January 23, 2012 were approved.

Walkthrough of CTE Building "A"

On motion by Dr. Braun, seconded by Mr. Dudeck, all were invited for a walkthrough of the CTE Building "A".

Also Present, arrived at 5:00 p.m.

Mike Kuschyk, Director of Buildings and Grounds; Carene Jegou, Administrative Assistant to the Superintendent; Teresa Morelli and Maria Johnson, Supervisors of Academics; Patrick Pelliccia, Supervisor of Curriculum and Instruction; Bob Campanella, Supervisor of Information Technology; Sharleen Leahey, Communications Assistant; Dr. Joseph Petrosino, Director of Pupil Services; Peter Campisano, USA Architects; Steven Pearlman, Inglesino, Pearlman, Wyciskala & Taylor, LLC; Daniel Swayze, Birdsall Services Group; Stephen Goodbody, Director of Projects and Engineering, SunLight General Capital; Tom Kosto, Wanzek; students and parents.

Correspondence

- On behalf of the NJ State Industrial Safety Committee, the district earned the Governor's Annual Occupational Safety and Health Citation of Merit Award for the achievement of working throughout the calendar year without lost time from a work-related injury.

Old or Unfinished Business

*Student of the Month*

- Suma Gondi, a senior in the Academy for Health and Medical Sciences Program at Somerset County Vocational Technical High School was selected as the Student of the Month for February. Suma is vice

president of the Red Cross Youth Council for the Greater Somerset County Chapter and was the chair of a committee that raised over \$200 for the Measles Initiative, an organization that vaccinates children in third world countries. In addition, she is also a member of the National Honor Society, Rotary-Interact Club and Phi Theta Kappa. In addition to academic activities, Suma also enjoys singing Indian classical music and Bollywood dance. After graduating from the Academy for Health and Medical Sciences, Suma plans to continue her education with the goal of becoming a doctor.

*National Achievement, National Merit, Annual Science Talent Search, and Prudential Spirit Community Award and Intel Science Talent Search Teacher of Merit Award Recognition Certificates:*

- Larissa-Helen A. Mahaga-Ajala and Patrick J. Racine have advanced to finalist standing in the National Achievement Scholarship Program of 2012 by demonstrating through outstanding performance potential for future academic success.
- Semon Rezhikov has advanced to finalist standing in the National Merit Scholarship Program of 2012 by demonstrating through distinguished performance high potential for future academic accomplishment.
- Semon Rezhikov has been named a semifinalist of the 71<sup>st</sup> Annual Science Talent Search 2012.
- Suma Gondi has been awarded The President's Volunteer Service Award and a Certificate of Excellence in the 2012 Prudential Spirit of Community Awards. Her volunteer activities have been judged to be among the top 10 percent of all those considered in the state of New Jersey.
- Dr. Louise Tokarsky-Unda has been awarded the Teacher of Merit Award by Intel Science.

Mr. Dudeck asked at the January 23, 2012 board meeting if the tire changer which was approved as obsolete equipment was replaced with another piece of equipment. Mrs. Strober has been informed by the Auto Technology teacher, Alan Creveling that a new tire changer was purchased this year with Perkins funding.

County Solar Update/Presentation- Mr. Hyncik requested the update and presentation be deferred giving our new freeholder liaison, Mark Caliguire to be present.

#### Report of the Attorney

- Ms. Fittipaldi reported that she reviewed the policy with regard to eligibility requirements that apply to resident/nonresident pupils and that other items will be addressed during closed session.

#### Committee Reports

- Board of School Estimate (Dr. Braun and Mr. Dudeck) - None
- Curriculum/Grants (Mr. Smith) – Mr. Smith reported that he attended the Open House on February 4<sup>th</sup> and was pleased with the good turnout of about 500 participants. He also commented on the positive attitude and cooperation of the staff and students. Mr. Hyncik thanked Mr. Smith for attending the event and reporting back to the board.
- NJSBA, Delegate, State Convention Legislative Committee (Mr. Dudeck) - None
- SCSBA, Delegate (Mr. Dudeck) - None
- SCESC, Representative (Mr. Smith) - None
- SCJIF (Dr. Braun) – None

#### Superintendent's Report

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

##### A. Volunteer

The Board of Education approved Mr. Adam Fulmore as a graduate volunteer in the Law & Public Safety program.

##### B. Job Description

The Board of Education approved the following job description as it appears on Addendum #1.

School Anti-Bullying Specialist

## C. Field Trips

The Board of Education approved field trips for high school students as they appear on Addendum #2.

## D. 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 #3.

<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	

Mr. Smith asked what the responsibilities for this volunteer are. Dr. Harttraft responded that he is an Emergency Medical Technician and also an approved substitute teacher for Law and Public Safety. Mr. Dudeck commented he was happy to have Adam return and give back to the county vocational school. Mr. Smith also asked about the unfunded mandate regarding the anti-bullying legislation. Dr. Harttraft reported that the state is currently reviewing if the law will be withdrawn or funded.

- E. Waiver of Requirements – Special Education Medicaid Initiative (SEMI) Program  
On recommendation of Dr. Harttraft and motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education authorized the Chief School Administrator to submit to the Executive County Superintendent of Schools an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2011-12 school year.

<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	

Mr. Dudeck asked for information regarding the SEMI program. Dr. Harttraft noted this is a federally funded program for special education students. The district has less than the 40 students which would make it cost prohibitive to participate in the program, therefore; we are requesting a waiver. Mr. Dudeck thanked Dr. Harttraft for the clarification.

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

## F. Revised Board Regulation – Second Reading

The Board of Education approved the following revised board regulation at this second reading.

R8420.1      Fire and Fire Drills

## G. Revised Board Policies and Regulation – First Reading

The Board of Education approved the following revised board policies and regulation at this first reading as they appear on Addendum #4.

2421      Vocational-Technical Education (proposed Career & Technical Education)  
5511 /R5511      Eligibility of Resident/Nonresident Pupils

<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	

#### H. Superintendent's Update

- Foundation Update – Dr. Harttraft reported on the recent jazz fundraiser. She stated that she has concerns about the Foundation's governance after reviewing their bylaws and is suggesting that the Foundation dissolve itself or reconfigure its structure to include members, an ex-officio from the school and provide the school with minutes from meetings and an annual report. She has requested that the Foundation collaborate with school administration when choosing initiatives to support through their fundraising efforts. Dr. Harttraft also discussed the possibility of the district working collaboratively with the Somerset Business Partnership as they are a 501c(3) organization and can facilitate donations from business contributors. In addition, she reported that she suggested to the Foundation chairpersons that the financial aspects of the program be handled by the Somerset County Vocational-Technical Schools Business Office to ensure timely distribution of scholarship funds, etc.
- Career Services Program Update – Dr. Harttraft reported that Wakefern representatives are working with the Vocational School and the architects from the Somerset County Educational Services Commission to design the supermarket program.
- Tenure Reform Bill Pending – Dr. Harttraft reported that Congresswoman Ruiz is initiating a bill to reform tenure; however, there will be costly aspects of the bill which are associated with training, evaluations, data collections and analysis. There are a number of districts which are participating in pilot programs; our district will be modifying our evaluation system.
- Harassment/Intimidation/Bullying Report – Dr. Harttraft reported that four claims were reported in February; three claims were considered conflicts and one claim was determined to be an incident of bullying in which the student was suspended and required to seek counseling.

