

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive  
Bridgewater, New Jersey 08807

Regular Meeting  
September 23, 2013

Call to Order:

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

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

Also Present:

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

Others: Pratima Patil, Michelle Fresco and Michael McClain, SkillsUSA Advisors; Bob Campanella, Supervisor of Information Technology; Duane Wallace, Supervisor of Learning and Technology; Teresa Morelli, Supervisor of Academics; Patrick Pelliccia, Supervisor of Curriculum and Instruction; Dr. Joseph Petrosino, Director of Pupil Services; Chris Lemongelli, Supervisor of Alternative School Education; Janet Cantore-Watson, Creative Arts Coordinator; Cathy Fortunato, Mathematics Teacher; Carene Jegou, Administrative Assistant to the Superintendent; Mike Kuschyk, Director of Buildings and Grounds; Steve Boettger, Buildings and Grounds Foreman; Christopher Whitzer, Mike Rice, Mike Layton, Rich D'Alessandro, Buildings and Grounds Staff, SkillsUSA students; parents; Andrew Coslit, Mathematics Teacher; and Margie Clifford, NJEA representative.

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

Pledge of Allegiance

Approval of Minutes of the Regular Meeting and Executive Session

On motion by Mr. Dudeck, seconded by Ms. Brennan, the minutes of the regular meeting and executive session held on August 19, 2013 were approved.

Correspondence

- Note from Burlington County Special Services School District thanking Somerset County Vocational & Technical Schools for their donation of cosmetology equipment and furniture. Dr. Harttraft reported that the remaining equipment was donated to the Burlington and Hunterdon County vocational districts.

Old or Unfinished Business

*Student of the Month*

- None

*Presentation of National SkillsUSA Leadership Conference participants*

- Mrs. Ziegler presented to the Board of Education the gold, silver and bronze medals the SkillsUSA students won at the National SkillsUSA Leadership Conference held in Kansas City, Missouri in June. In addition, Mrs. Ziegler thanked the Board of Education for their support of this program. Mrs. Ziegler introduced and acknowledged the following students for their success at the national competition.

Gold Medal - 1<sup>st</sup> in Quiz Bowl

- Noah Alsamadisi, Katherine Furman, Jean-Pierre Jacob, Madeline Kestenbaum, Daniel Marcinek, Soham Shah, and Alexander Shu

Silver Medal - 2<sup>nd</sup> in Career Pathways - Agriculture, Food and Natural Resources

- Abhishek Shrinet, Apurva Swapnil, and Shawn Young

Silver Medal - 2<sup>nd</sup> in Medical Terminology

- Yesha Parekh

Bronze Medal - 3<sup>rd</sup> in Career Pathways – Business, Management and Technology

- Aaron Lee, Harini Prayaga, and Kiran Raja

Mrs. Ziegler also acknowledged the dedicated 2012-2013 SkillsUSA Advisors: Michelle Fresco, Ushma Mehta, Pratima Patil and Michele Sartori. She also introduced the 2013-2014 SY SkillsUSA Advisors: Michelle Fresco, Michael McClain, Pratima Patil, and Michele Sartori. Mrs. Fortunato, who helped to academically prepare the Quiz Bowl students for this competition, reported on how the students' prepared for this challenging competition and shared how proud she was of their achievement. Ms. Fresco distributed the fall 2013 edition of the *SkillsUSA Champions* magazine which highlighted the gold medal of the Quiz Bowl team to all board of education members.

*Recognition of Buildings & Grounds Staff*

- Mr. Kuschyk reminded the board that the district received the Division of Public Safety and Occupational Safety and Health Award at the 85<sup>th</sup> Governors Awards Program. This award is given to a company that has participated in the program for two consecutive years without lost time from a work-related injury or illness. SCVTS was the only public entity to receive an award. Mr. Kuschyk noted the OSHA Form 300A is a required document and thanked Michelle Fresco for her diligent efforts in keeping the records accurate. Mr. Kuschyk also updated the board regarding the Somerset County Joint Insurance Fund (SCJIF) safety incentive program. The SCJIF established a safety committee comprised of representatives from each of the 11 entities. SCVTS district is represented by Diane Strober, Mike Kuschyk, Rich D'Alessandro and Michelle Fresco. Freeholder Peter Palmer encourages attendance, as valuable information is discussed and distributed. These meeting have been beneficial to our district in that Rich D'Alessandro communicates best practices to the buildings and grounds staff and Michelle Fresco uses this information to maintain accurate workers' compensation and other required insurance records. Mr. Kuschyk noted that our district also received a first place award of \$1,000 from the SCJIF for meeting all of the safety goals required for the incentive program. Mr. Kuschyk reported that the district purchased safety jackets with the award money for all buildings and grounds employees and presented the jackets to each of those employees in attendance. Mr. Kuschyk further recognized his staff for the outstanding work completed during the summer.

