

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
June 24, 2013

Call to Order

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

William Hyncik, Jr., President
William Dudeck, Vice President, absent
Theodore Smith
Sarah Brennan
Dr. Kathleen Serafino

Also Present

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

Others: Maria Johnson, Supervisor of Academics; Patrick Pelliccia, Supervisor of Curriculum and Instruction; Carene Jegou, Administrative Assistant to the Superintendent; Michael Kuschyk, Director of Buildings and Grounds; Bob Campanella, Supervisor of Information Technology; Andrew Coslit, Mathematics Teacher; Christopher Miller, English Teacher; Anna Murphy, Social Studies Teacher; Janeen Sortor, Special Education Teacher; and Anabela Bentzinger, Science Teacher.

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

Pledge of Allegiance

Approval of Minutes

On motion by Mr. Smith, seconded by Ms. Brennan, the minutes of the Regular Meeting and Executive Session held on May 20, 2013 were approved.

Correspondence

- None

Old or Unfinished Business

Students of the Month

- Full-Time Student – Aditya Aiyer, Grade 11, Academy for Health & Medical Sciences
- Share-Time Student – Patricia Zielaznicki, Grade 11, Cosmetology
- Students were unable to attend the meeting.

Construction Projects Update

- Solar Panels Project – The solar developer/contractor dispute has impacted the completion of our solar project. The County is trying to facilitate settlement negotiations between the parties. The County has asked us to be patient. More information will be forthcoming.

Report of the Attorney

- Ms. Fittipaldi will discuss the food service management contract, Raritan Valley Community College (RVCC) Memorandum of Understanding (MOU) and extension of the custodial contract during closed session.

Committee Reports

- Board of School Estimate (Mr. Dudeck) - None
- Curriculum/Grants (Mr. Smith) - None
- NJSBA Delegate, State Convention Legislative Committee (Mr. Dudeck) - None
- SCSBA, Delegate (Mr. Dudeck) - None
- SCESC, Representative (Mr. Smith) - None
- SCJIF, Alternate Commissioner (Mrs. Strober) - The Somerset County Joint Insurance Fund commissioners meeting was held on Wednesday, May 22, 2013. The commissioners approved the annual actuarial and audit reports. T&M Associates was appointed to replace Birdsall Service Group for safety management services for 2013.
- Foundation (Mr. Hyncik) – The Foundation gave three \$1,000 student scholarships for the 2012-2013 school year. The current board will be winding down in July; the books will be returned to the business administrator, the bylaws will be restructured and the Foundation will reconstitute with new members.

School Communications Report

- The *Jaguar Nation* newsletter was distributed.

Superintendent's Report

On recommendation of Dr. Harttraft and motion by Ms. Brennan, seconded by Mr. Smith and on roll call vote, agenda items A through I as follows:

A. Resignation

The Board of Education accepted the resignation of Ms. Anabela Bentzinger, Science Instructor effective on a mutually agreed upon date.

B. Reappointment of Assistant Superintendent for Business/Board Secretary 2013-14 School Year

The Board of Education approved the annual employment contract and salary in the amount of \$127,158.73 for Diane Strober for the period July 1, 2013 through June 30, 2014. (As reviewed and approved by the Executive County Superintendent.

C. Full-Time Employment – 2013-2014 School Year

The Board of Education appointed Ms. Laurie Reader to the position of Production/Lighting Design/Technical Theater Coordinator (10-month) (UPC# ART-HS-COOR-NA-01) at a salary of \$50,477.00* Step D9, effective September 1, 2013.

*Based upon the 2011-12 support staff salary guide

D. Change of Employment Status – Benjamin Pokrywa – 2013-2014 School Year

The Board of Education approved change of employment status from 10-month to 12-month for Mr. Benjamin Pokrywa effective July 1, 2013.

<u>Step/Guide</u>	<u>Base Salary</u>	<u>Longevity</u>	<u>Total Salary</u>
31/D	\$118,855.62	\$1,300.00	\$120,155.62*

*Based on 2011-12 salary guide

E. Employment of Part-Time Personnel – 2013-14 School Year

The Board of Education approved employment of the following part-time personnel for the 2013-14 school year:

Twilight

Diane Ziegler	Program Director (Shared Position)	\$ 336.42/month
Joseph Petrosino	Program Director (Shared Position)	\$ 336.42/month
Valerie Hart	Accountant	\$ 340.00/month
Miranda McMahon	Staff Development Co-Leader	\$1,400.00/month (July 2013-June 2014)
Christopher Miller	Staff Development Co-Leader	\$1,400.00/month (July 2013-June 2014)
Anna Murphy	Staff Development Co-Leader	\$1,400.00/month (July 2013-June 2014)

F. Employment of Part-Time Personnel – Summer 2013

The Board of Education approved employment of the following part-time personnel for summer 2013:
High School (10 hours unless otherwise noted)

George Byrd	Shop Maintenance (20 hours)	\$35.00/hour
Lawrence Blanke	Curriculum	\$35.00/hour
Paul Brinkmann	Curriculum (20 hours)	\$35.00/hour
Robert Carrig	Curriculum	\$35.00/hour
Margaret Cross	Curriculum	\$35.00/hour
Erik Fargo	Curriculum (40 hours)	\$35.00/hour
Catherine Fortunato	Curriculum	\$35.00/hour
Julie Strober	Curriculum (15 hours)	\$35.00/hour
Rachel Kinlan	Curriculum (25 hours)	\$35.00/hour
George Lee	Curriculum	\$35.00/hour
Joseph Mancuso	Curriculum (80 hours)	\$35.00/hour
Mark Mastrobattista	Curriculum	\$35.00/hour
Alison Mingle	Curriculum (15 hours)	\$35.00/hour
Jaime Morales	HIB/Student Discipline/Activities (140 hours)	\$35.00/hour
Anna Murphy	Curriculum	\$35.00/hour
Paul O'Connor	Curriculum (15 hours)	\$35.00/hour
John O'Neill	Curriculum (90 hours)	\$35.00/hour
Gladys Pokrywa	Curriculum	\$35.00/hour
Matthew Poznanski	Curriculum	\$35.00/hour
Johanna Scholl	Curriculum	\$35.00/hour
John Vingara	Curriculum	\$35.00/hour
Laurie Reader	Technical Lighting/Equipment Repair/Setup (163 hours)	\$44.66/hour

Buildings & Grounds

Douglas Bauer	Maintenance (440 hours)	\$10.00/hour
Brian Plesko	Maintenance (400 hours)	\$10.00/hour

Performing Arts – Dance Intensive

Danielle Ramon	Repertory/Modern Instructor (15 hours)	\$30.00/hour
Mary Lynne McAnally	Repertory/Jazz Instructor (15 hours)	\$38.13/hour
Laurie Reader	Technical Lighting/Design/Production (10 hours)	\$44.66/hour

Performing Arts – Camp

Christynn Cardino-Morris	Musical Instructor/Accompanist (25 hours)	\$28.42/hour
Antu Yacob	Acting Instructor (65 hours)	\$38.13/hour
Laurie Reader	Technical Lighting/Design/Production (30 hours)	\$44.66/hour

Creative Arts

Sheila Buttermore	Adult Dance Evening Instructor (13.5 hours)	\$46.59/hour
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Twilight (95 hours unless otherwise noted)

Moysey Averbukh	Bus Driver (143 hours)	\$17.00/hour
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Janet Blue	Cosmetology Instructor	\$32.00/hour
Alan Creveling	Auto Mechanics Instructor	\$32.00/hour
Julie Strober	Cosmetology Instructor	\$32.00/hour
Deborah Gichan	Photography Instructor	\$32.00/hour
John Vingara	Culinary Arts Instructor	\$32.00/hour
Christopher Miller	Basic Skills Instructor	\$32.00/hour
Janeen Sortor	Basic Skills Instructor	\$32.00/hour
Jaime Morales	Lead Teacher	\$32.00/hour
	Bus Monitor (57 hours)	\$17.00/hour
Angela Maggs	Recruiter/Outreach Worker (241 hours)	\$20.00/hour
James Strickhart	Bus Monitor (57 hours)	\$17.00/hour
Erick Bowers	Bus Monitor (57 hours)	\$17.00/hour
Peggy Prezioso	Substitute	\$32.00/hour
Mark Mastrobattista	Substitute	\$32.00/hour
Jeanine Colaluca	Substitute Bus Driver	\$17.00/hour
Roberta Snead	Substitute Bus Driver	\$17.00/hour
Mohamed Guesshous	Student Assistant Photography	\$ 7.25/hour
Cara Santoro	Student Assistant Cosmetology (Section I)	\$ 7.25/hour
Patricia Zielaznicki	Student Assistant Cosmetology (Section II)	\$ 7.25/hour
Steven Salas	Student Assistant Auto Mechanics	\$ 7.25/hour
Nicole Poyer	Student Assistant Culinary Arts	\$ 7.25/hour

G. Extra-Curricular Appointments – 2013-2014 School Year

The Board of Education approved the following for extra-curricular activities for the 2013-2014 school year as follows (stipends to be determined upon completion of negotiated agreement):

Julie Strober	9 th Grade Class Advisor	\$2,476.00
Matthew Poznanski	10 th Grade Class Advisor	\$2,476.00
	Early Morning Duty Monitor (Alternate)	\$ 16.00/day
	Saturday Detention Monitor	\$ 37.00/hour
Erick Bowers	11 th Grade Class Advisor	\$2,722.00
Sarah Morelli-Stutz	12 th Grade Class Advisor	\$2,722.00
Rebecca Hovey	Yearbook Co-Advisor	\$1,813.00
Janet Cantore-Watson	Yearbook Co-Advisor	\$1,813.00
Bonita DeFazio	Yearbook Co-Advisor	\$1,813.00
Joseph Mancuso	Drama Coach (shared position)	\$1,649.00
Sheila Buttermore	Drama Coach (shared position)	\$1,649.00
Erik Fargo	FFA Advisor	\$2,611.00
Kim Vasaturo	HOSA Advisor	\$2,476.00
	After Hours Detention Monitor	\$ 37.00/hour
Catherine Fortunato	National Honor Society Advisor	\$1,485.00
Christopher Miller	National Technical Honor Society Co-Advisor	\$ 742.50
Victoria Fulmer	National Technical Honor Society Co-Advisor	\$ 742.50
	Rotary Interact Advisor	\$1,485.00
Benjamin Pokrywa	Safety Committee Chairperson	\$1,456.00
Pratima Patil	Skills USA Co-Advisor	\$2,573.25
	Skills USA Advisor Co-Assistant	\$ 446.25
Michelle Fresco	Skills USA Co-Advisor	\$2,573.25
	Skills USA Advisor Co-Assistant	\$ 446.25
Michele Sartori	Skills USA Co-Advisor	\$2,573.25
	Skills USA Advisor Co-Assistant	\$ 446.25
John O'Neill	Athletic Advisor	\$2,848.00
	Varsity Girls' Soccer Coach	\$4,619.00

	Varsity Girls' Softball Coach	\$4,619.00
	Early Morning Duty Monitor	\$ 16.00/day
Michael McClain	JV Boys' Basketball Coach	\$2,971.00
	Skills USA Co-Advisor	\$2,573.25
	Skills USA Advisor Co-Assistant	\$ 446.25
John Heinbach	JV Boys' Baseball Coach	\$2,971.00
	Varsity Boys' Soccer Coach	\$4,619.00
James Strickhart	JV Boys' Soccer Coach	\$2,971.00
	Varsity Boys' Baseball Coach	\$4,619.00
Kristen McNerney	JV Girls' Softball Coach	\$2,971.00
Ahmad Mackey	Varsity Boys' Basketball Coach	\$4,619.00
Patricia Morales	Early Morning Duty Monitor	\$ 16.00/day
John Vingara	Early Morning Duty Monitor	\$ 16.00/day
Jaime Morales	Early Morning Duty Monitor	\$ 16.00/day
	Saturday Detention Monitor	\$ 37.00/hour
Robert Carrig	Early Morning Duty Monitor	\$ 16.00/day
Peggy Prezioso	After Hours Detention Monitor	\$ 37.00/hour
Gladys Pokrywa	After Hours Detention Monitor	\$ 37.00/hour
Karen Morlock	After Hours Detention Monitor	\$ 37.00/hour

H. Job Description

The Board of Education approved job description – Production/Lighting Design/Technical Theater Coordinator as it appears on Addendum #1.