#### 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 February 2012 which was included in the board packet and is attached to the regular meeting minutes.

Fund 10	\$ 873,619.46
Fund 20	\$ 127,030.47
Fund 30	\$ 345,362.00
Fund 60	\$ 14,081.95
Fund 90	<u>\$ 119,948.11</u>
Total	\$1,480,041.99

<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

- Ethics Disclosure Statements are available on the State of NJDOE website at <http://www.nj.gov/education/ethics/fds/index.html>. Completed forms are due back to the Business Office no later than April 15, 2012.

## 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 January 2012 and the Treasurer of School Monies for the month of January 2012, 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. 2012-2013 Annual School District Budget

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education adopted the 2012-2013 annual school district budget for the General Fund in the amount of \$13,910,242.00 and the Special Revenue Fund of \$899,046.00 for a total of \$14,809,288.00. The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A. As per N.J.A.C. 6A:23B-1.2(b), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement. The 2012-2013 budget includes a maximum travel appropriation of \$73,656.00. The Assistant Superintendent for Business shall track and record these costs to insure that the maximum amount is not exceeded. Included in the 2012-2013 proposed budget is a maximum regular business travel amount of \$1,500.00 per employee.

<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. Solicit Bid – 2011 County Capital Projects/Underground Utilities and Completion of Building A Roof

On recommendation of Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education authorized public advertisement and solicitation of competitive bid proposals for the 2011 County Capital Projects/Underground Utilities and Completion of Building A Roof projects.

<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	

- County Solar Energy Initiative Update/Presentation – County representatives provided an overview of the project. Mr. Pearlman, counsel for the county, discussed the legal aspects of this project and informed the board there will design changes and therefore a need for them to sign off at the end of the process; an example of a change would be kilowatt hours generated. Mr. Swayze, Birdsall Services Group and engineer

for the county was present. Mr. Kosto, Wanzek, project manager for the county was also present. Mr. Goodbody, SunLight General Capital, contractor awarded by the county, spoke at length regarding the project and provided answers to the board's questions about the project. Mr. Hyncik asked the board attorney if we had the final documents; Ms. Fittipaldi reported, assuming there were no changes since the board's approval that she did. Mr. Hyncik expressed concern with regard to the decrease in market value of solar renewal energy credits (SREC). Mr. Goodbody confirmed the reduced value but noted there is New Jersey legislation pending to "correct" the market. Mr. Goodbody further explained that because there was an increase in the supply the demand decreased which drove the value down. Mr. Goodbody expects that over the fifteen year contract this "matter" will self-correct as a result of the legislation. Ms. Fittipaldi requested confirmation that the contractor responded to the roof manufacturer's warranty issues (Garland); although the district has a number of roofing systems through various manufacturers, the roofs scheduled to receive solar panels will only impact Garland roofs. (No need for involvement with the Tremco manufacturer.) Ms. Fittipaldi requested Mr. Kuschyk confirm such and the height of the canopies of accommodating the county's snow plows. The height of the canopies are designed for fourteen feet two inches. Mr. Hyncik requested copies of all correspondence with regard to both these issues be forwarded to the board attorney. Mr. Swayze informed the board that the initial construction meeting was held in the district and the meeting minutes were distributed accordingly. Mr. Goodbody reported on the numerous amounts of solar systems his company has installed in the state; to date he has reported 40 megawatts in the state of New Jersey. Mr. Goodbody further noted he anticipated one million kilowatts per year will be generated which is approximately 25% of our consumption. He further noted Somerset County Vocational & Technical School is the biggest system in this program. Mr. Goodbody reported on the timeline for the project and that they anticipate an April start date for Buildings B and F (approximately six weeks to complete) and a June 1<sup>st</sup> start date for the rooftop systems on Building A. Mr. Goodbody discussed the redesign for the solar panels originally placed on canopies located on the parking lot by the gym and Building B, which are now redesigned to be located only on the parking lot by Building B. Mr. Goodbody informed the board that this redesign would result in more kilowatt hours generated without impacting two parking lots, only one. He is requesting board approval for this redesign. In response, the board requested additional drawings for this redesign and would include a resolution for a redesign at the March board meeting.

#### March Meeting

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

March 26, 2012

5:00 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

#### Remarks from the Public

- None

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 Request - E. Nelson, Potential Litigation – E. Nelson, SCVTEA Negotiations and Job Description.
- 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 6:10 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 Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education went into open session at 7:00 p.m.

#### Job Description – Supervisor of Alternative Education Programs (TOPS)

On recommendation of Dr. Harttraft and motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education approved the following job description as it appears on Addendum #6.

Supervisor of Alternative Education Programs (TOPS)

<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	

#### Adjournment

On motion by Dr. Braun, seconded by Mr. Dudeck and passed, the meeting adjourned at 7:01 p.m.

Diane Strober

Assistant Superintendent for Business/Board Secretary

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

CATEGORY: FACULTY

ADOPTED:

TITLE: SCHOOL ANTI-BULLYING SPECIALIST

CERTIFIED

**QUALIFICATIONS:**

1. Valid NJ Educational Support Services Certification or other similar training appropriate to investigative responsibilities.
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: Develop, foster and maintain a positive school climate by focusing on and addressing all matters relating to harassment, intimidation and bullying.

**PERFORMANCE RESPONSIBILITIES:**

1. Chairs the School Safety Team and conducts a minimum of two (2) Safety Team meetings within each school year.
2. Leads, in coordination with the Principal, the investigation of reported incidents of harassment, intimidation or bullying in the school.
3. Acts as the primary school official responsible for preventing, identifying and addressing incidents of harassment, intimidation and bullying in the school.
4. Assists the Principal in determining the responses to be implemented that have been established by the Board of Education.
5. Provides input to the Superintendent and the Board of Education on the annual re-evaluation, re-assessment and review of the district's Harassment, Intimidation and Bullying policy.
6. Provides input to the Superintendent and may be asked to provide information to the Board of Education, in executive session, on matters of appeal regarding incidents determined to be harassment, intimidation or bullying.
7. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Ten-month, part-time stipend position. In accordance with negotiated agreement.

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



Field Trips  
School Year 2011-2012

ADDENDUM #2

<u>Date of Trip</u>	<u>CTE Program</u>	<u>Location</u>	<u>Approx. Cost Per Student</u>	<u>Transportation</u>
4/24/2012	Cosmetology	Jacob Javitz Center NYC, New York	\$40.00/student paid	Bd. of Ed.
5/21/2012	Culinary Arts	Taste of Somerset Somerset, NJ	\$0.00/student paid	Bd. of Ed.
3/12/2012	Culinary Arts	NJ Bakers Show Atlantic City, NJ	\$10.00/student paid	Bd. of Ed.
3/21, 4/12, 5/08 2012	YTTW Building Trades	Operation Engineers Dayton, NJ	\$0.00/student paid	Next Level Transportaion
3/16/2012	Horticulture	Mercer County Community College West Windsor, NJ	\$0.00/student paid	Bd. of Ed.
3/21/2012	US History II students	RVCC Branchburg, NJ	\$0.00/student paid	Bd. of Ed.
4/26/2012	US History students	RVCC Branchburg, NJ	\$0.00/student paid	Bd. of Ed.

