

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
December 19, 2011

I. Call to Order

II. Roll Call of Members

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

Also Present:

Dr. Chrys Harttraft, Superintendent of Schools
Diane Strober, Assistant Superintendent for Business/Board Secretary
Diane Ziegler, High School Principal
Lisa Fittipaldi, Board Attorney
Members of the Press: The Courier News, The Star Ledger and the Messenger Gazette
Others:

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

Pledge of Allegiance

III. Approval of Minutes of the Regular Meeting and Executive Session held on November 21, 2011.

A. Corrections

On motion of _____, seconded by _____, the minutes of the Regular Meeting and Executive Session held on November 21, 2011 were approved.

IV. Correspondence

V. Old or Unfinished Business

A. Presentation of Student of the Month – Emma Rodelius

B. CTE (Shop) Building Tour postponed until January (date and time to be determined)

C. Construction Projects – Update

- Auditorium Ceiling Replacement Project (SSP Architectural Group)
- Building A Electrical Lighting Project (USA Architects)

D. Change Order – Auditorium Ceiling Replacement Project

It is recommended that the Board of Education approve the following change order as it appears below:

Change Order No. 6, Add \$3,165.63 – Michael Riesz and Co. will provide roof modifications on curb flashing details as per the manufacturer.

Motion_____ Second_____

Discussion

Call the Roll

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

E. Change Order Building A Electrical Lighting Project

It is recommended that the Board of Education approve the following change order as it appears below:

Change Order No. 1, Add \$3,460.00 – TSUJ Corporation will provide and install additional electrical work in the Commercial Arts Classroom. Contractor will also provide and install additional electrical work in the main switch gear room/boiler room. Contractor will further provide and install an automatic transfer switch.

Motion_____ Second_____

Discussion

Call the Roll

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

- F. Audit Report – Suplee, Clooney & Company – Mr. Robert Swisher will report on the financial and compliance audit for the 2010-11 school year

It is recommended the Board of Education approve the 2010-11 school year audit and the Comprehensive Annual Financial Report (CAFR), as prepared by the firm of Suplee, Clooney & Company.

Motion_____ Second_____

Discussion

Call the Roll

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

VI. Report of the Attorney

VII. Committee Reports

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

VIII. Superintendent's Report

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

The Superintendent recommends that the Board of Education appoint Mr. Richard D'Alessandro to the position of Entry Level Maintenance Worker, (UPC# MNT-BO-MNT-NA-07), at a salary of \$38,555.00 (base salary) plus \$749.74 (boiler operator license stipend) for a total salary of \$39,304.74 (prorated), effective January 1, 2012.

The Superintendent also recommends that the Board of Education appoint Mr. Erick Bowers to the position of Alternative Education Child Advocate, (UPC# ADV-HS-INST-FL-01), Step C-4 at a salary of \$39,255.00 (prorated), effective January 1, 2012.

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

The Superintendent recommends that the Board of Education approve employment of the following part-time personnel for the 2011-12 school year:

High School

Benjamin Pokrywa	Cooperative Education Coordinator/ Hazardous Occupations (12-month)	\$10,000.00/year (prorated)
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TOPS

Karen Morlock	Instructional Aide (10-month) (30 hours/week) (UPC#AID-HS-INST-FL-04)	\$ 25.00/hour
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C. Revised Job Descriptions

The Superintendent recommends that the Board of Education approve the following revised job descriptions as they appear on Addendum #1.

Administrative Assistant to the Superintendent
Administrative Assistant to the Assistant Superintendent for Business/Board Secretary
Accountant/Bookkeeper (Payroll)

D. Salary Adjustments – 2011-12 School Year

The Superintendent recommends that the Board of Education approve salary adjustments, effective January 1, 2012 as follows:

Michelle Fresco	\$55,746.38 (prorated)
Carene Jegou	\$72,674.63 (prorated)
Michele Sartori	\$58,832.39 (prorated)

Motion_____ Second_____

Discussion

Call the Roll

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

E. Field Trips

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

<u>Date of Trip</u>	<u>Class/Program</u>	<u>Location</u>	<u>Cost/Student</u>	<u>Transportation</u>
1/12, 2/9, 3/8, 4/12/12	Science League	Hillsborough H.S. Hillsborough, NJ	\$00.00/student paid	Bd. of Ed.
5/25/12	Academy 9 th & 10 th grades	Museum of Natural History New York City, NY	\$17.50/student paid	Bd. of Ed.

F. Professional Seminars/Workshops

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

Motion_____ Second_____

Discussion

Call the Roll

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

G. Board Policies and Regulations – First Reading

The Superintendent recommends that the Board of Education approve the following Board policies and regulations at this first reading as they appear on Addendum #3.

5519/R5519 – Dating Violence at School
6472– Tuition Assistance

H. Revised Board Policies and Regulations – First Reading

The Superintendent recommends that the Board of Education approve the following revised Board policies and regulations at this first reading as they appear on Addendum #4.

0168 – Recording Board Meetings

6424 – Emergency Contracts

8505 – School Nutrition

9180 – School Volunteers

9181 – Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants

Motion_____ Second_____

Discussion

Call the Roll

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

I. Acceptance of Funds

The Superintendent recommends that the Board of Education adopt the following resolution: The governing body of the Somerset County Vocational and Technical Schools at its December 19, 2011 meeting authorized acceptance of funds for the following:

United Way of Northern NJ	Twilight Program (1/1/12-12/31/12)	\$18,000.00
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Motion_____ Second_____

Discussion

Call the Roll

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

J. Superintendent's Update

- Professional Development Update – P. Pelliccia
- Harassment/Intimidation/Bullying Report
- RVCC Partnership
- SCESC Partnership/Special Education Programs
- NJCCVTS Annual Winter Meeting

IX. Submission of Bills

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

Motion_____ Second_____

Discussion

Call the Roll

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

X. New Business

XI. Report of the Assistant Superintendent for Business/Board Secretary

A. Reports A148 and A149

It is recommended the Board of Education adopt the monthly financial statement reports for the Assistant Superintendent for Business/Board Secretary for the month of November 2011 and the Treasurer of School Monies for the month of November 2011, after review of the secretary's monthly financial report (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge no major fund has been overextended in violation to N.J.A.C. 6:20-2A.10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (Addendum #5)

Motion_____ Second_____

Discussion

Call the Roll

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

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

It is recommended the Board of Education award the following:

18A:18A-5a 6 Food Supplies Sysco Food Services Not to Exceed \$70,000.00

Motion_____ Second_____

Discussion

Call the Roll

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

C. IRS Code Section 125 Plan

It is recommended the Board of Education adopt IRS Code Section 125 Plan as it appears on Addendum #6. (As reviewed by the Board attorney.)

D. Banking Institution

It is recommended the Board of Education approve Fulton Bank of New Jersey as the banking institution to hold the following account:

Flexible Spending Account (FSA) Account #1101035189

E. Check Signature Authorization

It is recommended the Board of Education authorize the following to sign all checks and pay all bills from the following account when properly audited:

Flexible Spending Account (FSA)#1101035189 Michelle Fresco, Treasurer

Motion_____ Second_____

Discussion

Call the Roll

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

F. Section 457(b) Deferred Compensation Plan

It is recommended the Board of Education approve the Section 457(b) Deferred Compensation Plan.
(As reviewed by the Board attorney.)

Motion_____ Second_____

Discussion

Call the Roll

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

G. Medical and Prescription Drug Plan Renewal – January 1, 2012 through December 31, 2012

It is recommended the Board of Education approve the renewals for medical and prescription drug plan programs both administered by Horizon Blue Cross/Blue Shield of New Jersey for the January 1, 2012 through December 31, 2012 contract period.

Motion_____ Second_____

Discussion

Call the Roll

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

XII. January Meeting

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

January 23, 2012
5:00 p.m.
Somerset County Vocational & Technical Schools
14 Vogt Drive
Bridgewater, New Jersey 08807

XIII. Remarks from the Public

XIV. Resolution

BE IT RESOLVED by the Vocational Board of Education of the County of Somerset that:

- A. This Board will go into closed session with the Board Counsel for the purpose of discussing matters within the provisions of 7A(11)c231.
- B. The general nature of matters to be discussed relates to _____.
- C. Under the provisions of the above stated laws, the public shall be excluded from attendance at the portion of the meeting relating to the above matters.
- D. It is anticipated that the items discussed will be made public when the matters discussed are resolved.

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

ADMINISTRATIVE ASSISTANT TO THE ASSISTANT SUPERINTENDENT FOR BUSINESS/BOARD SECRETARY

QUALIFICATIONS:

1. Associate or Bachelor Degree or any equivalent combination of education, training and experience.
2. Minimum of three years business office experience.
3. Strong organizational and communication skills.
4. Knowledge and proficient use of computer software programs.
5. Such alternative to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Assistant Superintendent for Business/Board Secretary or designee

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL: Under the direction of the Assistant Superintendent for Business/Board Secretary or Superintendent performs varied complex and confidential duties relevant to the administration of the division.

PERFORMANCE RESPONSIBILITIES:

1. Understands the importance of confidentiality in processing all data.
2. Assists in preparing and proofing the Assistant Superintendent for Business/Board Secretary's section of the agenda for Board of Education meetings (regular, closed, special, board of school estimate, reorganization).
3. Composes and distributes minutes of Board of Education meetings (regular, closed, special, board of school estimate, reorganization). Ensures permanent minute book is complete and available for annual school district audit.
4. Assists in preparing Board of Education subcommittee meeting agendas and composes subcommittee meeting minutes.
5. Assists in preparing Board of School Estimate agenda, financial reports and minutes.
6. Assists in preparing annual Board of Education Reorganization agenda and minutes.
7. Performs the usual office routines:
 - a. Composes letters and prepares reports from notes, verbal instructions, or if a routine matter, without instruction.
 - b. Opens, screens and distributes business office mail.
 - c. Places and receives telephone calls utilizing proper telephone technique and records and directs messages in a courteous and professional manner.
 - d. Maintains a schedule of appointments and makes arrangements for conferences and interviews for the Assistant Superintendent for Business/Board Secretary.
 - e. Maintains an organized filing system.
8. Efficiently manages the day-to-day operations of the Business Office.
9. Registers Board of Education members and administrators for conventions, in-services and workshops.
10. Completes and maintains all district insurance coverage applications.
11. Submits insurance claims to the appropriate insurance company and maintains files on insurance claims.
12. Submits employee accident reports and medical bills to the workers' compensation insurance company and maintains files on employee accidents.
13. Attends monthly Somerset County Joint Insurance Fund Safety Committee meetings and maintains information distributed at meeting.
14. Insures annual Ethics Disclosure Statements are filed as required by law.
15. Annually prepares and advertises RFQs for professional services as required by law.
16. Assists with district copier purchases/leases and services.
17. Assists in bid document preparation and distribution.
18. Maintains Fund 30 capital and construction project binders.
19. Prepares and publishes legal notices.
20. Updates and maintains policy manual as required by law and as requested by the Board of Education and updates district access.
21. Revises the Board of Education section on the district web site.
22. Handles applications for free and reduced price school lunches:
 - a. Revises and distributes applications and instructions to principal for participation in the child nutrition program.
 - b. Completes state contracts for Assistant Superintendent for Business/Board Secretary's review and signature.
 - c. Assists in student identification and income verification process.
 - d. Prepares information for state child nutrition audit.
 - e. Certifies monthly reimbursement of meal claims totaling approximately \$40,000 annually.

