

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
January 23, 2012

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, absent; Anthony Digirolamo, Attorney
Mark Caliguire, Somerset County Freeholder Liaison

Others: Maria Johnson and Teresa Morelli, Supervisors of Academics; Bob Campanella, Supervisor of Information Technology; Mike Kuschyk, Director of Buildings and Grounds; Kim Vasaturo, Health Occupations Teacher; Carene Jegou, Administrative Assistant to the Superintendent; Dr. Joseph Petrosino, Director of Pupil Services; Peter Campisano, USA Architects; Suzanne D'Anna, Student of the Month and parents.

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

Pledge of Allegiance

- Mr. Hyncik welcomed Freeholder Mark Caliguire to the Somerset County Vocational Board of Education and thanked him for representing our district. He expressed that the board and administration operate with full disclosure and transparency and that we look forward to working together. Mr. Hyncik noted that if Mr. Caliguire has any questions he can contact Dr. Harttraft, Mrs. Strober or himself. Mr. Hyncik also noted that Dr. Braun and Mr. Smith because of their longevity on the board would be able to provide a historical perspective; and Mr. Dudeck because of his experience as an instructor and his involvement with our curriculum would be able to provide career and technical program information.

Swear in Theodore Smith

- Mr. Digirolamo swore in Theodore Smith as a member of the Somerset County Vocational Board of Education. Mr. Smith was reappointed by the Somerset County Freeholders for four years.

Approval of Minutes

On motion by Mr. Dudeck, seconded by Dr. Braun, the minutes of the regular meeting held on December 19, 2011 were approved.

Correspondence

- None

Old or Unfinished Business

Student of the Month

- Cody Larue, a full time sophomore in our Carpentry program is the Student of the Month for January. Cody will be participating in our annual Open House next month by demonstrating what he has learned in his CTE class. This spring he plans on trying out for SCVTHS varsity baseball team. For the last five years, since his younger brother was diagnosed with Type I diabetes, Cody joins in the *Walk for Diabetes* to help raise funds and find a cure for the disease. In addition, this past summer he worked at Camp Ruach JCC in Bridgewater as a counselor for kindergarteners and has plans to work at the JCC again this summer.

NJCCVTS 2011 Business Partner of the Year Award

- Suzanne D'Anna, UMDNJ/Health Science Careers Program Director, was honored by the New Jersey Council of County Vocational & Technical Schools for being an exemplary business partner with our school. For the past seven years, the University of Medicine and Dentistry of New Jersey (UMDNJ) has been providing our health occupations students with clinical experiences and the opportunity to obtain college credits. In addition to college course work, UMDNJ sponsors an annual Health Science Career Fair, provides guest speakers who inspire our future health professionals to continue on their career path and holds an annual senior recognition ceremony where students are acknowledged for their accomplishments. Ms. D'Anna has taken a personal interest in our students and has played an integral role solidifying our partnerships with higher education and providing rich experiences for students in our program.

Construction Projects – Update

- Auditorium Ceiling Replacement Project (SSP Architectural Group) – Mrs. Strober reported that we are in the process of closing out the auditorium ceiling replacement project.
- Building A Electrical Lighting Upgrade Project (USA Architects) – Mr. Campisano reported the project is near completion. Mr. Campisano updated the board on the following projects: CTE Building A toilet facilities, HVAC rooftop units and solar PPA project. Mr. Campisano reported to the board the underground heating distribution lines and CTE Building A roofing replacement project should be out to bid within the next few weeks and he is looking to recommend the board award contracts at the March meeting.

Change Order – Building A Electrical Lighting Upgrade Project

On recommendation of Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education approved the following change order as it appears below:

Change Order No. 2, Add \$3,080.00 - TSUJ Corporation will provide and install six (6) light fixtures within the welding shop for the amount of \$1,880.00. The contractor will also provide and install additional electrical work in the electrical shop; replace some existing wiring with EMT conduit with #12 THHN wire in the amount of \$1,200.00

| <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 | |

Report of the Attorney

- None

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) - None
- SCSBA, Delegate (Mr. Dudeck) - None
- SCESC, Representative (Mr. Smith) - None
- SCJIF (Dr. Braun) – Dr. Braun reported the district received a dividend check in the amount of \$30,083 which was distributed by the Somerset County Joint Insurance fund at the December board 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 C as follows:

A. Employment of Substitutes – 2011-12 School Year

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

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:

Performing Arts

| | | |
|------------------|--|--------------|
| Anne Ulrich | Production Assistant (shared maximum 520 hours) | \$20.00/hour |
| Jennifer Bassett | Production Assistant (shared maximum 520 hours) | \$20.00/hour |

C. Revised Job Descriptions

The Board of Education approved the following revised job descriptions as they appear on Addendum #1.

Career and Technical Education and Workforce Development Coordinator

Communications Assistant

Supervisor of Learning and Technology

Dr. Harttraft explained the change to job descriptions was to consolidate and reorganize job responsibilities of a previously eliminated position.

| <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 D and E as follows:

D. Field Trips

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

E. 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 | |

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

F. New Board Policies and Regulations – Second Reading

The Board of Education approved the following new board policies and regulations at this second reading.

5519/R5519 Dating Violence at School
6472 Tuition Assistance

G. Revised Board Policies and Regulations – Second Reading

The Board of Education approve the following revised board policies at this second reading.

0168 Recording Board Meetings
6424 Emergency Contracts
8505 School Nutrition
9180 School Volunteers
9181 Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants

H. Revised Board Policies and Regulations – First Reading

The Board of Education approved the following revised board regulation at this first reading as it appears on Addendum #4.

R8420.1 Fire and Fire Drills

| <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 | |

I. NJQSAC Statement of Assurances

On recommendation of Dr. Harttraft and motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education approved submission of the district's NJQSAC Statement of Assurances 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 | |

J. Superintendent's Update

- Harassment/Intimidation/Bullying Report – Dr. Harttraft reported there are 32 total cases to date; 2 reported in January; one case was considered harassment/intimidation/bullying and one considered a conflict.
- Mid-Year Update - Dr. Petrosino presented his Plan of Action concerning follow-up on the School Reform Agenda.
- SCESC Career Center – Dr. Harttraft reported that a joint meeting is scheduled for next week with Wakerfern representatives wherein the representatives will discuss how they will provide the initial capital for this joint supermarket program: including shelving and stocking the shelves with groceries. Hal Dunsavage, Superintendent, SCESC, will attend this meeting along with the vocational teacher identified for the supermarket program. The anticipated start date for this program is September 2014. The Somerset County Vocational & Technical Schools commitment to the program is to provide three vocational teachers and a part-time administrator to oversee the three vocational education personnel.