PROFESSIONAL DEVELOPMENT REQUESTS  
February BOARD MEETING

	DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
1	February 20 <sup>th</sup> to March 27 <sup>th</sup> (Mondays)	Janet Cantore- Watson	\$295.00	NA	RVCC Photoshop	Bridgewater, NJ
2	March 1, 2012	Mike Herrera	NA	\$17.36/mileage	New Evaluation Standards	Orange, NJ
3	March 4,5,6, 2012	John Vingara	NA	\$27.90/mileage \$11.00/tolls \$50.00/parking	Jacob Javits Food Show	New York, NY
4	March 5 and 6, 2012	Rachel Kinlan Matt Poznanski	\$110.00 ea.	\$65.10/mileage \$41.54/mileage	NJASPERD (NJ Assoc. for Health/PE, Recreation and Dance ) Annual Convention	Long Branch, NJ
5	March 8 and 9, 2012	Joe Alfieri	NA	\$64.48/mileage \$15.00/tolls	Imprinted Sportswear Show	Atlantic City, NJ
6	March 9, 2012	Kristen McNerney	NA	NA	Teaching Strategies in Language Arts for ICS Teachers	Long Branch, NJ
7	March 16, 2012	Andrew Coslit	\$165.00	\$5.05/mileage	Good Ideas in Teaching Pre-calculus	Piscataway, NJ
8	March 20 and 22, 2012	Robyn Szymanski Susan Santiago	\$109.00 ea.	NA	Microsoft Excel Basic 2010	Bridgewater, NJ
9	April 23, 2012	Peggy Prezioso	\$85.00	\$11.78/mileage	CPR for Health Care Providers	Flemington, NJ

10	May 6-8, 2012	Carolyn Brink	\$440.00	\$195.30/mileage	NASW Conference: Social Work Leadership: Tools for Effective Change	Atlantic City, NJ
11	May 18, 2012	Robyn Szymanski Susan Santiago	\$128.00 ea.	NA	Microsoft Excel Intermediate 2010	Bridgewater, NJ
12	July 29 <sup>th</sup> to August 8 <sup>th</sup>	Erik Fargo	\$2,000.00	NA	Rutgers CASE (Curriculum for Agricultural Science Education) Training	Columbus, NJ
13	March 20,26, 2012	Michele Sartori	NA	\$22.01/mileage	Systems 3000	Eatontown, NJ
14	March 28 and May 9, 2012	Carene Jegou Karen Gleeson	NA	\$31.00/mileage \$22.01/mileage	Systems 3000	Eatontown, NJ
15						
16						
17						
18						

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

# POLICY

## SOMERSET COUNTY VOCATIONAL AND TECHNICAL BOARD OF EDUCATION

PROGRAM

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VOCATIONAL-TECHNICAL EDUCATION

*Career and Technical*  
2421 ~~VOCATIONAL-TECHNICAL~~ EDUCATION

*Career and*  
The Board of Education provides a program(s) of ~~vocational-~~  
*Career and* technical education. The purpose of the ~~vocational-~~  
*Career and* technical education program is to develop the academic, vocational, and  
*Career and* technical skills of pupils who elect to enroll in ~~vocational-~~  
technical education programs preparing the pupils for career  
preparation, gainful employment, lifelong learning, training  
supplemental to daily employment, and productive citizenship.

*Career and*  
The Board provides a program of ~~vocational-~~ technical  
education operating as a county vocational school district in  
accordance with N.J.S.A. 18A:54-1.1 et seq. and N.J.A.C. 6A:19  
-1.1 et seq.

*Career and*  
All pupils participating in ~~vocational-~~ technical education  
programs within this district or in shared-time ~~vocational-~~ *Career and*  
technical programs are considered to be regularly enrolled in  
the schools of this district and are subject to the policies and  
rules of this Board. *Career and* No pupil shall be denied admission or  
participation in any ~~vocational-~~ technical education programs due  
to race, color, creed, religion, national origin, ancestry, age,  
marital status, sexual orientation, gender, social or economic  
status, or disability.

*Career and*  
The district will comply with the general program  
requirements for ~~vocational-~~ technical education as defined in N.  
J.A.C. 6A:19-5.2 et seq. Pupils participating in part-time  
school and part-time employment *Career and* in ~~vocational-~~ technical programs  
will not be exploited, illegally employed, or employed under  
conditions that fail to safeguard the pupil's health and  
interest. These pupils shall receive wages commensurate with  
wages paid to other employees for similar work and shall be  
protected by provisions of the Worker's Compensation Act and any  
other acts of the State pertaining to such training and  
employment.



# POLICY

SOMERSET COUNTY  
VOCATIONAL AND TECHNICAL  
BOARD OF EDUCATION

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VOCATIONAL-TECHNICAL EDUCATION

~~Employment.~~

*Career and* The Superintendent shall develop regulations that ensure ~~vocational-technical~~ education programs established in the district are conducted within the framework of the State's Plan for *Career* ~~Vocational~~ and Technical Education approved by the New Jersey State Board of Education and accepted by the United States Department of Education.

The Superintendent shall seek and utilize all available federal, State, and private sources of revenue for the financial support of *Career and* ~~vocational-technical~~ education programs in the district.

## High School

Pupils shall select from among the shop and other courses offered an area of specialization and shall be provided with a suitable training program, which shall include both occupational and general education.

All academic courses required by the state for graduation with a vocational high school diploma shall be taught and shall be mandatory for pupils.

## Technology Institute

A listing of all programs currently available shall be kept in the district office for easy public reference. Programs offered by the Somerset County Technology Institute shall consist of two-year technology programs and programs of varying lengths.

New programs involving the acquisition of technology knowledge and skills for particular occupations may be authorized from time to time by the Board.



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SOMERSET COUNTY  
VOCATIONAL AND TECHNICAL  
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VOCATIONAL-TECHNICAL EDUCATION

The Board also authorizes the establishment of a one-year pre-technical course at the Institute, to be designed largely for disadvantaged pupils. Its purpose shall be to prepare individuals who are academically deficient for entry into various technologies for which the Institute provides training. The emphasis shall be on basic knowledge and skills in mathematics, science, and communications; on study skills and remedial reading. The course shall also be suitable for returning veterans desiring refresher courses in order to be eligible for one of the Institute's two-year programs in technology.

## Evening School

Course offering in the evening school shall include apprentice training (both related instruction and certain shop programs), more advanced trade and industrial courses, technical education, health occupations, business education, and distributive education.

In addition, special courses may be given when sufficient interest is shown and when the instructional staff and facilities are available. Business and industries within the county may arrange with the Evening School Coordinator to provide the special training required by their plants or other places of business. These special courses may be given in the evening or during the day, in the high school or in the Technology Institute, or in the plants.

The evening school will initiate no course in which enrollment is fewer than ten pupils, and it shall discontinue any course in which attendance falls below six pupils.

N.J.S.A. 18A:35-4.2; 18A:38-15; 18A:54-1.1 et seq.  
N.J.A.C. 6A:19-1.1 et seq.



# POLICY

SOMERSET COUNTY  
VOCATIONAL AND TECHNICAL  
BOARD OF EDUCATION

PUPILS

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## 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS

The Somerset County Vocational-Technical School does not discriminate on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.

