

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
September 26, 2011

I. Call to Order

II. Roll Call of Members

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

Also Present:

Michael A. Maddaluna, Superintendent of Schools
Diane Strober, Assistant Superintendent for Business/Board Secretary
Diane Ziegler, High School Principal
Lisa Fittipaldi, Board Attorney
Jack Ciattarelli, Somerset County Freeholder Liaison
Members of the Press: The Courier News, The Star Ledger and the
Messenger Gazette
Others:

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

Pledge of Allegiance

III. Approval of Minutes of the Special Meeting and Executive Session held on August 25, 2011 Regular Meeting held on August 29, 2011

A. Corrections

On motion of _____, seconded by _____, the minutes of the Special Meeting and Executive Session held on August 25, 2011 and the Regular Meeting held on August 29, 2011 were approved.

IV. Correspondence

V. Old or Unfinished Business

1. Student of the Month
2. Construction Projects - Update - Auditorium Ceiling Replacement Project (SSP)
3. Change Order - Auditorium Ceiling Replacement Project

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

Change Order No. 2, Add \$9,813.00, Michael Riesz and Co. will modify and add ductwork at front stage due to existing pipe and supports above the stage that were discovered during demolition and after erection on scaffolding.

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 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

Anabela Bentzinger	After School Detention (weekdays/as needed)	\$ 37.00/hr.
Gladys Pokrywa	After School Detention (weekdays/as needed)	\$ 37.00/hr.
Robert Carrig	After School Detention (weekdays/as needed)	\$ 37.00/hr.
Jaime Morales	Saturday Detention (as needed)	\$ 37.00/hr.

Twilight

George Byrd	Auto Body Instructor (244 hours)	\$ 34.00/hr.
John Vingara	Culinary Arts Instructor (244 hours)	\$ 34.00/hr.
Janet Coleman	Cosmetology Instructor (244 hours)	\$ 34.00/hr.
Christopher Miller	GED Prep Instructor (244 hours)	\$ 34.00/hr.
Valerie Hart	Accountant	\$340.00/month

Creative Arts

Svetlana Volf	Piano (70 hours)	\$ 36.67/hr.
Leo Volf	Substitute	\$ 36.67/hr.
J. Anthony Kennette	Guitar/Videography (70 hours)	\$ 36.67/hr.

Student Employment - \$7.25/hr (Maximum 15 hrs/week)Culinary Arts

Ashley Anello	Vincent Monaco	Steven Jang	Jason Allen
Morgan Bizub	Andrea Sanchez	Alexandria Czeslowski	

B. Employment of Substitutes - 2011-12 School Year

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

Ron Eichner

Rose-Anne Gross

John Sevell

C. Lateral Moves

The Superintendent recommends that the Board of Education approve Ms. Maureen Wild's request for a lateral move from Step 12/A to Step 12/C on the salary guide in the amount of \$61,245.00 (masters stipend added to base), retroactive to September 1, 2011.

The Superintendent also recommends that the Board of Education approve Ms. Daysi Lakhlif's request for a lateral move from Step 10-11/B to Step 10-11/C on the salary guide in the amount of \$59,455.00 (masters stipend added to base), retroactive to September 1, 2011.

D. Salary Adjustment

The Superintendent recommends that the Board of Education approve a salary adjustment for Mr. Christopher Miller (retroactive to September 1, 2011) as follows:

<u>Step/Guide</u>	<u>Base Salary</u>	<u>Total Salary</u>
10-11/B	\$57,705.00+	\$57,705.00

+Masters stipend added to base

E. Transfer of Assignment

The Superintendent recommends that the Board of Education approve the transfer of assignment of Ms. Robyn Szymanski, Administrative Secretary to High School Principal to Administrative Secretary to Curriculum and Instruction Department (no salary change).

The Superintendent also recommends that the Board of Education approve the transfer of assignment of Ms. Amy Patryn, Administrative Secretary to Curriculum and Instruction Department to Administrative Secretary to High School Principal. Step/guide and salary change as follows:

FROM: Step C-3 (\$38,555.00) TO: Step D-1 (\$44,316.00)

F. Field Trips

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

G. 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	----	----

H. 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 September 26, 2011 meeting authorized acceptance of funds for the following:

NJ Department of Education	Perkins Secondary (FY 2012)	\$255,082.00
		\$233,408.00(federal)
		\$ 21,674.00(reserve)

NJ Department of Education	NCLB (FY 2012)	\$ 55,879.00
	Title I Part A	\$44,057.00
	Title II Part A	\$10,812.00
	Title III	\$ 1,010.00*

*Consortium participation with South Bound Brook School District

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. Board Regulations - First Reading

The Superintendent recommends that the Board of Education approve the following Board regulation at this first reading as it appears on Addendum #3.

R2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries

J. Revised Board Policies - First Reading

The Superintendent recommends that the Board of Education approve the following Board policies at this first reading as it appears on Addendum #3.

0142 - Board Member Qualifications, Prohibited Acts and Code of Ethics

2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries

5512 - Harassment, Intimidation and Bullying

6620 - Petty Cash

K. Revised Board Regulation - Second Reading

The Superintendent recommends that the Board of Education approve the following revised Board regulation at this second reading as it appears on Addendum #3.

R5600 - Pupil Discipline/Code of Conduct

L. Title IX Coordinator

The Superintendent recommends that the Board of Education appoint Teresa Morelli as the Coordinator of Title IX Education Amendment of 1972 for the 2011-12 school year.

M. Affirmative Action Committee

The Superintendent recommends that the Board of Education appoint an Affirmative Action Committee pursuant to N.J.A.C. 6A:7-1.5 as follows:

Teresa Morelli, Chair
Daysi Lakhilif, Academic Instructor
Jaime Morales, CTE Instructor

N. Title 504 Coordinator

The Superintendent recommends that the Board of Education appoint Patrick Pelliccia as the Title 504 Coordinator of the Rehabilitation Act of 1973 for the 2011-12 school year.

O. School Violence Awareness Week

The Superintendent recommends that the Board of Education declare October 17-21, 2011 as "School Violence Awareness Week."

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	---	---

P. Superintendent's Update

- Plans of Action - 2011-12 School Year
- Violence and Vandalism Report

IX. Submission of Bills

It is recommended the Board of Education approve the bills for September 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

RFQs are posted on the district website; summary of proposals received will be provided to the Board before the November Reorganization meeting.

As required by Chapter 78, the district is required to establish Flexible Spending Accounts (FSA) for employees. We are currently working on a Client Adoption Agreement with Benefits Express for administration of these accounts.

XI. Report of the School Business Administrator/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 August 2011 and the Treasurer of School Monies for the month of August 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 #4)

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. Budget Transfers

It is recommended that the Board of Education approve the following budget transfers for the 2011-12 school year:

FROM: 11-000-291-241-00-0602 PERS-Employee Benefits (\$52,545.00)

TO: 11-000-262-420-02-0222 Contracted Services-Facilities \$52,545.00

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	---	---

XII. October Meeting

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

October 24, 2011
5:00 p.m.
Somerset County Vocational & Technical Schools
14 Vogt Drive
Bridgewater, New Jersey 08807

XIII. Remarks from the Public

XIV. Resolution

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

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

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

Field Trips

<u>Date of Trip</u>	<u>CTE Program/Class</u>	<u>Location</u>	<u>Approx. Cost Per Student</u>	<u>Transportation</u>
2/6/2012	9th Grade English Class	Community Theater Morristown, NJ	\$15.00 admission/student	Bd. of Ed.
3/28/2012	11th Grade English Class	Crossroads Theater New Brunswick, NJ	\$15.00 admission/student	Bd. of Ed.
5/7/2012	9th Grade English Class	Community Theater Morristown, NJ	\$15.00 admission/student	Bd. of Ed.
10/07 - 10/08/11	Horticulture	YMCA Camp Bernie Port Murray, NJ	\$61.00 admission/student	Bd. of Ed.
10/16/2011	HOSA/Health Occupations	Woodbridge Center Mall Woodbridge, NJ	\$0.00/student	Bd. of Ed.
10/12/2011	Rotary Interact	Toucon Restaurant Somerset, NJ	\$0.00/student	Bd. of Ed.

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PROFESSIONAL DEVELOPMENT REQUESTS
September 2011 BOARD MEETING

	DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
1	September 30, 2011	Erik Fargo	NA	NA	Fall PD Conference for secondary and postsecondary agriculture instructors	Columbus, NJ
2	October 4, 2011	Teresa Morelli	\$75.00	89.5 miles=\$27.75	FEA workshop-Common Core Standards Language Arts Overview	Monroe, NJ
3	October 4, 2011	George Lee	NA	NA	Lead Dust Control Conference	Edison, NJ
4	October 6 and 7, 2011	Irene Ives	\$135.00	322.8 miles=\$110.07	Post-Traumatic Stress Management Training	Piscataway, NJ
5	October 7, 2011	Teresa Morelli Patrick Pelliccia	\$149.00 each	125 miles=\$38.75	FEA workshop-Developing a Deeper Understanding of the Common Core for ELA	Monroe, NJ
6	October 11, 2011	Robyn Szymanski	NA	NA	Microsoft Office 2010	Somerville, NJ
7	October 11 and 12, 2011	Camille McQueen	\$125.00	NA	NJ Science Convention	Somerset, NJ
8	October 12, 2011	Linda Weber Smith	NA	NA	CTEP	Bridgewater, NJ
9	October 14, 2011	Karen Long	NA	NA	Financial Aid Workshop-HESAA Training Institute	DeVry University North Brunswick, NJ

10	October 19, 2011	John Vingara	NA	95 miles=\$29.45 \$3.50 Tolls	Culinary Exposition	Secaucus, NJ
11	October 21, 2011	Maureen Lawler Karen Long	N/A	N/A	College and Career Readiness Workshop	Lawrenceville, NJ
12	November 3, 2011	Irene Ives	N/A	87.36 miles=\$27.08	2011 Atlantic City National College Fair	Atlantic City, NJ
13	November 4, 2011	Teresa Morelli	\$75.00	89.5 miles=\$27.75	FEA workshop-Common Core Standards Math Overview	Monroe, NJ
14	December 7, 2011	Teresa Morelli	\$149.00	125 miles= \$38.75	FEA workshop-Developing a Deeper Understanding of the Common Core for Math	Union, NJ
15	September 30, 2011	Diane Strober Michael Maddaluna William Hyncik William Dudeck	\$75.00 \$75.00 \$75.00 \$75.00		Fifth Friday Friars	Bedminster, NJ

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

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Board Member Qualifications, Prohibited Acts,
and Code of Ethics
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[See POLICY ALERT Nos. 94, 96, 113, 128, 151, 158, 164 and 194]

0142 BOARD MEMBER QUALIFICATIONS, PROHIBITED ACTS, AND CODE OF ETHICS

Each member of the Board of Education shall possess the qualifications required by law and shall be bound by the provisions of the School Ethics Act.