I. Professional Seminars/Workshops/Travel Reimbursements

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

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

On recommendation of Dr. Harttraft and motion by Ms. Brennan, seconded by Mr. Smith and on roll call vote agenda items J and K as follows:

J. Application for Funds

The Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its June 24, 2013 meeting authorized application for funds for the following:

NJ Department of Education (revised)	Carl D. Perkins (FY 2014)	\$250,000.00 (total allocation)
NJ Department of Education	Career and Technical Education Organization CTSO Grant Program Year 1 of 4 (SkillsUSA) (FY 2014)	\$146,500.00
NJ Department of Children and Families	School Based Program (2012-13 SY) (1-time stipend)	\$ 2,300.00
United Way of Northern NJ	Twilight (January 1, 2014-December 31, 2014)	\$ 20,000.00

K. Acceptance of Funds

The Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its June 24, 2013 meeting authorized acceptance of funds for the following:

NJ Department of Children and Families	School Based Program (2013-14 SY)	\$346,477.00
NJ Department of Children and Families	School Based Program (2012-13 SY) (1-time stipend)	\$ 2,300.00

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

On recommendation of Dr. Harttraft and motion by Ms. Brennan, seconded by Mr. Smith and on roll call vote, agenda items L and M as follows:

- L. District Three-Year Technology Plan (July 1, 2013 – June 30, 2016)
The Board of Education approved the district's Three Year Technology Plan.

M. Donation

The Board of Education accepted the following donation:

<u>Items</u>	<u>Donor</u>
Vintage 1958 Jewell Electrified Optic Microscope, fitted case	Dr. Alan P. Braun
Microscope Human Tissue Slides (2 sets)	
Special Human Tissue Microscope Slides (1 set)	
Dissection Case	

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

Mr. Smith requested to review the Three-Year Technology Plan and requested Mr. Campanella give the board a detailed presentation. Mr. Hyncik referenced the detail initiatives and their respective funding sources; Mr. Hyncik suggested if any board member would like further explanation to go through the board office.

N. Superintendent's Update

- Harassment/Intimidation/Bullying Report: 0 submitted for board review; YTD: 12 reports (2 HIB, 1 non-HIB, 7 student conflicts, 2 dropped)
- HSPA Results- report given by Pat Pelliccia
- Honor Society events, award ceremonies, and TOPS closing ceremonies were outlined for the board.
- Evaluation process update- 3 teachers and 3 administrators have been trained in the Danielson evaluation model. Schedules for staff training beginning next school year are being developed. The district has an ambitious training process ahead, new teacher leaders will be charged with participating in trainings, turn-key training for staff, helping administration move the professional learning model, assisting teachers with developing student growth objectives (two for each teacher), and beginning collaborative efforts for Professional Learning Communities to improve student achievement. The district is on schedule for implementing the new rubric for teacher evaluation. Summer work will

include developing protocols for the principal and administrator evaluation tools, and development and utilization of school and district data banks.

Submission of Bills

On motion by Ms. Brennan, seconded by Mr. Smith and on roll call vote, the Board of Education approved the bills list for June 2013 which was included in the board packet and is attached to the regular meeting minutes.

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

New Business

- None

Report of the Assistant Superintendent for Business/Board Secretary

A. Reports A-148 and A-149

On motion by Mr. Smith, seconded by Ms. Brennan and on roll call vote, the Board of Education adopted the monthly financial statement reports for the Assistant Superintendent for Business/Board Secretary for the month of May 2013 and the Treasurer of School Monies for the month of May 2013, 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 #3)

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

On motion by Ms. Brennan, seconded by Mr. Smith and on roll call vote, agenda items B through H as follows:

B. Budget Transfers – 2012-2013 School Year

The Board of Education approved budget transfers for the 2012-2013 school year as they appear on Addendum #4.

C. County Capital Allocation – 2013

The Board of Education approved the 2013 County Capital projects in the amount of \$2,250,000.00 as submitted to and approved by the Somerset County Freeholders at their May 28, 2013 meeting.

D. Submission of Documentation to NJDOE and Modification of Long Range Facility Plan – 2013 Approved Capital Projects – HVAC Replacements, Boiler Upgrade and Dimmer Rack

The Board of Education authorized submission of plans and documentation to NJDOE for the 2013 approved capital projects.

- E. Solicit Bids – 2013 Capital Projects – HVAC Replacements, Boiler Upgrade and Dimmer Rack
The Board of Education authorized public advertisement and solicitation of competitive bid proposals for the 2013 approved capital projects.
- F. Authorization Petty Cash Accounts
The Board of Education granted approval to authorize the establishment of petty cash accounts in the amount of \$400.00 each for the district office and the high school office and \$1,000.00 for the performing arts department.
- G. Kensington Bus Transportation
The Board of Education entered into a contract agreement with Kensington Bus Company for the purpose of providing transportation for the Summer Twilight Program. The cost will be \$190.00/day for one (1) bus for 19 days (total \$3,610.00).
- H. Professional Services Contracts – 2013-2014 School Year
It is recommended the Board of Education award professional services contracts for the 2013-2014 school year School Based Youth Services Program grant as follows:

Family and Community Services of Somerset County	\$126,306.00
Middle Earth	\$ 33,274.00

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

On motion by Ms. Brennan, seconded by Mr. Smith and on roll call vote, agenda items I through L as follows:

- I. Purchase of Goods and Services/Qualified Purchasing Agent
The Board of Education adopted Resolution 2012-13/6-A as it appears on Addendum #5.
- J. Public Agency Compliance Officer (PACO) – 2013-2014 School Year
The Board of Education appointed the Assistant Superintendent for Business/Board Secretary (Ms. Diane Strober) as the Public Agency Compliance Officer (PACO) for the 2013-2014 school year as required annually by law.
- K. Open Public Records Act (OPRA) Officer – 2013-2014 School Year
The Board of Education appointed the Assistant Superintendent for Business/Board Secretary (Mrs. Diane Strober) as the primary custodian of records and Superintendent (Dr. Chrys Harttraft) as the secondary custodian of records for the 2013-2014 school year.
- L. Facility Use Schedule – 2013-2014 School Year
The Board of Education approved the 2013-2014 school year facility use fee schedule as it appears on Addendum #6.

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

On motion by Ms. Brennan, seconded by Mr. Smith and on roll call vote, agenda items M through U as follows:

- M. Cooperative Purchasing Agreement – Middlesex Regional Educational Services Commission (2013-2014 School Year)
The Board of Education entered into year five (5) of a five (5) year Agreement for a Cooperative Pricing System with the Middlesex Regional Educational Services Commission.
- N. Cooperative Purchasing Agreement – Hunterdon County Educational Services Commission (2013-2014 School Year)
The Board of Education entered into year four (4) of a five (5) year Cooperative Pricing Agreement with the Hunterdon County Educational Services Commission.
- O. Vision Service Plan – 2013-2014 School Year
The Board of Education entered into year one (1) of a two (2) year agreement with VSP (Vision Service Plan) to provide vision coverage from July 1, 2013 through June 30, 2014 at a rate of \$19.29 per employee/month.
- P. Delta Dental of New Jersey – 2013-2014 School Year
The Board of Education entered into year one (1) of a two (2) year agreement with Delta Dental of New Jersey, Inc. to provide dental coverage from July 1, 2013 through June 30, 2014 as listed below:

<u>Coverage</u>	<u>01 (Active Employee) and 04 (COBRA) Policy</u>
Composite	\$ 95.52/month
	<u>03 Policy (Retiree)</u>
One Party	\$ 45.45/month
Two Party	\$ 77.49/month
Three Party	\$128.40/month
- Q. Maintenance Contract Agreements – 2013-2014 School Year
The Board of Education approved the maintenance contract agreements for the 2013-2014 school year effective July 1, 2013 through June 30, 2014 as they appear on Addendum #7.
- R. Technology/Contract Maintenance Software Agreements – 2013-2014 School Year
The Board of Education approved the Technology/Contract Maintenance Software Agreements for the 2013-2014 school year effective July 1, 2013 through June 30, 2014 as they appear on Addendum #8.
- S. Custodial Cleaning Services Contract – 2013-2014 School Year
The Board of Education entered into year one (1) of a two (2) one (1) year extension contract renewal with All Cleaning Building Services, Inc. in the amount of \$353,940.00.
- T. E-Rate Contract – 2013-2014 School Year
The Board of Education enter into year two (2) of a two (2) year agreement with E-Rate Exchange Services to provide e-rate services for the 2013-2014 school year at a rate of \$3,292.00 per year.
- U. SCVTS/RVCC Memorandum of Understanding – 2013-2014 School Year
The Board of Education approved the Memorandum of Understanding for the 2013-2014 school year between SCVTS and RVCC as is appears on Addendum #9.

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

V. July and August 2013 Monthly Bills

On motion by Mr. Smith, seconded by Ms. Brennan and on roll call vote, the Board of Education authorized the Assistant Superintendent for Business to generate and release the July and August monthly bills; these bills will be ratified at the August 19, 2013 board of education meeting.

Next Meeting

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

August 19, 2013

5:00 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

Mrs. Strober will readvertise and advise the appropriate parties of the change in date of the meeting.

Remarks from the Public

- None

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

- This Board will go into closed session with the Board Counsel for the purpose of discussing matters within the provisions of 7A(11)c231.
- The general nature of matters to be discussed relates to SCVTEA negotiations; litigation and personnel matters.
- 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.
- It is anticipated that the items discussed will be made public when the matters discussed are resolved.

Closed Session

On motion by Mr. Smith, seconded by Ms. Brennan and on roll call vote, the Board of Education went into closed session at 5:20 p.m.

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

Open Session

On motion by Mr. Smith, seconded by Ms. Brennan and on roll call vote, the Board of Education went into open session at 6:18 p.m.

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

Adjournment

On motion by Mr. Smith, seconded by Ms. Brennan and passed, the meeting adjourned at 6:20 p.m.

Diane Strober

Assistant Superintendent for Business/Board Secretary

SOMERSET COUNTY VOCTIONAL BOARD OF EDUCATION JOB DESCRIPTION

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CATEGORY: INSTRUCTIONAL SUPPORT

ADOPTED:

TITLE: PRODUCTION/LIGHTING DESIGN/TECHNICAL THEATER COORDINATOR

NON CERTIFIED

QUALIFICATIONS:

1. Minimum of 30 college credits in Theater Production/Theater Management concentration; Bachelor's Degree in Technical Theater and Lighting Design, preferred.
2. Minimum four (4) years' experience in all phases of the theater production/technical theater management and lighting design industry.
3. Valid Substitute Teacher Certificate.
4. Strong organizational skills.
5. Strong communication skills.
6. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: High School Principal or designee

SUPERVISES: No direct supervisory responsibilities.