The Somerset County Vocational & Technical Schools Board of Education is dedicated to providing an adaptable program in ~~vocational~~ <sup>career</sup> and technical education, to prepare Somerset County secondary school pupils, ~~post-secondary school pupils~~ <sup>and</sup> out-of-school youth, ~~and adults to enter an appropriate occupation, when ready and able to do so.~~ <sup>entrance into</sup>

The schools shall institute a vigorous program of student recruitment to assure pupil enrollment of a size in keeping with the extent of the school plant and facilities. Recruitment shall include:

1. Alerting the administration and staff of middle schools, ~~junior high schools~~ and high schools in the county of the programs and opportunities for pupils offered in the Vocational and Technical High School;

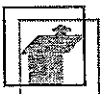
~~2. Alerting graduating seniors, and counseling staff members, of the local district high schools of the programs offered by the Technology Institute;~~

~~3. Informing parent(s) and/or legal guardian(s) and the public about the programs of both the above divisions, and~~ <sup>offered; and</sup>

~~4. Informing the public, business, industry, non-profit organizations, and the Department of Labor of the various offerings and programs provided through the evening school.~~ <sup>and</sup>

4. Informing students of the district's career and technical program first-hand during school hours at their respective schools.

Recruitment literature shall include <sup>information</sup> ~~catalogs~~ for the high school <sup>regarding various</sup> ~~and Technology Institute, brochures for Institute programs, and evening school courses.~~ Recruitment activities shall include working closely with guidance counselors at ~~junior and senior~~ <sup>middle and</sup> high schools in Somerset County, participation in college and career-planning activities,



# POLICY

SOMERSET COUNTY  
VOCATIONAL AND TECHNICAL  
BOARD OF EDUCATION

PUPILS

5111 /Page 46 of 1

## ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS

public appearances before community groups, newspaper releases, paid advertising, and exhibits of various types.

All members of the professional staff shall be asked to assist with recruitment under the general leadership of the Superintendent and under specific direction of division administrators and department supervisors and coordinators.

Non-resident pupils are defined as those whose parent(s) and/or legal guardian(s) reside outside the school district. *5 sending catchment area*

Pupils who are not residents of Somerset County will be accepted into the district's programs provided that they qualify under *we* admissions *criteria* policies, that they pay the required tuition/fees for non-residents, and that there is space in the programs or courses for which they apply.

Eligible students must participate in the admission process and meet the acceptance criteria which include consideration of academic progress, attendance and discipline records, and evidence of a commitment to a particular career program. Students enrolled in the district must remain in good standing in order to continue their enrollment.

Nothing in N.J.A.C.6A:22-4.3 or this policy shall preclude the board from seeking to identify, through further investigation or periodic requests for current validation of previously determined eligibility status, pupils enrolled in the district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances or newly discovered information.

N.J.S.A. 18A:38-1 et seq.

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.;

6A:22-2.1 et seq.; 6A:22-4.3 et seq.

Adopted: 25 June 2007





# REGULATION

## SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

PUPILS

R 5111/page 1 of 4

Eligibility of Resident/Nonresident Pupils

M

### R 5111 ELIGIBILITY *Acceptance* OF RESIDENT/NONRESIDENT PUPILS

#### High School

To qualify for high school admission, it is necessary for a pupil to:

1. Have completed the eighth, ninth, tenth or eleventh grade successfully (admission at eleventh or twelfth grade level shall be permitted only in unusual circumstances);
2. Complete a formal application packet (with all necessary documentation and paperwork included at time of application);
3. Have parent(s) or legal guardian(s) permission;
4. *Achieve* Minimum grade seven reading and math levels;
5. Be compliant with all State immunization and health records required for public school enrollment;

The application review process is to determine appropriate placement in share or full time programs. **This process includes consideration of attendance and discipline information to ensure the student's commitment to a career program.** Interests in extra-curricular, achievements or special awards may also be considered.

An admissions committee reviews all applications. Under special circumstances, placement exceptions may be made on an individual basis and are considered conditional for the first 90 (ninety) days. Pupils denied a placement in share or full time programs may appeal by submitting a letter to the Principal requesting an administrative review.

#### High School Academy for Medical and Health Sciences

##### A. Application Process

1. Applications for admission will be received after October 1 of the applicant's eighth grade school year.
2. All applications must be complete including all required signatures.
3. The following supporting materials are required:
  - a. Academic transcript from grade seven;
  - b. Academic transcript from 1st and 2nd quarter of grade eight;
  - c. Standardized test scores from grade seven.



# REGULATION — SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

PUPILS

R 5111/page 2 of 4

Eligibility of Resident/Nonresident Pupils

## B. Acceptance Criteria

1. Applicants will be ranked according to the following:

Criteria	Rating
Grade Point Average - Grade Seven	0 - 10
Grade Point Average - Grade Eight	0 - 10
Standardized Test - Grade Seven	0 - 20
Entrance Exam	
Mathematics	0 - 10
Writing	0 - 10
Total Possible Points	60
Minimum Score for Admission	<del>40</del> 52

2. Ratings will be determined as follows:

### a. GPA Rating

Number Grade	Letter Grade	Rating
97 - 99	A+	10
94 - 96	A	9
92 - 93	A-	8
90 - 91	B+	7
87 - 89	B	6
85 - 86	B-	5
83 - 84	C+	4
80 - 82	C	3
77 - 79	C-	2
70 - 76	D	1

### b. Standardized Test Ratings

National Percentile	Ratings
95 - 99	20
90 - 94	18
85 - 89	16
75 - 84	14
65 - 74	12
55 - 64	10
45 - 54	8
35 - 44	6
25 - 34	4
15 - 24	2



# REGULATION

## SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

PUPILS

R 5111/page 3 of 4

Eligibility of Resident/Nonresident Pupils

### c. Entrance Examination

An entrance examination will be administered in February of each year. It will consist of mathematics and a written essay. Each part will be scored on a scale of 0-10.

### d. Attendance at a parental information session is mandatory.

### C. Pupil Acceptance

If space does not permit acceptance of all qualified applicants who meet the acceptance criteria, selection will be made according to a formula that will insure an equal number of spaces for each resident district in Somerset and Hunterdon Counties. Qualified applicants will be defined as those meeting the minimum standards as defined in the acceptance criteria.

If appropriate, the Superintendent will establish a committee to assess qualitative criteria as an additional consideration for acceptance. The criteria will include, but not limited to, projects submitted or activities in which the applicant participated. The Superintendent will determine annually the number of pupils who will be admitted under this provision.

### Technology Institute

A candidate seeking admission to the Technology Institute (except for Licensed Practical Nursing Program) must:

1. Be a high school graduate or GED with a background of subjects appropriate to the desired program (with occasional exceptions);
2. Submit a recommendation from his/her former high school Principal along with a transcript of grades;
3. Receive satisfactory scores on an aptitude test administered by the New Jersey State Employment Service and the Technology Institute Administrator.