Qualification of Office

A Board member must be a citizen of the United States.

A Board member must be a resident of the district the member represents and must have been such for at least

Choose only one of the following alternatives:

- ☐ one year
☒ three years (applicable only to county vocational district)

immediately preceding the member's election or appointment.

~~A Board member may not be convicted of a felony.~~

A Board member must be able to read and write.

A Board member must be registered to vote in the district and not disqualified from voting pursuant to N.J.S.A. 19:4-1.

A Board member may not have been convicted of a crime or offense as listed in N.J.S.A. 18A:12-1.

A Board member cannot concurrently hold office

Choose only one of the following alternatives:

☐ as mayor or a member of the governing body of _____
(municipality(ies) within school district)

☒ as member of the governing body of Somerset County. (applicable only to county vocational district or county special services district)



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Board Member Qualifications, Prohibited Acts,
and Code of Ethics

Each member of the Board of Education, within thirty days of election or appointment to the Board shall undergo a criminal history background investigation for the purpose of ensuring the member is not disqualified from membership due to a criminal conviction of a crime or offense listed in N.J.S.A. 18A:12-1 et seq. The Board of Education (✓) will ___ will not) reimburse the Board member for the costs of the criminal history record check. The Commissioner of Education shall notify the Board of Education if a member has been disqualified from membership on the Board as the result of the criminal history record check. The Commissioner of Education will also notify the Board if a Board member has charges enumerated in N.J.S.A. 18A:12-1 pending against him/her and the Board shall take appropriate action. If the pending charges result in conviction, the member shall be disqualified from continued membership on the Board.

Prohibited Acts

“Business” means any corporation, partnership, firm, enterprise, franchise, association, trust, sole proprietorship, union, political organization, or other legal entity but does not include a school district or other public entity.

“Interest” means the ownership of or control of more than ten percent of the profits, assets, or stocks of a business but does not include the control of assets in a labor union.

“Immediate family” means the person to whom the Board member is legally married and any dependent child of the Board member residing in the same household.

No Board member or member of his/her immediate family shall have an interest in a business organization or engage in any business, transaction, or professional activity that is in substantial conflict with the proper discharge of his/her duties in the public interest.

No Board member shall use or attempt to use his/her official position to secure unwarranted privileges, advantages, or employment for him/herself, members of his/her immediate family, or others.



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Board Member Qualifications, Prohibited Acts,
and Code of Ethics

No Board member shall act in his/her official capacity in any matter where he/she, a member of his/her immediate family, or a business organization in which he/she has an interest, has a direct or indirect financial or personal involvement that might reasonably be expected to impair his/her independence of judgment in the exercise of official duties. No Board member shall act in his/her official capacity in any matter where he/she or a member of his/her immediate family has a personal involvement that is or creates some benefit to the Board member or a member of his/her immediate family.

No Board member shall undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his/her independence of judgment in the exercise of official duties.

No Board member or member of his/her immediate family or business organization in which he/she has an interest shall solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing him/her, directly or indirectly, in the discharge of his/her official duties, except that the member may have solicited or accepted contributions to his/her campaign for election to public office if he/she had no knowledge or reason to believe that the campaign contribution, if accepted, was given with the intent to influence him/her in the discharge of official duties. Board members may not accept offers of meals, entertainment or hospitality which are limited to clients/customers of the individual providing such hospitality. Board members may attend hospitality suites or receptions at conferences only when they are open to all persons attending the conference.

No Board member shall use, or allow to be used, his public office or any information not generally available to the members of the public which he/she receives or acquires in the course of and by reason of his/her office, for the purpose of securing financial gain for him/herself, any member of his/her immediate family, or any business organization with which he/she is associated.

No Board member or business organization in which he/she has an interest shall represent any person or party other than the Board of Education or this school district in connection with any cause, proceeding, application, or other matter pending before this school district or in any proceeding involving this school district, except that this provision shall not be deemed to prohibit representation within the context of official labor union or similar representational responsibilities.



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Board Member Qualifications, Prohibited Acts, and Code of Ethics

It is not a conflict of interest if, merely by reason of his/her participation in any matter voted upon by the Board, a Board member accrues material or monetary gain that is no greater than the gain that could reasonably be expected to accrue to any other member of the member's business, profession, occupation, or group.

No elected Board member shall be prohibited from making an inquiry for information on behalf of a constituent, if no fee, reward, or other thing of value is promised to or given to or accepted by the member or a member of his/her immediate family, whether directly or indirectly, in return for the information so requested.

Nothing shall prohibit a Board member or members of his/her immediate family from representing him/herself or themselves in negotiations or proceedings concerning his/her or their own interests, except that Board members shall disqualify themselves from participating in negotiations and voting on collective bargaining agreements where their spouse or dependent children are members of the bargaining unit.

Each Board member shall annually, in accordance with N.J.S.A. 18A:12-25 and 18A:12-26, file a disclosure statement regarding potential conflicts of interest.

Ineligibility for District Employment

A Board member cannot be appointed to a paid office or position required to be filled by the Board, except where law permits or requires that the office or position be filled by a Board member, and is ineligible for appointment to a paid office or position in the district for at least six months after the member's retirement, resignation, or removal from Board membership.

Code of Ethics

In accordance with N.J.S.A 18A:12-24.1 every Board member will abide by the following Code of Ethics. The Board member will:

1. Uphold and enforce all laws, rules and regulations of the State Board of Education and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.



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Board Member Qualifications, Prohibited Acts, and Code of Ethics

2. Make decisions in terms of the educational welfare of children and seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
3. Confine his/her Board action to policy making, planning and appraisal, and help to frame policies and plans only after the Board has consulted those who will be affected by them.
4. Carry out his/her responsibility not to administer the schools, but together with fellow Board members, insure they are well run.
5. Recognize that authority rests with the Board of Education and make no personal promises nor take any private action that may compromise the Board.
6. Refuse to surrender his/her independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. Hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals, or the schools. In all other matters, he/she will provide accurate information and, in concert with fellow Board members, interpret to the staff the aspirations of the community for its school.
8. Vote to appoint the best-qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. Support and protect school personnel in proper performance of their duties.
10. Refer all complaints to the chief administrative officer and act on the complaints at public meetings only after failure of an administrative solution.



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Board Member Qualifications, Prohibited Acts, and Code of Ethics

Each Board member is required to sign an acknowledgment that he/she received a copy, read and will become familiar with the Code of Ethics for School Board Members contained within N.J.S.A. 18A:12-21 et seq. The ~~Asst. Supt. for Business~~ ^{BA 4/or} will provide each Board member with a copy of the Code of Ethics and the required acknowledgement on an annual basis and will maintain the original signed acknowledgment(s) in the Business office.

The Board will receive a copy of and discuss the School Ethics Act and the Code of Ethics for School Board Members, pursuant to N.J.S.A. 12-21 et seq., at a regular scheduled public meeting each year. The discussion may include presentations by school administrative staff, the Board attorney, Board members and/or other professionals familiar with the School Ethics Act and the Code of Ethics. In addition, the BA 4/or Asst. Supt. for Business will keep the Board informed of decisions by the School Ethics Commission, Commissioner of Education, State Board of Education and courts.

Oath of Office

Each Board member shall, before entering upon the duties of the office, swear or affirm under oath that he/she qualifies for membership and will faithfully discharge the duties of the office of Board member.

N.J.S.A. 18A:12-1; 18A:12-1.1; 18A:12-2;
18A:12-2.1; 18A:12-21 through 18A:12-34
N.J.S.A. 18A:13-7 [regional district only]
N.J.S.A. 18A:54-17 [vocational district only]
N.J.S.A. 41:1-3
School Ethics Commission Policy Guideline 1.

Adopted:



POLICY GUIDE

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Prevention and Treatment of Sports-Related
Concussions and Head Injuries
Aug 10
Jun 11
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[See POLICY ALERT Nos. 190 and 194]

2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. In order to ensure the safety of pupils that participate in interscholastic athletics, it is imperative that student-athletes, coaches, and parents are educated about the nature and treatment of sports-related concussions and other head injuries. Allowing a student-athlete to return to play before recovering from a concussion increases the chance of a more serious brain injury.