23. Gathers data for various state, federal or other reports as requested.
24. Assists Assistant Superintendent for Business/Board Secretary with the annual evaluation of office staff.
25. Attends all union negotiation meetings.
26. Maintains notes and documentation during negotiation process.
27. Liaison between unions, board attorney and Board of Education.
28. Prepares union contracts per directive from Board attorney.
29. *Ensures that all purchasing procedures abide by state statutes and laws:*
 - a. *Business Registration certificate*
 - b. *Affirmative Action certificate*
 - c. *Pay to Play*
 - d. *State contract*
 - e. *Co-Op contract*
30. *Processes requisitions, generates purchase orders, and submits information to vendors.*
31. *Submits monthly vendor bid threshold expenditure list to the Board of Education.*
32. *Meets with CTE Coordinator to ensure all CTE grants are accurately maintained and have appropriate support documentation on file, amounts agree with grant backup and properly posted to expense account.*
33. Familiar with policies and rules of the school district, and must be capable of making decisions and handling administrative details, as determined by the Assistant Superintendent for Business/Board Secretary.
34. Communicates appropriate and relevant information to administrators, instructional and support staff, parents and general public.
35. Coordinates a wide variety of special projects initiated by the Assistant Superintendent for Business/Board Secretary.
36. Performs other tasks and assumes other responsibilities as may be assigned by the Assistant Superintendent for Business/Board Secretary.

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 Classified Personnel.

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

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**CATEGORY: NON INSTRUCTIONAL
SUPPORT**

ADOPTED: January 23, 1989

Revised:

TITLE: ADMINISTRATIVE ASSISTANT TO SUPERINTENDENT

NON CERTIFIED

QUALIFICATIONS:

1. College or business school diploma or any equivalent combination of education, training and experience.
2. At least five years of office and supervisory experience.
3. Ability to communicate with people.
4. Strong organizational skills.
5. Knowledge and proficient use of computer software programs
6. Knowledge of NJ Department of Education certification procedures.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools or designee

SUPERVISES: Office personnel in Superintendent's office, and if need occurs all office personnel.

JOB GOAL: To assist the Superintendent substantially and effectively by relieving the Superintendent of paper work and impedimenta so that the Superintendent may devote maximum attention to provide leadership in developing and maintaining the best possible educational programs and services.

PERFORMANCE RESPONSIBILITIES:

1. Prepares together with the Superintendent and the Assistant Superintendent for Business/Board Secretary, an agenda for the Board of Education meetings setting forth all known items of business to be considered.
2. Prepares all letters and contracts for items in the Board Agenda necessary for the signature of the Superintendent, Board President and Board Secretary. Responsible for seeing that contracts are also signed and returned by appropriate parties for necessary action.
3. Maintains a schedule of appointments and makes arrangements for conferences and interviews.
4. Registers Board of Education members and administrators for various conventions, meetings and events.
5. Initiates and maintains records on the certification of supervisory and instructional personnel (full-time, part-time, substitutes), and follows to be sure certification is obtained, helping applicants in any way feasible. Also keeps records so that reminders are sent to personnel whose certificates are about to expire, arranging for renewal.
6. Responsible for registering alternate route and traditional route teachers with the NJDOE Provisional Teacher Program. Ensures all paperwork and requirements are completed and submitted within the required timelines.
7. Responsible for the preparation and submission of the NJDOE Certificated and Non-Certificated Staff Report.
8. Responsible for the preparation and submission of the Staff Member ID (SMID) and Staff Submission Data Records Report to NJ Smart.
9. Acts as the district's NJDOE Web User Administrator.
10. Meets with, distributes and collects paperwork, forms, etc. to newly hired personnel, i.e. health benefits, Federal Form I9, W4, criminal history background check, employment contract, certification, etc.
11. Prepares forms and letters necessary for course reimbursement and lateral moves requested by personnel for approval of the Superintendent and the Board of Education. Also checks transcripts, credits and salaries for course reimbursement and lateral moves before presenting to the Superintendent for approval of payment.
12. Establishes and maintains appropriate personnel records for all personnel in the school district.
13. Allocates and supervises work of other employees of the Superintendent's Office.
14. Is sensitive to classified and confidential matters discussed in the Superintendent's Office and the need for discretion.
15. Prepares employment renewal notifications, employment contracts, etc.
16. Attends all Board of Education Meetings and when requested Special Board Meetings.
17. Assists the Superintendent and other staff members in compiling reports.
18. Diplomatically and tactfully deals with matters brought to the Superintendent's Office.
19. Efficiently manages the day-to-day operation of the Superintendent's Office.
20. Sorts and delivers all mail, both interoffice and postal, to appropriate staff on the school complex.
21. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT: Twelve-month position. 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 Administrative Personnel.

TITLE: BOOKKEEPER/ACCOUNTANT (PAYROLL)

CATEGORY: NON INSTRUCTIONAL SUPPORT

ADOPTED: October 26, 1992, Revised: March 25, 1996

NON-CERTIFIED

QUALIFICATIONS:

1. Bachelors or Associate degree.
2. Minimum three years of experience with payroll and personnel related systems.
3. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Accountant or designee

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL: Prepare payroll and all payroll related functions, maintain a modified accrual set of records on a GAAP basis; properly classify expenditures.

PERFORMANCE RESPONSIBILITIES:

1. Prepares payroll in compliance with negotiated agreements and law.
2. Prepares all payroll related reports for transactions related to payroll (SUI, FICA, State, Federal payroll taxes, etc.)
3. Reconciles payroll and agency bank statements.
4. Completes and submits quarterly State pension reports.
5. Analyzes accounting transactions, organizes assigned work and develops sound work procedures and recommends improvements.
6. Maintains payroll records and files.
7. Monitors 403(b) and 457 Plan document in collaboration with board approved vendors.
- 8 Verifies daily cafeteria money for deposit.
9. Provides payroll analysis and other related confidential information for negotiations.
10. Initiates bank transfers for payroll, agency and operating accounts.
11. Updates district folders with proper payroll related forms.
12. Maintains system to properly administer COBRA related payroll benefits and pension tiers as governed by Federal and State laws in coordination with Administrative Secretary to the Superintendent.
13. Assists new and existing employees with payroll and pension matters through the State including online services.
14. Ensures that all purchasing procedures (Business Registration Certificate, Affirmative Action, Pay to Play, State Contract, and Co-op contract) abide by state statutes and laws.
15. Process requisitions, generates purchase orders, and submits information to vendors.
16. Submits monthly vendor bid threshold expenditure list to the Board of Education.
17. Performs other such tasks and assumes other such responsibilities as may be assigned by the School Business Administrator/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 Classified Personnel.

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PROFESSIONAL DEVELOPMENT REQUESTS
December BOARD MEETING

	DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
1	January 11, 2012	Joe Petrosino Diane Ziegler	NA	NA	Vocational School Admission Policies	Freehold, NJ
2.	January 19, 2012	Pat Pelliccia	NA	NA	HSPA Test Coordinator Training	Jamesburg, NJ
3	January 24-24, 2012	Ben Pokrywa	\$185.00	65 miles= \$20.15	OSHA	Edison, NJ
4	January 31, 2012	Ben Pokrywa	\$90.00	65 miles= \$20.15	Federal Wage and Hour and Child Labor Laws	Edison, NJ
5	February 7-9, 2012	Ben Pokrywa	\$270.00	65 miles= \$20.15	Designing and Implementing Student Training Program	Edison, NJ
6	February 15, 2012	Ben Pokrywa	\$90.00	65 miles= \$20.15	NJ Wage and Hour Child Labor Laws	Edison, NJ
7	March 6-8, 2012	Chrys Harttraft	\$450.00	Hotel-\$525.80 340 miles=\$105.40 Parking-\$22.00/day M&I=\$71.00/1day \$53.25/1 st &last day	Association for Career & Technical Education (ACTE) National Policy Seminar And NJCCVTS Annual Winter Meeting	Washington, DC
8						
9						

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

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POLICY GUIDE

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Dating Violence at School
Oct 11
M

[See POLICY ALERT No. 195]

5519 DATING VIOLENCE AT SCHOOL

The Board of Education believes a safe and civil environment in school is necessary for children to learn. A pupil who is a victim of dating violence suffers academically and the pupil's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school's pupil code of conduct.

All school staff members (administrative staff, instructional staff, support staff, and volunteers) shall take all reasonable measures to prevent acts or incidents of dating violence at school involving a pupil. All acts or incidents of dating violence at school shall be reported to the Principal or designee in accordance with the provisions outlined in Regulation 5519. A verbal report shall be made to the Principal or designee as soon as possible, but no later than the end of the pupil's school day when the staff member witnesses or learns of an act or incident of dating violence at school. A written report regarding the act or incident shall be submitted to the Principal or designee by the reporting staff member no later than one day after the act or incident occurred.

School staff members are required to report all acts or incidents of dating violence at school they witness or upon receiving reliable information concerning acts or incidents of dating violence at school. Acts or incidents may include, but are not limited to: those characterized by physical, emotional, verbal, or sexual abuse; digital or electronic acts or incidents of dating violence; and/or patterns of behavior which are threatening or controlling.

The Board of Education, upon the recommendation of the Superintendent of Schools, shall adopt the guidelines and procedures outlined in Regulation 5519 for responding to acts or incidents of dating violence at school. The protocols outlined in Regulation 5519 have been established for any school staff member who witnesses or learns of an act or incident of dating violence at school and for school administrators to work with the victim and the aggressor of an act or incident of dating violence.



POLICY GUIDE

PUPILS
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Dating Violence at School

Dating violence statements and investigations shall be kept in files separate from pupil academic and discipline records to prevent the inadvertent disclosure of confidential information. Every act or incident of dating violence at school that is reported shall be documented in an appropriate manner. This should include statements, planning actions, and disciplinary measures as well as counseling and other support resources that are offered and prescribed to the victim or aggressor.