JOB GOAL: To organize the production values of the Theater Arts and Dance production under the direction of each department coordinator.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates lighting design for mainstage performances and productions.
2. Assists performing arts instructors and student choreographers in the design of lighting concepts that will enhance their choreography pieces.
3. Draft light plot.
4. Oversees light hang and focus for all productions, performances, etc.
5. Programs and cues lighting equipment for all performances and productions.
6. Trains student in programming lighting/technical equipment usage.
7. Coordinates master schedule of the performing arts center and auditorium with Buildings & Grounds department staff.
8. Schedules theater for outside group facility rental by coordinating set up and breakdown with Buildings & Grounds department staff.
9. Provides technical/design assistance for outside group facility rentals.
10. Coordinates production schedules for Performing Arts program, district activities and outside group facility rentals.
11. Orders supplies for the set and lighting of all productions; creates requisitions for program coordinators approval.
12. Oversees set construction for performances and productions.
13. Acts as the scenic designer and technical director for performing arts enrichment camps and programs.
14. Designs and oversees the implementation of the light plot for all events.
15. Oversees sound and design sound as needed.
16. Responsible for the keeping of equipment and materials in all of the performing arts spaces, in good useable condition with suitable attention to repair and replacement when necessary.
17. Collaborates on the selection of productions with program coordinators.
18. Assists performing arts instructors in teaching aspects of technical theater to all career majors in the performing arts department.
19. Mentors and guides students in the high school who have an interest in learning about theater production/lighting design.
20. Oversees the technical crew during all main stage productions and performances.
21. Creates schedule for parents outlining the responsibilities of students during technical rehearsals.
22. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent or immediate supervisor.

TERMS OF EMPLOYMENT: Ten-month year. In accordance with negotiated agreement.

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

Professional Seminars/Workshops/Travel Reimbursements
 June 2013

	DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
1	July 16, 2013	Sheila Buttermore Janet Coleman Bonnie DeFazio Erik Fargo Maura Lella Chris Lemongelli Mary Lynne McAnally Patty Morales Gary Parks Laurie Reader Johanna Scholl Stephanie Simmons James Strickhart Janet Watson Linda Weber-Smith Karen Winfield	\$45.00 ea.	NA	Heartsaver AED Course	Bridgewater, NJ
2	July 23, 2013	Victoria Fulmer Maureen Glennon Denise Gotti Irene Ives Maria Johnson Sharleen Leahey Teresa Morelli Pratima Patil Pat Pelliccia Joe Petrosino Susan Santiago Wanda Scott Faiza Shahid Diane Ziegler	\$45.00 ea.	NA	Heartsaver AED Course	Bridgewater, NJ

3	September 6-8, 13-15, 21-22, 2013	MaryLynne McAnally	\$1,321.55	Mileage: \$219.92 Tolls: \$104.00 Parking: \$256.00	Intensive Mat-Plus Training Course	Manhattan, NY
4	July 21-23, 2013	Sarah Morelli-Stutz	\$668.00	Hotel: \$687.00 Food: \$191.00 Mileage: \$118.91 Tolls: \$50.00 Parking: \$43.80	NASP Summer Conference	Baltimore, MD
4	July 15 & 16, 2013	Michele Sartori	\$282.00	N/A	Labor & Employment Law Seminar	New Brunswick, NJ
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REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10 (including 16, 17 & 18)
Interim Balance Sheet
For 11 Month Period Ending 05/31/2013

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ASSETS AND RESOURCES

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

101	Cash in bank		\$1,850,109.16
121	Tax levy receivable		\$973,140.00
	Accounts receivable:		
132	Interfund	\$205,908.19	
141	Intergovernmental - State	\$22,098.99	
143	Intergovernmental - Other	(\$1,775.82)	
			\$226,231.36
	Other Current Assets		\$0.00

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

301	Estimated Revenues	\$13,838,142.00	
302	Less Revenues	(\$13,641,658.02)	
			\$196,483.98
	Total assets and resources		\$3,245,964.50

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REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10 (including 16, 17 & 18)
Interim Balance Sheet
For 11 Month Period Ending 05/31/2013

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LIABILITIES AND FUND EQUITY

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

421	Accounts Payable	\$4,236.52
TOTAL LIABILITIES		\$4,236.52
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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	\$1,424,553.43
	Reserved fund balance:	
760	Reserved Fund Balance	\$72,100.00
601	Appropriations	\$14,109,967.71
602	Less : Expenditures	\$11,447,432.04
603	Encumbrances	\$1,424,553.43 (\$12,871,985.47)
		\$1,237,982.24
	Total Appropriated	\$2,734,635.67

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

770	Fund Balance	\$579,192.31
303	Budgeted Fund Balance	(\$72,100.00)

TOTAL FUND BALANCE	\$3,241,727.98
TOTAL LIABILITIES AND FUND EQUITY	\$3,245,964.50

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$14,109,967.71	\$12,871,985.47	\$1,237,982.24
Revenues	(\$13,838,142.00)	(\$13,641,658.02)	(\$196,483.98)
	\$271,825.71	(\$769,672.55)	\$1,041,498.26
Less: Adjust for prior year encumb.	(\$199,725.71)	(\$199,725.71)	
Budgeted Fund Balance	\$72,100.00	(\$969,398.26)	\$1,041,498.26

Recapitulation of Budgeted Fund Balance by Subfund

	Budgeted	Actual	Variance
Fund 10 (includes 10, 11, 12, and 13)	\$72,100.00	(\$969,398.26)	\$1,041,498.26
Fund 16 (Restricted ARRA-ESF)	\$0.00	\$0.00	\$0.00
Fund 17 (Restricted ARRA-GSF)	\$0.00	\$0.00	\$0.00
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00
TOTAL Budgeted Fund Balance	\$72,100.00	(\$969,398.26)	\$1,041,498.26

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 11 Month Period Ending 05/31/2013

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$12,424,240.00	\$12,227,756.02		\$196,483.98
3XXX	From State Sources	\$1,413,902.00	\$1,413,902.00		.00
TOTAL REVENUE/SOURCES OF FUNDS		\$13,838,142.00	\$13,641,658.02		\$196,483.98
		=====	=====	=====	=====
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$1,437,497.08	\$1,201,356.08	\$198,841.12	\$37,299.88
11-230-X00-XXX	Basic Skills - Remedial Instruction	\$100,017.70	\$83,574.82	\$11,736.47	\$4,706.41
11-240-X00-XXX	Bilingual Education - Instruction	\$63,197.19	\$54,278.94	\$5,945.50	\$2,972.75
11-3XX-100-XXX	Voc. Programs - Local - Instruction	\$3,455,960.54	\$2,734,339.45	\$334,883.64	\$386,737.45
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$51,005.00	\$26,480.92	\$2,944.53	\$21,579.55
11-402-100-XXX	School-Spons. Athletics - Instruction	\$58,234.04	\$40,933.90	\$619.05	\$16,681.09
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-213-XXX	Health Services	\$185,059.16	\$158,453.91	\$13,557.75	\$13,047.50
11-000-218-XXX	Guidance	\$594,916.34	\$538,536.12	\$40,202.40	\$16,177.82
11-000-219-XXX	Child Study Teams	\$183,972.00	\$160,298.84	\$13,586.16	\$10,087.00
11-000-221-XXX	Improvement Of Inst./Other Support Improvement of Inst. Serv.	\$194,177.71	\$152,379.93	\$21,366.38	\$20,431.40
11-000-222-XXX	Educational Media Serv/School Library	\$215,071.00	\$121,629.31	\$10,456.22	\$82,985.47
11-000-223-XXX	Instructional Staff Training Services	\$20,651.00	\$19,296.66	\$304.00	\$1,050.34
11-000-230-XXX	Supp. Serv.-General Administration	\$528,586.25	\$463,855.51	\$37,892.43	\$26,838.31
11-000-240-XXX	Supp. Serv.-School Administration	\$619,571.63	\$489,055.45	\$46,441.86	\$84,074.32
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$730,398.46	\$632,379.76	\$58,599.89	\$39,418.81
11-000-261-XXX	Allowable Maint. for School Facilities	\$1,263,862.71	\$897,525.00	\$298,223.90	\$68,113.81
11-000-262-XXX	Custodial Services	\$1,217,918.00	\$1,086,481.79	\$110,484.54	\$20,951.67
11-000-263-XXX	Care and Upkeep of Grounds	\$14,501.00	\$10,400.00	\$4,101.00	.00
11-000-266-XXX	Security	\$90,690.58	\$80,444.27	\$5,825.40	\$4,420.91
11-000-270-XXX	Student Transportation Services	\$111,720.79	\$51,410.13	\$8,460.58	\$51,850.08
11-000-291-XXX	Allocated and Unallocated Benefits	\$2,672,770.09	\$2,175,066.69	\$199,951.91	\$297,751.49
TOTAL GENERAL CURRENT EXPENSE EXPENDITURES/USES OF FUNDS		\$13,809,778.27	\$11,178,177.48	\$1,424,424.73	\$1,207,176.06
		=====	=====	=====	=====

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 11 Month Period Ending 05/31/2013

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	-----	-----	-----	-----
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$48,745.92	\$46,244.62	\$0.00	\$2,501.30
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$184,436.52	\$158,819.45	.00	\$25,617.07
	-----	-----	-----	-----
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$233,182.44	\$205,064.07	\$0.00	\$28,118.37
	=====	=====	=====	=====
*** SPECIAL SCHOOLS ***				
13-422-100-XXX Summer school -instruction	\$67,007.00	\$64,190.49	\$128.70	\$2,687.81
	-----	-----	-----	-----
TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	\$67,007.00	\$64,190.49	\$128.70	\$2,687.81
	=====	=====	=====	=====
TOTAL GENERAL FUND EXPENDITURES	\$14,109,967.71	\$11,447,432.04	\$1,424,553.43	\$1,237,982.24
	=====	=====	=====	=====

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 11 Month Period Ending 05/31/2013

	ESTIMATED	ACTUAL	UNREALIZED	
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--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,228,340.00	\$11,228,340.00	.00
1310	Tuition- From LEA's	\$684,000.00	\$723,507.80	(\$39,507.80)
1XXX	Miscellaneous	\$511,900.00	\$275,908.22	\$235,991.78
	TOTAL	\$12,424,240.00	\$12,227,756.02	\$196,483.98
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$286,297.00	\$286,297.00	.00
3176	Equalization	\$699,454.00	\$699,454.00	.00
3177	Categorical Security	\$61,725.00	\$61,725.00	.00
3178	Adjustment Aid	\$366,426.00	\$366,426.00	.00
	TOTAL	\$1,413,902.00	\$1,413,902.00	\$0.00
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$13,838,142.00	\$13,641,658.02	\$196,483.98
		=====	=====	=====

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 11 Month Period Ending 05/31/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,279,784.31	\$1,109,561.36	\$161,735.10	\$8,487.85
11-140-100-106 Other Salaries for Instruction	\$29,728.90	\$24,438.55	\$3,859.20	\$1,431.15
11-140-100-320 Purchased Prof.-Ed. Services	\$58,000.00	\$4,510.63	\$27,205.57	\$26,283.80
11-140-100-500 Other Purchased Services	\$5,501.00	\$5,386.71	\$85.00	\$29.29
11-140-100-610 General Supplies	\$52,481.87	\$45,467.04	\$5,956.25	\$1,058.58
11-140-100-640 Textbooks	\$10,001.00	\$9,991.79	.00	\$9.21
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$2,000.00	\$2,000.00	\$0.00	\$0.00
TOTAL	\$1,437,497.08	\$1,201,356.08	\$198,841.12	\$37,299.88
--- Basic skills/remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$94,463.75	\$80,973.50	\$8,993.50	\$4,496.75
11-230-100-610 General Supplies	\$5,553.95	\$2,601.32	\$2,742.97	\$209.66
TOTAL	\$100,017.70	\$83,574.82	\$11,736.47	\$4,706.41
--- Bilingual education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$63,197.19	\$54,278.94	\$5,945.50	\$2,972.75
TOTAL	\$63,197.19	\$54,278.94	\$5,945.50	\$2,972.75
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$2,585,821.02	\$2,197,564.32	\$221,217.40	\$167,039.30
11-310-100-320 Purchased Prof.-Ed. Services	\$200,020.00	\$8,982.00	.00	\$191,038.00
11-310-100-500 Other Purchased Services	\$28,510.74	\$23,361.14	\$4,900.00	\$249.60
11-310-100-610 General Supplies	\$348,049.06	\$253,846.54	\$79,247.34	\$14,955.18
11-310-100-640 Textbooks	\$16,002.00	\$16,002.00	.00	.00
11-310-100-800 Other Objects	\$10,928.22	\$5,607.97	\$4,470.25	\$850.00
Total	\$3,189,331.04	\$2,505,363.97	\$309,834.99	\$374,132.08
--- Special Vocational Programs - Instruction ---				
11-320-100-101 Salaries of Teachers	\$250,816.80	\$213,493.20	\$24,973.98	\$12,349.62
11-320-100-500 Other Purchased Services	\$1,000.00	\$749.49	.00	\$250.51
11-320-100-610 General Supplies	\$14,812.70	\$14,732.79	\$74.67	\$5.24
Total	\$266,629.50	\$228,975.48	\$25,048.65	\$12,605.37