Every school district that participates in interscholastic athletics is required to adopt a policy concerning the prevention and treatment of sports-related concussions and other head injuries among student-athletes in accordance with the provisions of N.J.S.A. 18A:40-41.1 et seq. For the purpose of this Policy, "interscholastic athletics" shall be Kindergarten through twelfth grade school-sponsored athletic programs where teams or individuals compete against teams or individuals from other schools or school districts.

The school district will adopt an Interscholastic Athletic Head Injury Training Program to be completed by the team or school physician, licensed athletic trainer(s) involved in the interscholastic athletic program, all staff members that coach an interscholastic sport, designated school nurses, and other appropriate school district personnel as designated by the Superintendent. This Training Program shall be in accordance with guidance provided by the New Jersey Department of Education and the requirements of N.J.S.A. 18A:40-41.2.

The Principal or designee shall distribute the New Jersey Department of Education Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form to every student-athlete who participates in interscholastic sports. The Principal or designee shall obtain a signed acknowledgement of the receipt of the Fact Sheet by the student-athlete's parent and keep on file for future reference.



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Prevention and Treatment of Sports-Related
Concussions and Head Injuries

Prevention of a sports-related concussion and head injuries is an important component of the school district's program. The school district may require pre-season baseline testing of all student-athletes before the student-athlete begins participation in an interscholastic athletic program.

Any student-athlete who exhibits the signs or symptoms of a sports-related concussion or other head injury during practice or competition shall be immediately removed from play and may not return to play that day. Emergency medical assistance shall be contacted when symptoms get worse, loss of consciousness, direct neck pain associated with the injury, or any other sign the supervising school staff member determines emergency medical attention is needed. If available when the student-athlete is exhibiting signs or symptoms, the student-athlete will be evaluated by the school or team physician. The Principal or designee shall contact the student-athlete's parent and inform the parent of the suspected sports-related concussion or other head injury.

Possible signs of a concussion can be observed by any school staff member or the school or team physician. Any possible symptoms of a concussion can be reported by the student-athlete to: coaches; licensed athletic trainer; school or team physician; school nurse; and/or parent. The Principal or designee shall provide the student-athlete with Board of Education approved suggestions for management/medical checklist to provide to their parent and physician or other licensed healthcare professional trained in the evaluation and management of sports-related concussions and other head injuries.

A student-athlete who participates in interscholastic athletics and who sustains or is suspected of sustaining a concussion or other head injury shall be required to have a medical examination conducted by their physician or licensed health care provider. The student-athlete's physician or licensed health care provider shall be trained in the evaluation and management of concussion to determine the presence or absence of a sports-related concussion or head injury.

The student-athlete's physician or licensed health care provider must provide to the school district a written medical release/clearance for the student-athlete indicating when the student-athlete is able to return to the activity. The medical release/clearance must indicate the student-athlete is asymptomatic at rest and either may return to the interscholastic athletic activity because the injury was not



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Prevention and Treatment of Sports-Related
Concussions and Head Injuries

a concussion or other head injury or may begin the district's graduated return to competition and practice protocol outlined in Regulation 2431.4. A medical release/clearance not in compliance with this Policy will not be accepted. The medical release/clearance must be reviewed and approved by the school or team physician.

The school district shall provide a copy of this Policy and Regulation 2431.4 to all youth sports team organizations that operate on school grounds. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that operates on school grounds, if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence insuring the youth sports team organization against liability for any bodily injury suffered by a person and a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

For the purposes of this Policy a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

This Policy and Regulation shall be reviewed and approved by the school physician and shall be reviewed annually, and updated as necessary, to ensure it reflects the most current information available on the prevention, risk, and treatment of sports-related concussion and other head injuries.

N.J.S.A. 18A:40-41.1; 18A:40-41.2; 18A:40-41.3; 18A:40-41.4; 18A:40-41.5

Adopted:



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[See POLICY ALERT No. 194]

R 2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. Allowing a student-athlete to return to play before recovering from a concussion increases the chance of a more serious brain injury that can result in severe disability and/or death. The following procedures shall be followed to implement N.J.S.A. 18A:40-41.1 et seq. and Policy 2431.4.

A. Interscholastic Athletic Head Injury Training Program

1. The school district will adopt an Interscholastic Athletic Head Injury Training Program to be completed by the school or team physician, licensed athletic trainer(s) involved in the interscholastic athletic program, all staff members that coach an interscholastic sport, designated school nurses, and other appropriate school district personnel as designated by the Superintendent.
2. This Training Program shall be in accordance with the guidance provided by the New Jersey Department of Education and the requirements of N.J.S.A. 18A:40-41.1 et seq.

B. Prevention

1. The school district may require pre-season baseline testing of all student-athletes before the student-athlete begins participation in an interscholastic athletic program or activity. The baseline testing program shall be reviewed and approved by the school or team physician trained in the evaluation and management of sports-related concussions and other head injuries.
2. The Principal or designee will review educational information for student-athletes on prevention of concussions.



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3. All school staff members, student-athletes, and parents of student-athletes shall be informed through the distribution of the New Jersey Department of Education Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form and other communications from the Principal and coaches on the importance of early identification and treatment of concussions to improve recovery.

C. Signs or Symptoms of Concussion or Other Head Injury

1. Possible signs of concussions can be observed by coaches, licensed athletic trainer, school or team physician, school nurse, or other school staff members. Possible signs of a concussion may be, but are not limited to, the student-athlete:
 - a. Appears dazed, stunned, or disoriented;
 - b. Forgets plays, or demonstrates short-term memory difficulty;
 - c. Exhibits difficulties with balance or coordination;
 - d. Answers questions slowly or inaccurately; and/or
 - e. Loses consciousness.
2. Possible symptoms of concussion shall be reported by the student-athlete to coaches, licensed athletic trainer, school or team physician, school nurse, and/or parent. Possible symptoms of a concussion are, but not limited to:
 - a. Headache;
 - b. Nausea/vomiting;
 - c. Balance problems or dizziness;
 - d. Double vision or changes in vision;
 - e. Sensitivity to light or sound/noise;



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- f. Feeling sluggish or foggy;
- g. Difficulty with concentration and short-term memory;
- h. Sleep disturbance; or
- i. Irritability.

D. Emergency Medical Attention for Concussion or Other Head Injury

1. Any student-athlete who is exhibiting the signs or symptoms of a sports-related concussion or other head injury during practice or competition shall immediately be removed from play and activities and may not return to the practice or competition that day.
2. The school staff member supervising the student-athlete when the student-athlete is exhibiting signs or symptoms of a sports-related concussion or other head injury shall immediately contact emergency medical assistance when symptoms get worse, loss of consciousness, direct neck pain associated with the injury, or any other sign the supervising school staff member determines emergency medical attention is needed.
 - a. In the event the school or team physician is available when the student-athlete is exhibiting signs or symptoms of a sports-related concussion or other head injury, the physician may make the determination to call emergency medical assistance.
3. The school staff member supervising the student-athlete when the student-athlete is exhibiting signs or symptoms of a sports-related concussion or other head injury during practice or competition shall report the occurrence to the Principal or designee. The Principal or designee shall contact the student-athlete's parent and inform the parent of the suspected sports-related concussion or other head injury.



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E. Sustained Concussion or Other Head Injury

1. A student-athlete who participates in interscholastic athletics and who sustains or is suspected of sustaining a concussion or other head injury shall immediately be removed from practice or competition and shall be required to have a medical examination conducted by their physician or licensed health care provider. The student-athlete's physician or licensed health care provider shall be trained in the evaluation and management of concussion to determine the presence or absence of a sports-related concussion or head injury.
2. The student-athlete suspected of sustaining a concussion or other head injury shall be provided a copy of Board of Education Policy and Regulation 2431.4 and a copy of Board of Education approved suggestions for management/medical checklist to provide to their parent and their physician or licensed health care professional.
3. The student-athlete's physician must provide to the school district, upon the completion of a medical examination, a written medical release/clearance when the student-athlete is able return to the activity. The release/clearance must indicate:
 - a. The medical examination determined the injury was not a concussion or other head injury, the student-athlete is asymptomatic at rest, and the student-athlete may return to the interscholastic athletic activity; or
 - b. The medical examination determined the injury was a concussion or other head injury, the student-athlete is asymptomatic at rest, and can begin the graduated return to competition and practice protocol outlined in F. below.

A medical release/clearance not in compliance with this requirement will not be accepted. The student-athlete may not return to the activity or begin the graduated return to competition and practice protocol until he/she receives a medical evaluation and provides a medical clearance/release that has been reviewed and approved by the school or team physician.



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4. Complete physical, cognitive, emotional, and social rest is advised while the student-athlete is experiencing symptoms and signs of a sports-related concussion or other head injury. (Minimize mental exertion, limit over-stimulation and multi-tasking, etc.)

F. Graduated Return to Competition and Practice Protocol

1. Upon the school physician's acceptance of the written medical release/clearance, the student-athlete may begin a graduated return to competition and practice protocol supervised by a licensed athletic trainer, school or team physician, or designated school nurse trained in the evaluation and management of concussions and other head injuries. The following steps shall be followed:

Step 1 - Completion of a full day of normal cognitive activities (attendance at school, studying for tests, watching practice, interacting with peers, etc.) without re-emergence of any signs or symptoms. If there is no return of signs or symptoms of a concussion, the student-athlete may advance to Step 2 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the student-athlete shall be required to have a re-evaluation by the student-athlete's physician or licensed healthcare provider. The student-athlete shall not be permitted to begin the graduated return to competition and practice protocol until a medical clearance, as required in E.3. above, is provided and approved by the school or team physician.