School administrators shall implement discipline and remedial procedures to address acts or incidents of dating violence at school consistent with the school's pupil code of conduct. The policies and procedures specific to acts or incidents of dating violence at school shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and alleged aggressor have been involved.

Consequences may include, but are not limited to: admonishment, temporary removal from the classroom, classroom or administrative detention, in-school suspension, out-of-school suspension, reports to law enforcement, and/or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the alleged aggressor based on the severity of the act or incident.

Remediation/intervention may include, but is not limited to: parent conferences, pupil counseling (all pupils involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive pupil interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

A pattern of behaviors may be an important sign a pupil is involved in an unhealthy or abusive dating relationship. The warning signs listed in Regulation 5519 shall educate the school community on the characteristics that a pupil in an unhealthy or abusive relationship may exhibit. Many of these warning signs make a connection to one pupil in the relationship asserting control and power over the other. Recognizing one or more signs of teen dating violence plays an important role in preventing, educating, and intervening in acts or incidents of dating violence.



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Dating Violence at School

The Board of Education shall make available to pupils and their families information on safe, appropriate school, family, peer, and community resources available to address dating violence.

The Board of Education shall incorporate age-appropriate dating violence education in grades seven through twelve through the health education curriculum in alignment with the New Jersey Core Curriculum Content Standards for Comprehensive Health and Physical Education. The educational program shall include, but is not limited to, a definition of dating violence, recognizing the warning signs of dating violence, and the characteristics of healthy relationships.

Upon written request to the school Principal, a parent/legal guardian of a pupil less than eighteen years of age shall be permitted, within a reasonable period of time after the request is made, to examine the dating violence education instruction materials developed by the school district.

Notice of Policy and Regulation 5519 shall appear in all district publications that set forth the comprehensive rules, procedures, and standards of conduct for pupils within the district and in any handbook.

N.J.S.A. 18A:35-4.23a.; 18A:37-33; 18A:37-34; 18A:37-35; 18A:37-37
New Jersey Department of Education Model Policy and Guidance for Incidents Involving Dating Violence – September 2011

Adopted:



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Oct 11
M

[See **POLICY ALERT No. 195**]

R 5519 DATING VIOLENCE AT SCHOOL

A. Definitions

1. "At school" means in a classroom, or anywhere on school property, school bus or school-related vehicle, at an official bus stop, or at any school-sponsored activity or event whether or not it is on school grounds.
2. "Dating partner" means any person involved in an intimate association with another individual that is primarily characterized by the expectation of affectionate involvement, whether casual, serious, or long-term.
3. "Dating violence" means a pattern of behavior where one person threatens to use, or actually uses physical, sexual, verbal, or emotional abuse to control a dating partner.

B. Procedures for Reporting Acts or Incidents of Dating Violence

1. School staff members (administrative staff, instructional staff, support staff, and volunteers) shall take all reasonable measures to prevent acts or incidents of teen dating violence and are required to report all acts or incidents of dating violence at school.
2. All acts or incidents of dating violence at school shall be reported to the Principal or designee.
 - a. This report should be made verbally as soon as possible, but no later than the end of the pupil's school day when the staff member witnesses or learns of an act or incident of dating violence at school.
 - b. A written report regarding the act or incident of dating violence at school should be submitted to the Principal or designee by the reporting staff member no later than one day after the staff member witnesses or learns of an act or incident of dating violence at school.



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3. These acts or incidents may include, but are not limited to:
 - a. Witnessed or receipt of reliable information concerning acts or incidents that are characterized by physical, emotional, verbal, or sexual abuse;
 - b. Digital or electronic acts or incidents of dating violence; and/or
 - c. Patterns of behavior which are threatening or controlling.
- C. Guidelines/Protocols for Responding to At-School Acts or Incidents of Dating Violence
 1. Protocol for All School Staff Members - Any school staff member who witnesses or learns of an act or incident of dating violence at school shall take the following steps:
 - a. Separate the victim from the aggressor;
 - b. Speak with the victim and the aggressor separately;
 - c. Speak with witnesses or bystanders separately;
 - d. Verbally report the act or incident to the Principal or designee no later than the end of the pupil's school day;
 - e. Prepare and submit a written report of the act or incident to the Principal or designee no later than one day after the act or incident occurred; and
 - f. Monitor the interactions of the victim and the aggressor with pupil safety being the priority.
 2. Protocol for Administrators/Administrative Investigation – The Principal or designee upon receiving a report of a dating violence act or incident at school shall take the following steps:
 - a. Separate the victim from the aggressor, if applicable;
 - b. Meet separately with the victim and the alleged aggressor;



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- c. Take written statements from the victim and alleged aggressor;
 - d. Review the victim's and alleged aggressor's written statements to ascertain an understanding of the act or incident. The administrator may ask questions of either individual for clarification;
 - e. Further investigate the act or incident by speaking with bystanders/witnesses of the act or incident. All statements obtained from bystanders/witnesses shall be written and documented, when possible;
 - f. The school administrator may make a determination to involve the school resource officer or law enforcement, if appropriate;
 - g. Appropriate referrals should be made if after an assessment by a school social worker, counselor, or psychologist determines the victim's or alleged aggressor's mental health has been placed at risk;
 - h. The Principal or designee shall contact the parents/guardians of both the victim and the alleged aggressor. The Principal or designee shall recommend a meeting be held to discuss the act or incident; and
 - i. The Principal or designee will notify both parties in writing of the outcome/determination of the investigation into the act or incident of dating violence at school.
3. Protocol for Working with the Victim of an Act or Incident of Dating Violence at School – The Principal or designee shall implement the following procedures for dealing with victims of a confirmed act or incident of dating violence at school:
- a. A pupil's safety shall be the first priority in a dating violence act or incident. Interaction between the victim and the aggressor shall be avoided. The burden of any schedule changes (classroom, bus, etc.) should be taken on by the aggressor;



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- b. A conference shall be held with the victim and their parents/guardians;
 - c. Identify any means or actions that should be taken to increase the victim's safety and ability to learn in a safe and civil school environment;
 - d. Alert the victim and their parents/guardians of school and community based resources that may be appropriate, including their right to file charges, if the act or incident violated the law;
 - e. Monitor the victim's safety as needed and assist the victim with any plans needed for the school day and after-school hours (hallway safety, coordination with parents/guardians for transportation to and from school, etc.). The administration may develop a safety plan if deemed necessary;
 - f. The administration may develop a Stay-Away Agreement between the victim and the aggressor if deemed necessary;
 - g. Encourage the victim to self-report any and all further acts or incidents of dating violence that occur at school in writing to the Principal or designee; and
 - h. Document all meetings and action plans that are discussed.
4. Protocol for Working with the Aggressor of an Act or Incident of Dating Violence at School – The Principal or designee shall implement the following procedures for dealing with the aggressor of a confirmed act or incident of dating violence at school:
- a. Schedule a conference with the aggressor and their parents/guardians;
 - b. Give the aggressor the opportunity to respond in a written statement to the allegations and the outcome/determination of an act or incident of dating violence at school;



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- c. Alert the aggressor and their parents/guardians to both school and community-based support and counseling resources that are available;
 - d. Identify and implement counseling, intervention, and disciplinary methods that are consistent with school policy for acts or incidents of this nature;
 - e. Review the seriousness of any type of retaliation (verbal, emotional, physical, sexual, electronic/digital) toward the victim who reported the act or incident of dating violence. Address that consequences will be issued consistent with the school's pupil code of conduct and procedures for any type of retaliation or intimidation toward the victim; and
 - f. Document all meetings and action plans that are discussed.
5. Protocol for the Documentation and Reporting of an Act or Incident of Dating Violence at School - School districts shall implement the following procedures for documenting and reporting acts or incidents of dating violence that occur at school:
- a. Dating violence statements and investigations shall be kept in files separate from pupil academic and discipline records to prevent the inadvertent disclosure of confidential information.
 - b. Every act or incident of dating violence at school that is reported shall be documented in an appropriate manner. This documentation shall include all written statements, planning actions, consequences, and disciplinary measures as well as counseling and other support resources that were offered, prescribed, and/or provided to the victim or the aggressor.

D. Discipline Procedures Specific to At School Acts or Incidents of Dating Violence

- 1. The Board of Education requires its school administrators to implement discipline and remedial procedures to address acts or incidents of dating violence at school that are consistent with the school's pupil code of conduct.



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2. The policies and procedures specific to acts or incidents of dating violence at school should be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved.
3. The responses shall be tiered with consideration given to the seriousness and number of previous occurrences of acts or incidents in which both the victim and alleged aggressor have been involved.
4. Consequences may include, but are not limited to, the following:
 - a. Admonishment;
 - b. Temporary removal from the classroom;
 - c. Classroom or administrative detention;
 - d. In-school suspension;
 - e. Out-of-school suspension;
 - f. Reports to law enforcement; and
 - g. Expulsion.
5. Retaliation toward the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident.
6. Remedial procedures/interventions may include, but are not limited to, the following:
 - a. Parent conferences;
 - b. Pupil counseling (all pupils involved in the act or incident);
 - c. Peer support group;
 - d. Corrective instruction or other relevant learning or service experiences;



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- e. Supportive pupil intervention (Intervention and Referral Services - I&RS);
- f. Behavioral management plan; and
- g. Alternative placements.

E. Warning Signs of Dating Violence

1. A pattern of behaviors may be an important sign that a pupil is involved in an unhealthy or abusive dating relationship. Many warning signs make a connection to one pupil in the relationship asserting control and power over the other. Recognizing one or more signs of teen dating violence plays an important role in preventing, educating, and intervening in acts or incidents of dating violence.
2. The warning signs listed below are to educate the school community on the characteristics a pupil in an unhealthy or abusive relationship might exhibit. Warning signs may include, but are not limited to, the following:
 - a. Name-calling and putdowns - Does one pupil in the relationship use name-calling or putdowns to belittle or intimidate the other pupil?
 - b. Extreme jealousy - Does one pupil in the relationship appear jealous when the other talks with peers?
 - c. Making excuses - Does one pupil in the relationship make excuses for the other?
 - d. Canceling or changing plans - Does one pupil cancel plans often, and at the last minute? Do the reasons make sense or sound untrue?
 - e. Monitoring - Does one pupil call, text, or check up on the other pupil constantly? Does one pupil demand to know the other's whereabouts or plans?



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- f. Uncontrolled anger – Does one of the pupils in the relationship lose his or her temper or throw and break things in anger?
 - g. Isolation - Has one pupil in the relationship given up spending time with family and friends? Has the pupil stopped participating in activities that were once very important?
 - h. Dramatic changes - Has the appearance of the pupil in the relationships changed? Has the pupil in the relationship lost or gained weight? Does the pupil seem depressed?
 - i. Injuries - Does the pupil in the relationship have unexplained injuries? Does the pupil give explanations that seem untrue?
 - j. Quick Progression - Did the pupil's relationship get serious very quickly?
- F. The Principal or designee will provide to the parents/guardians of a victim or aggressor information on safe, appropriate school, family, peer, and community resources available to address dating violence.