- Criminal History Background Check - Congratulations to our board members for being diligent and getting their fingerprints taken promptly as required by law. The district was notified that all board members passed the criminal history check.
- 2012-13 Budget – A budget meeting was held on January 10, 2012 with the County Freeholders wherein 5% and 10% reductions to the budget were discussed. More information is forthcoming. Mr. Hyncik requested Mrs. Strober prepare a five year history of the budget for Mr. Caliguire and the board members. He also requested Mrs. Strober schedule a walk thru to familiarize Mr. Caliguire with our facility and programs.
- Dr. Braun asked what day the Board of School Estimate meeting is scheduled. Mrs. Strober reported that per statute the first day the meeting can be held is March 27th and the last day the meeting can be held is April 9th. The meeting is tentatively scheduled for Tuesday, March 27th at 3:00 p.m. in the Freeholder Conference Room in the Somerset County Administration Building.

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

| | |
|---------|--------------------|
| Fund 10 | \$1,353,924.43 |
| Fund 20 | \$ 105,976.31 |
| Fund 30 | \$ 39,181.87 |
| Fund 60 | \$ 9,339.96 |
| Fund 90 | \$ 359,964.78 |
| Fund 95 | <u>\$ 5,270.60</u> |
| Total | \$1,873,657.95 |

| <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 December 2011 and the Treasurer of School Monies for the month of December 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. Obsolete Equipment

On motion by Dr. Braun, seconded by Mr. Dudeck and on roll call vote, the Board of Education approved the following equipment as obsolete and no longer needed for educational purposes:

| <u>Item</u> | <u>Asset #</u> | <u>Date Purchased</u> |
|--------------|----------------|-----------------------|
| Tire changer | 01168 | January 1985 |

Mr. Dudeck asked if the shop has another piece of equipment which replaces the tire changer. Mrs. Strober will provide Mr. Dudeck with more information about this program and its equipment needs.

| <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 | |

February Meeting

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

February 27, 2012

5:00 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

Remarks from the Public

- None

Adjournment

On motion by Dr. Braun, seconded by Mr. Dudeck and passed, the meeting adjourned at 5:55 p.m.

Diane Strober

Assistant Superintendent for Business/Board Secretary

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

CATEGORY: NON INSTRUCTIONAL
SUPPORT

ADOPTED: February 28, 2000
Revised: July 28, 2008;
Revised:

TITLE: COMMUNICATIONS ASSISTANT

QUALIFICATIONS:

1. Minimum two years college education.
2. At least five years of experience in Graphic Design using current software.
3. Must have excellent language skills.
4. Must possess good interpersonal skills.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools or designee

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL: To assist in the production of district communication projects.

PERFORMANCE RESPONSIBILITIES:

1. Designs, layout of catalogs, brochures, handbooks, newsletters, ads, posters, magazines and a variety of other special projects such as collages, posters and displays.
2. Produces, as required, publications for faculty/staff recruitment, new faculty/staff and new student orientation, faculty/staff handbooks, parent handbooks, etc.
3. Oversees the printing and production of school information publications, working with outside sources as required.
4. Assists when called upon to do so, in planning of school open houses.
5. Assists with facilitating guidance programs in its outreach efforts for middle school students in sending districts.
6. Proofreads and edits copy for the High School and district office.
7. Develops and maintains positive relationships with members of faculty and staff, students, affiliated organizations, community groups as well as printers, suppliers and service people in the outside community.
8. 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 the provisions of the Board's policy on Evaluation of Classified Personnel.

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

CATEGORY: NON INSTRUCTIONAL
SUPPORT

ADOPTED: November 23, 2009; Revised:

TITLE: CAREER AND TECHNICAL EDUCATION AND WORKFORCE
DEVELOPMENT COORDINATOR

NON CERTIFIED

QUALIFICATIONS:

1. Bachelor's Degree in Communications, preferred.
2. Grant writing experience
3. Strong communication skills
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: High School Principal or designee

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL: Assists the Director of Career and Technical Education in providing leadership in the development and coordination of Career and Technical Programs and assists the Assistant Principal in the coordination of High School Activities.

PERFORMANCE RESPONSIBILITIES:

1. Prepares Power Point for CTE presentations and other appropriate presentations.
2. Revises student handbook.
3. Updates District's home page on the web site.
4. Collects, analyzes and inputs data for federal, state and local reports such as EVVRS, 5-Year CTE Plan and other such required reports.
5. Prepares, submits and maintains grant applications such as YTTW, Perkins, and other grants.
6. Assists in obtaining necessary information for new programs and CTE opportunities.
7. Prepares written reports, information and materials for the Board of Education as required by the Superintendent.
8. Sends releases, articles, photographs, etc. to local, county and state media.
9. 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.

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

JOB DESCRIPTION

CATEGORY: INFORMATION TECHNOLOGY

ADOPTED: August 25, 2008
Revised: February 20, 2009
Revised: August 24, 2009

TITLE: SUPERVISOR OF LEARNING AND TECHNOLOGY

QUALIFICATIONS:

1. Master's Degree in Instructional Technology, Computer Science or related field strongly preferred; Bachelor's degree required.
2. Project Management experience with implementation of management information systems.
3. Experience with the implementation of new technologies for the purpose of enhancing outreach, advertising/marketing and educational efforts.
4. Knowledge of distance learning protocols.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools or designee

SUPERVISES: Supervises Technology Department personnel as identified by the Superintendent.

JOB GOAL: To lead and manage district technology initiatives.

PERFORMANCE RESPONSIBILITIES:

1. Provides leadership for student information systems installation.
2. Supervises and evaluates personnel within the Technology department.
3. Completes and submits district-wide security statistics, technology surveys and reports as required by federal and state law.
4. Creates and maintains district-wide online learning initiatives to external and internal constituencies.
5. Coordinates the district's web site.
6. Researches and develops new technologies for student marketing purposes.
7. Delivers statistics and other reports from web traffic and online marketing campaigns.
8. Prepares and delivers reports and presentations to the administration and the Board of Education.
9. Manages and provides maintenance of online career and placement services.
10. Develops and participates in educating faculty and staff on the integration of technology within the classroom.
11. Delivers concepts and technological advancements to district staff.
12. Completes yearly E-rate application.
13. Approves and submits Technology department budget to the Assistant Superintendent for Business.
14. Reviews and submits district's Three Year Technology Plan.
15. Schedules monthly technology group meetings and distributes meeting minutes to appropriate personnel.
16. Creates and implements district forms in the district file folder.
17. Operates and maintains the emergency notification system.
18. Implements and manages the automated substitute dialing system.
19. Represents the district's technology department in professional organizations.
20. Creates and maintains resources for professional development for faculty, staff and administration.
21. Coordinates Communications committee; organizes and schedules relevant publications and communiques.
22. Collaborates with Principal regarding relevant promotional and recruitment publications.
23. Assists Superintendent with marketing program and meeting communication goals.
24. 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 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> |
|--|-----------------------------------|--|---------------------------------|-----------------------|
| 03/7-11/2012 | Performing Arts | University of the Arts Philadelphia, PA | \$300.00/student paid | Oak Tree Bus Co. |
| 2/29/2012 | Health Occupations (HOSA Club) | St. John's Church Somerville, NJ | \$0.00/student paid | Bd. of Ed. |
| March 19,20,26,27 April 10,11,16,17 2012 | Health Occupations | J&J Child Development Center Raritan, NJ | \$0.00/student paid | Bd. of Ed. |
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PROFESSIONAL DEVELOPMENT REQUESTS
January BOARD MEETING