Step 2 - Light aerobic exercise, which includes walking, swimming, or stationary cycling, keeping the intensity less than 70% maximum percentage heart rate. There shall be no resistance training. The objective of this Step is increased heart rate. If there is no return of any signs or symptoms of a concussion, the student-athlete may advance to Step 3 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the student-athlete shall return to Step 1.



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Step 3 - Sport-specific exercise including skating and/or running. There shall be no head impact activities. The objective of this Step is to add movement and continue to increase the student-athlete's heart rate. If there is no return of any signs or symptoms of a concussion, the student-athlete may advance to Step 4 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the student-athlete shall return to Step 2.

Step 4 - Non-contact training drills such as passing drills, agility drills, throwing, catching, etc. The student-athlete may initiate progressive resistance training. If there is no return of any signs or symptoms of a concussion, the student-athlete may advance to Step 5 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the student-athlete shall return to Step 3.

Step 5 - The student/athlete's medical condition, upon completing Step 4 with no return of any signs or symptoms of a concussion, shall be evaluated for medical clearance based upon consultation between the school district's licensed athletic trainer, school or team physician, designated school nurse, and the student-athlete's physician. After this consultation and upon obtaining written medical release/clearance approved by the school or team physician, the student-athlete may participate in normal training activities. The objective of this Step is to restore the student-athlete's confidence and for the coaching staff to assess the student-athlete's functional skills. If there is no return of any signs or symptoms of a concussion, the student-athlete may advance to Step 6 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur or if the student-athlete does not obtain medical release/clearance to proceed to Step 6, the school or team physician, in consultation with the student-athlete's physician, shall determine the student-athlete's return to competition and practice protocol.

Step 6 - Return to play involving normal exertion or game activity. If the student-athlete exhibits a re-emergence of any concussion signs or symptoms once he/she returns to physical activity, he/she will be removed from further activities and returned to Step 5.



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G. Temporary Accommodations for Student-Athletes with Sports-Related Head Injuries

1. Rest is the best "medicine" for healing concussions or other head injuries. The concussed brain is affected in many functional aspects as a result of the injury. Memory, attention span, concentration, and speed of processing significantly impact learning. Further, exposing the concussed student-athlete to the stimulating school environment may delay the resolution of symptoms needed for recovery. Accordingly, consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports-related concussions and head injuries.
2. Mental exertion increases the symptoms from concussions and affects recovery. To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, testing, texting, and watching movies if a pupil is sensitive to light/sound, can slow a pupil's recovery. In accordance with the Centers for Disease Control's toolkit on managing concussions, the Board of Education may look to address the pupil's cognitive needs in the following ways. Pupils who return to school after a concussion may need to:
 - a. Take rest breaks as needed;
 - b. Spend fewer hours at school;
 - c. Be given more time to take tests or complete assignments (all courses should be considered);
 - d. Receive help with schoolwork;
 - e. Reduce time spent on the computer, reading, and writing; and/or
 - f. Be granted early dismissal from class to avoid crowded hallways.

Adopted:



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Harassment, Intimidation, and Bullying

A. Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a pupil. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

B. Harassment, Intimidation, and Bullying Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that



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4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

C. Pupil Expectations

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Pupil Conduct.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff, and community members.

Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Pupil Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.



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The Board expects that pupils will act in accordance with the pupil behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Pupil responsibilities (e.g., requirements for pupils to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Pupil rights; and
4. Sanctions and due process for violations of the Code of Pupil Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, pupils, instructional staff, pupil support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for pupil conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for pupil conduct will take into consideration the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to pupils and their parents or guardians the rules of the district regarding pupil conduct. Provisions shall be made for informing parents or guardians whose primary language is other than English.



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The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to pupils who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

D. Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Pupil Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the Code of Pupil Conduct and N.J.A.C. 6A:16-7.

Factors for Determining Consequences

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.



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Factors for Determining Remedial Measures

Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Traits;
6. Interests;
7. Hobbies;
8. Extra-curricular activities;
9. Classroom participation;
10. Academic performance; and
11. Relationship to pupils and the school district.

Environmental

1. School culture;
2. School climate;
3. Pupil-staff relationships and staff behavior toward the pupil;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences and appropriate remedial action for a pupil or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of pupils, as set forth in the Board's approved Code of Pupil Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem



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behaviors and performance, and must be consistent with the Board's approved Code of Pupil Conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension (short-term or long-term);
9. Reports to law enforcement or other legal action;
10. Expulsion; and
11. Bans from providing services, participating in school-district-sponsored programs, or being in school buildings or on school grounds.

Examples of Remedial Measures - Personal

1. Restitution and restoration;
2. Peer support group;
3. Recommendations of a pupil behavior or ethics council;
4. Corrective instruction or other relevant learning or service experience;
5. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
6. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
7. Behavioral management plan, with benchmarks that are closely monitored;



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8. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
9. Involvement of school disciplinarian;
10. Pupil counseling;
11. Parent conferences;
12. Alternative placements (e.g., alternative education programs);
13. Pupil treatment; or
14. Pupil therapy.

Examples of Remedial Measures – Environmental (Classroom, School Building or School District)

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Modifications in pupil routes or patterns traveling to and from school;
9. Supervision of pupil before and after school, including school transportation;
10. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
11. Teacher aides;
12. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
13. General professional development programs for certificated and non-certificated staff;
14. Professional development plans for involved staff;
15. Disciplinary action for school staff who contributed to the problem;
16. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;



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17. Parent conferences;
18. Family counseling;
19. Involvement of parent-teacher organizations;
20. Involvement of community-based organizations;
21. Development of a general bullying response plan;
22. Recommendations of a pupil behavior or ethics council;
23. Peer support groups;
24. Alternative placements (e.g., alternative education programs);
25. School transfers; and
26. Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

~~N.J.A.C. 6A:16-7.9(a)2.vi requires~~ **The district will also impose appropriate consequences and remedial actions to a for any staff member person who commits an act of harassment, intimidation, or bullying of a pupil. The consequences may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, and/or termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds.** Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

E. Harassment, Intimidation, and Bullying Off School Grounds

This Policy and the Code of Pupil Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds when:

1. The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either
2. A reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or



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3. The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or
4. The alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

F. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils, also shall submit a report in writing to the Principal within two school days of the verbal report. The Principal will inform the parents of all pupils involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Pupils, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Pupils, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Pupil Conduct may not be taken solely on the basis of an anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.



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In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

G. Anti-Bullying Coordinator, Anti-Bullying Specialist and School Safety Team(s)

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of pupils;
- b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of pupils in the district;
- c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of pupils;



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Harassment, Intimidation, and Bullying

- d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
 - e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.
2. The Principal in each school shall appoint a school Anti-Bullying Specialist. When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the Principal shall appoint that individual to be the school Anti-Bullying Specialist. If no individual meeting this criteria is currently employed in the school, the Principal shall appoint a school Anti-Bullying Specialist from currently employed school personnel.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety Team as provided in N.J.S.A. 18A:37-21;
 - b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
 - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
3. A School Safety Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic process and practices in the school, and to address school climate issues such as harassment, intimidation, or bullying. Each School Safety Team shall meet at least two times per school year. The School Safety Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a pupil in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety Team.



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Harassment, Intimidation, and Bullying

The School Safety Team shall:

- a. Receive any complaints of harassment, intimidation, or bullying of pupils that have been reported to the Principal;
- b. Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of pupils in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of pupils;
- e. Educate the community, including pupils, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of pupils;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request;
- g. Collaborate with the district Anti-Bullying Coordinator in the collection of district-wide data and in the development of district policies to prevent and address harassment, intimidation, or bullying of pupils; and
- h. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

The members of a School Safety Team shall be provided professional development opportunities that address effective practices of successful school climate programs or approaches. Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a pupil.



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Harassment, Intimidation, and Bullying

H. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist the school Anti-Bullying Specialist in the investigation.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist or the Principal shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Pupil Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Pupil Conduct has been implemented and provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, or take or recommend other appropriate action, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report also shall include information on any consequences imposed under the Code of Pupil Conduct, intervention services provided, counseling ordered, training established or other action taken or recommended by the Superintendent.



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Harassment, Intimidation, and Bullying

Parents of the pupils who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents or guardians shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

A parent or guardian may request a hearing before the Board of Education after receiving the information. When a request for a hearing is granted, the hearing shall be held within ten school days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the pupils. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the alleged incident, the findings from the investigation of the alleged incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board of Education meeting following its receipt of the report or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, pupil, legal guardian, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).



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Harassment, Intimidation, and Bullying

I. Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board authorizes the Principal of each school, in conjunction with the Anti-Bullying Specialist, to define the range of ways in which school staff will respond once an incident of harassment, intimidation, or bullying is confirmed, and the Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. **The range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs.** The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for a pupil who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual level is appropriate, school officials shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based harassment, intimidation, or bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable pupil and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.



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Harassment, Intimidation, and Bullying

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The Board is encouraged to set the parameters for the range of responses to be established by the Principal, **in conjunction with the Anti-Bullying Specialist**, and for the Superintendent to follow. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report, or other legal action).
2. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, parent programs, and information disseminated to pupils and parents or guardians, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected pupil behavior.
4. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs, coordination with community-based organizations (e.g., mental health, health services, health facilities, law enforcement officials, faith-based organizations), and disseminating information on the core ethical values adopted by the district Board of Education's Code of Pupil Conduct, per N.J.A.C. 6A:16-7.1(a)2.



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Harassment, Intimidation, and Bullying

The district will identify a range of strategies and resources, which could include, but not be limited to, the following actions for individual victims: counseling; teacher aides; hallway and playground monitors; schedule changes; before and after school supervision; school transportation supervision; school transfers; and therapy.

J. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with pupils, school volunteer, or pupil from engaging in reprisal, retaliation, or false accusation against a victim, witness, one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances. Examples of consequences and remedial measures for **pupils who engage in reprisal or retaliation** are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

Examples of consequences for a school employee or a contracted service provider who has contact with pupils that engages in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.



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Harassment, Intimidation, and Bullying

K. Consequences and Appropriate Remedial Action for False Accusation

The Board prohibits any person from falsely accusing another **as a means of retaliation or as a means of harassment, intimidation, or bullying.**

1. Pupils - Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions **and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.**
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with pupils found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding, or termination, **and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.**
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with pupils or the provision of pupil services. **Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.**



POLICY GUIDE

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Harassment, Intimidation, and Bullying

L. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with pupils, school volunteers, pupils, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall ensure that notice of this Policy appears in the pupil handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify pupils and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.

The Superintendent shall post the name, school phone number, school address, and school email address of the district Anti-Bullying Coordinator on the home page of the school district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website.

M. Harassment, Intimidation, and Bullying Training and Prevention Programs

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to **current and new** school employees, contracted service providers, and volunteers who have significant contact with pupils. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying. The



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Harassment, Intimidation, and Bullying

school district's employee training program shall include information regarding the school district's Policy against harassment, intimidation, or bullying, which shall be provided to full-time and part-time staff members, contracted service providers, and school volunteers who have significant contact with pupils.

Each public school teacher shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention in each professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d.

The required two hours of suicide prevention instruction for teaching staff members shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:6-112.

Board members shall be required to complete a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, and bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the Core Curriculum Content Standards, pursuant to N.J.S.A. 18A:37-29.



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Harassment, Intimidation, and Bullying

The school district **and each school in the district** will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, pupils, administrators, volunteers, parents or guardians, law enforcement, and community members. **The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying** in accordance with the provisions of N.J.S.A. 18A:37-17 et seq.

N. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review

The Superintendent shall develop and implement a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with pupils.

The Superintendent and the Principal(s) shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, with input from the schools' Anti-Bullying Specialists, and recommend revisions and additions to the Policy as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

O. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, **between September 1 and January 1 and between January 1 and June 30** at a public hearing all acts of harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46. The information reported shall be used to grade each school and each district in accordance with the provisions of N.J.S.A. 18A:17-46. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.



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Harassment, Intimidation, and Bullying

P. Reports to Law Enforcement

Some acts of harassment, intimidation, and bullying may be bias-related acts and potentially bias crimes and school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern in accordance with the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

Q. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.

The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

R. Pupils with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a pupil with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the appropriate Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-32

N.J.A.C. 6A:16-7.1 et seq.; 6A:16-7.9 et seq.

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – April 2011

Adopted:



POLICY

SOMERSET COUNTY
VOCATIONAL AND TECHNICAL
BOARD OF EDUCATION

FINANCES

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PETTY CASH

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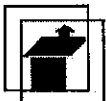
6620 PETTY CASH

The Board of Education authorizes the establishment of petty cash funds in accordance with this policy. The Board directs the implementation of appropriate controls to protect the funds from abuse.

The Board hereby establishes imprest petty cash funds in the care of the following persons and in the following amounts:

Maximum Single Account Title Expenditure	Custodian(s)	Amount
District Office \$ 25 50.	Assistant to the Business Administrator	\$400
High School \$ 50	Principal	\$400
Technology \$ 50 Institute	Director of Post Secondary Educational	\$400
Alternative \$250 High School	Supervisor of Special Projects	\$400

Petty cash funds may be disbursed only for the immediate payment of comparatively small expenditures and may not be used to circumvent the regular purchasing procedures of this



POLICY

**SOMERSET COUNTY
VOCATIONAL AND TECHNICAL
BOARD OF EDUCATION**

FINANCES

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PETTY CASH

to circumvent the regular purchasing processes of this district. Each request for petty cash funds must be in a written document that is signed by the person making the request; supporting documents, if any, will be affixed to the request.

The custodian of a petty cash fund shall submit to the Board Secretary a request for replenishment when the moneys available in the fund have declined to fifty percent or less of the authorized amount of the fund. The Board Secretary shall prepare a voucher for approval by the Board. The voucher will include disbursement slips to support the amount of the replenishment and its allocation to any account.

The petty cash box must be secured daily. All petty cash funds will be closed out for audit at the end of the school year, and unused funds will be returned to the depository. The custodian of each fund will report to the Board on amounts disbursed from the fund not less than once each year.

N.J.S.A. 2C:21-15

N.J.S.A. 18A:19-13; 18A:23-2

N.J.A.C. 6A:23-2.9 et seq.

Adopted: 25 June 2007



BYLAW GUIDE

BYLAWS

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Board Member Qualifications, Prohibited Acts,
and Code of Ethics

Each member of the Board of Education, within thirty days of election or appointment to the Board shall undergo a criminal history background investigation for the purpose of ensuring the member is not disqualified from membership due to a criminal conviction of a crime or offense listed in N.J.S.A. 18A:12-1 et seq. The Board of Education (✓) will ___ will not) reimburse the Board member for the costs of the criminal history record check. The Commissioner of Education shall notify the Board of Education if a member has been disqualified from membership on the Board as the result of the criminal history record check. The Commissioner of Education will also notify the Board if a Board member has charges enumerated in N.J.S.A. 18A:12-1 pending against him/her and the Board shall take appropriate action. If the pending charges result in conviction, the member shall be disqualified from continued membership on the Board.

Prohibited Acts

“Business” means any corporation, partnership, firm, enterprise, franchise, association, trust, sole proprietorship, union, political organization, or other legal entity but does not include a school district or other public entity.

“Interest” means the ownership of or control of more than ten percent of the profits, assets, or stocks of a business but does not include the control of assets in a labor union.

“Immediate family” means the person to whom the Board member is legally married and any dependent child of the Board member residing in the same household.

No Board member or member of his/her immediate family shall have an interest in a business organization or engage in any business, transaction, or professional activity that is in substantial conflict with the proper discharge of his/her duties in the public interest.

No Board member shall use or attempt to use his/her official position to secure unwarranted privileges, advantages, or employment for him/herself, members of his/her immediate family, or others.

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9/20 3:30pm

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 2 Month Period Ending 08/31/2011

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$534,591.21
121	Tax levy receivable		\$10,500,526.00
	Accounts receivable:		
13X	Interfund	\$295,631.05	
141	Intergovernmental - State	\$1,067,341.24	
143	Intergovernmental - Other	\$58,871.16	
			\$1,421,843.45
	Other Current Assets		\$0.00

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

301	Estimated Revenues	\$14,088,011.00	
302	Less Revenues	(\$12,841,663.79)	
			\$1,246,347.21
	Total assets and resources		\$13,703,307.87
			=====

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 2 Month Period Ending 08/31/2011

=====

LIABILITIES AND FUND EQUITY

=====

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

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

F U N D B A L A N C E

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

753	Reserve for encumbrances - Current Year	\$9,539,928.29
	Reserved fund balance:	
760	Reserved Fund Balance	\$161,478.00
601	Appropriations	\$14,351,511.00
602	Less : Expenditures	\$1,859,453.40
603	Encumbrances	\$9,539,928.29 (\$11,399,381.69)
		\$2,952,129.31
	Total Appropriated	\$12,653,535.60

--- 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	\$12,665,768.87
	TOTAL LIABILITIES AND FUND EQUITY	\$13,703,307.87

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$14,351,511.00	\$11,399,381.69	\$2,952,129.31
Revenues	(\$14,088,011.00)	(\$12,841,663.79)	(\$1,246,347.21)
	\$263,500.00	(\$1,442,282.10)	\$1,705,782.10
Less: Adjust for prior year encumb.	(\$63,500.00)	(\$63,500.00)	
	\$200,000.00	(\$1,505,782.10)	\$1,705,782.10
	=====	=====	=====

Recapitulation of Budgeted Fund Balance by Subfund	Budgeted	Actual	Variance
Fund 10 (includes 10, 11, 12, and 13)	\$0.00	(\$1,505,782.10)	\$1,705,782.10
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	(\$1,505,782.10)	\$1,705,782.10
TOTAL Budgeted Fund Balance	=====	=====	=====

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 2 Month Period Ending 08/31/2011