Adopted:



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Tuition Assistance
Nov 11

[See **POLICY ALERT No. 195**]

6472 TUITION ASSISTANCE

The Board of Education recognizes the importance of advanced educational experience, coursework, and degrees for employees. The Board of Education may provide tuition assistance to an employee in accordance with contract provisions in a collective bargaining agreement, an individual employment contract, or as per any other employment agreement or contract approved by the Board.

In accordance with the provisions of N.J.S.A. 18A:6-8.5, in order for the Board of Education to provide tuition assistance to an employee for coursework taken at an institution of higher education or additional compensation upon the acquisition of additional academic credits or completion of a degree program at an institution of higher education. The institution shall be a duly authorized institution of higher education as defined in Section 3 of P.L.1986, c.87 (C.18A:3-15.3).

The employee shall be required to obtain approval from the Superintendent of Schools prior to enrollment in any course for which tuition assistance is sought. In the event the Superintendent denies the approval, the employee may appeal the denial to the Board of Education. In the case of tuition assistance for the Superintendent of Schools, the approval shall be obtained from the Board of Education.

In accordance with the provisions of N.J.S.A. 18A:6-8.5.c., tuition assistance or additional compensation shall be provided only for a course or degree related to the employee's current or future job responsibilities.

Nothing in N.J.S.A. 18A:6-8.5 shall be construed to limit the authority of the Board to establish more stringent requirements for the provision of tuition assistance or additional compensation. The provisions of this Policy and N.J.S.A. 18A:6-8.5 shall not be deemed to impair an obligation set forth in a collective negotiations agreement or an individual contract of employment in effect on May 6, 2010.

N.J.S.A. 18A:6-8.5

Adopted:

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[See POLICY ALERT Nos. 111, 128, 170 and 195]

0168 RECORDING BOARD MEETINGS

The Board of Education directs the creation and maintenance of an official record of the formal proceedings of the Board and will permit the unofficial recording of Board meetings in accordance with this bylaw.

Minutes

The Board shall keep reasonably comprehensible minutes of all its meetings showing the time and place, the members present, the subject considered, the actions taken, the vote of each member, information sufficient to explain the actions taken, and any other information required to be shown in the minutes by law.

Minutes of public meetings shall be public records signed by the Board Secretary and filed in the **Board** Secretary's office in a minute book as the permanent record of the acts of this Board.

Minutes of executive meetings shall be filed in the **Board** Secretary's office in a place separate from the minute book until the time, if any, when the proceedings may be made public. At that time, the minutes shall be public records and shall be filed in the regular minute book.

The **Board** Secretary shall provide each Board member with a copy of the minutes no later than _____ days before the next regular Board meeting prior to Board approval.

~~Optional~~

~~[Electronic Recording]~~

~~The _____ shall make~~

~~_____ an audio tape recording~~

~~_____ a video tape recording~~

~~of each Board meeting~~



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Recording Board Meetings

Optional

[and Executive Session]

as an administrative aid in the preparation of minutes. The recording shall be

Choose only one of the following options:

_____ retained _____ (must be at least forty-five days) or until either summary or verbatim transcripts have been approved as minutes, whichever is longer, after which time they may be erased only if permission is granted by the New Jersey Department of State, Division of Archives and Record Management. All such recordings will be erased or destroyed in compliance with laws and rules for the destruction of public records.

The recording may not be able to be destroyed if a subject matter, vote, or Board action on the recording is the subject of litigation. The district will notify the New Jersey Division of Archives and Records Management when requesting permission that a recording be destroyed if the recording includes subject matter in litigation, or the district will not request permission to destroy such recording if the subject matter is in litigation.

_____ permanently preserved as a governmental record in accordance with the Open Public Records Act.

Recording by the Public

A Any member of the public may record the proceedings of a public meeting of the Board **provided the audio or video recording process complies with reasonable guidelines as outlined in this Bylaw. These guidelines are adopted to ensure the recording of the public meeting in a manner that** does not interrupt the proceedings, inhibit the conduct of the meeting, or distract Board members or other observers present at the meeting.

The Board will permit the use of **audio video recording devices** ~~tape recorder(s), still or movie camera(s), or videotape camera(s)~~ only when notice of such intended use has been given to the Board Secretary _____ days in advance of the meeting. **The Board Secretary or designee shall review the video recording guidelines with the person requesting to video record. Prior notice is not required to audio record a meeting.**



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Recording Board Meetings

All audio and video recording devices shall be silent in operation, inoffensive, and unobtrusive. Any video recording device must be located and operated from No more than _____ camera(s) may be in use at any time, and any camera must be operated in an inconspicuous locations in the meeting room as determined by the presiding officer of the meeting. Prior to the meeting, the presiding officer will determine the location of each recording device so the video recording device can video record the meeting with an unobstructed view. The presiding officer may permit a person wanting to video record the meeting using a small hand-held video recording device to sit with their video recording device in the public seating area of the meeting room provided the person recording and/or the recording device is not distracting or obtrusive to the meeting. A person that wants to audio record a public meeting shall sit with their audio recording device in the public seating area of the meeting room and shall not be distracting or obtrusive to the meeting. Additional lighting shall not be used unless approved by the presiding officer prior to the meeting. All recording devices must be battery operated, as the district cannot guarantee convenient availability or location of electric outlets in the meeting room.

The presiding officer shall determine when the number of video recording devices or if an audio or video any recording device interferes with the conduct of a Board meeting and may order that an interfering device be removed or relocated. The presiding officer may also limit the number of video recording devices if he/she determines the number and positioning of the video recording devices will be an unnecessary intrusion to the meeting. In this event, preference will be given based on the order in which prior notice requesting to record the meeting was provided to the Board Secretary.

Any person who video records a public meeting in accordance with the provisions of this Policy shall provide the Board the opportunity to obtain a copy of the recording at the Board's expense, but the Board shall have no power to edit or abridge the original recording.

~~Any recording of a Board meeting that is made available to persons other than the maker of the recording and is set forth as a true and accurate record of that meeting must be open to inspection by the Board and may be copied by this Board at the Board's expense.~~

N.J.S.A. 10:4-14

Adopted:



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Emergency Contracts
May 08
Nov 11

[See POLICY ALERT Nos. 181 and 195]

6424 EMERGENCY CONTRACTS

Any contract may be negotiated or awarded for a Board of Education without public advertising for bids and bidding notwithstanding that the contract price will exceed the bid threshold when an emergency affecting the health or safety of occupants of school property requires the immediate delivery of goods or the performance of services.

An actual or imminent emergency must exist requiring the immediate delivery of the goods or the performance of the service. Emergency contracts may not be used unless the need for the goods or services could not have been reasonably foreseen or the need for such goods or services has arisen notwithstanding a good faith effort on the school district to plan for the purchase of any goods or services required by the school district. Under no circumstance shall emergency purchasing procedures be used to enter into a multi-year contract.

If the School Business Administrator/Board Secretary is satisfied that an emergency exists, he/she shall be authorized to award a contract or contracts for such purposes as may be necessary to respond to the emergent needs pursuant to the provisions of N.J.S.A. 18A:18A-7 et seq.

If conditions permit, the School Business Administrator/Board Secretary shall seek quotations from more than one source. If the expenditures are expected to be in excess of the bid threshold, the School Business Administrator/Board Secretary shall attempt to obtain no fewer than three quotations.

As soon as possible, but within three days of declaring the emergency, the Superintendent of Schools shall notify the Executive County Superintendent of the nature of the emergency and the estimated need for goods or services necessary to respond to it.

When emergency conditions have eased, the School Business Administrator/Board Secretary shall utilize the regular purchasing system to obtain estimates from suppliers, vendors, and contractors for materials and/or services that will eliminate the circumstances that created the emergency.



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Emergency Contracts

The School Business Administrator/Board Secretary shall prepare and submit a final report to the Board on every occasion an emergency contract is negotiated or awarded in accordance with the provisions of N.J.S.A. 18A:18A-7.

N.J.S.A. 18A:18A-7
N.J.A.C. 5:34-6.1

Adopted:



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Jan 06
Nov 11
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[See POLICY ALERT Nos. 174 and 195]

8505 SCHOOL NUTRITION

The Board of Education recognizes child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on pupils' health and their ability and motivation to learn. The Board is committed to: providing pupils with healthy and nutritious foods; encouraging the consumption of fresh fruits and vegetables, **fat-free or low-fat (1%)** milk and whole grains; supporting healthy eating through nutrition education; encouraging pupils to select and consume all components of the school meal; and providing pupils with the opportunity to engage in daily physical activity.

All reimbursable meals shall meet Federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations. All items served as part of an After School Snack Program shall meet the standards as outlined within this Policy.

The following items may not be served, sold, or given out as free promotion anywhere on school property at anytime before the end of the school day:

1. Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;
2. All food and beverage items listing sugar, in any form, as the first ingredient; and
3. All forms of candy.

Schools shall reduce the purchase of any products containing trans fats. Federal labeling of trans fats on all food products is required by January 1, 2006.

All snack and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores, and fundraisers, or served in the reimbursable After School Snack Program, shall meet the following standards:

1. Based on manufacturers nutritional data or nutrient facts labels:



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- a. No more than eight grams of total fat per serving, with the exception of nuts and seeds.
 - b. No more than two grams of saturated fat per serving.
2. All beverages shall not exceed 12 ounces, with the following exceptions:
 - a. Water.
 - b. Milk containing 2% or less fat.
3. ~~Whole milk shall not exceed 8 ounces.~~

Schools shall make potable water available to children at no charge in the place where lunch meals are served during the meal service. Schools may offer water pitchers with cups on tables and/or make potable water available for pupils to fill their own cups or water bottles by means of a water faucet or water fountain that is available without restriction in or near the location meals are served. A faucet or fountain outside the cafeteria is acceptable as long as pupils can request and receive permission to access the faucet or fountain.

Schools may not serve any whole milk or any reduced fat milk (2%). Schools may only serve fat-free milk, low-fat (1%) milk, fat free or low fat lactose reduced/lactose free milk, fat-free or low-fat buttermilk, or acidified milk or fat-free or low-fat acidified milk. Schools must offer at least two choices of these milks. These approved milk products may be either white or flavored milk varieties. All milk products must be pasteurized fluid milk that meets the State and local standards, as currently required in 7 CFR Part 210.10(m)(1)(ii).

In elementary schools, 100% of all beverages offered shall be milk, water, or 100% fruit or vegetable juices.