*Construction Projects Update*

- Mrs. Strober reported that the low bid for the theater arts electrical upgrade/dimmer rack project was reviewed and approved by the architect and board attorney and a resolution to award this contract is included on this agenda. A resolution to award the buildings and grounds on-call maintenance contracts are also included on the agenda. The bid opening for the code compliant fire alarm upgrade project is scheduled for October 16<sup>th</sup> at 11:00 a.m.

*Report of the Attorney*

- Ms. Fittipaldi will give her report in closed session.

## Committee Reports

- Board of School Estimate (Mr. Dudeck) - None
- Curriculum/Grants (Mr. Smith) – Mr. Smith will report at the next board meeting.
- NJSBA, Delegate, State Convention Legislative Committee (Mr. Dudeck) - None
- SCSBA, Delegate (Mr. Dudeck) - None
- SCESC, Representative (Mr. Smith) – Dr. Harttraft will provide the update during her update.
- SCJIF, Alternate Commissioner (Mrs. Strober) – None, the next meeting is scheduled for September 25<sup>th</sup> at 8:30 a.m.
- Foundation (Mr. Hyncik) – We received the audit; however, the checking account has not yet been closed.

## School Communications Report

- Mr. Wallace reported on the *Jaguar Nation* newsletter.

## Superintendent's Report

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

## A. Employment of Full-Time Personnel – 2013-14 School Year

The Board of Education appointed Ms. Mary Behot to the position of Social Studies Instructor (UPC #TCH-HS-HIST-FL-05) at a salary of \$54,665.00\* (masters stipend added to base), Step 2-3/B, retroactive to September 1, 2013.

\*based upon 2011-12 guide

## B. Leave Replacement

The Board of Education appointed Ms. Maura Gillooly as Temporary Physical Education/Health Instructor (leave replacement), Step 1-A at a salary of \$50,190.00\*(prorated), effective September 20, 2013 through December 23, 2013.

The Board of Education appointed Ms. Kristen Alpaugh as Temporary Guidance Counselor (leave replacement), Step 1-B at a salary of \$53,690.00\*(prorated), effective September 30, 2013 through January 31, 2014.

\*based upon 2011-12 guide

## C. Salary Adjustment

The Board of Education approved a salary adjustment for Mr. Steven Charewycz, Science Instructor, retroactive to September 1, 2013 as follows:

From: Step 15/B      \$64,890.00+/\*      To:      Step 15/C      \$66,640.00+/\*

+masters stipend added to base

\*based upon 2011-12 guide

## D. Employment of Part-Time Hourly Personnel – 2013-14 School Year

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

High School

JaLisa Williamson	Aide – Health Occupations (20 hours/week)	\$ 24.82/hour
Krista Huebsch	Aide – Cosmetology (20 hours/week)	\$ 24.82/hour
Dawnell Gerow	Aide – Cosmetology (20 hours/week)	\$ 24.82/hour

NJ SkillsUSA

Sheila Rick	Assistant to the State Director	\$4,246.67/month
Nzinga Basir	Assistant to the State Director	\$ 416.67/month
Janet Cantore-Watson	Communications Assistant	\$ 416.67/month

Valerie Hart	Financial Assistant	\$ 416.67/month
<u>Performing Arts – Dance (Dance Performance/Dance Education)</u>		
Matthew Silvay	Technical Director (100 hours)	\$ 30.00/hour
<u>Performing Arts – Theater Arts (Acting/Music Vocal)</u>		
Matthew Silvay	Technical Director (450 hours)	\$ 30.00/hour
<u>Twilight</u>		
Julie Francis	Cosmetology Instructor (94 hours)	\$ 34.00/hour
Deborah Gichan	Commercial Photography Instructor (94 hours)	\$ 34.00/hour
Jaime Morales	Lead Teacher (94 hours)	\$ 34.00/hour
Patricia Morales	Substitute	\$ 34.00/hour
Janeen Sortor	Substitute	\$ 34.00/hour
<u>Buildings &amp; Grounds</u>		
Brian Plesko	Maintenance Assistant (Cooperative Education Experience-30 hours/week)	\$ 10.00/hour

E. Employment of Substitutes – 2013-14 School Year

The Board of Education approved employment of the following substitutes at a rate of \$100.00/day for the 2013-2014 school year.

Melody Pazian                      Raymond Esler                      Timothy Reagan                      Roxana Portales

F. Leave of Absence

The Board of Education approved the request of Ms. Karen Winfield, Guidance Counselor for an unpaid leave of absence beginning on or about December 24, 2013 through January 31, 2014.

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

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

G. Field Trips

The Board of Education approved field trips for high school students as they appear on Addendum #1.

H. Respect Week

The Board of Education declared October 7-11, 2013 as “Respect Week.”

I. School Violence Awareness Week

The Board of Education declared October 21-25, 2013 as “School Violence Awareness Week.”