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$12,862,206.00	\$11,615,858.79		\$1,246,347.21
3XXX From State Sources	\$1,225,805.00	\$1,225,805.00		.00
TOTAL REVENUE/SOURCES OF FUNDS	\$14,088,011.00	\$12,841,663.79		\$1,246,347.21
	=====	=====	=====	=====
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** EXPENDITURES ***				
--- CURRENT EXPENSE ---				
11-1XX-100-XXX Regular Programs - Instruction	\$1,245,173.00	\$37,157.71	\$1,053,357.40	\$154,657.89
11-230-X00-XXX Basic Skills - Remedial Instruction	\$94,000.00	.00	\$89,935.00	\$4,065.00
11-240-X00-XXX Bilingual Education - Instruction	\$59,500.00	.00	\$59,455.00	\$45.00
11-3XX-100-XXX Voc. Programs - Local - Instruction	\$3,474,000.00	\$120,006.58	\$2,170,682.36	\$1,183,311.06
11-401-100-XXX School-Spon. Cocurr. Acti-Instr	\$51,000.00	\$1,232.00	\$36,768.00	\$13,000.00
11-402-100-XXX School-Spons. Athletics - Instruction	\$53,360.00	\$3,246.85	\$39,990.26	\$10,122.89
--- UNDISTRIBUTED EXPENDITURES ---				
11-800-330-XXX Community Services Programs-				
11-000-213-XXX Health Services	\$168,900.00	\$18,250.37	\$137,081.40	\$13,568.23
11-000-218-XXX Guidance	\$490,000.00	\$124,061.20	\$364,489.60	\$1,449.20
11-000-219-XXX Child Study Teams	\$179,500.00	\$29,315.26	\$104,209.13	\$45,975.61
11-000-221-XXX Improvement Of Inst./Other Support				
Improvement of Inst. Serv.	\$364,500.00	\$102,695.93	\$224,581.66	\$37,222.41
11-000-222-XXX Educational Media Serv/School Library	\$215,050.00	\$14,776.52	\$180,893.83	\$19,379.65
11-000-223-XXX Instructional Staff Training Services	\$15,000.00	\$3,946.33	\$8,909.71	\$2,143.96
11-000-230-XXX Supp. Serv.-General Administration	\$497,620.00	\$131,506.81	\$324,683.31	\$41,429.88
11-000-240-XXX Supp. Serv.-School Administration	\$636,500.00	\$147,192.03	\$397,664.75	\$91,643.22
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$665,000.00	\$129,653.41	\$468,493.53	\$66,853.06
11-000-261-XXX Allowable Maint. for School Facilities	\$916,400.00	\$130,984.79	\$621,164.50	\$164,250.71
11-000-262-XXX Custodial Services	\$1,347,500.00	\$287,643.17	\$873,162.44	\$186,694.39
11-000-263-XXX Care and Upkeep of Grounds	\$14,500.00	\$2,966.50	\$11,533.50	.00
11-000-266-XXX Security	\$109,000.00	\$16,695.22	\$62,125.40	\$30,179.38
11-000-270-XXX Student Transportation Services	\$107,100.00	\$6,764.00	\$41,051.69	\$59,284.31
11-000-291-XXX Allocated and Unallocated Benefits	\$3,167,500.00	\$426,266.05	\$2,240,745.68	\$500,488.27
TOTAL GENERAL CURRENT EXPENSE				
EXPENDITURES/USES OF FUNDS	\$13,871,103.00	\$1,734,360.73	\$9,510,978.15	\$2,625,764.12
	=====	=====	=====	=====

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 2 Month Period Ending 08/31/2011

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
*** CAPITAL OUTLAY ***				
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$413,408.00	\$89,417.54	\$19,558.21	\$304,432.25
	_____	_____	_____	_____
 TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	 \$413,408.00	 \$89,417.54	 \$19,558.21	 \$304,432.25
	=====	=====	=====	=====
 *** SPECIAL SCHOOLS ***				
13-422-100-XXX Summer school -instruction	\$67,000.00	\$35,675.13	\$9,391.93	\$21,932.94
	_____	_____	_____	_____
 TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	 \$67,000.00	 \$35,675.13	 \$9,391.93	 \$21,932.94
	=====	=====	=====	=====
 TOTAL GENERAL FUND EXPENDITURES	 \$14,351,511.00	 \$1,859,453.40	 \$9,539,928.29	 \$2,952,129.31
	=====	=====	=====	=====

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 2 Month Period Ending 08/31/2011

		ESTIMATED	ACTUAL	UNREALIZED
		-----	-----	-----
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,526,740.00	\$11,526,740.00	.00
1310	Tuition- From LEA's	\$805,476.00	\$20,364.00	\$785,112.00
1XXX	Miscellaneous	\$529,990.00	\$68,754.79	\$461,235.21
		-----	-----	-----
	TOTAL	\$12,862,206.00	\$11,615,858.79	\$1,246,347.21
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$266,810.00	\$266,810.00	.00
3176	Equalization	\$603,031.00	\$603,031.00	.00
3177	Categorical Security	\$63,317.00	\$63,317.00	.00
3178	Adjustment Aid	\$292,647.00	\$292,647.00	.00
		-----	-----	-----
	TOTAL	\$1,225,805.00	\$1,225,805.00	\$0.00
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$14,088,011.00	\$12,841,663.79	\$1,246,347.21
		=====	=====	=====

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 2 Month Period Ending 08/31/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,180,346.00	\$28,553.28	\$1,045,728.62	\$106,064.10
11-140-100-500 Other Purchased Services	\$5,500.00	\$144.00	.00	\$5,356.00
11-140-100-610 General Supplies	\$48,327.00	\$8,239.09	\$7,628.78	\$32,459.13
11-140-100-640 Textbooks	\$7,000.00	.00	.00	\$7,000.00
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	\$37,157.71	\$1,053,357.40	\$154,657.89
--- Basic skills/remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$90,000.00	\$0.00	\$89,935.00	\$65.00
11-230-100-610 General Supplies	\$4,000.00	.00	.00	\$4,000.00
<hr/>				
TOTAL	\$94,000.00	\$0.00	\$89,935.00	\$4,065.00
--- Bilingual education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$59,500.00	\$0.00	\$59,455.00	\$45.00
<hr/>				
TOTAL	\$59,500.00	\$0.00	\$59,455.00	\$45.00
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$2,691,000.00	\$82,266.25	\$1,896,216.20	\$712,517.55
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	\$6,187.52	\$2,423.04	\$12,389.44
11-310-100-610 General Supplies	\$275,000.00	\$18,028.20	\$46,179.81	\$210,791.99
11-310-100-640 Textbooks	\$9,000.00	.00	\$4,075.50	\$4,924.50
11-310-100-800 Other Objects	\$7,000.00	.00	.00	\$7,000.00
<hr/>				
Total	\$3,203,000.00	\$106,481.97	\$1,948,894.55	\$1,147,623.48
--- Special Vocational Programs - Instruction ---				
11-320-100-101 Salaries of Teachers	\$217,000.00	\$0.00	\$207,000.00	\$10,000.00
11-320-100-500 Other Purchased Services	\$2,000.00	.00	\$350.00	\$1,650.00
11-320-100-610 General Supplies	\$45,000.00	\$13,524.61	\$10,333.81	\$21,141.58
11-320-100-640 Textbooks	\$7,000.00	.00	\$4,104.00	\$2,896.00
<hr/>				
Total	\$271,000.00	\$13,524.61	\$221,787.81	\$35,687.58

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 2 Month Period Ending 08/31/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
	<hr/>	<hr/>	<hr/>	<hr/>
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$38,000.00	\$1,232.00	\$36,768.00	.00
11-401-100-600 Supplies and Materials	\$13,000.00	.00	.00	\$13,000.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$51,000.00	\$1,232.00	\$36,768.00	\$13,000.00
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$38,000.00	.00	\$38,000.00	.00
11-402-100-500 Purchased Services	\$10,000.00	\$2,787.00	\$145.00	\$7,068.00
11-402-100-600 Supplies and Materials	\$5,360.00	\$459.85	\$1,845.26	\$3,054.89
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$53,360.00	\$3,246.85	\$39,990.26	\$10,122.89
--- UNDISTRIBUTED EXPENDITURES ---				
<hr/>				
--- Health services ---				
11-000-213-100 Salaries	\$148,000.00	\$14,917.40	\$130,752.00	\$2,330.60
11-000-213-300 Purchased Prof. & Tech. Svc.	\$14,500.00	\$3,332.97	\$3,398.52	\$7,768.51
11-000-213-600 Supplies and Materials	\$6,000.00	.00	\$2,930.88	\$3,069.12
11-000-213-800 Other Objects	\$400.00	.00	.00	\$400.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$168,900.00	\$18,250.37	\$137,081.40	\$13,568.23
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$389,000.00	\$107,469.40	\$281,530.60	.00
11-000-218-105 Sal Sec. & Clerical Asst.	\$100,000.00	\$16,591.80	\$82,959.00	\$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	\$124,061.20	\$364,489.60	\$1,449.20
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$75,000.00	\$12,769.50	\$24,160.50	\$38,070.00
11-000-219-105 Sal Sec. & Clerical Asst.	\$93,000.00	\$15,060.80	\$75,304.00	\$2,635.20
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$5,000.00	\$680.00	\$2,400.00	\$1,920.00
11-000-219-500 Other Purchased Services	\$1,000.00	\$30.27	\$969.73	.00
11-000-219-600 Supplies and Materials	\$2,000.00	\$412.69	\$843.05	\$744.26
11-000-219-800 Other Objects	\$3,500.00	\$362.00	\$531.85	\$2,606.15
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$179,500.00	\$29,315.26	\$104,209.13	\$45,975.61