| | DATE(S) | PARTICIPANTS | REG. FEE | EXPENSES | WORKSHOP DESCRIPTION | LOCATION |
|----|-------------------|--|-------------|--|--|-------------------|
| 1 | January 26, 2012 | Andrew Coslit Janeen Sortor | \$225.00/ea | 56 miles=\$17.36 61 miles=\$18.91 | Bureau of Education & Research Using Technology to Strengthen Classroom Content | Parsippany, NJ |
| 2. | January 27, 2012 | Duane Wallace | \$219.00 | NA | NJASA Techspo | Atlantic City, NJ |
| 3 | February 4, 2012 | Maureen Wild | \$60.00 | NA | Rutgers University Writers Conference National Writers Project Conference* | Piscataway, NJ |
| 4 | February 8, 2012 | Carolyn Brink | \$79.99 | NA | CMI Education Institute Suicide and Self-Mutilation Conference* | Edison, NJ |
| 5 | February 22, 2012 | Mike Herrera Joe Petrosino | \$147.00/ea | NA | NJPSA/FEA Advanced I-Pad Training | Monroe, NJ |
| 6 | March 5, 2012 | Cathy Fortunato Maureen Wild | \$215.00/ea | NA | Bureau of Education & Research Using Innovative Technology Projects | Parsippany, NJ |
| 7 | April 27, 2012 | Joe Petrosino | NA | NA | NJPSA/FEA Teacher Effectiveness Evaluation System | Monroe, NJ |
| 8 | May 2-3, 2012 | Kristen McNerney Christopher Miller | \$369.00/ea | 204 miles=\$63.24/ea Lodging - \$99.00/ea | Bureau of Education & Research Northeast Co-Teaching Conference | Long Island, NY |

| | | | | | | |
|----|-------------------------------------|--|-------------|--|--|------------------|
| 9 | February 11, 2012 | Michelle Fresco Karen Gleeson | \$207.00/ea | \$20.40 mileage/tolls \$18.29 mileage/tolls | NJSBA Analyzing & Constructing Salary Guides | Monroe, NJ |
| 10 | March 7, 2012 and May 2, 2012 | Michelle Fresco Ernestine Nelson Michele Sartori | NA | \$68.42 mileage/tolls \$68.42 mileage/tolls \$44.02 mileage/tolls | Systems 3000 Training | Eatontown, NJ |
| 11 | April 20-23, 2012 | Dr. Alan P. Braun | \$920.00 | Lodging - \$603.00 M&I 1 st & last day - \$53.25/day M&I - \$71.00/day \$155.00 mileage | National School Boards Association Annual Conference | Boston, MA |
| 12 | February 3, 2012 | Michelle Fresco Valerie Hart Rich D'Alessandro | NA | \$5.15 mileage \$9.80 mileage \$4.52 mileage | Somerset County Cooperative Purchasing Seminar | Hillsborough, NJ |

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

M

R 8420.1 FIRE AND FIRE DRILLS

A. Fire Drills

1. The Principal of each school building will conduct a fire drill not less than twice each month that school is in session. Attempts should be made to conduct drills in various weather conditions and at various times of the school day. Fire drills should always be unannounced to school staff and pupils. The Principal shall inform local firefighting officials whenever a fire alarm is for drill purposes.

2. Fire alarm shall be by a building designated signal. Alarm signals should be tested regularly, before or after the school session.

3. When the fire alarm rings, each teacher will:

a. Direct pupils to form into a single file line and proceed along the evacuation route to the nearest exit;

b. Close the windows of the room and turn off all lights and audio-visual equipment;

c. Take the class register or roll book;

d. Ascertain that all pupils have left the room and that any pupil who may have gone to the lavatory is escorted from the building;

e. Close all doors to the room when it is empty;

f. Ensure that the pupils assigned to him/her have left the school along the route prescribed in the school evacuation plan;

g. Direct his/her pupils to a location not less than a distance twice the height of the building walls and keep the pupils in a single file line facing the building;

h. Take attendance to determine that all pupils who reported to his/her class have been evacuated from the building and report immediately to the Principal any pupil who is unaccounted for; and

i. When the recall signal is given, conduct his/her pupils back to the classroom.

4. Evacuation of the school in a fire drill must be conducted quickly and quietly and in an orderly fashion. Pupils must be silent, refrain from talking and running, and remain in closed, single file lines. Any pupil or staff member whose behavior disrupts the conduct of the fire drill shall be reported to the Principal and will be subject to discipline.

5. All persons in the school must leave the building during a fire drill, including all aides, visitors, volunteer workers, and all office, cafeteria, custodial, and maintenance employees, except those employees who have been assigned specific duties to be performed in the school building during a fire drill.

6. Physical education classes in progress outside the building should stop the game activity and line up in place or in their regularly assigned drill position.

7. Pupils will be instructed not to gather belongings to take outside on the fire drill. In inclement or cold weather, pupils may pick up their coats and put them on as they exit the building, provided no time is lost in that activity.

8. The office employee responsible for keeping the central attendance register, or a designated substitute, must carry the register out of the building during the drill.

9. Each Principal shall report monthly to the Superintendent on the conduct of fire drills. His/Her report will include the date, weather conditions, and time to evacuate for each drill conducted, as well as any comments that could assist in improving the conduct of future drills.

10. Every fire drill will be conducted with seriousness and with the assumption that prompt evacuation is actually required for the safety and survival of persons in the school.

11. Principals are encouraged to change the circumstances of fire drills so that staff members and pupils are subjected to various conditions and learn to respond to them quickly, constructively, and safely. Any such variations should take into account the ages and abilities of children.

a. One or more exits may be designated as "blocked" so that pupils are required to use alternative evacuation routes.

b. A fire drill may be designated as a "smoke drill" so that pupils learn to avoid the hazards of smoke by walking in a low or crouching position (not a crawling position).

B. Fire

1. A school staff member who detects a fire in a school building, **storage facility, vehicle or anywhere** on school grounds shall immediately ~~report the fire to the Bridgewater Township Fire Department in accordance with law, whether or not the fire has been extinguished.~~ **go to the nearest pull station and sound the alarm.**

2. ~~The Staff member will report shall be immediately relayed contact the to school Principal. The Principal, who will call 911 and report the fire to the Bridgewater Township Fire Department in accordance with law. This report will be made regardless of the fire being extinguished or not.~~

3. In the event of a fire in a school building, the school Principal shall immediately sound the fire alarm for the evacuation of all pupils, staff members, visitors, and volunteers.