Candidates seeking admission to the Practical Nursing Program must:

1. Be at least seventeen years of age;
2. Have completed two years of high school or the equivalent thereof;



# REGULATION

## SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

PUPILS

R 5111/page 4 of 4

Eligibility of Resident/Nonresident Pupils

3. ~~Present evidence of desirable personal characteristics and attitudes as shown in a personal interview, supported by character references;~~
4. ~~Receive satisfactory scores on an aptitude test administered by the New Jersey State Employment Service and the Technology Institute Administrator;~~
5. ~~Present evidence of physical well-being on the basis of recent physical and dental examinations.~~

### ~~Evening School~~

~~Prerequisites for various programs and courses will vary in accordance with the background required for successful completion of the program or course.~~

### Home Schooled Child's Eligibility to Attend Somerset County Vocational & Technical Schools

1. A child being educated at home may apply on an annual basis, to attend the Somerset County Vocational & Technical Schools ("School") on a share time basis. The school may permit the child being educated at home to attend its shared time vocational program provided that there is space available in the same.
2. As required by New Jersey Administrative Code, to the extent that space is available, each type of vocational training program offered by Somerset County Vocational & Technical Schools shall be made available to all pupils residing in the district served by the school. Once enrolled in the share time vocational school program, the home schooler becomes a public school pupil and is entitled to transportation services in accordance with New Jersey State statutes and the rules and policies of the pupil's local Board of Education. Transportation being to and from the local Board of Education designated facility where other pupils are transported to and from the school.

Issued: 25 June 2007



2/1 2:25pm

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 7 Month Period Ending 01/31/2012

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$1,136,666.55
121	Tax levy receivable		\$5,525,505.00
	Accounts receivable:		
141	Intergovernmental - State	\$453,149.95	
143	Intergovernmental - Other	\$7,511.13	
			\$460,661.08

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

301	Estimated Revenues	\$14,088,011.00	
302	Less Revenues	(\$13,097,577.29)	
			\$990,433.71

	Total assets and resources		\$8,113,266.34
--	----------------------------	--	----------------

=====

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 7 Month Period Ending 01/31/2012

=====

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	\$5,214,281.53
	Reserved fund balance:	
760	Reserved Fund Balance	\$207,216.00
601	Appropriations	\$14,351,511.00
602	Less : Expenditures	\$7,547,490.42
603	Encumbrances	\$5,214,281.53 (\$12,761,771.95)
		\$1,589,739.05
	Total Appropriated	\$7,011,236.58

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

770	Fund Balance	\$264,490.76
303	Budgeted Fund Balance	(\$200,000.00)
		\$7,075,727.34
	TOTAL FUND BALANCE	\$7,075,727.34
	TOTAL LIABILITIES AND FUND EQUITY	\$8,113,266.34

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$14,351,511.00	\$12,761,771.95	\$1,589,739.05
Revenues	(\$14,088,011.00)	(\$13,097,577.29)	(\$990,433.71)
	\$263,500.00	(\$335,805.34)	\$599,305.34
Less: Adjust for prior year encumb.	(\$63,500.00)	(\$63,500.00)	
	\$200,000.00	(\$399,305.34)	\$599,305.34
Budgeted Fund Balance	\$200,000.00	(\$399,305.34)	\$599,305.34
	=====	=====	=====

Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$200,000.00	(\$399,305.34)	\$599,305.34
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	(\$399,305.34)	\$599,305.34
TOTAL Budgeted Fund Balance	\$200,000.00	(\$399,305.34)	\$599,305.34
	=====	=====	=====

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 7 Month Period Ending 01/31/2012

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$12,862,206.00	\$11,871,772.29		\$990,433.71
3XXX From State Sources	\$1,225,805.00	\$1,225,805.00		.00
TOTAL REVENUE/SOURCES OF FUNDS	\$14,088,011.00	\$13,097,577.29		\$990,433.71
	=====	=====	=====	=====
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** EXPENDITURES ***				
--- CURRENT EXPENSE ---				
11-1XX-100-XXX Regular Programs - Instruction	\$1,245,173.00	\$667,664.09	\$489,117.22	\$88,391.69
11-230-X00-XXX Basic Skills - Remedial Instruction	\$94,000.00	\$46,926.59	\$44,967.50	\$2,105.91
11-240-X00-XXX Bilingual Education - Instruction	\$59,500.00	\$29,727.50	\$29,727.50	\$45.00
11-3XX-100-XXX Voc. Programs - Local - Instruction	\$3,474,000.00	\$1,586,538.07	\$1,418,567.54	\$468,894.39
11-401-100-XXX School-Spon. Cocurr. Acti-Instr	\$51,000.00	\$25,156.96	\$16,987.60	\$8,855.44
11-402-100-XXX School-Spons. Athletics - Instruction	\$53,360.00	\$31,708.53	\$19,787.51	\$1,863.96
--- UNDISTRIBUTED EXPENDITURES ---				
11-800-330-XXX Community Services Programs-				
11-000-213-XXX Health Services	\$168,900.00	\$91,830.23	\$71,923.26	\$5,146.51
11-000-218-XXX Guidance	\$490,000.00	\$342,028.90	\$146,607.21	\$1,363.89
11-000-219-XXX Child Study Teams	\$179,500.00	\$108,170.43	\$65,715.91	\$5,613.66
11-000-221-XXX Improvement Of Inst./Other Support				
Improvement of Inst. Serv.	\$364,500.00	\$242,159.43	\$120,221.62	\$2,118.95
11-000-222-XXX Educational Media Serv/School Library	\$215,050.00	\$117,134.70	\$91,193.30	\$6,722.00
11-000-223-XXX Instructional Staff Training Services	\$15,000.00	\$10,817.82	\$4,182.16	\$0.02
11-000-230-XXX Supp. Serv.-General Administration	\$497,620.00	\$368,391.90	\$108,756.13	\$20,471.97
11-000-240-XXX Supp. Serv.-School Administration	\$636,500.00	\$372,782.43	\$244,901.90	\$18,815.67
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$665,000.00	\$393,880.14	\$214,381.91	\$56,737.95
11-000-261-XXX Allowable Maint. for School Facilities	\$916,400.00	\$585,978.73	\$296,708.16	\$33,713.11
11-000-262-XXX Custodial Services	\$1,400,045.00	\$792,935.73	\$374,385.68	\$232,723.59
11-000-263-XXX Care and Upkeep of Grounds	\$14,500.00	\$10,895.50	\$3,604.50	.00
11-000-266-XXX Security	\$109,000.00	\$63,371.42	\$39,608.58	\$6,020.00
11-000-270-XXX Student Transportation Services	\$107,100.00	\$35,592.90	\$27,698.50	\$43,808.60
11-000-291-XXX Allocated and Unallocated Benefits	\$3,114,955.00	\$1,318,882.24	\$1,350,784.34	\$445,288.42
TOTAL GENERAL CURRENT EXPENSE				
EXPENDITURES/USES OF FUNDS	\$13,871,103.00	\$7,242,574.24	\$5,179,828.03	\$1,448,700.73
	=====	=====	=====	=====

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 7 Month Period Ending 01/31/2012

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
*** CAPITAL OUTLAY ***				
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$413,408.00	\$266,902.50	\$34,453.50	\$112,052.00
	_____	_____	_____	_____
 TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	 \$413,408.00	 \$266,902.50	 \$34,453.50	 \$112,052.00
	=====	=====	=====	=====
 *** SPECIAL SCHOOLS ***				
13-422-100-XXX Summer school -instruction	\$67,000.00	\$38,013.68	.00	\$28,986.32
	_____	_____	_____	_____
 TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	 \$67,000.00	 \$38,013.68	 \$0.00	 \$28,986.32
	=====	=====	=====	=====
  TOTAL GENERAL FUND EXPENDITURES	  \$14,351,511.00	  \$7,547,490.42	  \$5,214,281.53	  \$1,589,739.05
	=====	=====	=====	=====