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 11 Month Period Ending 05/31/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$38,004.00	\$16,529.30	.00	\$21,474.70
11-401-100-600 Supplies and Materials	\$13,001.00	\$9,951.62	\$2,944.53	\$104.85
TOTAL	\$51,005.00	\$26,480.92	\$2,944.53	\$21,579.55
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$40,384.99	\$24,255.65	.00	\$16,129.34
11-402-100-500 Purchased Services	\$12,001.00	\$11,448.25	\$1.00	\$551.75
11-402-100-600 Supplies and Materials	\$5,848.05	\$5,230.00	\$618.05	.00
TOTAL	\$58,234.04	\$40,933.90	\$619.05	\$16,681.09
--- UNDISTRIBUTED EXPENDITURES ---				
--- Health services ---				
11-000-213-100 Salaries	\$154,407.16	\$134,756.86	\$13,380.20	\$6,270.10
11-000-213-300 Purchased Prof. & Tech. Svc.	\$24,251.00	\$17,569.27	.00	\$6,681.73
11-000-213-600 Supplies and Materials	\$6,001.00	\$5,727.78	\$177.55	\$95.67
11-000-213-800 Other Objects	\$400.00	\$400.00	.00	.00
TOTAL	\$185,059.16	\$158,453.91	\$13,557.75	\$13,047.50
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$462,910.34	\$419,898.09	\$31,879.00	\$11,133.25
11-000-218-105 Sal Sec. & Clerical Asst.	\$104,206.00	\$92,911.11	\$8,295.90	\$2,998.99
11-000-218-500 Other Purchased Services	\$26,800.00	\$24,726.92	\$27.50	\$2,045.58
11-000-218-600 Supplies and Materials	\$1,000.00	\$1,000.00	.00	.00
TOTAL	\$594,916.34	\$538,536.12	\$40,202.40	\$16,177.82
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$75,697.00	\$66,652.48	\$6,055.76	\$2,988.76
11-000-219-105 Sal Sec. & Clerical Asst.	\$96,774.00	\$85,478.40	\$7,530.40	\$3,765.20
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$5,001.00	\$4,589.78	.00	\$411.22
11-000-219-500 Other Purchased Services	\$1,000.00	\$932.18	.00	\$67.82
11-000-219-600 Supplies and Materials	\$2,000.00	\$2,000.00	.00	.00
11-000-219-800 Other Objects	\$3,500.00	\$646.00	.00	\$2,854.00
TOTAL	\$183,972.00	\$160,298.84	\$13,586.16	\$10,087.00

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 11 Month Period Ending 05/31/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$21,273.01	.00	\$7,333.32	\$13,939.69
11-000-221-104 Salaries Other Prof. Staff	\$66,846.18	\$60,149.00	\$6,149.50	\$547.68
11-000-221-105 Sal Secr. & Clerical Asst.	\$95,557.52	\$82,389.16	\$7,522.56	\$5,645.80
11-000-221-500 Other Purchased Services	\$5,001.00	\$4,342.77	\$360.00	\$298.23
11-000-221-600 Supplies and Materials	\$2,500.00	\$2,500.00	.00	.00
11-000-221-800 Other Objects	\$3,000.00	\$2,999.00	\$1.00	.00
TOTAL	\$194,177.71	\$152,379.93	\$21,366.38	\$20,431.40
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$99,044.02	\$20,753.35	\$2,745.74	\$75,544.93
11-000-222-177 Salaries of Technology Coordinators	\$87,024.98	\$76,581.98	\$6,962.00	\$3,481.00
11-000-222-500 Other Purchased Services	\$4,000.00	\$4,000.00	.00	.00
11-000-222-600 Supplies and Materials	\$21,002.00	\$19,732.25	\$646.49	\$623.26
11-000-222-800 Other Objects	\$4,000.00	\$561.73	\$101.99	\$3,336.28
TOTAL	\$215,071.00	\$121,629.31	\$10,456.22	\$82,985.47
--- Instructional Staff Training Services ---				
11-000-223-500 Other Purchased Services	\$18,651.00	\$17,296.66	\$304.00	\$1,050.34
11-000-223-600 Supplies and Materials	\$2,000.00	\$2,000.00	.00	.00
TOTAL	\$20,651.00	\$19,296.66	\$304.00	\$1,050.34
--- Support services-general administration ---				
11-000-230-100 Salaries	\$285,942.25	\$251,629.18	\$22,875.38	\$11,437.69
11-000-230-331 Legal Services	\$75,008.00	\$75,008.00	.00	.00
11-000-230-332 Audit Fees	\$33,503.00	\$33,380.00	\$123.00	.00
11-000-230-339 Other Purchased Prof. Svc.	\$3,000.00	.00	\$3,000.00	.00
11-000-230-530 Communications/Telephone	\$75,007.00	\$56,000.94	\$8,697.23	\$10,308.83
11-000-230-590 Other Purchased Services	\$3,000.00	\$2,996.28	\$2.00	\$1.72
11-000-230-61X General Supplies	\$11,001.00	\$9,682.17	\$1,318.83	.00
11-000-230-630 BOE In-House Training/Meeting Supplies	\$3,500.00	\$3,500.00	.00	.00
11-000-230-890 Misc. Expenditures	\$31,004.00	\$24,909.19	\$1,875.99	\$4,218.82
11-000-230-895 BOE Membership Dues and Fees	\$7,621.00	\$6,749.75	.00	\$871.25
TOTAL	\$528,586.25	\$463,855.51	\$37,892.43	\$26,838.31
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$397,986.42	\$316,610.81	\$27,883.56	\$53,492.05

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 11 Month Period Ending 05/31/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-240-105 Sal Secr. & Clerical Asst.	\$171,740.75	\$151,655.69	\$13,390.04	\$6,695.02
11-000-240-11X Other Salaries	\$21,080.48	\$627.13	.00	\$20,453.35
11-000-240-500 Other Purchased Services	\$16,501.00	\$14,063.03	\$511.65	\$1,926.32
11-000-240-600 Supplies and Materials	\$9,262.98	\$4,606.37	\$4,656.61	.00
11-000-240-800 Other Objects	\$3,000.00	\$1,492.42	.00	\$1,507.58
TOTAL	\$619,571.63	\$489,055.45	\$46,441.86	\$84,074.32
--- Central Services ---				
11-000-251-100 Salaries	\$342,376.63	\$298,030.15	\$25,447.50	\$18,898.98
11-000-251-330 Purchased Prof. Svcs.	\$28,003.00	\$27,674.29	\$328.71	.00
11-000-251-340 Purchased Technical Svcs.	\$16,002.00	\$7,680.07	\$2,546.84	\$5,775.09
11-000-251-600 Supplies and Materials	\$7,001.00	\$6,196.60	\$22.80	\$781.60
11-000-251-890 Other Objects	\$6,001.00	\$2,448.30	\$50.00	\$3,502.70
TOTAL	\$399,383.63	\$342,029.41	\$28,395.85	\$28,958.37
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$254,759.83	\$223,615.71	\$20,762.68	\$10,381.44
11-000-252-500 Other Pur Serv. (400-500 series)	\$60,253.00	\$58,528.00	\$1,646.00	\$79.00
11-000-252-600 Supplies and Materials	\$16,002.00	\$8,206.64	\$7,795.36	.00
TOTAL	\$331,014.83	\$290,350.35	\$30,204.04	\$10,460.44
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$589,404.88	\$519,338.66	\$45,200.08	\$24,866.14
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$635,588.48	\$346,654.08	\$248,340.32	\$40,594.08
11-000-261-610 General Supplies	\$28,868.35	\$25,360.74	\$3,507.61	.00
11-000-261-800 Other Objects	\$10,001.00	\$6,171.52	\$1,175.89	\$2,653.59
TOTAL	\$1,263,862.71	\$897,525.00	\$298,223.90	\$68,113.81
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$347,143.19	\$318,036.61	\$29,105.43	\$1.15
11-000-262-490 Other Purchased Property Svc.	\$59,891.81	\$54,590.00	\$4,990.00	\$311.81
11-000-262-520 Insurance	\$186,666.00	\$186,666.00	.00	.00
11-000-262-621 Energy (Natural Gas)	\$121,017.00	\$59,657.23	\$40,857.76	\$20,502.01
11-000-262-622 Energy (Electricity)	\$503,200.00	\$467,531.95	\$35,531.35	\$136.70
TOTAL	\$1,217,918.00	\$1,086,481.79	\$110,484.54	\$20,951.67
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$14,501.00	\$10,400.00	\$4,101.00	.00
TOTAL	\$14,501.00	\$10,400.00	\$4,101.00	\$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 11 Month Period Ending 05/31/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Security ---				
11-000-266-100 Salaries	\$90,690.58	\$80,444.27	\$5,825.40	\$4,420.91
TOTAL	\$90,690.58	\$80,444.27	\$5,825.40	\$4,420.91
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$39,615.79	\$34,372.99	\$3,495.20	\$1,747.60
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	\$19,002.00	\$10,049.92	\$4,100.00	\$4,852.08
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	\$29,602.00	\$4,987.22	\$865.38	\$23,749.40
11-000-270-593 Misc. Purchased Svc.- Transp.	\$12,501.00	.00	.00	\$12,501.00
11-000-270-610 General Supplies	\$2,000.00	\$2,000.00	.00	.00
11-000-270-800 Misc. Expenditures	\$3,000.00	.00	.00	\$3,000.00
TOTAL	\$111,720.79	\$51,410.13	\$8,460.58	\$51,850.08
--- Benefits ---				
11-XXX-XXX-220 Social Security Contributions	\$232,905.08	\$199,571.20	\$33,333.88	.00
11-XXX-XXX-241 Other Retirement Contrib. - PERS	\$352,437.01	\$258,488.21	\$396.00	\$93,552.80
11-XXX-XXX-250 Unemployment Compensation	\$61,506.00	\$25,804.37	\$9,647.95	\$26,053.68
11-XXX-XXX-260 Workman's Compensation	\$178,018.00	\$178,018.00	.00	.00
11-XXX-XXX-270 Health Benefits	\$1,769,500.00	\$1,489,011.88	\$152,607.83	\$127,880.29
11-XXX-XXX-280 Tuition Reimbursement	\$30,003.00	\$11,476.00	\$3,966.25	\$14,560.75
11-XXX-XXX-290 Other Employee Benefits	\$48,401.00	\$12,697.03	.00	\$35,703.97
TOTAL	\$2,672,770.09	\$2,175,066.69	\$199,951.91	\$297,751.49
Total Undistributed expenditures	\$8,643,866.72	\$7,037,213.37	\$869,454.42	\$737,198.93
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$13,809,778.27	\$11,178,177.48	\$1,424,424.73	\$1,207,176.06
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$13,809,778.27	\$11,178,177.48	\$1,424,424.73	\$1,207,176.06
	=====	=====	=====	=====