4. Evacuation shall be conducted in accordance with the fire drill procedures established in ¶A, except that no employee may remain in the building to perform specific duties.

5. As a precaution, the Principal will maintain a record of disabled pupils who may require special attention in the event of fire or other evacuation.

Fire fighters will be promptly informed of the location and special circumstances of each such pupil.

6. As soon as practicable after the incident, the Principal shall submit a report to the Superintendent on the appropriate form.

Adopted: 25 June 2007

1/12 8:25am

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 6 Month Period Ending 12/31/2011

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ASSETS AND RESOURCES

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

| | | | |
|-----|---------------------------|--------------|----------------|
| 101 | Cash in bank | | \$1,345,474.87 |
| 121 | Tax levy receivable | | \$6,420,416.00 |
| | Accounts receivable: | | |
| 141 | Intergovernmental - State | \$589,311.52 | |
| 143 | Intergovernmental - Other | \$7,078.80 | |
| | | | \$596,390.32 |

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

| | | | |
|-----|--------------------|-------------------|----------------|
| 301 | Estimated Revenues | \$14,088,011.00 | |
| 302 | Less Revenues | (\$13,065,048.82) | |
| | | | \$1,022,962.18 |

| | | | |
|--|----------------------------|--|----------------|
| | Total assets and resources | | \$9,385,243.37 |
|--|----------------------------|--|----------------|

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REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10 (including 16, 17 & 18)
Interim Balance Sheet
For 6 Month Period Ending 12/31/2011

=====

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 | \$6,128,118.83 |
| | Reserved fund balance: | |

| | | |
|-----|-----------------------|--------------|
| 760 | Reserved Fund Balance | \$207,216.00 |
|-----|-----------------------|--------------|

| | | | |
|-----|----------------|-----------------|--|
| 601 | Appropriations | \$14,351,511.00 | |
|-----|----------------|-----------------|--|

| | | | |
|-----|---------------------|----------------|--|
| 602 | Less : Expenditures | \$6,275,513.39 | |
|-----|---------------------|----------------|--|

| | | | | |
|-----|--------------|----------------|-------------------|----------------|
| 603 | Encumbrances | \$6,128,118.83 | (\$12,403,632.22) | |
| | | | | \$1,947,878.78 |

| | | |
|--------------------|--|----------------|
| Total Appropriated | | \$8,283,213.61 |
|--------------------|--|----------------|

--- 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) |
|-----|-----------------------|----------------|

| | | |
|--------------------|--|----------------|
| TOTAL FUND BALANCE | | \$8,347,704.37 |
|--------------------|--|----------------|

| | | |
|-----------------------------------|--|----------------|
| TOTAL LIABILITIES AND FUND EQUITY | | \$9,385,243.37 |
|-----------------------------------|--|----------------|

=====

RECAPITULATION OF FUND BALANCE:

| | Budgeted | Actual | Variance |
|-------------------------------------|-------------------|-------------------|------------------|
| Appropriations | \$14,351,511.00 | \$12,403,632.22 | \$1,947,878.78 |
| Revenues | (\$14,088,011.00) | (\$13,065,048.82) | (\$1,022,962.18) |
| | \$263,500.00 | (\$661,416.60) | \$924,916.60 |
| Less: Adjust for prior year encumb. | (\$63,500.00) | (\$63,500.00) | |
| Budgeted Fund Balance | \$200,000.00 | (\$724,916.60) | \$924,916.60 |
| | ===== | ===== | ===== |

Recapitulation of Budgeted Fund Balance by Subfund

| | | | |
|---------------------------------------|--------------|----------------|--------------|
| Fund 10 (includes 10, 11, 12, and 13) | \$200,000.00 | (\$724,916.60) | \$924,916.60 |
| 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 |
| TOTAL Budgeted Fund Balance | \$200,000.00 | (\$724,916.60) | \$924,916.60 |
| | ===== | ===== | ===== |

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 6 Month Period Ending 12/31/2011

| | BUDGETED ESTIMATED | ACTUAL TO DATE | NOTE: OVER OR (UNDER) | UNREALIZED BALANCE |
|---|-----------------------|-------------------|--------------------------|-----------------------|
| *** REVENUES/SOURCES OF FUNDS *** | | | | |
| 1XXX From Local Sources | \$12,862,206.00 | \$11,839,243.82 | | \$1,022,962.18 |
| 3XXX From State Sources | \$1,225,805.00 | \$1,225,805.00 | | .00 |
| <hr/> | | | | |
| TOTAL REVENUE/SOURCES OF FUNDS | \$14,088,011.00 | \$13,065,048.82 | | \$1,022,962.18 |
| | ===== | ===== | ===== | ===== |
| *** EXPENDITURES *** | | | | |
| | APPROPRIATIONS | EXPENDITURES | ENCUMBRANCES | AVAILABLE BALANCE |
| <hr/> | | | | |
| --- CURRENT EXPENSE --- | | | | |
| 11-1XX-100-XXX Regular Programs - Instruction | \$1,245,173.00 | \$543,702.13 | \$603,396.56 | \$98,074.31 |
| 11-230-X00-XXX Basic Skills - Remedial Instruction | \$94,000.00 | \$36,664.00 | \$55,230.09 | \$2,105.91 |
| 11-240-X00-XXX Bilingual Education - Instruction | \$59,500.00 | \$23,782.00 | \$35,673.00 | \$45.00 |
| 11-3XX-100-XXX Voc. Programs - Local - Instruction | \$3,474,000.00 | \$1,309,692.00 | \$1,496,234.09 | \$668,073.91 |
| 11-401-100-XXX School-Spon. Cocurr. Acti-Instr | \$51,000.00 | \$21,961.10 | \$20,183.85 | \$8,855.05 |
| 11-402-100-XXX School-Spons. Athletics - Instruction | \$53,360.00 | \$30,168.86 | \$23,182.14 | \$9.00 |
| --- UNDISTRIBUTED EXPENDITURES --- | | | | |
| 11-800-330-XXX Community Services Programs- | | | | |
| 11-000-213-XXX Health Services | \$168,900.00 | \$78,184.25 | \$81,445.87 | \$9,269.88 |
| 11-000-218-XXX Guidance | \$490,000.00 | \$303,064.92 | \$185,485.88 | \$1,449.20 |
| 11-000-219-XXX Child Study Teams | \$179,500.00 | \$94,551.86 | \$79,414.22 | \$5,533.92 |
| 11-000-221-XXX Improvement Of Inst./Other Support | | | | |
| Improvement of Inst. Serv. | \$364,500.00 | \$202,853.15 | \$126,210.49 | \$35,436.36 |
| 11-000-222-XXX Educational Media Serv/School Library | \$215,050.00 | \$100,247.26 | \$108,078.89 | \$6,723.85 |
| 11-000-223-XXX Instructional Staff Training Services | \$15,000.00 | \$10,060.89 | \$4,939.09 | \$0.02 |
| 11-000-230-XXX Supp. Serv.-General Administration | \$497,620.00 | \$370,820.25 | \$102,962.27 | \$23,837.48 |
| 11-000-240-XXX Supp. Serv.-School Administration | \$636,500.00 | \$321,670.59 | \$232,581.12 | \$82,248.29 |
| 11-000-25X-XXX Central Serv & Admin. Inform. Tech. | \$665,000.00 | \$344,480.39 | \$271,883.51 | \$48,636.10 |
| 11-000-261-XXX Allowable Maint. for School Facilities | \$916,400.00 | \$512,938.93 | \$353,412.06 | \$50,049.01 |
| 11-000-262-XXX Custodial Services | \$1,400,045.00 | \$556,042.44 | \$599,343.02 | \$244,659.54 |
| 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 | \$53,846.18 | \$25,074.44 | \$30,079.38 |
| 11-000-270-XXX Student Transportation Services | \$107,100.00 | \$29,717.79 | \$33,287.14 | \$44,095.07 |
| 11-000-291-XXX Allocated and Unallocated Benefits | \$3,114,955.00 | \$1,071,487.29 | \$1,595,284.53 | \$448,183.18 |
| <hr/> | | | | |
| TOTAL GENERAL CURRENT EXPENSE | | | | |
| EXPENDITURES/USES OF FUNDS | \$13,871,103.00 | \$6,026,831.78 | \$6,036,906.76 | \$1,807,364.46 |
| | ===== | ===== | ===== | ===== |