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 7 Month Period Ending 01/31/2012

		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	\$114,336.20	\$691,139.80
1XXX	Miscellaneous	\$529,990.00	\$230,696.09	\$299,293.91
		-----	-----	-----
	TOTAL	\$12,862,206.00	\$11,871,772.29	\$990,433.71
		=====	=====	=====
--- 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	\$13,097,577.29	\$990,433.71
		=====	=====	=====

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 7 Month Period Ending 01/31/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,180,346.00	\$622,620.51	\$480,846.29	\$76,879.20
11-140-100-106 Other Salaries for Instruction		\$1,350.00	.00	(\$1,350.00)
11-140-100-500 Other Purchased Services	\$5,500.00	\$2,411.29	\$1,721.00	\$1,367.71
11-140-100-610 General Supplies	\$48,327.00	\$34,060.95	\$6,549.93	\$7,716.12
11-140-100-640 Textbooks	\$7,000.00	\$7,000.00	.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	\$667,664.09	\$489,117.22	\$88,391.69
--- Basic skills/remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$90,000.00	\$44,967.50	\$44,967.50	\$65.00
11-230-100-610 General Supplies	\$4,000.00	\$1,959.09	.00	\$2,040.91
TOTAL	\$94,000.00	\$46,926.59	\$44,967.50	\$2,105.91
--- Bilingual education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$59,500.00	\$29,727.50	\$29,727.50	\$45.00
TOTAL	\$59,500.00	\$29,727.50	\$29,727.50	\$45.00
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$2,691,000.00	\$1,240,885.35	\$1,243,991.56	\$206,123.09
11-310-100-320 Purchased Prof.-Ed. Services	\$200,000.00	.00	\$23,840.00	\$176,160.00
11-310-100-500 Other Purchased Services	\$21,000.00	\$12,945.79	\$900.00	\$7,154.21
11-310-100-610 General Supplies	\$275,000.00	\$179,503.16	\$42,979.11	\$52,517.73
11-310-100-640 Textbooks	\$9,000.00	\$9,000.00	.00	.00
11-310-100-800 Other Objects	\$7,000.00	\$1,677.05	\$2,570.00	\$2,752.95
Total	\$3,203,000.00	\$1,444,011.35	\$1,314,280.67	\$444,707.98
--- Special Vocational Programs - Instruction ---				
11-320-100-101 Salaries of Teachers	\$217,000.00	\$107,972.50	\$99,027.50	\$10,000.00
11-320-100-500 Other Purchased Services	\$2,000.00	\$335.00	.00	\$1,665.00
11-320-100-610 General Supplies	\$45,000.00	\$27,219.22	\$5,259.37	\$12,521.41
11-320-100-640 Textbooks	\$7,000.00	\$7,000.00	.00	.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 7 Month Period Ending 01/31/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
	_____	_____	_____	_____
Total	\$271,000.00	\$142,526.72	\$104,286.87	\$24,186.41
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$38,000.00	\$21,012.40	\$16,987.60	.00
11-401-100-600 Supplies and Materials	\$13,000.00	\$4,144.56	.00	\$8,855.44
TOTAL	\$51,000.00	\$25,156.96	\$16,987.60	\$8,855.44
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$38,000.00	\$19,208.67	\$16,936.37	\$1,854.96
11-402-100-500 Purchased Services	\$10,000.00	\$9,587.00	\$404.00	\$9.00
11-402-100-600 Supplies and Materials	\$5,360.00	\$2,912.86	\$2,447.14	.00
TOTAL	\$53,360.00	\$31,708.53	\$19,787.51	\$1,863.96
--- UNDISTRIBUTED EXPENDITURES ---				
---				
--- Health services ---				
11-000-213-100 Salaries	\$148,000.00	\$80,418.40	\$67,334.37	\$247.23
11-000-213-300 Purchased Prof. & Tech. Svc.	\$14,500.00	\$7,030.60	\$4,588.89	\$2,880.51
11-000-213-600 Supplies and Materials	\$6,000.00	\$4,033.44	.00	\$1,966.56
11-000-213-800 Other Objects	\$400.00	\$347.79	.00	\$52.21
TOTAL	\$168,900.00	\$91,830.23	\$71,923.26	\$5,146.51
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$389,000.00	\$283,957.60	\$105,042.40	.00
11-000-218-105 Sal Sec. & Clerical Asst.	\$100,000.00	\$58,071.30	\$41,479.50	\$449.20
11-000-218-600 Supplies and Materials	\$1,000.00	.00	\$85.31	\$914.69
TOTAL	\$490,000.00	\$342,028.90	\$146,607.21	\$1,363.89
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$75,000.00	\$47,000.35	\$27,999.65	.00
11-000-219-105 Sal Sec. & Clerical Asst.	\$93,000.00	\$52,712.80	\$37,652.00	\$2,635.20
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$5,000.00	\$3,520.00	\$64.26	\$1,415.74
11-000-219-500 Other Purchased Services	\$1,000.00	\$1,000.00	.00	.00
11-000-219-600 Supplies and Materials	\$2,000.00	\$1,901.03	.00	\$98.97
11-000-219-800 Other Objects	\$3,500.00	\$2,036.25	.00	\$1,463.75

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 7 Month Period Ending 01/31/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$179,500.00	\$108,170.43	\$65,715.91	\$5,613.66
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$164,000.00	\$110,592.79	\$53,407.21	.00
11-000-221-104 Salaries Other Prof. Staff	\$152,000.00	\$93,187.36	\$58,812.64	.00
11-000-221-105 Sal Secr. & Clerical Asst.	\$38,000.00	\$32,204.58	\$5,795.42	.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	\$724.00	\$175.00	\$2,101.00
TOTAL	\$364,500.00	\$242,159.43	\$120,221.62	\$2,118.95
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$101,050.00	\$49,700.00	\$49,700.00	\$1,650.00
11-000-222-177 Salaries of Technology Coordinators	\$85,000.00	\$47,541.62	\$33,958.30	\$3,500.08
11-000-222-500 Other Purchased Services	\$4,000.00	\$3,999.09	.00	\$0.91
11-000-222-600 Supplies and Materials	\$21,000.00	\$13,438.21	\$7,500.00	\$61.79
11-000-222-800 Other Objects	\$4,000.00	\$2,455.78	\$35.00	\$1,509.22
TOTAL	\$215,050.00	\$117,134.70	\$91,193.30	\$6,722.00
--- Instructional Staff Training Services ---				
11-000-223-500 Other Purchased Services	\$13,000.00	\$8,817.82	\$4,182.16	\$0.02
11-000-223-600 Supplies and Materials	\$2,000.00	\$2,000.00	.00	.00
TOTAL	\$15,000.00	\$10,817.82	\$4,182.16	\$0.02
--- Support services-general administration ---				
11-000-230-100 Salaries	\$255,000.00	\$238,781.54	\$16,218.38	\$0.08
11-000-230-331 Legal Services	\$75,000.00	\$32,149.78	\$26,631.04	\$16,219.18
11-000-230-332 Audit Fees	\$33,500.00	.00	\$33,380.00	\$120.00
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	\$47,420.43	\$27,398.20	\$181.37
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	\$8,449.82	\$2,550.18	.00
11-000-230-630 BOE In-House Training/Meeting Supplies	\$3,500.00	\$3,342.44	\$119.13	\$38.43
11-000-230-890 Misc. Expenditures	\$31,000.00	\$25,748.14	\$2,459.20	\$2,792.66
11-000-230-895 BOE Membership Dues and Fees	\$7,620.00	\$6,749.75	.00	\$870.25
TOTAL	\$497,620.00	\$368,391.90	\$108,756.13	\$20,471.97