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 11 Month Period Ending 05/31/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
Special education - instruction				
12-310-100-730 Regular Voc.programs	\$48,745.92	\$46,244.62	.00	\$2,501.30
Undistributed exp. - student transportation				
12-XXX-X00-730 Special schools (all programs)	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$48,745.92	\$46,244.62	\$0.00	\$2,501.30
--- Facilities acquisition and construction services ---				
12-000-400-450 Construction services	\$164,048.52	\$158,819.45	.00	\$5,229.07
12-000-400-800 Other objects	\$20,388.00	.00	.00	\$20,388.00
Facilitis. Acqstn. Const. Sevr. -- TOTAL --	\$184,436.52	\$158,819.45	\$0.00	\$25,617.07
TOTAL	\$184,436.52	\$158,819.45	\$0.00	\$25,617.07
TOTAL CAPITAL OUTLAY EXPENDITURES	\$233,182.44	\$205,064.07	\$0.00	\$28,118.37
*** SPECIAL SCHOOLS ***				
--- Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	\$62,006.00	\$62,006.00	\$0.00	\$0.00
13-422-100-610 General supplies	\$5,001.00	\$2,184.49	\$128.70	\$2,687.81
TOTAL	\$5,001.00	\$2,184.49	\$128.70	\$2,687.81
TOTAL SUMMER SCHOOL	\$67,007.00	\$64,190.49	\$128.70	\$2,687.81
TOTAL SPECIAL SCHOOLS EXPENDITURES	\$67,007.00	\$64,190.49	\$128.70	\$2,687.81
*** EDUCATION STABILIZATION FUND **				
*** GOVERNMENT SERVICES FUND **				
*** EDUCATION JOBS FUND **				
TOTAL GENERAL FUND EXPENDITURES	\$14,109,967.71	\$11,447,432.04	\$1,424,553.43	\$1,237,982.24

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

For 11 Month Period Ending 05/31/2013

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

Board Secretary/Business Administrator

Date

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

6/13 11:22am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 11 Month Period Ending 05/31/13

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$31,872.17
	Accounts receivable:		
141	Intergovernmental - State	(\$5,440.00)	
142	Intergovernmental - Federal	\$5,440.00	

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

301	Estimated Revenues	\$1,127,288.00	
302	Less Revenues	(\$1,069,079.00)	
			\$58,209.00

Total assets and resources

\$90,081.17

=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Special Revenue Fund - Fund 20
 Interim Balance Sheet
 For 11 Month Period Ending 05/31/13

=====
 LIABILITIES AND FUND EQUITY
 =====

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

Other current liabilities	\$9,174.75
	\$9,174.75
TOTAL LIABILITIES	=====

F U N D B A L A N C E

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

753	Reserve for encumbrances - Current Year	\$74,959.48
601	Appropriations	\$1,127,288.00
602	Less: Expenditures	\$1,046,381.58
603	Encumbrances	\$74,959.48 (\$1,121,341.06)
		\$5,946.94
	TOTAL FUND BALANCE	\$80,906.42
	TOTAL LIABILITIES AND FUND EQUITY	\$90,081.17
		=====

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 11 Month Period Ending 05/31/13

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
		-----	-----	-----	-----
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$141,375.00	\$141,375.00		.00
3XXX	From State Sources	\$351,277.00	\$348,977.00		\$2,300.00
4XXX	From Federal Sources	\$634,636.00	\$578,727.00		\$55,909.00
		-----	-----	-----	-----
TOTAL REVENUE/SOURCES OF FUNDS		\$1,127,288.00	\$1,069,079.00		\$58,209.00
		=====	=====	=====	=====
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
		-----	-----	-----	-----
LOCAL PROJECTS:		\$141,375.00	\$130,541.11	\$6,097.89	\$4,736.00
STATE PROJECTS:					
Other special projects		\$351,277.00	\$316,461.54	\$34,815.46	\$0.00
		-----	-----	-----	-----
TOTAL STATE PROJECTS		\$351,277.00	\$316,461.54	\$34,815.46	\$0.00
FEDERAL PROJECTS:					
NCLB Title I		\$48,981.00	\$39,797.52	\$8,112.54	\$1,070.94
NCLB Title II - Part A/D		\$10,380.00	\$9,904.46	\$475.54	.00
I.D.E.A. Part B (Handicapped)		\$110,489.00	\$100,265.39	\$10,083.61	\$140.00
Vocational Education		\$275,524.00	\$268,222.12	\$7,301.88	.00
ARRA/Other (450-469)		\$189,262.00	\$181,189.44	\$8,072.56	.00
		-----	-----	-----	-----
TOTAL FEDERAL PROJECTS		\$634,636.00	\$599,378.93	\$34,046.13	\$1,210.94
		-----	-----	-----	-----
*** TOTAL EXPENDITURES ***		\$1,127,288.00	\$1,046,381.58	\$74,959.48	\$5,946.94
		=====	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 11 Month Period Ending 05/31/13

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

For 11 Month Period Ending 05/31/13

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

Board Secretary/Business Administrator

Date

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

6/13 11:22am

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Capital Projects Fund - Fund 30
 Interim Balance Sheet
 For 11 Month Period Ending 05/31/13

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$31,046.66
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$371,628.75	
			\$371,628.75

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

301	Estimated Revenues	\$1,297,567.79	
302	Less Revenues	(\$1,055,227.64)	
			\$242,340.15
	Total assets and resources		\$645,015.56
			=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Capital Projects Fund - Fund 30
 Interim Balance Sheet
 For 11 Month Period Ending 05/31/13

=====
 LIABILITIES AND FUND EQUITY
 =====

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

402	Interfund accounts payable	\$117,919.95
	TOTAL LIABILITIES	\$117,919.95
		=====

F U N D B A L A N C E

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

751,752,76X	Other reserves	\$142,567.79
601	Appropriations	\$1,376,855.29
602	Less : Expenditures	\$1,024,180.98
		(\$1,024,180.98)
		\$352,674.31
	Total Appropriated	\$495,242.10

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

770	Fund balance	\$31,853.51
	TOTAL FUND BALANCE	\$527,095.61
	TOTAL LIABILITIES AND FUND EQUITY	\$645,015.56
		=====

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 11 Month Period Ending 05/31/13

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	-----	-----	-----	-----
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$1,297,567.79	\$1,055,227.64		\$242,340.15
	-----	-----	-----	-----
TOTAL REVENUE/SOURCES OF FUNDS	\$1,297,567.79	\$1,055,227.64		\$242,340.15
	=====	=====	=====	=====
	-----	-----	-----	-----
*** EXPENDITURES ***				
	-----	-----	-----	-----
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-450 Construction services	\$1,376,855.29	\$1,024,180.98	.00	\$352,674.31
	-----	-----	-----	-----
Total fac.acq.and constr. serv.	\$1,376,855.29	\$1,024,180.98	\$0.00	\$352,674.31
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$1,376,855.29	\$1,024,180.98	\$0.00	\$352,674.31
*** TOTAL EXPENDITURES AND TRANSFERS	\$1,376,855.29	\$1,024,180.98	\$0.00	\$352,674.31
	=====	=====	=====	=====

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

For 11 Month Period Ending 05/31/13

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Board Secretary/Business Administrator

Date

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

Report of the Treasurer
to the Board of Education

Somerset County Vocational
All Funds
For Month Ended: May 31, 2013

CASH REPORT

FUNDS	(1)	(2)	(3)	(4)
Governmental Funds	Adjusted Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$1,550,968.77	\$1,337,704.32	-\$1,049,101.95	\$1,839,571.14
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)	\$0.00	\$0.00	\$0.00	\$0.00
Special Revenue Fund (20)	\$101,223.59	\$30,124.00	-\$88,937.40	\$42,410.19
Capital Project Fund (30)	-\$10,334.97	\$64,831.37	-\$23,449.74	\$31,046.66
Debt Services Fund (40)	\$0.00	\$0.00	\$0.00	\$0.00
Enterprise Fund (61)	\$78,813.49	\$0.00	\$0.00	\$78,813.49
Total Governmental Funds	\$1,720,670.88	\$1,432,659.69	-\$1,161,489.09	\$1,991,841.48
Summer Savings	\$69,687.82	\$9,416.53	\$0.00	\$79,104.35
Enterprise Fund (60) Cafeteria	\$25,575.47	\$15,552.21	-\$15,244.74	\$25,882.94
Payroll Fund (70)	\$0.00	\$439,129.93	-\$439,129.93	\$0.00
Agency Fund (90)	\$0.00	\$316,034.99	-\$316,034.99	\$0.00
Total Trust & Agency	\$95,263.29	\$780,133.66	-\$770,409.66	\$104,987.29
Grand Total for all Funds	\$1,815,934.17	\$2,212,793.35	-\$1,931,898.75	\$2,096,828.77
				\$2,096,828.77

Prepared and submitted by:

Michelle Fresco, Treasurer of School Moneys

6/13/2013

Somerset County Vocational Board of Ed.

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

06/20/2013

All Cycles

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
0079	2013 YE TFR	11-000-213-100-00-1150	SALARY - SCHOOL NURSE	05/22/2013	DSTROBER	\$148,015.00	\$6,392.16	\$154,407.16
	2013 YE TFR	11-000-218-104-00-0116	SAL - GUIDANCE	05/22/2013	DSTROBER	\$343,566.20	\$30,544.14	\$374,110.34
	2013 YE TFR	11-000-218-105-00-0116	SAL - GUIDANCE SEC	05/22/2013	DSTROBER	\$144,000.00	(\$39,794.00)	\$104,206.00
	2013 YE TFR	11-000-219-104-00-0117	SAL-STUDENT SERV SP ED	05/22/2013	DSTROBER	\$75,008.00	\$689.00	\$75,697.00
	2013 YE TFR	11-000-219-105-00-0000	SALARIES OF SECRETARIAL	05/22/2013	DSTROBER	\$93,009.00	\$3,765.00	\$96,774.00
	2013 YE TFR	11-000-221-105-07-0119	ALT SCH - CLERK	05/22/2013	DSTROBER	\$38,000.00	(\$1,596.30)	\$36,403.70
Total for Adjustment #						0079	\$0.00	
0080	2013 YE TFR	11-000-221-102-07-0118	ALT SCH-DIRECTOR	05/22/2013	DSTROBER	\$88,800.00	(\$23,527.07)	\$65,272.93
	2013 YE TFR	11-000-221-104-00-0000	SAL OF OTHER PROFESSIONA	05/22/2013	DSTROBER	\$75,000.00	\$15,373.25	\$90,373.25
	2013 YE TFR	11-000-221-105-00-0119	SALARIES - CLERICAL	05/22/2013	DSTROBER	\$51,000.00	\$10,090.84	\$61,090.84
	2013 YE TFR	11-000-221-105-07-0119	ALT SCH - CLERK	05/22/2013	DSTROBER	\$36,403.70	(\$1,937.02)	\$34,466.68
Total for Adjustment #						0080	\$0.00	
0081	2013 YE TFR	11-000-222-100-00-0120	SALARIES	05/22/2013	DSTROBER	\$101,060.00	(\$2,015.98)	\$99,044.02
	2013 YE TFR	11-000-222-177-16-0000	SALARY-TECH COORDINATORS	05/22/2013	DSTROBER	\$85,009.00	\$2,015.98	\$87,024.98
Total for Adjustment #						0081	\$0.00	
0082	2013 YE TFR	11-000-230-100-01-0121	SALARY - TREASURER	05/22/2013	DSTROBER	\$5,001.00	\$207.25	\$5,208.25
	2013 YE TFR	11-000-230-100-01-0122	SALARY - SUP'T OFFICE	05/22/2013	DSTROBER	\$250,025.00	\$30,709.00	\$280,734.00
	2013 YE TFR	11-000-240-103-00-0124	SALARIES - PRINCIPALS	05/22/2013	DSTROBER	\$460,046.00	(\$62,059.58)	\$397,986.42
	2013 YE TFR	11-000-240-105-00-0125	SALARIES - SEC/CLER.	05/22/2013	DSTROBER	\$160,000.00	\$11,740.75	\$171,740.75
	2013 YE TFR	11-000-252-100-16-0000	SALARIES-TECHNOLOGY	05/22/2013	DSTROBER	\$241,000.00	\$13,759.83	\$254,759.83
	2013 YE TFR	11-000-261-100-02-0127	BUILDING & GROUND DIR.	05/22/2013	DSTROBER	\$90,009.00	\$5,642.75	\$95,651.75
Total for Adjustment #						0082	\$0.00	
0083	2013 YE TFR	11-000-261-100-02-0128	SALARY - MAINT. STAFF	05/22/2013	DSTROBER	\$433,400.00	\$38,752.13	\$472,152.13
	2013 YE TFR	11-000-266-100-02-0000	UE S SALS OF SEC G & INV	05/22/2013	DSTROBER	\$102,890.00	(\$13,707.63)	\$89,182.37
	2013 YE TFR	11-310-100-101-10-0111	PERF ARTS P-T SALARY	05/22/2013	DSTROBER	\$252,885.00	(\$25,044.50)	\$227,840.50
Total for Adjustment #						0083	\$0.00	
0084	2013 YE TFR	11-140-100-101-00-0101	SALARIES - REG INSTRUC	05/22/2013	DSTROBER	\$782,000.00	\$150,512.01	\$932,512.01
	2013 YE TFR	11-140-100-101-00-0102	SALARIES - SUBS/MISC.	05/22/2013	DSTROBER	\$50,100.00	\$10,921.30	\$61,021.30
	2013 YE TFR	11-140-100-101-07-0103	SAL-ALT SCHOOL-REG	05/22/2013	DSTROBER	\$326,640.00	(\$45,178.67)	\$281,461.33
	2013 YE TFR	11-140-100-106-07-0000	OTHER SAL-ALT SCHOOL	05/22/2013	DSTROBER	\$35,000.00	(\$5,271.10)	\$29,728.90
	2013 YE TFR	11-230-100-101-00-0106	SALARIES - INSTRUCTION	05/22/2013	DSTROBER	\$90,009.00	\$4,454.75	\$94,463.75
	2013 YE TFR	11-240-100-101-00-0000	BILINGUAL SALARY	05/22/2013	DSTROBER	\$59,506.00	\$3,691.19	\$63,197.19
	2013 YE TFR	11-310-100-101-07-0000	SALARIES OF TEACHERS	05/22/2013	DSTROBER	\$120,000.00	(\$119,129.48)	\$870.52
Total for Adjustment #						0084	\$0.00	
0085	2013 YE TFR	11-000-266-100-07-0000	UE S SALS OF SEC G & INV	05/22/2013	DSTROBER	\$6,120.00	(\$4,611.79)	\$1,508.21
	2013 YE TFR	11-000-270-162-00-0000	SALARY FOR PUPILS TRANS.	05/22/2013	DSTROBER	\$35,004.00	\$4,611.79	\$39,615.79
Total for Adjustment #						0085	\$0.00	