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 2 Month Period Ending 08/31/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
	<hr/>	<hr/>	<hr/>	<hr/>
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$164,000.00	\$66,414.19	\$64,268.40	\$33,317.41
11-000-221-104 Salaries Other Prof. Staff	\$152,000.00	\$26,624.96	\$125,375.04	.00
11-000-221-105 Sal Secr. & Clerical Asst.	\$38,000.00	\$6,425.80	\$31,574.20	.00
11-000-221-500 Other Purchased Services	\$5,000.00	\$2,701.98	\$2,298.02	.00
11-000-221-600 Supplies and Materials	\$2,500.00	\$330.00	\$1,066.00	\$1,104.00
11-000-221-800 Other Objects	\$3,000.00	\$199.00	.00	\$2,801.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$364,500.00	\$102,695.93	\$224,581.66	\$37,222.41
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$101,050.00	.00	\$99,400.00	\$1,650.00
11-000-222-177 Salaries of Technology Coordinators	\$85,000.00	\$13,583.32	\$67,916.60	\$3,500.08
11-000-222-500 Other Purchased Services	\$4,000.00	\$1,193.20	\$799.12	\$2,007.68
11-000-222-600 Supplies and Materials	\$21,000.00	.00	\$12,743.11	\$8,256.89
11-000-222-800 Other Objects	\$4,000.00	.00	\$35.00	\$3,965.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$215,050.00	\$14,776.52	\$180,893.83	\$19,379.65
--- Instructional Staff Training Services ---				
11-000-223-500 Other Purchased Services	\$13,000.00	\$3,946.33	\$6,909.71	\$2,143.96
11-000-223-600 Supplies and Materials	\$2,000.00	.00	\$2,000.00	.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$15,000.00	\$3,946.33	\$8,909.71	\$2,143.96
--- Support services-general administration ---				
11-000-230-100 Salaries	\$255,000.00	\$75,491.52	\$179,508.40	\$0.08
11-000-230-331 Legal Services	\$75,000.00	\$9,975.50	\$46,024.50	\$19,000.00
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	\$22,544.80	\$52,359.41	\$95.79
11-000-230-590 Other Purchased Services	\$3,000.00	\$2,186.00	\$456.00	\$358.00
11-000-230-61X General Supplies	\$11,000.00	\$3,861.91	\$2,780.00	\$4,358.09
11-000-230-630 BOE In-House Training/Meeting Supplies	\$3,500.00	\$1,826.38	\$27.00	\$1,646.62
11-000-230-890 Misc. Expenditures	\$31,000.00	\$6,120.95	\$10,028.00	\$14,851.05
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	\$131,506.81	\$324,683.31	\$41,429.88
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$460,000.00	\$111,162.96	\$287,806.60	\$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 2 Month Period Ending 08/31/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-240-105 Sal Secr. & Clerical Asst.	\$129,000.00	\$23,077.37	\$105,922.63	.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	\$8,883.43	\$3,716.97	\$3,899.60
11-000-240-600 Supplies and Materials	\$8,000.00	\$2,590.75	\$218.55	\$5,190.70
11-000-240-800 Other Objects	\$3,000.00	\$535.00	.00	\$2,465.00
TOTAL	\$636,500.00	\$147,192.03	\$397,664.75	\$91,643.22
--- Central Services ---				
11-000-251-100 Salaries	\$390,000.00	\$61,371.56	\$306,897.80	\$21,730.64
11-000-251-330 Purchased Prof. Svcs.	\$28,000.00	\$8,564.56	\$10,051.44	\$9,384.00
11-000-251-340 Purchased Technical Svcs.	\$16,000.00	.00	\$1,100.00	\$14,900.00
11-000-251-600 Supplies and Materials	\$7,000.00	\$743.84	\$6,184.02	\$72.14
11-000-251-890 Other Objects	\$6,000.00	\$1,497.80	.00	\$4,502.20
TOTAL	\$447,000.00	\$72,177.76	\$324,233.26	\$50,588.98
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$171,000.00	\$31,847.80	\$139,152.20	.00
11-000-252-500 Other Pur Serv. (400-500 series)	\$31,000.00	\$25,627.85	.00	\$5,372.15
11-000-252-600 Supplies and Materials	\$16,000.00	.00	\$5,108.07	\$10,891.93
TOTAL	\$218,000.00	\$57,475.65	\$144,260.27	\$16,264.08
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$565,000.00	\$98,320.82	\$466,679.18	.00
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$315,400.00	\$24,169.16	\$152,135.54	\$139,095.30
11-000-261-610 General Supplies	\$26,000.00	\$8,248.64	\$2,349.78	\$15,401.58
11-000-261-800 Other Objects	\$10,000.00	\$246.17	.00	\$9,753.83
TOTAL	\$916,400.00	\$130,984.79	\$621,164.50	\$164,250.71
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$280,000.00	\$27,666.67	\$252,333.33	.00
11-000-262-490 Other Purchased Property Svc.	\$67,000.00	\$37,642.52	\$21,086.48	\$8,271.00
11-000-262-520 Insurance	\$207,500.00	\$103,990.00	\$103,510.00	.00
11-000-262-621 Energy (Natural Gas)	\$170,000.00	\$7,186.46	\$98,340.15	\$64,473.39
11-000-262-622 Energy (Electricity)	\$623,000.00	\$111,157.52	\$397,892.48	\$113,950.00
TOTAL	\$1,347,500.00	\$287,643.17	\$873,162.44	\$186,694.39
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$14,500.00	\$2,966.50	\$11,533.50	.00
TOTAL	\$14,500.00	\$2,966.50	\$11,533.50	\$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 2 Month Period Ending 08/31/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
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--- Security ---				
11-000-266-100 Salaries	\$109,000.00	\$16,695.22	\$62,125.40	\$30,179.38
TOTAL	\$109,000.00	\$16,695.22	\$62,125.40	\$30,179.38
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$35,000.00	\$264.00	\$34,736.00	.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	\$250.00	.00	\$18,750.00
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	.00	.00	\$29,600.00
11-000-270-593 Misc. Purchased Svc.- Transp.	\$12,500.00	\$6,250.00	\$6,250.00	.00
11-000-270-610 General Supplies	\$2,000.00	.00	\$65.69	\$1,934.31
11-000-270-800 Misc. Expenditures	\$3,000.00	.00	.00	\$3,000.00
TOTAL	\$107,100.00	\$6,764.00	\$41,051.69	\$59,284.31
--- Benefits ---				
11-XXX-XXX-220 Social Security Contributions	\$190,000.00	\$33,709.87	\$155,354.03	\$936.10
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$470,000.00	.00	\$417,455.00	\$52,545.00
11-XXX-XXX-250 Unemployment Compensation	\$61,500.00	\$3,079.87	\$55,011.85	\$3,408.28
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	\$297,507.00	\$1,497,880.79	\$302,612.21
11-XXX-XXX-280 Tuition Reimbursement	\$30,000.00	\$17,820.41	\$4,780.51	\$7,399.08
11-XXX-XXX-290 Other Employee Benefits	\$140,000.00	\$5,612.40	\$800.00	\$133,587.60
TOTAL	\$3,167,500.00	\$426,266.05	\$2,240,745.68	\$500,488.27
Total Undistributed expenditures	\$8,894,070.00	\$1,572,717.59	\$6,060,790.13	\$1,260,562.28
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$13,871,103.00	\$1,734,360.73	\$9,510,978.15	\$2,625,764.12
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$13,871,103.00	\$1,734,360.73	\$9,510,978.15	\$2,625,764.12
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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)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/31/2011

	Appropriations	Expenditures	Encumbrances	Available Balance
	<hr/>	<hr/>	<hr/>	<hr/>
*** C A P I T A L O U T L A Y ***				
--- Facilities acquisition and construction services ---				
12-000-400-334 Architectural/Engineering Services	\$35,000.00	\$25,917.54	\$6,158.21	\$2,924.25
12-000-400-450 Construction services	\$378,408.00	\$63,500.00	\$13,400.00	\$301,508.00
Facilitis. Acqstn. Const. Sevr. -- TOTAL --	\$413,408.00	\$89,417.54	\$19,558.21	\$304,432.25
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$413,408.00	\$89,417.54	\$19,558.21	\$304,432.25
TOTAL CAPITAL OUTLAY EXPENDITURES	\$413,408.00	\$89,417.54	\$19,558.21	\$304,432.25
*** S P E C I A L S C H O O L S ***				
--- Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	\$62,000.00	\$35,143.42	\$7,829.58	\$19,027.00
13-422-100-610 General supplies	\$5,000.00	\$531.71	\$1,562.35	\$2,905.94
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$5,000.00	\$531.71	\$1,562.35	\$2,905.94
TOTAL SUMMER SCHOOL	\$67,000.00	\$35,675.13	\$9,391.93	\$21,932.94
TOTAL SPECIAL SCHOOLS EXPENDITURES	\$67,000.00	\$35,675.13	\$9,391.93	\$21,932.94
*** EDUCATION STABILIZATION FUND **				
*** GOVERNMENT SERVICES FUND **				
*** EDUCATION JOBS FUND **				
TOTAL GENERAL FUND EXPENDITURES	\$14,351,511.00	\$1,859,453.40	\$9,539,928.29	\$2,952,129.31

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

For 2 Month Period Ending 08/31/2011

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



Board Secretary/Business Administrator

August 31, 2011

Date

9/20 3:30pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 2 Month Period Ending 08/31/11

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$346,444.95
	Accounts receivable:		
141	Intergovernmental - State	(\$270,343.43)	
142	Intergovernmental - Federal	\$275,678.00	
			\$5,334.57
	Other Current Assets		\$9,713.80

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

301	Estimated Revenues	\$912,228.00	
302	Less Revenues	(\$195,044.00)	
			\$717,184.00
	Total assets and resources		\$1,078,677.32

=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 2 Month Period Ending 08/31/11

=====

LIABILITIES AND FUND EQUITY

=====

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

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

F U N D B A L A N C E

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

753	Reserve for encumbrances - Current Year	\$395,403.39
601	Appropriations	\$912,228.00
602	Less: Expenditures	\$125,415.48
603	Encumbrances	\$395,403.39 (\$520,818.87)
		\$391,409.13
	TOTAL FUND BALANCE	\$786,812.52
	TOTAL LIABILITIES AND FUND EQUITY	\$1,078,677.32

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 2 Month Period Ending 08/31/11