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 7 Month Period Ending 01/31/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
	<hr/>	<hr/>	<hr/>	<hr/>
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$460,000.00	\$261,569.31	\$198,430.69	.00
11-000-240-105 Sal Secr. & Clerical Asst.	\$129,000.00	\$90,077.17	\$38,922.83	.00
11-000-240-11X Other Salaries	\$20,000.00	\$1,210.78	\$1,475.43	\$17,313.79
11-000-240-500 Other Purchased Services	\$16,500.00	\$14,347.33	\$1,028.45	\$1,124.22
11-000-240-600 Supplies and Materials	\$8,000.00	\$3,467.89	\$4,425.85	\$106.26
11-000-240-800 Other Objects	\$3,000.00	\$2,109.95	\$618.65	\$271.40
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$636,500.00	\$372,782.43	\$244,901.90	\$18,815.67
--- Central Services ---				
11-000-251-100 Salaries	\$390,000.00	\$211,181.80	\$144,700.33	\$34,117.87
11-000-251-330 Purchased Prof. Svcs.	\$28,000.00	\$23,759.18	\$980.04	\$3,260.78
11-000-251-340 Purchased Technical Svcs.	\$16,000.00	\$3,875.00	.00	\$12,125.00
11-000-251-600 Supplies and Materials	\$7,000.00	\$7,000.00	.00	.00
11-000-251-890 Other Objects	\$6,000.00	\$1,845.55	.00	\$4,154.45
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$447,000.00	\$247,661.53	\$145,680.37	\$53,658.10
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$171,000.00	\$111,467.10	\$59,532.90	.00
11-000-252-500 Other Pur Serv. (400-500 series)	\$31,000.00	\$28,353.25	\$2,236.01	\$410.74
11-000-252-600 Supplies and Materials	\$16,000.00	\$6,398.26	\$6,932.63	\$2,669.11
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$218,000.00	\$146,218.61	\$68,701.54	\$3,079.85
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$565,000.00	\$343,047.15	\$222,720.49	(\$767.64)
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$315,400.00	\$220,620.35	\$69,796.13	\$24,983.52
11-000-261-610 General Supplies	\$26,000.00	\$18,793.16	\$2,296.93	\$4,909.91
11-000-261-800 Other Objects	\$10,000.00	\$3,518.07	\$1,894.61	\$4,587.32
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$916,400.00	\$585,978.73	\$296,708.16	\$33,713.11
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$332,545.00	\$194,186.04	\$138,335.35	\$23.61
11-000-262-490 Other Purchased Property Svc.	\$67,000.00	\$48,402.19	\$10,326.81	\$8,271.00
11-000-262-520 Insurance	\$207,500.00	\$147,504.50	.00	\$59,995.50
11-000-262-621 Energy (Natural Gas)	\$170,000.00	\$23,279.12	\$96,237.40	\$50,483.48
11-000-262-622 Energy (Electricity)	\$623,000.00	\$379,563.88	\$129,486.12	\$113,950.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$1,400,045.00	\$792,935.73	\$374,385.68	\$232,723.59
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$14,500.00	\$10,895.50	\$3,604.50	.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 7 Month Period Ending 01/31/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
	_____	_____	_____	_____
<b>TOTAL</b>	<b>\$14,500.00</b>	<b>\$10,895.50</b>	<b>\$3,604.50</b>	<b>\$0.00</b>
 --- Security ---				
11-000-266-100 Salaries	\$109,000.00	\$63,371.42	\$39,608.58	\$6,020.00
<b>TOTAL</b>	<b>\$109,000.00</b>	<b>\$63,371.42</b>	<b>\$39,608.58</b>	<b>\$6,020.00</b>
 --- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$35,000.00	\$20,081.50	\$14,918.50	.00
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$3,000.00	\$1,800.22	.00	\$1,199.78
11-000-270-512 Contr Svc(other btw home & sch)-vendors	\$19,000.00	\$5,435.00	\$11,752.00	\$1,813.00
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	\$402.50	\$1,028.00	\$28,169.50
11-000-270-593 Misc. Purchased Svc.- Transp.	\$12,500.00	\$6,250.00	.00	\$6,250.00
11-000-270-610 General Supplies	\$2,000.00	\$1,623.68	.00	\$376.32
11-000-270-800 Misc. Expenditures	\$3,000.00	.00	.00	\$3,000.00
<b>TOTAL</b>	<b>\$107,100.00</b>	<b>\$35,592.90</b>	<b>\$27,698.50</b>	<b>\$43,808.60</b>
 --- Benefits ---				
11-XXX-XXX-220 Social Security Contributions	\$190,000.00	\$111,303.13	\$75,713.70	\$2,983.17
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	\$8,933.96	\$44,859.50	\$7,706.54
11-XXX-XXX-260 Workman's Compensation	\$178,000.00	\$178,000.00	.00	.00
11-XXX-XXX-270 Health Benefits	\$2,098,000.00	\$990,224.44	\$802,925.64	\$304,849.92
11-XXX-XXX-280 Tuition Reimbursement	\$30,000.00	\$24,000.92	\$5,999.08	.00
11-XXX-XXX-290 Other Employee Benefits	\$140,000.00	\$6,419.79	\$3,831.42	\$129,748.79
<b>TOTAL</b>	<b>\$3,114,955.00</b>	<b>\$1,318,882.24</b>	<b>\$1,350,784.34</b>	<b>\$445,288.42</b>
 Total Undistributed expenditures	\$8,894,070.00	\$4,854,852.50	\$3,160,673.16	\$878,544.34
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$13,871,103.00	\$7,242,574.24	\$5,179,828.03	\$1,448,700.73
 *** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$13,871,103.00	\$7,242,574.24	\$5,179,828.03	\$1,448,700.73
	=====	=====	=====	=====

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 7 Month Period Ending 01/31/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
	<hr/>	<hr/>	<hr/>	<hr/>
*** C A P I T A L   O U T L A Y ***				
--- Facilities acquisition and construction services ---				
12-000-400-334 Architectural/Engineering Services	\$35,000.00	\$35,000.00	.00	.00
12-000-400-450 Construction services	\$378,408.00	\$231,902.50	\$34,453.50	\$112,052.00
Facilitis. Acqstn. Const. Sevr.   -- TOTAL --	\$413,408.00	\$266,902.50	\$34,453.50	\$112,052.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$413,408.00	\$266,902.50	\$34,453.50	\$112,052.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$413,408.00	\$266,902.50	\$34,453.50	\$112,052.00
*** S P E C I A L   S C H O O L S ***				
--- Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	\$62,000.00	\$35,909.00	\$0.00	\$26,091.00
13-422-100-610 General supplies	\$5,000.00	\$2,104.68	.00	\$2,895.32
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$5,000.00	\$2,104.68	\$0.00	\$2,895.32
TOTAL SUMMER SCHOOL	\$67,000.00	\$38,013.68	\$0.00	\$28,986.32
TOTAL SPECIAL SCHOOLS EXPENDITURES	\$67,000.00	\$38,013.68	\$0.00	\$28,986.32
*** EDUCATION STABILIZATION FUND **				
*** GOVERNMENT SERVICES FUND **				
*** EDUCATION JOBS FUND **				
TOTAL GENERAL FUND EXPENDITURES	\$14,351,511.00	\$7,547,490.42	\$5,214,281.53	\$1,589,739.05