Somerset County Vocational Board of Ed.

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

06/20/2013

All Cycles

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
0088	2013 YE TFR	11-000-261-420-02-0218	R&M-EQUIP HS	05/22/2013	DSTROBER	\$40,904.00	\$119,480.00	\$160,384.00
	2013 YE TFR	11-000-262-520-00-0000	INSURANCE	05/22/2013	DSTROBER	\$65,007.00	(\$20,855.00)	\$44,152.00
	2013 YE TFR	11-000-291-220-00-0601	EMPL BEN - SOC SEC	05/22/2013	DSTROBER	\$200,686.00	\$25,000.00	\$225,686.00
	2013 YE TFR	11-000-291-241-00-0602	OTHER RETIRE CONT-OTHER	05/22/2013	DSTROBER	\$427,047.00	(\$25,000.00)	\$402,047.00
	2013 YE TFR	11-000-291-270-00-0605	MEDICAL BENEFITS	05/22/2013	DSTROBER	\$1,545,025.00	(\$98,625.00)	\$1,446,400.00
Total for Adjustment # 0088							\$0.00	
0089	2013 YE TFR	11-000-261-420-02-0218	R&M-EQUIP HS	05/22/2013	DSTROBER	\$160,384.00	\$49,000.00	\$209,384.00
	2013 YE TFR	11-000-262-621-02-0000	ENERGY - NATURAL GAS	05/22/2013	DSTROBER	\$170,017.00	(\$49,000.00)	\$121,017.00
Total for Adjustment # 0089							\$0.00	
0092	2013 YE TFR	11-140-100-320-00-0000	REG INSTR-PURCH PROF ED	05/22/2013	DSTROBER	\$60,000.00	(\$2,000.00)	\$58,000.00
	2013 YE TFR	11-402-100-500-00-0000	PURCHASED SERVICES (300-	05/22/2013	DSTROBER	\$10,001.00	\$2,000.00	\$12,001.00
Total for Adjustment # 0092							\$0.00	
0102	2013 YE TFR	11-000-218-104-07-0000	SALARIES OF OTHER PROFES	05/31/2013	DSTROBER	\$0.00	\$88,800.00	\$88,800.00
	2013 YE TFR	11-000-221-102-07-0118	ALT SCH-DIRECTOR	05/31/2013	DSTROBER	\$65,272.93	(\$65,272.93)	\$0.00
	2013 YE TFR	11-000-221-104-00-0000	SAL OF OTHER PROFESSIONA	05/31/2013	DSTROBER	\$90,373.25	(\$23,527.07)	\$66,846.18
Total for Adjustment # 0102							\$0.00	
0103	2013 YE TFR	11-000-240-600-03-0347	OFFICE SUPPLIES - HS	05/31/2013	DSTROBER	\$8,001.00	\$1,261.98	\$9,262.98
	2013 YE TFR	11-000-261-610-02-0349	MAINT SUPPL - B&G	05/31/2013	DSTROBER	\$26,003.00	\$2,865.35	\$28,868.35
	2013 YE TFR	11-000-291-241-00-0602	OTHER RETIRE CONT-OTHER	05/31/2013	DSTROBER	\$402,047.00	(\$42,390.91)	\$359,656.09
	2013 YE TFR	11-310-100-500-10-0206	OTHER PUR SVC PERF ARTS	05/31/2013	DSTROBER	\$17,001.00	\$508.74	\$17,509.74
	2013 YE TFR	11-310-100-610-00-0313	CAREER TECHNICAL ED	05/31/2013	DSTROBER	\$1,016.99	\$90.00	\$1,106.99
	2013 YE TFR	11-310-100-610-03-0000	SUPPLIES - GENERAL	05/31/2013	DSTROBER	\$5,001.00	\$1,910.68	\$6,911.68
	2013 YE TFR	11-310-100-610-03-0311	SUPPLIES - AUTO BODY	05/31/2013	DSTROBER	\$10,857.10	\$2,014.00	\$12,871.10
	2013 YE TFR	11-310-100-610-03-0313	SUPPLIES-BEAUTY I	05/31/2013	DSTROBER	\$10,080.55	\$110.18	\$10,190.73
	2013 YE TFR	11-310-100-610-03-0314	SUPPLIES-BEAUTY II	05/31/2013	DSTROBER	\$11,038.25	\$90.04	\$11,128.29
	2013 YE TFR	11-310-100-610-03-0318	SUPPLIES - DIESEL	05/31/2013	DSTROBER	\$3,077.79	\$6,261.91	\$9,339.70
	2013 YE TFR	11-310-100-610-03-0325	SUPPL-CISCO	05/31/2013	DSTROBER	\$9,001.00	\$16,151.51	\$25,152.51
	2013 YE TFR	11-310-100-610-03-0326	SUPPLIES - WELDING	05/31/2013	DSTROBER	\$24,919.75	\$1,487.71	\$26,407.46
	2013 YE TFR	11-310-100-610-03-0330	SUPPLIES-HORTICULTURE	05/31/2013	DSTROBER	\$3,238.61	\$1,402.55	\$4,641.16
	2013 YE TFR	11-310-100-610-60-0000	ACADEMY SUPPLIES	05/31/2013	DSTROBER	\$5,176.44	\$1,440.00	\$6,616.44
	2013 YE TFR	11-310-100-800-10-0000	OTHER OBJECTS-PERF ARTS	05/31/2013	DSTROBER	\$3,000.00	\$3,928.22	\$6,928.22
	2013 YE TFR	11-402-100-100-03-0000	SAL- ATHLETICS	05/31/2013	DSTROBER	\$38,004.00	\$2,380.99	\$40,384.99
	2013 YE TFR	11-402-100-600-03-0000	SUPPLIES-ATHLETICS	05/31/2013	DSTROBER	\$5,361.00	\$487.05	\$5,848.05
Total for Adjustment # 0103							\$0.00	
0107	2013 YE TFR	11-000-291-220-00-0601	EMPL BEN - SOC SEC	05/31/2013	DSTROBER	\$225,686.00	\$7,219.08	\$232,905.08
	2013 YE TFR	11-000-291-241-00-0602	OTHER RETIRE CONT-OTHER	05/31/2013	DSTROBER	\$359,656.09	(\$7,219.08)	\$352,437.01
Total for Adjustment # 0107							\$0.00	

Somerset County Vocational Board of Ed.