In middle and high schools, at least 60% of all beverages offered, other than milk and water, shall be 100% fruit or vegetable juices. No more than 40% of all ice cream/frozen desserts shall be allowed to exceed the standards in this Policy for sugar, fat, and saturated fat.



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School Nutrition

Food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this Policy, with the exception of foods of minimal nutritional value as defined by USDA regulations.

This Policy does not apply to: medically authorized special needs diets pursuant to 7 CFR Part 210; school nurses using FMNVs during the course of providing health care to individual pupils; or special needs pupils whose Individualized Education Plan (IEP) indicates their use for behavior modification.

Adequate time shall be allowed for pupil meal service and consumption. The school district shall provide a pleasant dining environment for pupils, and schools shall attempt to schedule physical education or recess before lunch whenever possible.

The school district's curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Standards.

The Board of Education is committed to promoting this School Nutrition Policy with all food service personnel, teachers, nurses, coaches, and other school administrative staff so they have the skills needed to implement this Policy and promote healthy eating practices. The Board will work toward expanding awareness about this Policy among pupils, parent(s) or legal guardian(s), teachers, and the community at large.

N.J.A.C. 2:36-1.7(a); 2:36-1.7(b)

Adopted:



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School Volunteers
Mar 87
Nov 11

[See POLICY ALERT Nos. 79, 106 and 195]

9180 SCHOOL VOLUNTEERS

The Board of Education recognizes that the services of community volunteers can enrich the educational program, assist teaching staff members in the performance of their duties, and enhance the relationship between the school district and the community. The Board ~~authorizes~~ ~~directs the institution of~~ a program for the utilization of volunteer services in grades _____ through _____ the school(s) of the school district.

[Options – Select One Option Below:

☒

~~An unpaid volunteer is not required to complete a criminal history record check. A volunteer ☒ shall or ☐ is not required to be approved by the Board.~~

☒

An unpaid volunteer, as defined below, shall be required to complete a criminal history record check. The Board of Education shall reimburse the volunteer for the cost of the criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.2.

For the purpose of this Policy, a “volunteer” is a person who is not paid by the Board of Education, who assists with classroom or other school activities under the direct supervision of an appropriately certified or licensed school district employee, and provides assistance for school activities on a “regular basis” throughout the school year.

For the purpose of this Policy, “regular basis” means volunteering services more than ~~12~~ ⁶ occasions during a school year.

For the purpose of this Policy, a “volunteer” is not a person who is invited into a school and provides occasional assistance for school activities, chaperones a class trip, or assists with classroom or other school activities less than ⁶ (same as above) occasions during the school year.



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School Volunteers

4. Volunteers shall respect the individuality, dignity, and worth of each child;
5. Volunteers are not permitted access to pupil records;
6. Volunteers should exercise discretion in discussing their school activities with others in the community **and must maintain confidential any information that if disclosed would violate Federal and State laws;**
7. Volunteers may consult with the Principal regarding their duties and responsibilities; **and**
8. Volunteers shall receive no financial remuneration from the Board.

Optional

~~{All school volunteers must have a criminal background check and be fingerprinted at their own expense, sign a waiver for workers' compensation and provide documentation that a Mantoux test has been administered.}~~

~~The Superintendent shall report _____ (frequency) to the Board on the number of volunteers serving in the schools of the district, the duties performed by volunteers, and the number of volunteer hours served, by school.~~

N.J.S.A. 18A:6-7.1; 18A:6-7.2

Adopted:



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School Volunteers

The Superintendent or designee shall determine if a person meets or will meet the requirements to be a "volunteer" for the purpose of this Policy.

A volunteer must be approved by the Board upon the recommendation of the Superintendent.]

The _____ Principal or designee shall be responsible for the recruitment and screening of volunteers, may delegate the assignment of volunteers to specific tasks, and must submit their names for Board approval.

Volunteers must be persons of known character, responsibility, and integrity

Optional

County
[and must reside in the school district.]

Neither the Superintendent nor any Principal shall be obligated to utilize the proffered services of a volunteer whose abilities or interests do not serve the needs of pupils.

Optional

~~[The Superintendent shall prepare and promulgate rules of conduct for school volunteers. Each school volunteer shall be given a copy of this Policy and the rules of conduct.]~~

The following guidelines shall govern the service of school volunteers:

1. Volunteers may serve only under the direction and supervision of an appropriately certified or licensed teaching staff member;
2. Volunteers should clearly understand their duties and responsibilities and perform no service outside those duties;
3. Volunteers serve only in a support capacity; only appropriately certified or licensed teaching staff members are responsible for educational planning and decisions and the teaching of new concepts;



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Volunteer Athletic Coaches **and Co-Curricular**
Activity Advisors/Assistants
Jun 02
Nov 11

[See **POLICY ALERT** Nos. 161 and 195]

9181 VOLUNTEER ATHLETIC COACHES AND CO-CURRICULAR ACTIVITY ADVISORS/ASSISTANTS

The Board of Education recognizes the services of volunteer athletic coaches **and co-curricular activity advisors/assistants** bring unique skills to the district, enrich the athletic **and co-curricular** program, assist district's coaching **and co-curricular** staff members in the performance of their duties, and enhance the relationship between the school district and the community. **Therefore, t**The Board **authorizes** ~~directs~~ a program for the utilization of volunteer athletic coaches **and co-curricular activity advisors/assistants in the district in grades** _____ through ____.

For the purposes of this Policy, "volunteer athletic coach and co-curricular activity advisor/assistant" is a person who is not paid by the Board of Education, assisting under the direct supervision of an appropriately certified or licensed school district employee, and provides assistance for the school activity.

The principal will be responsible for the recruitment and screening of volunteer athletic coaches **and co-curricular activity advisors/assistants** and their assignment. The district is not obligated to utilize the proffered services of a volunteer athletic coach whose abilities or interests do not serve the needs of the school district as determined by the Superintendent.

These ~~Coaching~~ volunteers must be persons of known character, responsibility, and integrity and must be recommended by the Superintendent and approved by the Board of Education prior to assuming any ~~coaching~~ responsibilities.

The principal will prepare and promulgate rules of conduct for volunteer athletic coaches **and volunteer co-curricular activity advisors/assistants**. Each volunteer athletic coach **and co-curricular activity advisor/assistant** will be given a copy of this **Ppolicy and the rules of conduct**.



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Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants

The following guidelines shall govern the service of a volunteer athletic coach and volunteer co-curricular activity advisor/assistant:

1. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may serve only under the direction and immediate supervision of a head and/or assistant coach or activity advisor or assistant employed by the Board;
2. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must clearly understand their duties and responsibilities and perform no services outside those duties;
3. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants serve only in a support capacity and only head or assistant coaches or activity advisors or assistants employed by the Board are responsible for the supervision and instruction provided to pupils participating in the athletic programs or co-curricular activities;
4. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants shall respect the individuality, dignity and worth of each pupil;
5. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants are not permitted access to pupil records;
6. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must exercise discretion in disclosing any confidential pupil matters the coach or activity advisor or assistant employed by the Board becomes aware of as a result of their volunteer responsibilities;
7. Volunteer athletic coaches must consult with the principal regarding any matters or questions regarding their duties and responsibilities;
8. Volunteer co-curricular activity advisors/assistants must consult with the principal regarding any matters or questions regarding their duties and responsibilities;



POLICY GUIDE

COMMUNITY

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Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants

98. Volunteers athletic coaches and co-curricular activity advisors/assistants shall receive no financial remuneration from the Board; and

~~[Optional: from the Board or from any source.];~~

109. Volunteer athletic coaches, and volunteer co-curricular activity advisors/assistants may be immediately relieved of their volunteer responsibilities, with or without cause, by the Superintendent with such action to be recommended to the Board by the Superintendent at the next Board Meeting following relief of duties.

[Optional

All school volunteers athletic coaches and co-curricular activity advisors/assistants must have an approved:

Choose one or more of the following:

- ☒ possess a New Jersey substitute teacher certificate credential;
- ☒ obtain a criminal history record background check and fingerprinted to be reimbursed by the Board at volunteer's expense;
- ☒ sign a waiver for workers' compensation if required by the school district's insurance company;
- ☒ provide documentation that a Mantoux test has been administered; and
- ☐ Other.

~~The Superintendent shall report annually to the Board on the number of volunteer coaches serving in the district, the duties performed by volunteer coaches, and the number of volunteer hours served, by school athletic program.~~

N.J.S.A. 18A:6-7.1; 18A:6-7.2

Adopted:

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12/13 2:54pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10 (including 16, 17 & 18)
Interim Balance Sheet
For 5 Month Period Ending 11/30/2011

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$858,703.99
121	Tax levy receivable		\$7,421,884.00
	Accounts receivable:		
13X	Interfund	\$295,631.05	
141	Intergovernmental - State	\$668,660.70	
143	Intergovernmental - Other	\$7,816.32	
			\$972,108.07

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

301	Estimated Revenues	\$14,088,011.00	
302	Less Revenues	(\$13,011,554.13)	
			\$1,076,456.87

	Total assets and resources		\$10,329,152.93
--	----------------------------	--	-----------------

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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 5 Month Period Ending 11/30/2011

=====

LIABILITIES AND FUND EQUITY

=====

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

421	Accounts Payable	\$220.00
	Other current liabilities	\$1,037,539.00
		\$1,037,759.00
	TOTAL LIABILITIES	=====

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	\$6,709,674.16
	Reserved fund balance:	
760	Reserved Fund Balance	\$161,478.00
601	Appropriations	\$14,351,511.00
602	Less : Expenditures	\$5,233,828.34
603	Encumbrances	\$6,709,674.16 (\$11,943,502.50)
		\$2,408,008.50
	Total Appropriated	\$9,279,160.66

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

770	Fund Balance	\$212,233.27
303	Budgeted Fund Balance	(\$200,000.00)

TOTAL FUND BALANCE	\$9,291,393.93
TOTAL LIABILITIES AND FUND EQUITY	\$10,329,152.93

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$14,351,511.00	\$11,943,502.50	\$2,408,008.50
Revenues	(\$14,088,011.00)	(\$13,011,554.13)	(\$1,076,456.87)
	\$263,500.00	(\$1,068,051.63)	\$1,331,551.63
Less: Adjust for prior year encumb.	(\$63,500.00)	(\$63,500.00)	
	\$200,000.00	(\$1,131,551.63)	\$1,331,551.63
Budgeted Fund Balance	\$200,000.00	(\$1,131,551.63)	\$1,331,551.63
	=====	=====	=====