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 6 Month Period Ending 12/31/2011

| *** EXPENDITURES - cont'd *** | APPROPRIATIONS | EXPENDITURES | ENCUMBRANCES | AVAILABLE BALANCE |
|---|-------------------------|------------------------|------------------------|------------------------|
| | _____ | _____ | _____ | _____ |
| *** CAPITAL OUTLAY *** | | | | |
| 12-000-4XX-XXX Facilities acquisition & constr. serv. | \$413,408.00 | \$210,681.00 | \$84,135.00 | \$118,592.00 |
| | _____ | _____ | _____ | _____ |
| TOTAL CAP OUTLAY EXPEND./USES OF FUNDS | \$413,408.00 | \$210,681.00 | \$84,135.00 | \$118,592.00 |
| | ===== | ===== | ===== | ===== |
| *** SPECIAL SCHOOLS *** | | | | |
| 13-422-100-XXX Summer school -instruction | \$67,000.00 | \$38,000.61 | \$7,077.07 | \$21,922.32 |
| | _____ | _____ | _____ | _____ |
| TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS | \$67,000.00 | \$38,000.61 | \$7,077.07 | \$21,922.32 |
| | ===== | ===== | ===== | ===== |
| TOTAL GENERAL FUND EXPENDITURES | \$14,351,511.00 | \$6,275,513.39 | \$6,128,118.83 | \$1,947,878.78 |
| | ===== | ===== | ===== | ===== |

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 6 Month Period Ending 12/31/2011

| | | 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 | \$102,829.40 | \$702,646.60 |
| 1XXX | Miscellaneous | \$529,990.00 | \$209,674.42 | \$320,315.58 |
| | | ----- | ----- | ----- |
| | TOTAL | \$12,862,206.00 | \$11,839,243.82 | \$1,022,962.18 |
| | | ===== | ===== | ===== |
| --- 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 | \$13,065,048.82 | \$1,022,962.18 |
| | | ===== | ===== | ===== |

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 6 Month Period Ending 12/31/2011

| | Appropriations | Expenditures | Encumbrances | Available Balance |
|---|----------------|----------------|----------------|----------------------|
| *** GENERAL CURRENT EXPENSE *** | | | | |
| --- REGULAR PROGRAMS - INSTRUCTION --- | | | | |
| 11-140-100-101 Salaries of Teachers | \$1,180,346.00 | \$500,865.83 | \$597,416.07 | \$82,064.10 |
| 11-140-100-500 Other Purchased Services | \$5,500.00 | \$2,166.29 | \$245.00 | \$3,088.71 |
| 11-140-100-610 General Supplies | \$48,327.00 | \$33,448.67 | \$5,735.49 | \$9,142.84 |
| 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 | \$543,702.13 | \$603,396.56 | \$98,074.31 |
| --- Basic skills/remedial-Instruction --- | | | | |
| 11-230-100-101 Salaries of Teachers | \$90,000.00 | \$35,974.00 | \$53,961.00 | \$65.00 |
| 11-230-100-610 General Supplies | \$4,000.00 | \$690.00 | \$1,269.09 | \$2,040.91 |
| | ----- | ----- | ----- | ----- |
| TOTAL | \$94,000.00 | \$36,664.00 | \$55,230.09 | \$2,105.91 |
| --- Bilingual education-Instruction --- | | | | |
| 11-240-100-101 Salaries of Teachers | \$59,500.00 | \$23,782.00 | \$35,673.00 | \$45.00 |
| | ----- | ----- | ----- | ----- |
| TOTAL | \$59,500.00 | \$23,782.00 | \$35,673.00 | \$45.00 |
| --- Regular Vocational Programs - Instruction --- | | | | |
| 11-310-100-101 Salaries of Teachers | \$2,691,000.00 | \$1,004,196.71 | \$1,317,753.74 | \$369,049.55 |
| 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 | \$12,695.79 | \$250.00 | \$8,054.21 |
| 11-310-100-610 General Supplies | \$275,000.00 | \$161,822.73 | \$52,218.80 | \$60,958.47 |
| 11-310-100-640 Textbooks | \$9,000.00 | \$9,000.00 | .00 | .00 |
| 11-310-100-800 Other Objects | \$7,000.00 | \$1,044.55 | \$600.00 | \$5,355.45 |
| | ----- | ----- | ----- | ----- |
| Total | \$3,203,000.00 | \$1,188,759.78 | \$1,370,822.54 | \$643,417.68 |
| --- Special Vocational Programs - Instruction --- | | | | |
| 11-320-100-101 Salaries of Teachers | \$217,000.00 | \$86,378.00 | \$120,622.00 | \$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 | \$4,789.55 | \$12,991.23 |
| 11-320-100-640 Textbooks | \$7,000.00 | \$7,000.00 | .00 | .00 |
| | ----- | ----- | ----- | ----- |
| Total | \$271,000.00 | \$120,932.22 | \$125,411.55 | \$24,656.23 |