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

06/20/2013

All Cycles

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
0111	2013 YE TFR	11-000-221-500-16-0000	OTHER PURCH SERVICES (40	06/17/2013	DSTROBER	\$5,001.00	(\$174.00)	\$4,827.00
	2013 YE TFR	11-000-221-800-03-0000	OTHER OBJECTS	06/17/2013	DSTROBER	\$3,000.00	\$174.00	\$3,174.00
	2013 YE TFR	11-000-222-600-16-0000	SUPPLIES AND MATERIALS	06/17/2013	DSTROBER	\$9,001.00	(\$103.72)	\$8,897.28
	2013 YE TFR	11-000-222-800-03-0703	OTHER OBJECTS - HS	06/17/2013	DSTROBER	\$4,000.00	\$103.72	\$4,103.72
Total for Adjustment # 0111							\$0.00	
0112	2013 YE TFR	11-000-261-420-01-0224	MAINT CONT - CENTRAL OFF	06/17/2013	DSTROBER	\$83,961.00	\$192.19	\$84,153.19
	2013 YE TFR	11-000-261-420-02-0216	R&M-BLDG HS	06/17/2013	DSTROBER	\$35,699.25	\$1,305.00	\$37,004.25
	2013 YE TFR	11-000-261-800-02-0709	MISC EXP - B&G	06/17/2013	DSTROBER	\$10,001.00	(\$1,497.19)	\$8,503.81
	2013 YE TFR	11-000-291-220-00-0601	EMPL BEN - SOC SEC	06/17/2013	DSTROBER	\$232,905.08	\$2,480.83	\$235,385.91
	2013 YE TFR	11-000-291-241-00-0602	OTHER RETIRE CONT-OTHER	06/17/2013	DSTROBER	\$352,437.01	(\$2,480.83)	\$349,956.18
	2013 YE TFR	11-140-100-320-00-0000	REG INSTR-PURCH PROF ED	06/17/2013	DSTROBER	\$58,000.00	(\$1,239.75)	\$56,760.25
	2013 YE TFR	11-310-100-500-00-0207	OTH PURC SRVC-PREV MAINT	06/17/2013	DSTROBER	\$750.00	(\$150.00)	\$600.00
	2013 YE TFR	11-310-100-500-10-0206	OTHER PUR SVC PERF ARTS	06/17/2013	DSTROBER	\$17,509.74	\$150.00	\$17,659.74
	2013 YE TFR	11-402-100-500-00-0000	PURCHASED SERVICES (300-	06/17/2013	DSTROBER	\$12,001.00	\$1,239.75	\$13,240.75
Total for Adjustment # 0112							\$0.00	
0113	2013 YE TFR	11-310-100-101-60-0000	ACADEMY SALARIES-TEACHER	06/17/2013	DSTROBER	\$513,000.00	(\$11,250.00)	\$501,750.00
	2013 YE TFR	11-310-100-610-03-0325	SUPPL-CISCO	06/17/2013	DSTROBER	\$25,152.51	\$11,250.00	\$36,402.51
Total for Adjustment # 0113							\$0.00	
0114	2013 YE TFR	11-000-230-339-01-0503	OTHER PROF FEES/AUDITORS	06/17/2013	DSTROBER	\$3,000.00	\$9,508.43	\$12,508.43
	2013 YE TFR	11-000-262-621-02-0000	ENERGY - NATURAL GAS	06/17/2013	DSTROBER	\$121,017.00	(\$9,508.43)	\$111,508.57
Total for Adjustment # 0114							\$0.00	
0117	2013 YE TFR	11-140-100-610-03-0301	SUPPLIES - PHYSICAL ED	06/17/2013	DSTROBER	\$11,001.00	(\$298.65)	\$10,702.35
	2013 YE TFR	12-310-100-730-00-0000	INSTRUCT VOCATION-EQUIP	06/17/2013	DSTROBER	\$43,000.00	\$298.65	\$43,298.65
Total for Adjustment # 0117							\$0.00	
0118	2013 YE TFR	11-140-100-320-00-0000	REG INSTR-PURCH PROF ED	06/17/2013	DSTROBER	\$56,760.25	(\$15,707.85)	\$41,052.40
	2013 YE TFR	11-140-100-610-16-0000	HIGH SCH TECH SUPPLIES	06/17/2013	DSTROBER	\$6,328.00	\$15,707.85	\$22,035.85
Total for Adjustment # 0118							\$0.00	
0119	2013 YE TFR	11-000-261-100-02-0129	SALARY - MAINT. O/T/MISC	06/20/2013	DSTROBER	\$21,601.00	\$38.39	\$21,639.39
	2013 YE TFR	11-000-262-420-02-0222	CUSTODIAL SRVC - B & G	06/20/2013	DSTROBER	\$347,143.19	\$129.58	\$347,272.77
	2013 YE TFR	11-000-291-270-00-0605	MEDICAL BENEFITS	06/20/2013	DSTROBER	\$1,446,400.00	(\$20,940.85)	\$1,425,459.15
	2013 YE TFR	11-140-100-640-03-0401	TEXTBOOKS - REG INSTRUC	06/20/2013	DSTROBER	\$7,001.00	\$342.29	\$7,343.29
	2013 YE TFR	11-310-100-610-03-0317	SUPPLIES - PRINTING	06/20/2013	DSTROBER	\$18,502.00	\$188.10	\$18,690.10
	2013 YE TFR	11-310-100-610-03-0327	SUPPL-HEALTH OCCUPATIONS	06/20/2013	DSTROBER	\$3,836.07	\$130.47	\$3,966.54
	2013 YE TFR	11-310-100-640-03-0404	TEXTBOOKS	06/20/2013	DSTROBER	\$7,001.00	\$20,112.02	\$27,113.02
Total for Adjustment # 0119							\$0.00	
0121	2013 YE TFR	11-000-251-600-01-0000	SUPPLIES AND MATERIALS	06/20/2013	DSTROBER	\$7,001.00	\$3,159.97	\$10,160.97
	2013 YE TFR	11-000-251-890-01-0000	OTHER OBJECTS	06/20/2013	DSTROBER	\$6,001.00	(\$3,159.97)	\$2,841.03

Somerset County Vocational Board of Ed.

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

06/20/2013

All Cycles

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
0121	2013 YE TFR	11-000-261-420-02-0221	MAINT CONTR-B&G	06/20/2013	DSTROBER	\$210,114.75	(\$7,450.56)	\$202,664.19
	2013 YE TFR	11-000-261-610-02-0349	MAINT SUPPL - B&G	06/20/2013	DSTROBER	\$28,868.35	\$7,450.56	\$36,318.91
	2013 YE TFR	11-000-270-162-00-0000	SALARY FOR PUPILS TRANS.	06/20/2013	DSTROBER	\$39,615.79	\$339.48	\$39,955.27
	2013 YE TFR	11-000-270-512-03-0233	CONTRACTED SRVC - REG.	06/20/2013	DSTROBER	\$6,001.00	(\$339.48)	\$5,661.52
	2013 YE TFR	11-140-100-101-00-0101	SALARIES - REG INSTRUC	06/20/2013	DSTROBER	\$927,912.01	\$10,455.39	\$938,367.40
	2013 YE TFR	11-140-100-101-07-0103	SAL-ALT SCHOOL-REG	06/20/2013	DSTROBER	\$271,061.33	\$4,677.39	\$275,738.72
	2013 YE TFR	11-310-100-101-00-0108	SAL - INSTRUCTION - HS	06/20/2013	DSTROBER	\$1,721,000.00	(\$6,467.02)	\$1,714,532.98
	2013 YE TFR	11-310-100-101-00-0109	SAL - SUBS/MISC. - HS	06/20/2013	DSTROBER	\$98,010.00	(\$15,132.78)	\$82,877.22
	2013 YE TFR	11-310-100-610-03-0326	SUPPLIES - WELDING	06/20/2013	DSTROBER	\$26,407.46	\$6,467.02	\$32,874.48
Total for Adjustment # 0121							\$0.00	
Total Current Appropriation Adjustments							\$0.00	

Resolution 2012-13/6-A

2013-14 Purchase of Goods and Services/Qualified Purchasing Agent

Recommend the Board approve the following resolution:

WHEREAS, NJSA 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the Board of Education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter; and

WHEREAS, NJSA 18A:18A-3 provides that contracts, awarded by the qualified purchasing agent that do not exceed in the aggregate in a contract year the bid threshold of \$36,000 may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution; and

WHEREAS, NJSA 18A:18A-37.c. provides that all contracts that are in the aggregate less than 15% of the bid threshold of \$5,400 may be awarded by the qualified purchasing agent without soliciting competitive quotations if so authorized by board resolution, and

WHEREAS, NJSA 18A:18A-10 provides that a board of education may purchase without advertising for vendors pursuant to the Federal Supply Schedules of the General Services Administration as permitted by the "Federal Acquisition Streamlining Act of 1994" and federal regulations adopted thereunder; and

NOW, THEREFORE, BE IT RESOLVED that the Somerset County Vocational Board of Education pursuant to the statutes cited above hereby appoints the School Business Administrator as its duly authorized purchasing agent and is duly assigned the authority of the Somerset County Vocational Board of Education; and

BE IT FURTHER RESOLVED, that the School Business Administrator is hereby authorized to seek competitive quotations, when applicable and practicable, before awarding contracts when contracts in the aggregate exceed 15% of the bid threshold of \$5,400 but less than the bid threshold of \$36,000; and

BE IT FURTHER RESOLVED, that pursuant to NJSA 18A:18A-10 that the School Business Administrator is authorized to purchase goods and services pursuant to the following: a contract or contracts for such goods or services entered into on behalf of the State by the New Jersey Division of Purchase and Property, and the Federal Supply Schedules of the General Services Administration, as permitted by the "Federal Acquisition Streamlining Act of 1994" and federal regulations adopted thereunder, as promulgated by the Director of the Division of Purchasing and Property in the Department of Treasury.

**Somerset County Vocational Technical Schools
Calculation for Facility Use Charges
2013-14**

1. overhead costs	<u>ROOMS*</u>	PER SF	(8	MINIMUM	PER HR
		<u>SQ FT</u>	<u>hr day)</u>	(4 HOURS)	(1 HOUR)
**	auditorium/studio/lobby	18100	\$0.12	\$1,086.00	\$271.50
***	restaurant/new kitchen/cafeteria/kitchen	19200	\$0.11	\$1,056.00	\$264.00
	cafeteria/kitchen (not including new kitchen /restaurant)	17400	\$0.07	\$609.00	\$152.25
	technology center/amphitheater	14000	\$0.07	\$490.00	\$122.50
	gymnasium	16400	\$0.07	\$574.00	\$143.50
	vocational shops	1500	N/A	\$234.00	\$58.50
	classroom	750	N/A	\$234.00	\$58.50
	athletic field	N/A	N/A	\$234.00	\$58.50
				(8 HOURS)	(1 HOUR)
	building B-total	32959	\$0.07	\$2,307.13	\$288.39
	building B-RVCC*	27275	\$0.07	\$1,909.25	\$238.66
	* building B annual fee calculated per MOU with RVCC (8 hrs rate of \$1909.25 x 180 days)			\$343,665.00	
	* building B annual fee calculated per MOU with RVCC (27,275/212,836 or 13% x \$2,696,672.43 subtotal)			\$350,567.42	
	<u>2011-12 AUDIT</u>				
	total support services - central services		\$430,206.36		
	total operations and maintenance of plant		<u>\$2,397,127.30</u>		
	subtotal cost		\$2,827,333.66		
	divided by total SF (212,836)		<u>212,836</u>		
	daily cost per sq ft (180)		\$0.07		
**	theater expenditures		\$299,194.78		
	add'l cost per 18100 sq ft (365-18 holidays=347)		\$0.05		
***	culinary expenditures		\$238,992.00		
	add'l cost per 19200 sq ft (365-18 holidays=347)		\$0.04		
				(6 HOURS)	(1 HOUR)
2. labor costs*	technical sound and lighting rates (a)			\$240.00	\$40.00
	culinary arts personnel rates (b)			\$300.00	\$50.00
	maintenance overtime rates (c)				
3. other costs	late fees (d)			TBD	TBD

(a) Technical sound and lighting staff is required for equipment use; technical fees will be charged accordingly.

(b) Culinary Arts program personnel is required for restaurant/kitchen facility use; personnel fees will be charged accordingly.

(c) Maintenance personnel is required during non operating hours for facility use; maintenance fees will be charged accordingly.

(d) Any additional time beyond the approved hours will be billed in one hour increments (not prorated).

Note: Refundable security deposit of \$250.00 is due after approval with required documents.

*Labor costs include an additional two hours (one hour before requested time and one hour after requested time).

**Somerset County Vocational Schools
Annual Contracted Services for Board Approval 2013-2014**

**Service Agreement
2013-2014**

CONTRACTED SERVICE REQUIRED

SELECTED VENDOR

Preventive Maintenance & Inspections on Fire Alarm systems	A C T, Inc	\$8,850.00
Maintenance & Service on Pneumatic Control Systems	ATC Services Inc	\$15,732.00
Asbestos Management Services FALL & SPRING @ \$1,250.00	Birdsall Services Group	\$2,500.00
Inspection and Maintenance on York Chillers	C-K Air Conditioning	\$5,620.00
Gas, Fuel, and repairs of Vehicles- Estimated Per MK	County of Somerset Treas	\$19,500.00
Service of Portable Extinguishers, Kitchen Fire Suppression and Sprinklers systems	Federal Fire Protection	\$4,040.00
Maintenance Program for HVAC in the Admin. And Gym Buildings	Hutchins HVAC	\$4,500.00
Preventive Maintenance & Inspections for the Compressed Air Systems	Ingersoll Rand	\$4,699.43
Service & Maintenance of Elevators	Jersey Elevator	\$5,844.00
Cleaning & Inspection on 3 Boilers- 2 CLEAVER-1 Hort.	MPA	\$6,200.00
Trash Removal-2 Compactors/dumpster \$ 150.00 per ton\$ 76.00 per haul-Est. Annual	Active Disposal	\$18,500.00
Maintenance of fluid cleaning systems in A Shops	Safety Kleen Corp.	\$4,225.00
Monitoring of Security Alarm Systems	Sonitrol Security Systems	\$992.00
Universal Waste removal from site under EPA Policy	Strategic Environmental Serv.	\$3,000.00
Chemical Waste removal from site under EPA Policy	Strategic Environmental Serv.	\$5,000.00
Right to Know/PEOSHA Compliance Services Records/Documents	Strategic Environmental Serv.	\$1,950.00
Lawn Maintenance- PENDING MR. KUSCHYK's SUBMISSION	T & R Landscaping	\$15,000.00
Degreasing of Cafeteria Exhaust Systems winter @ 1650& Sumer@1985	Vent-Tech	\$3,635.00
Preventive Maintenance Program for Emergency Generator	Warshshauer Generator	\$1,250.00
Water Treatment for Closed Water Systems-	Water Management	\$1,610.00
Pest Control Service	Stank	\$2,675.00
Total		<u><u>\$135,322.43</u></u>