Recapitulation of Budgeted Fund Balance by Subfund

Fund 10 (includes 10, 11, 12, and 13)	\$200,000.00	(\$1,131,551.63)	\$1,331,551.63
Fund 16 (Restricted ARRA-ESF)	\$0.00	\$0.00	\$0.00
Fund 17 (Restricted ARRA-GSF)	\$0.00	\$0.00	\$0.00
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00
	\$200,000.00	(\$1,131,551.63)	\$1,331,551.63
TOTAL Budgeted Fund Balance	\$200,000.00	(\$1,131,551.63)	\$1,331,551.63
	=====	=====	=====

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 5 Month Period Ending 11/30/2011

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$12,862,206.00	\$11,785,749.13		\$1,076,456.87
3XXX From State Sources	\$1,225,805.00	\$1,225,805.00		.00
<hr/>				
TOTAL REVENUE/SOURCES OF FUNDS	\$14,088,011.00	\$13,011,554.13		\$1,076,456.87
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
<hr/>				
--- CURRENT EXPENSE ---				
11-1XX-100-XXX Regular Programs - Instruction	\$1,245,173.00	\$424,190.88	\$700,373.61	\$120,608.51
11-230-X00-XXX Basic Skills - Remedial Instruction	\$94,000.00	\$27,670.50	\$63,998.26	\$2,331.24
11-240-X00-XXX Bilingual Education - Instruction	\$59,500.00	\$17,836.50	\$41,618.50	\$45.00
11-3XX-100-XXX Voc. Programs - Local - Instruction	\$3,474,000.00	\$1,011,500.90	\$1,427,350.57	\$1,035,148.53
11-401-100-XXX School-Spon. Cocurr. Acti-Instr	\$51,000.00	\$20,599.85	\$21,455.85	\$8,944.30
11-402-100-XXX School-Spons. Athletics - Instruction	\$53,360.00	\$27,461.44	\$25,485.56	\$413.00
--- UNDISTRIBUTED EXPENDITURES ---				
11-800-330-XXX Community Services Programs-				
11-000-213-XXX Health Services	\$168,900.00	\$61,333.88	\$97,948.45	\$9,617.67
11-000-218-XXX Guidance	\$490,000.00	\$263,610.94	\$224,939.86	\$1,449.20
11-000-219-XXX Child Study Teams	\$179,500.00	\$75,080.96	\$60,892.71	\$43,526.33
11-000-221-XXX Improvement Of Inst./Other Support				
Improvement of Inst. Serv.	\$364,500.00	\$178,211.36	\$150,852.28	\$35,436.36
11-000-222-XXX Educational Media Serv/School Library	\$215,050.00	\$77,805.51	\$130,366.71	\$6,877.78
11-000-223-XXX Instructional Staff Training Services	\$15,000.00	\$10,060.89	\$4,939.11	.00
11-000-230-XXX Supp. Serv.-General Administration	\$497,620.00	\$298,433.55	\$174,292.81	\$24,893.64
11-000-240-XXX Supp. Serv.-School Administration	\$636,500.00	\$278,491.25	\$270,539.65	\$87,469.10
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$665,000.00	\$285,534.83	\$318,772.02	\$60,693.15
11-000-261-XXX Allowable Maint. for School Facilities	\$916,400.00	\$434,113.27	\$422,898.11	\$59,388.62
11-000-262-XXX Custodial Services	\$1,400,045.00	\$550,890.35	\$634,578.11	\$214,576.54
11-000-263-XXX Care and Upkeep of Grounds	\$14,500.00	\$9,720.50	\$4,779.50	.00
11-000-266-XXX Security	\$109,000.00	\$44,570.94	\$34,349.68	\$30,079.38
11-000-270-XXX Student Transportation Services	\$107,100.00	\$26,098.60	\$23,162.58	\$57,838.82
11-000-291-XXX Allocated and Unallocated Benefits	\$3,114,955.00	\$912,673.08	\$1,734,417.23	\$467,864.69
<hr/>				
TOTAL GENERAL CURRENT EXPENSE				
EXPENDITURES/USES OF FUNDS	\$13,871,103.00	\$5,035,889.98	\$6,568,011.16	\$2,267,201.86
	=====	=====	=====	=====

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 5 Month Period Ending 11/30/2011

	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
*** EXPENDITURES - cont'd ***				
*** CAPITAL OUTLAY ***				
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$413,408.00	\$159,937.75	\$134,599.00	\$118,871.25
	_____	_____	_____	_____
 TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$413,408.00	\$159,937.75	\$134,599.00	\$118,871.25
	=====	=====	=====	=====
*** SPECIAL SCHOOLS ***				
13-422-100-XXX Summer school -instruction	\$67,000.00	\$38,000.61	\$7,064.00	\$21,935.39
	_____	_____	_____	_____
 TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	\$67,000.00	\$38,000.61	\$7,064.00	\$21,935.39
	=====	=====	=====	=====
 TOTAL GENERAL FUND EXPENDITURES	\$14,351,511.00	\$5,233,828.34	\$6,709,674.16	\$2,408,008.50
	=====	=====	=====	=====

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 5 Month Period Ending 11/30/2011

		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	\$45,295.40	\$760,180.60
1XXX	Miscellaneous	\$529,990.00	\$213,713.73	\$316,276.27
		-----	-----	-----
	TOTAL	\$12,862,206.00	\$11,785,749.13	\$1,076,456.87
		=====	=====	=====
--- 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	\$13,011,554.13	\$1,076,456.87
		=====	=====	=====

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 5 Month Period Ending 11/30/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,180,346.00	\$383,972.93	\$693,108.97	\$103,264.10
11-140-100-500 Other Purchased Services	\$5,500.00	\$2,166.29	\$85.00	\$3,248.71
11-140-100-610 General Supplies	\$48,327.00	\$31,197.68	\$6,812.28	\$10,317.04
11-140-100-640 Textbooks	\$7,000.00	\$6,632.64	\$367.36	.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
<hr/>				
TOTAL	\$1,245,173.00	\$424,190.88	\$700,373.61	\$120,608.51
--- Basic skills/remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$90,000.00	\$26,980.50	\$62,954.50	\$65.00
11-230-100-610 General Supplies	\$4,000.00	\$690.00	\$1,043.76	\$2,266.24
<hr/>				
TOTAL	\$94,000.00	\$27,670.50	\$63,998.26	\$2,331.24
--- Bilingual education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$59,500.00	\$17,836.50	\$41,618.50	\$45.00
<hr/>				
TOTAL	\$59,500.00	\$17,836.50	\$41,618.50	\$45.00
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$2,691,000.00	\$769,086.41	\$1,211,246.04	\$710,667.55
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	\$12,545.79	\$308.57	\$8,145.64
11-310-100-610 General Supplies	\$275,000.00	\$122,316.85	\$67,899.14	\$84,784.01
11-310-100-640 Textbooks	\$9,000.00	\$7,920.00	\$1,080.00	.00
11-310-100-800 Other Objects	\$7,000.00	\$723.64	\$613.34	\$5,663.02
<hr/>				
Total	\$3,203,000.00	\$912,592.69	\$1,281,147.09	\$1,009,260.22
--- Special Vocational Programs - Instruction ---				
11-320-100-101 Salaries of Teachers	\$217,000.00	\$64,783.50	\$142,216.50	\$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	\$26,789.71	\$3,986.98	\$14,223.31
11-320-100-640 Textbooks	\$7,000.00	\$7,000.00	.00	.00
<hr/>				
Total	\$271,000.00	\$98,908.21	\$146,203.48	\$25,888.31

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 5 Month Period Ending 11/30/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
	<hr/>	<hr/>	<hr/>	<hr/>
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$38,000.00	\$17,390.40	\$20,609.60	.00
11-401-100-600 Supplies and Materials	\$13,000.00	\$3,209.45	\$846.25	\$8,944.30
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$51,000.00	\$20,599.85	\$21,455.85	\$8,944.30
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$38,000.00	\$16,129.33	\$21,870.67	.00
11-402-100-500 Purchased Services	\$10,000.00	\$8,887.00	\$700.00	\$413.00
11-402-100-600 Supplies and Materials	\$5,360.00	\$2,445.11	\$2,914.89	.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$53,360.00	\$27,461.44	\$25,485.56	\$413.00
--- UNDISTRIBUTED EXPENDITURES ---				
<hr/>				
--- Health services ---				
11-000-213-100 Salaries	\$148,000.00	\$54,218.00	\$91,451.40	\$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	\$283.27	\$3,750.17	\$1,966.56
11-000-213-800 Other Objects	\$400.00	.00	.00	\$400.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$168,900.00	\$61,333.88	\$97,948.45	\$9,617.67
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$389,000.00	\$222,131.44	\$166,868.56	.00
11-000-218-105 Sal Sec. & Clerical Asst.	\$100,000.00	\$41,479.50	\$58,071.30	\$449.20
11-000-218-600 Supplies and Materials	\$1,000.00	.00	.00	\$1,000.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$490,000.00	\$263,610.94	\$224,939.86	\$1,449.20
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$75,000.00	\$29,309.82	\$7,620.18	\$38,070.00
11-000-219-105 Sal Sec. & Clerical Asst.	\$93,000.00	\$37,652.00	\$52,712.80	\$2,635.20
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$5,000.00	\$3,330.00	\$190.00	\$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	\$1,718.89	\$115.73	\$165.38
11-000-219-800 Other Objects	\$3,500.00	\$2,070.25	\$254.00	\$1,175.75
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$179,500.00	\$75,080.96	\$60,892.71	\$43,526.33