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

For 7 Month Period Ending 01/31/2012

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

January 31, 2012

\_\_\_\_\_  
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
-----					

2/1 2:25pm

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 7 Month Period Ending 01/31/12

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		(\$51,716.86)
	Accounts receivable:		
141	Intergovernmental - State	\$51,237.83	
		<hr/>	\$51,237.83
	Other Current Assets		(\$51,237.83)

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

301	Estimated Revenues	\$985,240.00	
302	Less Revenues	(\$470,121.75)	
		<hr/>	\$515,118.25
	Total assets and resources		\$463,401.39
			=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 7 Month Period Ending 01/31/12

=====

LIABILITIES AND FUND EQUITY

=====

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

421	Accounts Payable	(\$2,789.23)
481	Deferred revenues	(\$19,250.00)
	Other current liabilities	\$2,789.23
		(\$19,250.00)
	TOTAL LIABILITIES	(\$19,250.00)

=====

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	\$346,252.64
601	Appropriations	\$985,240.00
602	Less: Expenditures	\$502,588.61
603	Encumbrances	\$346,252.64    (\$848,841.25)
		\$136,398.75
	TOTAL FUND BALANCE	\$482,651.39
	TOTAL LIABILITIES AND FUND EQUITY	\$463,401.39

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REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Special Revenue Fund - Fund 20  
 INTERIM STATEMENTS COMPARING  
 BUDGET REVENUE WITH ACTUAL TO DATE AND  
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
 For 7 Month Period Ending 01/31/12

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$189,830.00	\$152,438.75		\$37,391.25
3XXX From State Sources	\$346,477.00	\$230,984.00		\$115,493.00
4XXX From Federal Sources	\$448,933.00	\$86,699.00		\$362,234.00
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$985,240.00	\$470,121.75		\$515,118.25
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
LOCAL PROJECTS:	\$189,830.00	\$108,445.24	\$14,699.07	\$66,685.69
STATE PROJECTS:				
Other special projects	\$346,477.00	\$199,409.45	\$132,010.43	\$15,057.12
	_____	_____	_____	_____
TOTAL STATE PROJECTS	\$346,477.00	\$199,409.45	\$132,010.43	\$15,057.12
FEDERAL PROJECTS:				
NCLB Title I	\$44,057.00	\$12,619.38	\$2,632.16	\$28,805.46
NCLB Title II - Part A/D	\$10,812.00	\$2,650.53	\$4,022.23	\$4,139.24
I.D.E.A. Part B (Handicapped)	\$109,274.00	\$57,204.32	\$38,667.36	\$13,402.32
Vocational Education	\$284,790.00	\$122,259.69	\$154,221.39	\$8,308.92
	_____	_____	_____	_____
TOTAL FEDERAL PROJECTS	\$448,933.00	\$194,733.92	\$199,543.14	\$54,655.94
*** TOTAL EXPENDITURES ***	\$985,240.00	\$502,588.61	\$346,252.64	\$136,398.75
	=====	=====	=====	=====

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

For 7 Month Period Ending 01/31/12

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

January 31, 2012

\_\_\_\_\_  
Date

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

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2/1 2:25pm

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 7 Month Period Ending 01/31/12

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$15,559.52
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$1,553,467.85	
		<hr/>	\$1,553,467.85

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

301	Estimated Revenues	\$1,000,000.00	
302	Less Revenues	(\$916,093.44)	
		<hr/>	\$83,906.56

	Total assets and resources		<hr/>	\$1,652,933.93
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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 7 Month Period Ending 01/31/12

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

---

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

753	Reserve for encumbrances - Current Year		\$730,914.71
754	Reserve for encumbrances - Prior Year		\$1,131.00
601	Appropriations	\$2,658,722.37	
602	Less : Expenditures	\$1,005,788.44	
603	Encumbrances	\$732,045.71 (\$1,737,834.15)	
			\$920,888.22
	Total Appropriated		\$1,652,933.93

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

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

TOTAL FUND BALANCE \$1,652,933.93

TOTAL LIABILITIES AND FUND EQUITY \$1,652,933.93

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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 7 Month Period Ending 01/31/12

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$1,000,000.00	\$916,093.44		\$83,906.56
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$1,000,000.00	\$916,093.44		\$83,906.56
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
---				
Facilities acquisition and constr. serv. ---				
30-000-4XX-450 Construction services	\$2,658,722.37	\$1,005,788.44	\$732,045.71	\$920,888.22
	_____	_____	_____	_____
Total fac.acq.and constr. serv.	\$2,658,722.37	\$1,005,788.44	\$732,045.71	\$920,888.22
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$2,658,722.37	\$1,005,788.44	\$732,045.71	\$920,888.22
*** TOTAL EXPENDITURES AND TRANSFERS	\$2,658,722.37	\$1,005,788.44	\$732,045.71	\$920,888.22
	=====	=====	=====	=====

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

For 7 Month Period Ending 01/31/12

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

January 31, 2012

Date

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

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Report of the Treasurer  
to the Board of Education

District of Somerset County Vocational  
All Funds  
For Month Ended: January 31, 2012

CASH REPORT

<b>FUNDS</b>	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
<b>Governmental Funds</b>	<b>Adjusted Beginning Balance</b>	<b>Deposits</b>	<b>Disbursements</b>	<b>Ending Balance</b>
General Fund (10)	\$1,345,474.87	\$1,111,616.11	-\$1,320,424.43	\$1,136,666.55
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)	\$23,961.45	\$30,298.00	-\$105,976.31	-\$51,716.86
Capital Project Fund (30)	\$20,750.88	\$33,990.51	-\$39,181.87	\$15,559.52
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	\$1,469,000.68	\$1,175,904.62	-\$1,465,582.61	\$1,179,322.69
Summer Savings	\$35,473.32	\$8,829.70	\$0.00	\$44,303.02
Enterprise Fund (60) Cafeteria	\$56,524.55	\$13,671.97	-\$9,339.96	\$60,856.56
Payroll Fund (70)	\$0.00	\$461,379.18	-\$461,379.18	\$0.00
Agency Fund (90)	\$0.00	\$359,964.78	-\$359,964.78	\$0.00
Total Trust & Agency	\$91,997.87	\$843,845.63	-\$830,683.92	\$105,159.58
Grand Total for all Funds	\$1,560,998.55	\$2,019,750.25	-\$2,296,266.53	\$1,284,482.27
				\$1,284,482.27

Prepared and submitted by:

*Michelle Fresco*

Michelle Fresco, Treasurer of School Moneys

2/7/2012

Date