Software Contract Agreements - 2013 -2014

Vendor	Amount	Description of Services
Aesop	\$2,400.00	Substitute Calling
Computer Resources, Inc.	\$5,962.00	HS Student Database - MMS
Edline	\$2,625.00	SCVTHS.org Website
Edline	\$666.00	Teacher Sites
Ednet Technologies	\$2,048.00	IEP Planner Software - Special Ed.
E-Rate Exchange	\$3,272.00	E-Rate Funding Services
Extreme Networks	\$4,790.00	Network Switches
FileMaker	\$456.00	Maintenance-Job Descriptions
Food Services Solutions	\$1,290.00	Point of Sale for Cafeteria
Glencom Systems, Inc.	\$6,218.00	Checkpoint Firewall and Support
Glencom Systems, Inc.	\$11,924.00	McAfee Anti-Virus Endpoint ADV
Glencom Systems, Inc.	\$450.00	Citrix XenApp Advanced Renewal
Glencom Systems, Inc.	\$2,876.00	VMWare vSphere 5 Ent
Honeywell, Rapid Alert Notification	\$2,500.00	Emergency Communication
Moodle	\$3,000.00	Moodle Rooms
NACR Technologies	\$11,374.85	Phone System Definity G3
Naviance	\$8,000.00	Student College and Career Readiness
NJEDge	\$35,304.00	Internet Service Provider
Nuance	\$2,199.00	Speech Attendant for Phone System
PC Mallgov	\$2,832.91	Annual Site License for MS Office 2010
Pitney Bowes	\$4,668.00	Postage and Mailing
School Dude	\$1,990.00	Work Order Request System
Strauss Esmay Associates, LLP	\$4,370.00	Board Policy Updates
Systems 3000	\$15,640.00	Financial / Accounting Software
Teachscape	\$14,000.00	Teachscape
Veritime	\$1,925.00	Veritime Attendance
Virtual School Courses, New Jersey	\$10,000.00	Virtual School Course
Visix	\$400.00	Visual Communication System

**MEMORANDUM OF UNDERSTANDING
RARITAN VALLEY COMMUNITY COLLEGE
AND THE
SOMERSET COUNTY VOCATIONAL/TECHNICAL SCHOOL DISTRICT**

AGREEMENT

AGREEMENT, made this ____ day of June 2013, by and between Raritan Valley Community College, 118 Lamington Road, North Branchburg, NJ 08876 (hereinafter referred to as "College") and the Somerset County Vocational and Technical Schools District (hereinafter referred to as "SCVTS"), 14 Vogt Drive, Bridgewater NJ 08807.

The above named parties have agreed to the following terms and conditions:

1. Scope and Term of Program

The College will be the sole provider of all of the adult education programs for Somerset County effective July 1, 2010. These programs include many previously offered by SCVTS. In order to accomplish this objective the College will have to share a number of services that will be provided by SCVTS as outlined in other sections of this agreement and as part of a separate lease agreement for the current SCVTS Technical Institute building (building "B"). The parties agree that the College began occupancy of Building B on July 1, 2010. The parties agree that this initial agreement will remain in effect until June 30, 2013. The parties further agree that it is their intention that the College conduct the adult post secondary courses at SCVTS beyond June 30, 2013 but they will meet to determine if any of the provisions of this agreement need to be modified. They further agree to keep each other informed of problems on a monthly basis so as to enable adjustments, if any, to be made where possible. The parties desire to continue this agreement from July 1, 2013 through June 30, 2014.

2. Required Prior Actions

In order to properly transfer the responsibility and accountability of the educational programs from SCVTS to the College, SCVTS will officially terminate or close the Technical Institute (TI) Program as of June 30, 2010, except for the LPN program which will terminate on December 31, 2010. SCVTS has the obligation to notify all of the appropriate governing bodies and other affected entities of its action(s) including the New Jersey State Department of Education, the United States Department of Education, the Somerset County Board of Chosen Freeholders and the relevant employee bargaining units.

3. Management & Use of Building B

In order to efficiently utilize the available space, SCVTS will provide the College with their classroom needs prior to the College scheduling Building B for which (RVCC) they will be solely responsible. Both parties will make every effort to ensure that each of their respective programs are unimpeded by the other. It is the intent of all parties that adult and college-level and secondary courses be offered throughout the day.

4. Ownership of Equipment and Furnishings

SCVTS will transfer title to all movable equipment and furniture located in building B except for those items related to the central technology services department and other items that are listed on Exhibit B. This action will enable the College to take full responsibility for the maintenance and replacement of these items as they are utilized in providing post-secondary education programs and providing administration thereof. Most computer software products are only licensed to owners of equipment. The College will make no additional payments as these items had been purchased with funds provided by Somerset County, the Federal Perkins Equipment program or specific New Jersey state grants.

The College will solely bear the cost of any new furniture or equipment it chooses to install within the building. With respect to technology equipment, the College will coordinate with the appropriate SCVTS department to insure that installation will not negatively impact SCVTS operations.

5. Calculating the Cost of Shared Services and Materials

A. Total Square Footage of All Buildings in Service on SCVTS Campus

SCVTS will identify at the date of this contract all buildings that are currently in use and their measured square footage. These buildings would be those covered by centrally billed utility providers — e.g. electricity, gas, water and sewer. The initial measured space is 212,836 square feet.

B. Square Footage of B Building

The total building is measured at 32,959 square feet. After deducting dedicated space for SCVTS' technology department and the High School Science Academy classrooms and the pro rata usage of space required for other programs, the College will be responsible for 27,275 square feet, which represents 12.8% of the total campus square feet. Exhibit A attached hereto and incorporated herein shows the designation of space utilized by RVCC.

C. Instructional Supplies

The College will likely use shops and laboratories in other SCVTS buildings. It is more cost effective for SCVTS to continue ordering instructional supplies for the entire campus and then

bill the College for the approximate quantity used. SCVTS will calculate each semester the cost of supplies for each shop or laboratory department as well as the number of its student contact hours in these facilities.

6. Compensation for Shared Services and Materials

The College will pay \$9.00 per square foot to SCVTS which covers the use of facilities and the following services in paragraphs A-F. The total cost for the year is \$250,000.00. The parties agree however that for the first year the College will only pay SCVTS the sum of \$125,000.00 in two equal installments of \$125,000.00 on September 1, 2013 and January 2, 2014 .

- A. Electricity
- B. Gas
- C. Water and Sewer
- D. Housekeeping
- E. Building Maintenance
- F. General Security

While SCVTS will provide security, the College intends to provide additional security personnel at its own cost within the building during its hours of operation.

G. Instructional Materials

The College will pay SCVTS a price per contact hour calculated per 5.C above for each particular shop or laboratory that its students use in other buildings, most frequently building A. The initial base period for the determination of this cost will be SCVTS' fiscal year ended June 30, 2009. The numerator will be the cost of instructional supplies for a particular shop or laboratory; the denominator will be the total number of SCVTS students recorded in these rooms at the expiration of the semester beginning with the Fall 2012 semester. For subsequent years, the denominator will be increased for the number of College reported students. SCVTS will bill the College for the number of high school students using instructional materials at the expiration of the add/drop date for the College. SCVTS will bill the College on October 1, 2013 and February 1, 2014 for these costs. The College will remit payment by November 15, 2013 and March 15, 2014 for these costs. The parties will review methodology for calculation of payment annually shortly after the completion of the SCVTS audit report.

H. Telecommunication Services

The College provides for all of its required telecommunication services. Verizon delivers internet access through a separate college contract with the NJ Edge consortium. Telephone service is contracted with Windstream.

7. Repairs & Maintenance—Movable Equipment & Furnishings

The College will be responsible for the maintenance, repair and replacement of all its equipment located in the building including those items referred to in paragraph 4 above.

8. Other Equipment

The College will be permitted to use all equipment in the specialty workshops in building A after 3:30 p.m. at times made available by SCVTS. If any equipment is damaged or becomes nonfunctioning during use by the college it will contribute one half the cost of repair. The supplies consumed will be reimbursed to SCVTS per paragraph 6(G) above.

9. Repairs & Maintenance—Building

SCVTS is responsible for the maintenance and repair of building B's exterior, major mechanical systems and adjacent parking lots without assessing any additional pro rata charges.

However, should the College wish to renovate or reconfigure any interior spaces or place new signage on the building or at the parking lot entranceways, any such changes will be at the sole cost of the College with the consent of SCVTS, which consent shall not be unreasonably withheld. The College will coordinate with SCVTS prior to planning any alterations. The College agrees that the only alterations are to be cosmetic not structural. If requested by SCVTS, the College will restore the premises to its original condition in the event the College no longer occupies the space.

10. Usage of Other Buildings

The College may wish to use other SCVTS facilities in buildings other than A and B after the normal high school schedule. The parties will in a separate Memorandum of Understanding agree to a fair pricing schedule that reimburses SCVTS for its incremental costs. It is agreed that the College will use any other building after 3:30 p.m.

11. Custody of Student Records

RVCC will take custody of all adult education transcript records as of July 1, 2010, except for the LPN program, which will be January 1, 2011. SCVTS will provide a hard copy of these records as well as in a digital format to be specified by RVCC. RVCC will use its best efforts to respond to any student inquiries regarding these records. However, should RVCC be unable to answer any questions, SCVTS will assist in resolving any open student issues.

12. Indemnification

The College and SCVTS hereby indemnify and hold each other harmless against all losses, claims, or liabilities of any kind (including reasonable attorneys' fees and costs) for personal injury or property damage that were caused by the negligence or omission of their employees, officers, directors, agents or representatives.

13. Insurance

During the term of this Agreement, the College will keep in force, at its own expense, (a) comprehensive general liability insurance, including contractual liability, with carriers authorized to do business in New Jersey, with minimum limits of \$1,000,000 per occurrence and \$3,000,000 aggregate per year; (b) worker's compensation and employer's liability insurance at statutory limits for its employees located at SCVTS; and (c) property damage insurance for loss or damage of \$500,000.

The College will provide SCVTS a certificate of insurance evidencing the above coverages and naming it an additional insured.

14. Authorization

The governing boards of both institutions have approved the broad scope and substance of this agreement. In addition, the Somerset County Board of Chosen Freeholders has endorsed the actions taken by both institutions.

15. No Assignments

One party without the written consent of the other party may not assign this Agreement.

16. Notices

All notices, statements or other documents required by this Agreement shall be hand-delivered or mailed to the following addressees:

For the College:

John Trojan
Vice President Finance & Facilities
118 Lamington Road
Branchburg NJ 08876

For SCVTS:

Diane Strober
Assistant Superintendent for Business
14 Vogt Drive
Bridgewater NJ 08807

17. Operational Management

The College recognizes the primary responsibility of the SCVTS Superintendent to maintain an appropriate learning environment within the rules and procedures of its organization. Whenever necessary the College site manager will endeavor to resolve all contractual issues directly with the Superintendent or his designate. The current personnel occupying these positions are:

for the College — Ms. Jacki Belin, Dean of Institutional Advancement & Strategic Initiatives; for SCVTS —Dr. Chrys Harttraft, Superintendent.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above:

For Raritan Valley Community College

By: _____
Mr. James Ventantonio, Interim President

By: _____
Board President

For Somerset County Vocational and Technical School District

By: _____
Dr. Chrys Harttraft, Superintendent

By: _____
William G. Hyncik, Jr. Board President