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 6 Month Period Ending 12/31/2011

| | Appropriations | Expenditures | Encumbrances | Available Balance |
|--|----------------|--------------|--------------|----------------------|
| | | | | |
| --- School spons.cocurricular activities-Instruction --- | | | | |
| 11-401-100-100 Salaries | \$38,000.00 | \$18,662.40 | \$19,337.60 | .00 |
| 11-401-100-600 Supplies and Materials | \$13,000.00 | \$3,298.70 | \$846.25 | \$8,855.05 |
| | | | | |
| TOTAL | \$51,000.00 | \$21,961.10 | \$20,183.85 | \$8,855.05 |
| --- School sponsored athletics-Instruct. --- | | | | |
| 11-402-100-100 Salaries | \$38,000.00 | \$17,669.00 | \$20,331.00 | .00 |
| 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 | \$30,168.86 | \$23,182.14 | \$9.00 |
| --- UNDISTRIBUTED EXPENDITURES --- | | | | |
| | | | | |
| --- Health services --- | | | | |
| 11-000-213-100 Salaries | \$148,000.00 | \$67,318.20 | \$78,351.20 | \$2,330.60 |
| 11-000-213-300 Purchased Prof. & Tech. Svc. | \$14,500.00 | \$6,832.61 | \$2,746.88 | \$4,920.51 |
| 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 | .00 | \$347.79 | \$52.21 |
| | | | | |
| TOTAL | \$168,900.00 | \$78,184.25 | \$81,445.87 | \$9,269.88 |
| --- Guidance --- | | | | |
| 11-000-218-104 Salaries Other Prof. Staff | \$389,000.00 | \$253,289.52 | \$135,710.48 | .00 |
| 11-000-218-105 Sal Sec. & Clerical Asst. | \$100,000.00 | \$49,775.40 | \$49,775.40 | \$449.20 |
| 11-000-218-600 Supplies and Materials | \$1,000.00 | .00 | .00 | \$1,000.00 |
| | | | | |
| TOTAL | \$490,000.00 | \$303,064.92 | \$185,485.88 | \$1,449.20 |
| --- Child Study Teams --- | | | | |
| 11-000-219-104 Salaries Other Prof. Staff | \$75,000.00 | \$40,944.59 | \$34,055.41 | .00 |
| 11-000-219-105 Sal Sec. & Clerical Asst. | \$93,000.00 | \$45,182.40 | \$45,182.40 | \$2,635.20 |
| 11-000-219-390 Other Purch. Prof. & Tech Svc. | \$5,000.00 | \$3,520.00 | .00 | \$1,480.00 |
| 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 | \$1,834.62 | \$66.41 | \$98.97 |
| 11-000-219-800 Other Objects | \$3,500.00 | \$2,070.25 | \$110.00 | \$1,319.75 |
| | | | | |
| TOTAL | \$179,500.00 | \$94,551.86 | \$79,414.22 | \$5,533.92 |

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 6 Month Period Ending 12/31/2011

| | 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 | \$92,121.55 | \$38,561.04 | \$33,317.41 |
| 11-000-221-104 Salaries Other Prof. Staff | \$152,000.00 | \$79,874.88 | \$72,125.12 | .00 |
| 11-000-221-105 Sal Secr. & Clerical Asst. | \$38,000.00 | \$24,682.02 | \$13,317.98 | .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 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| TOTAL | \$364,500.00 | \$202,853.15 | \$126,210.49 | \$35,436.36 |
| --- Educational media serv./sch.library --- | | | | |
| 11-000-222-100 Salaries | \$101,050.00 | \$39,760.00 | \$59,640.00 | \$1,650.00 |
| 11-000-222-177 Salaries of Technology Coordinators | \$85,000.00 | \$40,749.96 | \$40,749.96 | \$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 | \$2,300.00 | \$188.93 | \$1,511.07 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| TOTAL | \$215,050.00 | \$100,247.26 | \$108,078.89 | \$6,723.85 |
| --- Instructional Staff Training Services --- | | | | |
| 11-000-223-500 Other Purchased Services | \$13,000.00 | \$8,060.89 | \$4,939.09 | \$0.02 |
| 11-000-223-600 Supplies and Materials | \$2,000.00 | \$2,000.00 | .00 | .00 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| TOTAL | \$15,000.00 | \$10,060.89 | \$4,939.09 | \$0.02 |
| --- Support services-general administration --- | | | | |
| 11-000-230-100 Salaries | \$255,000.00 | \$216,351.10 | \$38,648.82 | \$0.08 |
| 11-000-230-331 Legal Services | \$75,000.00 | \$28,623.48 | \$30,157.34 | \$16,219.18 |
| 11-000-230-332 Audit Fees | \$33,500.00 | \$33,500.00 | .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 | \$42,754.63 | \$30,867.80 | \$1,377.57 |
| 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 | \$3,174.44 | \$287.13 | \$38.43 |
| 11-000-230-890 Misc. Expenditures | \$31,000.00 | \$25,467.03 | \$451.00 | \$5,081.97 |
| 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 | \$370,820.25 | \$102,962.27 | \$23,837.48 |
| --- Support services-school administration --- | | | | |
| 11-000-240-103 Salaries Princ./Asst. Princ. | \$460,000.00 | \$226,285.60 | \$172,683.96 | \$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 6 Month Period Ending 12/31/2011

| | Appropriations | Expenditures | Encumbrances | Available Balance |
|--|-----------------------|---------------------|---------------------|----------------------|
| 11-000-240-105 Sal Secr. & Clerical Asst. | \$129,000.00 | \$76,687.13 | \$52,312.87 | .00 |
| 11-000-240-11X Other Salaries | \$20,000.00 | \$1,076.65 | \$1,877.82 | \$17,045.53 |
| 11-000-240-500 Other Purchased Services | \$16,500.00 | \$13,059.37 | \$893.97 | \$2,546.66 |
| 11-000-240-600 Supplies and Materials | \$8,000.00 | \$3,467.89 | \$3,177.85 | \$1,354.26 |
| 11-000-240-800 Other Objects | \$3,000.00 | \$1,093.95 | \$1,634.65 | \$271.40 |
| TOTAL | \$636,500.00 | \$321,670.59 | \$232,581.12 | \$82,248.29 |
| --- Central Services --- | | | | |
| 11-000-251-100 Salaries | \$390,000.00 | \$184,130.68 | \$184,138.68 | \$21,730.64 |
| 11-000-251-330 Purchased Prof. Svcs. | \$28,000.00 | \$18,845.05 | \$5,719.17 | \$3,435.78 |
| 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 | \$1,738.30 | .00 | \$4,261.70 |
| TOTAL | \$447,000.00 | \$215,589.03 | \$189,857.85 | \$41,553.12 |
| --- Admin. Info. Technology --- | | | | |
| 11-000-252-100 Salaries | \$171,000.00 | \$95,543.24 | \$75,456.76 | .00 |
| 11-000-252-500 Other Pur Serv. (400-500 series) | \$31,000.00 | \$26,949.86 | \$458.02 | \$3,592.12 |
| 11-000-252-600 Supplies and Materials | \$16,000.00 | \$6,398.26 | \$6,110.88 | \$3,490.86 |
| TOTAL | \$218,000.00 | \$128,891.36 | \$82,025.66 | \$7,082.98 |
| --- Allowable Maint.for School Facilities --- | | | | |
| 11-000-261-100 Salaries | \$565,000.00 | \$294,902.50 | \$267,627.28 | \$2,470.22 |
| 11-000-261-420 Cleaning, Repair & Maint. Svc. | \$315,400.00 | \$200,940.23 | \$78,200.14 | \$36,259.63 |
| 11-000-261-610 General Supplies | \$26,000.00 | \$16,561.83 | \$3,619.06 | \$5,819.11 |
| 11-000-261-800 Other Objects | \$10,000.00 | \$534.37 | \$3,965.58 | \$5,500.05 |
| TOTAL | \$916,400.00 | \$512,938.93 | \$353,412.06 | \$50,049.01 |
| 11-000-262-420 Cleaning, Repair & Maint. Svc. | \$332,545.00 | \$166,519.37 | \$166,002.02 | \$23.61 |
| 11-000-262-490 Other Purchased Property Svc. | \$67,000.00 | \$45,585.08 | \$13,143.92 | \$8,271.00 |
| 11-000-262-520 Insurance | \$207,500.00 | \$73,907.00 | \$73,597.50 | \$59,995.50 |
| 11-000-262-621 Energy (Natural Gas) | \$170,000.00 | \$11,343.17 | \$96,237.40 | \$62,419.43 |
| 11-000-262-622 Energy (Electricity) | \$623,000.00 | \$258,687.82 | \$250,362.18 | \$113,950.00 |
| TOTAL | \$1,400,045.00 | \$556,042.44 | \$599,343.02 | \$244,659.54 |
| --- Care and Upkeep of Grounds --- | | | | |
| 11-000-263-420 Cleaning, Repair, & Maintenance Serv. | \$14,500.00 | \$10,895.50 | \$3,604.50 | .00 |
| TOTAL | \$14,500.00 | \$10,895.50 | \$3,604.50 | \$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 6 Month Period Ending 12/31/2011