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 5 Month Period Ending 11/30/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
	<hr/>	<hr/>	<hr/>	<hr/>
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$164,000.00	\$85,694.71	\$44,987.88	\$33,317.41
11-000-221-104 Salaries Other Prof. Staff	\$152,000.00	\$66,562.40	\$85,437.60	.00
11-000-221-105 Sal Secr. & Clerical Asst.	\$38,000.00	\$20,304.55	\$17,695.45	.00
11-000-221-500 Other Purchased Services	\$5,000.00	\$2,968.65	\$2,031.35	.00
11-000-221-600 Supplies and Materials	\$2,500.00	\$2,482.05	.00	\$17.95
11-000-221-800 Other Objects	\$3,000.00	\$199.00	\$700.00	\$2,101.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$364,500.00	\$178,211.36	\$150,852.28	\$35,436.36
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$101,050.00	\$29,820.00	\$69,580.00	\$1,650.00
11-000-222-177 Salaries of Technology Coordinators	\$85,000.00	\$33,958.30	\$47,541.62	\$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	\$7,728.12	\$13,210.09	\$61.79
11-000-222-800 Other Objects	\$4,000.00	\$2,300.00	\$35.00	\$1,665.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$215,050.00	\$77,805.51	\$130,366.71	\$6,877.78
--- Instructional Staff Training Services ---				
11-000-223-500 Other Purchased Services	\$13,000.00	\$8,060.89	\$4,939.11	.00
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	\$4,939.11	\$0.00
--- Support services-general administration ---				
11-000-230-100 Salaries	\$255,000.00	\$194,087.32	\$60,912.60	\$0.08
11-000-230-331 Legal Services	\$75,000.00	\$23,713.72	\$35,067.10	\$16,219.18
11-000-230-332 Audit Fees	\$33,500.00	.00	\$33,500.00	.00
11-000-230-339 Other Purchased Prof. Svc.	\$3,000.00	\$2,750.00	.00	\$250.00
11-000-230-530 Communications/Telephone	\$75,000.00	\$38,036.52	\$34,823.05	\$2,140.43
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	\$2,971.84	\$501.97	\$26.19
11-000-230-890 Misc. Expenditures	\$31,000.00	\$18,674.58	\$6,937.91	\$5,387.51
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	\$298,433.55	\$174,292.81	\$24,893.64
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$460,000.00	\$197,504.94	\$201,464.62	\$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 5 Month Period Ending 11/30/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-240-105 Sal Secr. & Clerical Asst.	\$129,000.00	\$63,297.09	\$65,702.91	.00
11-000-240-11X Other Salaries	\$20,000.00	\$942.52	.00	\$19,057.48
11-000-240-500 Other Purchased Services	\$16,500.00	\$12,842.11	\$1,111.23	\$2,546.66
11-000-240-600 Supplies and Materials	\$8,000.00	\$2,891.89	\$544.99	\$4,563.12
11-000-240-800 Other Objects	\$3,000.00	\$1,012.70	\$1,715.90	\$271.40
TOTAL	\$636,500.00	\$278,491.25	\$270,539.65	\$87,469.10
--- Central Services ---				
11-000-251-100 Salaries	\$390,000.00	\$153,440.90	\$214,828.46	\$21,730.64
11-000-251-330 Purchased Prof. Svcs.	\$28,000.00	\$10,641.80	\$7,974.20	\$9,384.00
11-000-251-340 Purchased Technical Svcs.	\$16,000.00	\$1,100.00	\$2,775.00	\$12,125.00
11-000-251-600 Supplies and Materials	\$7,000.00	\$7,000.00	.00	.00
11-000-251-890 Other Objects	\$6,000.00	\$1,674.63	.00	\$4,325.37
TOTAL	\$447,000.00	\$173,857.33	\$225,577.66	\$47,565.01
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$171,000.00	\$79,619.38	\$91,380.62	.00
11-000-252-500 Other Pur Serv. (400-500 series)	\$31,000.00	\$26,949.86	\$44.02	\$4,006.12
11-000-252-600 Supplies and Materials	\$16,000.00	\$5,108.26	\$1,769.72	\$9,122.02
TOTAL	\$218,000.00	\$111,677.50	\$93,194.36	\$13,128.14
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$565,000.00	\$244,651.71	\$320,348.29	.00
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$315,400.00	\$172,805.56	\$96,687.53	\$45,906.91
11-000-261-610 General Supplies	\$26,000.00	\$16,292.33	\$2,636.43	\$7,071.24
11-000-261-800 Other Objects	\$10,000.00	\$363.67	\$3,225.86	\$6,410.47
TOTAL	\$916,400.00	\$434,113.27	\$422,898.11	\$59,388.62
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$332,545.00	\$138,333.35	\$194,188.04	\$23.61
11-000-262-490 Other Purchased Property Svc.	\$67,000.00	\$43,525.86	\$15,203.14	\$8,271.00
11-000-262-520 Insurance	\$207,500.00	\$103,990.00	\$73,597.50	\$29,912.50
11-000-262-621 Energy (Natural Gas)	\$170,000.00	\$6,353.32	\$101,227.25	\$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	\$550,890.35	\$634,578.11	\$214,576.54
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$14,500.00	\$9,720.50	\$4,779.50	.00
TOTAL	\$14,500.00	\$9,720.50	\$4,779.50	\$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 5 Month Period Ending 11/30/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
	-----	-----	-----	-----
--- Security ---				
11-000-266-100 Salaries	\$109,000.00	\$44,570.94	\$34,349.68	\$30,079.38
TOTAL	\$109,000.00	\$44,570.94	\$34,349.68	\$30,079.38
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$35,000.00	\$12,387.42	\$22,612.58	.00
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$3,000.00	.00	.00	\$3,000.00
11-000-270-512 Contr Svc(other btw home & sch)-vendors	\$19,000.00	\$5,435.00	\$550.00	\$13,015.00
11-000-270-514 Contract Svc (spec.ed.)-vendors	\$3,000.00	.00	.00	\$3,000.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$29,600.00	\$402.50	.00	\$29,197.50
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	\$26,098.60	\$23,162.58	\$57,838.82
--- Benefits ---				
11-XXX-XXX-220 Social Security Contributions	\$190,000.00	\$80,170.21	\$106,846.62	\$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	\$2,366.95	\$51,426.51	\$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	\$731,987.58	\$1,049,225.60	\$316,786.82
11-XXX-XXX-280 Tuition Reimbursement	\$30,000.00	\$24,000.92	.00	\$5,999.08
11-XXX-XXX-290 Other Employee Benefits	\$140,000.00	\$5,610.92	.00	\$134,389.08
TOTAL	\$3,114,955.00	\$912,673.08	\$1,734,417.23	\$467,864.69
Total Undistributed expenditures	\$8,894,070.00	\$3,506,629.91	\$4,287,728.81	\$1,099,711.28
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$13,871,103.00	\$5,035,889.98	\$6,568,011.16	\$2,267,201.86
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$13,871,103.00	\$5,035,889.98	\$6,568,011.16	\$2,267,201.86
	=====	=====	=====	=====

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 5 Month Period Ending 11/30/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
	_____	_____	_____	_____
*** CAPITAL OUTLAY ***				

Facilities acquisition and construction services ---				
12-000-400-334 Architectural/Engineering Services	\$35,000.00	\$34,720.75	.00	\$279.25
12-000-400-450 Construction services	\$378,408.00	\$125,217.00	\$134,599.00	\$118,592.00
Facilitis. Acqstn. Const. Sevr. -- TOTAL --	\$413,408.00	\$159,937.75	\$134,599.00	\$118,871.25
	_____	_____	_____	_____
TOTAL	\$413,408.00	\$159,937.75	\$134,599.00	\$118,871.25
TOTAL CAPITAL OUTLAY EXPENDITURES	\$413,408.00	\$159,937.75	\$134,599.00	\$118,871.25
*** SPECIAL SCHOOLS ***				

Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	\$62,000.00	\$35,909.00	\$7,064.00	\$19,027.00
13-422-100-610 General supplies	\$5,000.00	\$2,091.61	.00	\$2,908.39
	_____	_____	_____	_____
TOTAL	\$5,000.00	\$2,091.61	\$0.00	\$2,908.39
TOTAL SUMMER SCHOOL	\$67,000.00	\$38,000.61	\$7,064.00	\$21,935.39
TOTAL SPECIAL SCHOOLS EXPENDITURES	\$67,000.00	\$38,000.61	\$7,064.00	\$21,935.39
*** EDUCATION STABILIZATION FUND **				
*** GOVERNMENT SERVICES FUND **				
*** EDUCATION JOBS FUND **				
TOTAL GENERAL FUND EXPENDITURES	\$14,351,511.00	\$5,233,828.34	\$6,709,674.16	\$2,408,008.50

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

For 5 Month Period Ending 11/30/2011

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

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

12/13 2:54pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 5 Month Period Ending 11/30/11

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$261,034.62
	Accounts receivable:		
141	Intergovernmental - State	(\$270,343.43)	
142	Intergovernmental - Federal	\$275,678.00	
			\$5,334.57
	Other Current Assets		(\$1,811.72)

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

301	Estimated Revenues	\$931,258.00	
302	Less Revenues	(\$300,726.75)	
			\$630,531.25
	Total assets and resources		\$895,088.72
			=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 5 Month Period Ending 11/30/11

=====

LIABILITIES AND FUND EQUITY

=====

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

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

F U N D B A L A N C E

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

753	Reserve for encumbrances - Current Year	\$406,404.48
601	Appropriations	\$931,258.00
602	Less: Expenditures	\$328,034.08
603	Encumbrances	\$406,404.48
		(\$734,438.56)
		\$196,819.44
	TOTAL FUND BALANCE	\$603,223.92
	TOTAL LIABILITIES AND FUND EQUITY	\$895,088.72

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 5 Month Period Ending 11/30/11

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$189,830.00	\$127,488.75		\$62,341.25
3XXX From State Sources	\$346,477.00	\$173,238.00		\$173,239.00
4XXX From Federal Sources	\$394,951.00	.00		\$394,951.00
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$931,258.00	\$300,726.75		\$630,531.25
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
LOCAL PROJECTS:	\$189,830.00	\$91,231.47	\$14,417.47	\$84,181.06
STATE PROJECTS:				
Other special projects	\$346,477.00	\$124,824.81	\$169,749.74	\$51,902.45
	_____	_____	_____	_____
TOTAL STATE PROJECTS	\$346,477.00	\$124,824.81	\$169,749.74	\$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	\$1,914.92	\$1,612.12	\$7,284.96
I.D.E.A. Part B (Handicapped)	\$85,000.00	\$30,278.80	\$42,390.32	\$12,330.88
Vocational Education	\$255,082.00	\$69,384.68	\$177,415.85	\$8,281.47
	_____	_____	_____	_____
TOTAL FEDERAL PROJECTS	\$394,951.00	\$111,977.80	\$222,237.27	\$60,735.93
*** TOTAL EXPENDITURES ***	\$931,258.00	\$328,034.08	\$406,404.48	\$196,819.44
	=====	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 5 Month Period Ending 11/30/11

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

For 5 Month Period Ending 11/30/11

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

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: November 30, 2011

CASH REPORT

FUNDS	(1)	(2)	(3)	(4)
Governmental Funds	Adjusted Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$757,762.52	\$1,278,633.74	-\$1,177,692.27	\$858,703.99
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)	\$268,528.30	\$42,593.00	-\$50,086.68	\$261,034.62
Capital Project Fund (30)	\$59,227.09	\$100,219.66	-\$108,836.03	\$50,610.72
Debt Services Fund (40)	\$0.00	\$0.00	\$0.00	\$0.00
Enterprise Fund (61)	\$78,813.49	\$0.00	\$0.00	\$78,813.49
Total Governmental Funds	<u>\$1,164,331.39</u>	<u>\$1,421,446.40</u>	<u>-\$1,336,614.98</u>	<u>\$1,249,162.81</u>
Summer Savings	\$17,725.32	\$8,829.70	\$0.00	\$26,555.02
Enterprise Fund (60) Cafeteria	\$52,937.14	\$14,013.63	-\$11,538.80	\$55,411.97
Payroll Fund (70)	\$0.00	\$479,421.87	-\$479,421.87	\$0.00
Agency Fund (90)	\$0.00	\$299,591.20	-\$299,591.20	\$0.00
Total Trust & Agency	<u>\$70,662.46</u>	<u>\$801,856.40</u>	<u>-\$790,551.87</u>	<u>\$81,966.99</u>
Grand Total for all Funds	<u>\$1,234,993.85</u>	<u>\$2,223,302.80</u>	<u>-\$2,127,166.85</u>	<u>\$1,331,129.80</u>
				\$1,331,129.80

Prepared and submitted by:

Michelle Fresco, Treasurer of School Moneys

12/9/2011

Date

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NEW JERSEY
POLICY ALERT
Policy Alert and Support System

No. 195
November 2011

- 0168 Recording Board Meetings (Revised)
- 5519 Dating Violence at School (New)
- 6424 Emergency Contracts (Revised)
- 6472 Tuition Assistance (New)
- 8505 School Nutrition (Revised)
- 9180 School Volunteers (Revised)
- 9181 Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants (Revised)

This POLICY ALERT replaces and/or adds Policy and/or Regulation Guides in the following sections: 0000, 5000, 6000, 8000 and 9000.