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$197,530.00	\$108,425.00		\$89,105.00
3XXX From State Sources	\$346,477.00	\$86,619.00		\$259,858.00
4XXX From Federal Sources	\$368,221.00	.00		\$368,221.00
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$912,228.00	\$195,044.00		\$717,184.00
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
LOCAL PROJECTS:	\$197,530.00	\$86,404.37	\$13,782.63	\$97,343.00
STATE PROJECTS:				
Other special projects	\$346,477.00	\$22,880.29	\$259,006.20	\$64,590.51
	_____	_____	_____	_____
TOTAL STATE PROJECTS	\$346,477.00	\$22,880.29	\$259,006.20	\$64,590.51
FEDERAL PROJECTS:				
NCLB Title I	\$28,139.00	.00	.00	\$28,139.00
I.D.E.A. Part B (Handicapped)	\$85,000.00	\$12,111.52	\$60,557.60	\$12,330.88
Vocational Education	\$255,082.00	\$4,019.30	\$62,056.96	\$189,005.74
	_____	_____	_____	_____
TOTAL FEDERAL PROJECTS	\$368,221.00	\$16,130.82	\$122,614.56	\$229,475.62
*** TOTAL EXPENDITURES ***	\$912,228.00	\$125,415.48	\$395,403.39	\$391,409.13
	=====	=====	=====	=====

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

For 2 Month Period Ending 08/31/11

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



Board Secretary/Business Administrator

August 31, 2011

Date

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

9/20 3:30pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 2 Month Period Ending 08/31/11

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank	(\$144,012.35)
	Accounts receivable:	
140	Intergovernmental - Accts. Recvble.	\$940,366.45
		\$940,366.45

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

Total assets and resources		\$796,354.10
		\$796,354.10

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 2 Month Period Ending 08/31/11

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year		\$103,477.38
754	Reserve for encumbrances - Prior Year		\$948,197.58
601	Appropriations	\$2,658,722.37	
602	Less : Expenditures	\$249,266.87	
603	Encumbrances	\$1,051,674.96	(\$1,300,941.83)
			\$1,357,780.54
	Total Appropriated		\$2,409,455.50

--- Unappropriated ---

770	Fund balance	\$3,874.52
303	Budgeted Fund Balance	(\$1,616,975.92)

TOTAL FUND BALANCE \$796,354.10

TOTAL LIABILITIES AND FUND EQUITY \$796,354.10

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REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Capital Projects Fund - Fund 30
 INTERIM STATEMENTS COMPARING
 BUDGET REVENUE WITH ACTUAL TO DATE AND
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
 For 2 Month Period Ending 08/31/11


	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
	_____	_____	_____	_____
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____

Facilities acquisition and constr. serv. ---				
30-000-4XX-450 Construction services	\$2,658,722.37	\$249,266.87	\$1,051,674.96	\$1,357,780.54
	_____	_____	_____	_____
Total fac.acq.and constr. serv.	\$2,658,722.37	\$249,266.87	\$1,051,674.96	\$1,357,780.54
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$2,658,722.37	\$249,266.87	\$1,051,674.96	\$1,357,780.54
*** TOTAL EXPENDITURES AND TRANSFERS	\$2,658,722.37	\$249,266.87	\$1,051,674.96	\$1,357,780.54
	=====	=====	=====	=====

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

For 2 Month Period Ending 08/31/11

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



Board Secretary/Business Administrator

August 31, 2011

Date

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

Report of the Treasurer
to the Board of Education

District of Somerset County Vocational
All Funds
For Month Ended: August 31, 2011

CASH REPORT

FUNDS	(1)	(2)	(3)	(4)
Governmental Funds	Adjusted Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$263,808.25	\$1,047,815.01	-\$777,032.05	\$534,591.21
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)	\$372,800.73	\$46,931.33	-\$73,287.11	\$346,444.95
Capital Project Fund (30)	\$70,689.52	\$0.00	-\$214,701.87	-\$144,012.35
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>\$786,111.98</u>	<u>\$1,094,746.34</u>	<u>-\$1,065,021.03</u>	<u>\$815,837.29</u>
Enterprise Fund (60) Cafeteria	\$58,808.68	\$18.32	-\$7,621.26	\$51,205.74
Payroll Fund (70)	\$0.00	\$282,368.20	-\$282,368.20	\$0.00
Agency Fund (71)	\$34,169.22	\$131,837.84	-\$165,914.76	\$92.30
Total Trust & Agency	<u>\$92,977.90</u>	<u>\$414,224.36</u>	<u>-\$455,904.22</u>	<u>\$51,298.04</u>
Grand Total for all Funds	<u>\$879,089.88</u>	<u>\$1,508,970.70</u>	<u>-\$1,520,925.25</u>	<u>\$867,135.33</u>
				\$867,135.33

Prepared and submitted by:

Michelle Fresco

Michelle Fresco, Treasurer of School Monies

9/19/2011

Date

Back to Top



POLICY ALERT

- 0142 Board Member Qualifications, Prohibited Acts, and Code of Ethics (Revised)
2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
(Revised Policy/New Regulation)
5512 Harassment, Intimidation, and Bullying (Revised)

This POLICY ALERT replaces and/or adds Policy and/or Regulation Guides in the following sections: 0000, 2000, and 5000.

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

0142 – Board Member Qualifications, Prohibited Acts, and Code of Ethics (Revised)

Assembly Bill 444 has been signed by the Governor requiring all Board members to undergo a criminal history record check within thirty days of their election or appointment to the Board. Current Board members must also undergo the same record check. The Board may reimburse Board members for the cost of the criminal history record check. The Commissioner of Education will disqualify a Board member who has been convicted of a crime or offense enumerated in N.J.S.A. 18A:12-1 et seq. On June 9, 2011 school districts received a NJDOE Memorandum indicating the thirty-day requirement had been placed on hold pending Federal approval of this new law. On July 14, 2011 districts received a Memorandum from the NJDOE indicating Federal approval has been obtained. The Memorandum also includes the procedure to be followed for the criminal history background search. An updated Policy Guide has been developed providing the Board with the option of reimbursing Board members for the costs of the background check. Until an updated Policy is adopted, a Board that wants to reimburse Board members for the expense should pass a Board Resolution authorizing reimbursement of the criminal history record check for Board members in accordance with the provisions of P.L. 2011, Chapter 72.

Policy Guide 0142 is **MANDATED**

**2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries
(Revised Policy/New Regulation)**

The New Jersey Department of Education (NJDOE) published their Guidance for the Prevention and Treatment of Sports-Related Concussions and Head Injuries on April 12, 2011. The Guidance includes what is required in a Policy as per P.L. 2010, Chapter 94 and suggestions to include in a Policy. New Policy and Regulation Guides have been developed that are consistent with the NJDOE Guidance. In summary, the law has several basic requirements:

1. N.J.S.A. 18A:40-41.2 requires an interscholastic athletic head injury safety training program;
2. N.J.S.A. 18A:40-41.3 requires a written policy for the 2011-2012 school year to be reviewed and updated, as necessary, annually.
3. N.J.S.A. 18A:40-41.4 requires a student-athlete be immediately removed from the activity or event and receive a medical evaluation by a physician or other healthcare professional. The student-athlete can only return to the activity with a written medical clearance.
4. N.J.S.A. 18A:40-41.5 provides immunity to school districts for injury to any youth sports team organization athlete that uses school facilities provided the district obtains adequate insurance from the organization and the organization signs a statement that it will comply with the district's policy.



**NEW JERSEY
POLICY ALERT**
Policy Alert and Support System

A district may make revisions to these Guides provided the changes do not conflict with the law. A district can develop its own graduated return-to-competition and practice protocol. The graduated return-to-competition and practice protocol in the Policy and Regulation Guides is the protocol developed by the NJDOE that was developed after extensive consultation with experts in this field. Any revisions in this schedule by a school district should be made in consultation with medical experts. A school district recently received additional information from the NJDOE that a school district may place the responsibility of monitoring a student-athlete's progress through the Graduated Return-to-Competition and Practice Protocol with the student-athlete's physician even though the NJDOE Guidance indicates the school district's professionals shall assume this responsibility. The enclosed Policy and Regulation Guides closely align with the NJDOE Guidance and school districts should review the Guidance before making any revisions to these Guides.

This new law not only places a significant responsibility on the school district for its own students but also for children participating in youth sports team organizations using school grounds. The law indicates the district shall not be held liable for any injury to participants of youth sports teams using school grounds provided the district provides a copy of the Policy and Regulation to the organization and the receives proof of insurance and a statement of policy compliance from the organization.

This summary and the enclosed Policy and Regulation Guides have been available for download through *ELANOnline* since June 9, 2011. Enclosed are the new Policy and Regulation Guides 2431.4, both need to be adopted by the Board. The Policy Guide should replace the district's existing 2431.4 Policy.

Policy Guide 2431.4 is **MANDATED**

Regulation Guide 2431.4 is **MANDATED**

5512 – Harassment, Intimidation, and Bullying (Revised)

The New Jersey Department of Education (NJDOE) recently released a Harassment, Intimidation, and Bullying (HIB) Compliance Checklist that will be used by the Executive County Superintendent in reviewing a school district's HIB Policy to be submitted prior to September 1, 2011. The eighteen-page Compliance Checklist requires a district's HIB Policy to include several provisions that were not included in the Minimum Model Policy Language sections of the most recent Model Policy and Guidance released on April 11, 2011. If these minor revisions are not incorporated into a district's Policy when submitted to the Executive County Superintendent, the district may be required to make these revisions and re-submit their Policy for approval. Strauss Esmay has incorporated these minor revisions into a revised Policy Guide 5512. This summary and the enclosed Policy Guide have been available for download through *ELANOnline* since July 8, 2011.

Policy Guide 5512 is **MANDATED**

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