| | Appropriations | Expenditures | Encumbrances | Available Balance |
|--|-----------------------|-----------------------|-----------------------|----------------------|
| --- Security --- | | | | |
| 11-000-266-100 Salaries | \$109,000.00 | \$53,846.18 | \$25,074.44 | \$30,079.38 |
| TOTAL | \$109,000.00 | \$53,846.18 | \$25,074.44 | \$30,079.38 |
| --- Student transportation services --- | | | | |
| 11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch) | \$35,000.00 | \$16,006.61 | \$18,845.92 | \$147.47 |
| 11-000-270-420 Cleaning, Repair & Maint. Svc. | \$3,000.00 | .00 | \$1,800.22 | \$1,199.78 |
| 11-000-270-512 Contr Svc(other btw home & sch)-vendors | \$19,000.00 | \$5,435.00 | \$11,613.00 | \$1,952.00 |
| 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 |
| TOTAL | \$107,100.00 | \$29,717.79 | \$33,287.14 | \$44,095.07 |
| --- Benefits --- | | | | |
| 11-XXX-XXX-220 Social Security Contributions | \$190,000.00 | \$95,629.75 | \$91,387.08 | \$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 | \$3,234.60 | \$50,558.86 | \$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 | \$874,474.60 | \$924,531.59 | \$298,993.81 |
| 11-XXX-XXX-280 Tuition Reimbursement | \$30,000.00 | \$24,000.92 | \$1,888.50 | \$4,110.58 |
| 11-XXX-XXX-290 Other Employee Benefits | \$140,000.00 | \$5,610.92 | .00 | \$134,389.08 |
| TOTAL | \$3,114,955.00 | \$1,071,487.29 | \$1,595,284.53 | \$448,183.18 |
| Total Undistributed expenditures | \$8,894,070.00 | \$4,060,861.69 | \$3,803,007.03 | \$1,030,201.28 |
| *** TOTAL CURRENT EXPENSE EXPENDITURES *** | \$13,871,103.00 | \$6,026,831.78 | \$6,036,906.76 | \$1,807,364.46 |
| *** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS *** | \$13,871,103.00 | \$6,026,831.78 | \$6,036,906.76 | \$1,807,364.46 |
| | ===== | ===== | ===== | ===== |

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 6 Month Period Ending 12/31/2011

| | 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 | \$35,000.00 | .00 | .00 |
| 12-000-400-450 Construction services | \$378,408.00 | \$175,681.00 | \$84,135.00 | \$118,592.00 |
| Facilitis. Acqstn. Const. Sevr. -- TOTAL -- | \$413,408.00 | \$210,681.00 | \$84,135.00 | \$118,592.00 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| TOTAL | \$413,408.00 | \$210,681.00 | \$84,135.00 | \$118,592.00 |
| | | | | |
| TOTAL CAPITAL OUTLAY EXPENDITURES | \$413,408.00 | \$210,681.00 | \$84,135.00 | \$118,592.00 |
| | | | | |
| *** 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 | \$13.07 | \$2,895.32 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| TOTAL | \$5,000.00 | \$2,091.61 | \$13.07 | \$2,895.32 |
| | | | | |
| TOTAL SUMMER SCHOOL | \$67,000.00 | \$38,000.61 | \$7,077.07 | \$21,922.32 |
| | | | | |
| TOTAL SPECIAL SCHOOLS EXPENDITURES | \$67,000.00 | \$38,000.61 | \$7,077.07 | \$21,922.32 |
| | | | | |
| *** EDUCATION STABILIZATION FUND ** | | | | |
| | | | | |
| *** GOVERNMENT SERVICES FUND ** | | | | |
| | | | | |
| *** EDUCATION JOBS FUND ** | | | | |
| | | | | |
| TOTAL GENERAL FUND EXPENDITURES | \$14,351,511.00 | \$6,275,513.39 | \$6,128,118.83 | \$1,947,878.78 |

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

For 6 Month Period Ending 12/31/2011

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

12/31/2011

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 |
| ----- | | | | | |

1/12 8:25am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 6 Month Period Ending 12/31/11

=====

ASSETS AND RESOURCES

=====

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

| | | | |
|-----|---------------------------|-------------|---------------|
| 101 | Cash in bank | | \$23,961.45 |
| | 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 | (\$439,823.75) | |
| | | <hr/> | \$545,416.25 |
| | Total assets and resources | | \$569,377.70 |
| | | | ===== |

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 6 Month Period Ending 12/31/11

=====

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 | \$384,863.76 |
| 601 | Appropriations | \$985,240.00 |
| 602 | Less: Expenditures | \$396,612.30 |
| 603 | Encumbrances | \$384,863.76 |
| | | (\$781,476.06) |
| | | \$203,763.94 |
| | TOTAL FUND BALANCE | \$588,627.70 |
| | TOTAL LIABILITIES AND FUND EQUITY | \$569,377.70 |