Please note the comments below are organized as follows:

0000 NAME OF POLICY

This paragraph describes a development at the State or Federal level.

This paragraph describes the effect of the development on local Board policy. Local policy is **MANDATED** by law or monitoring standards, (these policies will be designated with a small **M** in the upper right hand corner), **RECOMMENDED** by sound management practices, or merely **SUGGESTED** as may be appropriate to meet your district needs.

These policy and regulation guides should be used to update the Policy and Regulation Manuals of the school district. If your district manual(s) contain any of the policies or regulations contained in this Policy Alert, they must be updated for your district manual(s) to remain current and in compliance with law. It does not matter whether or not the policy or regulation is **MANDATED**, all policies and regulations in district manuals contained in this alert should be updated.

Subscribers to Strauss Esmay's Policy Alert & Support System (PASS) receive new and/or revised policies and regulations in paper copy and electronically either through email or download from Strauss Esmay's website, www.straussesmay.com. For your convenience, the revised policies and regulations have changes indicated by ~~strike-throughs~~ to denote required text deletions and **bolded text** to indicate new material. The **Policy Alerts** tab on our website contains two different folders: one titled "Alert in one Word document" with ~~strike-throughs~~ and **bolded text**; and the second titled "Alert in one Word document - NO BOLDS OR STRIKETHROUGHS" with ~~strike-throughs~~ and **bolded text** removed for a clean document. The File Maker Pro download requires File Maker Pro software installed on your computer and will run on IBM, Apple Macintosh, or compatibles. On the electronic download versions, the text should be changed to regular print in 12 font Courier, Courier (WL), or Times New Roman for DistrictOnline clients and ~~strike-throughs~~ should be deleted when the policy or regulation is prepared for your print manual. Policy and regulation guides enclosed in this mailing are double sided as a cost containment and paper conservation measure.



NEW JERSEY
POLICY ALERT
Policy Alert and Support System

0168 – Recording Board Meetings (Revised)

Boards of Education have been experiencing an increase in requests by members of the public to video record their Board meetings. Bylaw 0168 provides guidance on this issue. This current Bylaw is consistent with legal cases that have addressed this issue as there is no statute or administrative code to provide guidance. However, a district may desire a Bylaw that provides more detailed guidelines on video recording of Board meetings. Several legal cases (*Maurice River Township Board of Education v. Maurice River Township Education Association* and *New Jersey Education Association* – New Jersey Superior Court decision - 1982 and New Jersey Appellate Division decision - 1984 and *Robert Wayne Tarus v. Borough of Pine Hill* – New Jersey Supreme Court decision – 2007) held that a public Board may establish reasonable guidelines for public video recording of its proceedings. The issue of audio recording is not specifically addressed in any legal case, statute, or code so this revised Bylaw proposes less restrictive guidelines for the public's audio recording of a public meeting. Bylaw 0168 has been revised to incorporate more detailed guidelines for video recording of public Board meetings consistent with the guidelines outlined in the above referenced legal cases. Adoption of this revised Bylaw should be a local decision and should be carefully reviewed by the Board and Board Attorney to determine if a detailed Bylaw in this area may be beneficial.

Bylaw 0168 is **SUGGESTED**

5519 – Dating Violence at School (New)

Dating violence legislation, P.L. 2011 Chapter 64 was recently signed requiring school districts to have a policy to prevent and respond to incidents of dating violence at school. The new law takes effect for the 2011-2012 school year and required the NJDOE to establish a task force to develop policy guidance. The NJDOE published its policy guidance on September 19, 2011. Strauss Esmay Associates developed Policy and Regulation Guide 5519 that incorporates the requirements of the new law and the policy language recommended in the NJDOE Policy Guidance. The Policy Guidance recommends certain language be included in the district's Policy that we typically include in a regulation as this language is more about procedure than Policy statements. We included these provisions in the new Regulation Guide and to be in compliance with the statute, we are requiring this Regulation Guide be a regulation that requires Board approval.

The new law requires each school district/charter school to approve a policy to prevent, respond, and educate their pupils, as well as their school community, on acts or incidents of dating violence. The Board's policy and must comply with the minimum requirements stated in the legislation in regards to the prevention, response, and education of their pupils in regards to incidents of dating violence that occur at school.

The policy must contain, at the minimum, the following requirements:

1. A statement that dating violence will not be tolerated;
2. Dating violence reporting procedures;
3. Guidelines for responding to at-school incidents of dating violence;



NEW JERSEY POLICY ALERT Policy Alert and Support System

4. Discipline procedures specific to at-school incidents of dating violence;
5. Warning signs of dating violence; and
6. Information on safe, appropriate, school, family, peer, and community resources available to address dating violence.

These provisions have been incorporated into the new Policy and Regulation Guide and are consistent with the NJDOE's Policy Guidance published on September 19, 2011. **The NJDOE and the Policy Guidance state the content and format of local policies and procedures must be developed locally. Therefore, a district may make changes and revisions to this Policy and Regulation Guide that are consistent with the requirements of the law.**

The NJDOE Policy Guidance included a list of support agencies and suggested educational resources on dating violence that is included with this Policy Alert. In addition, the Guidance included a suggested Victim Safety Plan, a School-Based Stay-Away Agreement, and a Report Form. We made several revisions to these documents to be specific to dating violence as some of the forms included bullying and sexual harassment. In addition, we developed an Investigation Form. These forms and documents may be modified by a district. The district has the option to use the enclosed Victim Safety Plan or a Stay-Away Agreement. The Policy and Regulation Guides have been available for download through www.straussesmay.com since October 31, 2011. These new Guides with supporting forms and documents are included in this Policy Alert.

Each school district must also update their Code of Conduct to include consequences and remedial measures for confirmed acts or incidents of dating violence at school.

Policy Guide 5519 is **MANDATED**
Regulation Guide 5519 is **MANDATED**

6424 – Emergency Contracts (Revised)

The statutory authority for Policy Guide 6424 – Emergency Contracts is N.J.S.A. 18A:18A-7 with no corresponding N.J.A.C. 6 or 6A – administrative code. However, an administrative code section governing community affairs, N.J.A.C. 5:34-6.1, requires the Superintendent of Schools to notify the Executive County Superintendent of Schools within three days of declaring an emergency. The notification must include the nature of the emergency and the estimated needs for goods or services to respond to the emergency. Policy Guide 6424 has been revised to incorporate this provision and some other clarifying language from N.J.A.C. 5:34-6.1. The Regulation Guide does not require any revisions.

Policy Guide 6424 is **RECOMMENDED**



NEW JERSEY
POLICY ALERT
Policy Alert and Support System

6472 – Tuition Assistance (New)

P.L. 2010, Chapter 13 (N.J.S.A. 18A:6-8.5) was approved on May 6, 2010 and has a significant impact on tuition assistance and additional compensation paid for a staff member who acquires additional academic credits or completes an advanced degree. The new statute has been the source of much debate and controversy regarding the interpretation of N.J.S.A. 18A:6-8.5.c. that indicates, "*The tuition assistance or additional compensation shall be provided only for a course or degree related to the employee's current or future job responsibilities.*" A district's interpretation and implementation of this provision of the statute should be determined after consultation with the Board and the Board Attorney. Strauss Esmay Associates delayed publishing this Policy Guide anticipating some clarification from the New Jersey Department of Education or a Commissioner's decision challenging a district's interpretation of the provision. As of this Policy Alert there has been no clarification or published Commissioner's decision challenging a district's interpretation.

Policy Guide 6472 is **RECOMMENDED**

8505 – School Nutrition (Revised)

The State of New Jersey Department of Agriculture recently provided districts an update regarding the Federal Healthy, Hunger-Free Act of 2010 and a new prohibition on schools offering whole milk or reduced fat milk (2%) and the requirement to offer potable water without charge during meal service. The State will be incorporating these and other changes in an update to be provided to districts later in the school year. However, these requirements are effective for the 2011-2012 school year; therefore, we have revised the current School Nutrition Policy Guide 8505 to reflect these changes.

Policy Guide 8505 is **MANDATED**

9180 – School Volunteers (Revised)

N.J.S.A. 18A:6-7.2 indicates a school district can require a criminal history record check of school volunteers provided the Board reimburses the applicant for the cost of the criminal history record check. This provision presents financial and practical issues for school districts that are considering requiring a criminal history record check for volunteers. Some districts want the "regular basis" volunteer to have a criminal history record check, but do not want to require a criminal history record check of "special occasion" the one time per school year volunteer. Policy Guide 9180 has been revised with options to not require a criminal history record check for *any* volunteer or to require a criminal history record check for the "regular basis" volunteer. The difficulty in classifying volunteers and the added expense of reimbursing the applicant has caused most districts to not require a criminal history record check for volunteers. Policy Guide 9180 has been revised to offer options available to a Board.

Policy Guide 9180 is **RECOMMENDED**



NEW JERSEY
POLICY ALERT
Policy Alert and Support System

9181 – Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants (Revised)

Strauss Esmay Associates has a separate policy for volunteer athletic coaches. Policy Guide 9181 has been expanded to include volunteers who help with co-curricular activities other than sports. In addition, this Policy Guide provides the option of requiring a criminal history record check for these volunteers with the cost to be reimbursed to the applicant by the Board. If a district requires these volunteers to have a substitute credential, the person would have to complete a criminal history record check at their expense in order to obtain the substitute credential.

Policy Guide 9181 is **RECOMMENDED**

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