=====

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 6 Month Period Ending 12/31/11

| | BUDGETED ESTIMATED | ACTUAL TO DATE | NOTE: OVER OR (UNDER) | UNREALIZED BALANCE |
|-----------------------------------|-----------------------|-------------------|--------------------------|-----------------------|
| | _____ | _____ | _____ | _____ |
| *** REVENUES/SOURCES OF FUNDS *** | | | | |
| 1XXX From Local Sources | \$189,830.00 | \$151,013.75 | | \$38,816.25 |
| 3XXX From State Sources | \$346,477.00 | \$202,111.00 | | \$144,366.00 |
| 4XXX From Federal Sources | \$448,933.00 | \$86,699.00 | | \$362,234.00 |
| | _____ | _____ | _____ | _____ |
| TOTAL REVENUE/SOURCES OF FUNDS | \$985,240.00 | \$439,823.75 | | \$545,416.25 |
| | ===== | ===== | ===== | ===== |
| *** EXPENDITURES *** | | | | |
| | APPROPRIATIONS | EXPENDITURES | ENCUMBRANCES | AVAILABLE BALANCE |
| | _____ | _____ | _____ | _____ |
| LOCAL PROJECTS: | \$189,830.00 | \$96,637.94 | \$24,249.88 | \$68,942.18 |
| STATE PROJECTS: | | | | |
| Other special projects | \$346,477.00 | \$167,557.63 | \$127,016.92 | \$51,902.45 |
| | _____ | _____ | _____ | _____ |
| TOTAL STATE PROJECTS | \$346,477.00 | \$167,557.63 | \$127,016.92 | \$51,902.45 |
| FEDERAL PROJECTS: | | | | |
| NCLB Title I | \$44,057.00 | \$10,399.40 | \$818.98 | \$32,838.62 |
| NCLB Title II - Part A/D | \$10,812.00 | \$2,092.64 | \$3,525.89 | \$5,193.47 |
| I.D.E.A. Part B (Handicapped) | \$109,274.00 | \$36,614.56 | \$36,054.44 | \$36,605.00 |
| Vocational Education | \$284,790.00 | \$83,310.13 | \$193,197.65 | \$8,282.22 |
| | _____ | _____ | _____ | _____ |
| TOTAL FEDERAL PROJECTS | \$448,933.00 | \$132,416.73 | \$233,596.96 | \$82,919.31 |
| *** TOTAL EXPENDITURES *** | \$985,240.00 | \$396,612.30 | \$384,863.76 | \$203,763.94 |
| | ===== | ===== | ===== | ===== |

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

For 6 Month Period Ending 12/31/11

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

12/31/2011

Date

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

1/12 8:25am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 6 Month Period Ending 12/31/11

=====

ASSETS AND RESOURCES

=====

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

| | | | |
|-----|-------------------------------------|----------------|----------------|
| 101 | Cash in bank | | \$20,750.88 |
| | 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 | (\$882,102.93) | |
| | | <hr/> | \$117,897.07 |
| | | | <hr/> |
| | Total assets and resources | | \$1,692,115.80 |
| | | | ===== |

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 6 Month Period Ending 12/31/11

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

| | | | |
|-----|---|-------------------------------|----------------|
| 753 | Reserve for encumbrances - Current Year | | \$770,096.58 |
| 754 | Reserve for encumbrances - Prior Year | | \$1,131.00 |
| 601 | Appropriations | \$2,658,722.37 | |
| 602 | Less : Expenditures | \$966,606.57 | |
| 603 | Encumbrances | \$771,227.58 (\$1,737,834.15) | |
| | | | \$920,888.22 |
| | Total Appropriated | | \$1,692,115.80 |

--- Unappropriated ---

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

TOTAL FUND BALANCE \$1,692,115.80

TOTAL LIABILITIES AND FUND EQUITY \$1,692,115.80

=====

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 6 Month Period Ending 12/31/11

| | BUDGETED ESTIMATED | ACTUAL TO DATE | NOTE: OVER OR (UNDER) | UNREALIZED BALANCE |
|--|-----------------------|-------------------|--------------------------|-----------------------|
| | _____ | _____ | _____ | _____ |
| *** REVENUES/SOURCES OF FUNDS *** | | | | |
| Other | \$1,000,000.00 | \$882,102.93 | | \$117,897.07 |
| | _____ | _____ | _____ | _____ |
| TOTAL REVENUE/SOURCES OF FUNDS | \$1,000,000.00 | \$882,102.93 | | \$117,897.07 |
| | ===== | ===== | ===== | ===== |
| *** EXPENDITURES *** | | | | |
| | APPROPRIATIONS | EXPENDITURES | ENCUMBRANCES | AVAILABLE BALANCE |
| | _____ | _____ | _____ | _____ |
| --- Facilities acquisition and constr. serv. --- | | | | |
| 30-000-4XX-450 Construction services | \$2,658,722.37 | \$966,606.57 | \$771,227.58 | \$920,888.22 |
| | _____ | _____ | _____ | _____ |
| Total fac.acq.and constr. serv. | \$2,658,722.37 | \$966,606.57 | \$771,227.58 | \$920,888.22 |
| | ===== | ===== | ===== | ===== |
| TOTAL EXPENDITURES | \$2,658,722.37 | \$966,606.57 | \$771,227.58 | \$920,888.22 |
| *** TOTAL EXPENDITURES AND TRANSFERS | \$2,658,722.37 | \$966,606.57 | \$771,227.58 | \$920,888.22 |
| | ===== | ===== | ===== | ===== |

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

For 6 Month Period Ending 12/31/11

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

12/31/2011

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: December 31, 2011

CASH REPORT

| FUNDS | (1) | (2) | (3) | (4) |
|----------------------------------|-----------------------------------|-----------------------|------------------------|-----------------------|
| Governmental Funds | Adjusted Beginning Balance | Deposits | Disbursements | Ending Balance |
| General Fund (10) | \$1,166,295.94 | \$1,411,349.91 | -\$1,232,170.98 | \$1,345,474.87 |
| 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) | -\$46,557.33 | \$139,097.00 | -\$68,578.22 | \$23,961.45 |
| Capital Project Fund (30) | \$50,610.72 | \$135,132.21 | -\$164,992.05 | \$20,750.88 |
| 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 | \$1,249,162.81 | \$1,685,579.12 | -\$1,465,741.25 | \$1,469,000.68 |
| Summer Savings | \$26,555.02 | \$8,918.30 | \$0.00 | \$35,473.32 |
| Enterprise Fund (60) Cafeteria | \$55,411.97 | \$12,546.99 | -\$11,434.41 | \$56,524.55 |
| Payroll Fund (70) | \$0.00 | \$463,780.07 | -\$463,780.07 | \$0.00 |
| Agency Fund (90) | \$0.00 | \$280,909.41 | -\$280,909.41 | \$0.00 |
| Total Trust & Agency | \$81,966.99 | \$766,154.77 | -\$756,123.89 | \$91,997.87 |
| Grand Total for all Funds | \$1,331,129.80 | \$2,451,733.89 | -\$2,221,865.14 | \$1,560,998.55 |
| | | | | \$1,560,998.55 |

Prepared and submitted by:

Michelle Fresco

Michelle Fresco, Treasurer of School Moneys

1/9/2012

Date