J. 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.

K. Student Internships – Social Work Clinical Experience

The Board of Education approved student internships for the 2013-14 school year as follows:

Rutgers University

Leah Behar                      Christine Cocchia                      Jason Cohen                      Lisa Noe

Mr. Smith asked how long the student interns will be at our school. Mrs. Jegou replied they will be here from September 2013 through May 2014.

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

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

L. New Board Policies and Regulations – Second Reading

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

3232/R3232	Tutoring Services
R5300	Automated External Defibrillators (AED)
7522	School District Provided Technology Devices to Staff Members
7523	School District Provided Technology Devices to Pupils

M. Revised Board Policies and Regulations– Second Reading

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

0000.02	Introduction
R3232	Tutoring Services
5120	Assignment of Pupils
5300	Automated External Defibrillators (AED)
5533	Pupil Smoking
7434	Smoking in School Buildings and on School Grounds

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

N. New Jersey Quality Single Accountability Continuum (NJQSAC)

On recommendation of Dr. Hartraft and motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education approved submission of the NJQSAC District's Statement of Assurances (SOA) for School Year 2013-14.

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

On recommendation of Dr. Hartraft and motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, agenda items O and P as follows:

O. Superintendent's Merit Goals – Achievement of 2012-13 School Year Merit Goals

The Board of Education approved the achievement of the Superintendent's Merit Goals for the 2012-13 school year as approved by the Executive County Superintendent. (Approval of submission to the ECS was

approved at the August 19, 2013 Board of Education meeting.)

P. Superintendent’s Merit Goals – 2013-14 School Year

The Board of Education accepted the Superintendent’s Merit Goals for the 2013-14 school year (contingent upon Executive County Superintendent approval).

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

Q. Acceptance of Funds

On recommendation of Dr. Harttraft and motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education adopted the following resolution: The governing body of the Somerset County Vocational & Technical Schools at its September 23, 2013 meeting authorized acceptance of funds for the following:

NJ Department of Education	Carl D. Perkins (FY 2014)	\$250,000.00 Federal - \$227,094.00 Reserve -\$ 22,906.00
NJ Department of Education	IDEA (FY 2014)	\$105,710.00

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

Dr. Harttraft reported that the Perkins Grant is down by 9% and the IDEA is down by 4%. Dr. Harttraft would also like to schedule a tour for the board in November.

R. Superintendent’s Update

- HIB - 0 cases were submitted this month for board review; 0 cases year to date.
- Building Renovations /Improvements
  - F Building - installed new ceilings and lights, painted hallways and stairwells, replaced cove base (edging), and installed new lockers big enough for back packs.
  - Gymnasium - painted hallways and gymnasium, replaced doors, trim and cove base, replaced old score board and purchased a second score board.
  - Cleaned duck work under the canopies on campus and replaced pavers to improve runoff and limit debris.
  - Cosmetology salon’s two classrooms were significantly reconfigured to incorporate the large donation received last year.
  - Integrated Technology Systems classroom was reconfigured and improved along with a redesign of program and curriculum.
- SCESC/CTE Career Center - Wakefern has enlisted the help of an educational consultant to work with the Shop Rite programs. His charge is to review the programs and offer suggestions for program improvement. Rather than focusing on all programs in the northeast, he decided the best use of his time would be to help us develop a model program and curriculum that can be approved by the state, which has the new standards and PARCC assessments imbedded. He will be working with staff from our school to put this “flagship” program together and be ready for submission to the state by our (somewhat ambitious) December 1<sup>st</sup> deadline. Conversations have begun with the Educational

Alternatives, LLC. and Mike Maddaluna to develop the other two shop programs through a consultant contract. Mr., Maddaluna served as the historian to discuss the scope of the project and areas of need. If the consultants are hired by the board the outcome will include a viable budget for optimal programs, recommendations for facility accommodations and possible alternative solutions, should the project be viewed as cost prohibitive. Today, discussions took place with Freeholder Director Peter Palmer and a meeting is scheduled next with the county administrators regarding funding options. The budget process has begun and future meetings with the consultants, SCESC and Freeholders will be scheduled over the next few weeks.

#### Submission of Bills

On motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education approved the bills list for September 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	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

Fund 10	\$1,133,195.13
Fund 20	\$ 53,655.01
Fund 60	\$ 11.50
Fund 90	<u>\$ 128,043.82</u>
Total	\$1,314,905.46

#### New Business

- RFQs for the annual professional services for the period November 1, 2013 through October 31, 2014 will be posted on the district website; summary of proposals received will be provided to the board before the November reorganization meeting prior to the formal annual approval and subsequent award for board professional services.

#### Report of the Assistant Superintendent for Business/Board Secretary

##### A. Reports A-148 and A-149

On motion by Mr. Dudeck, 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 August 2013 and the Treasurer of School Monies for the month of August 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	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

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

**B. Budget Transfers – 2013-14 School Year**

The Board of Education approved the following budget transfer for the 2013-14 school year:  
 From: 11-000-218-104-00-0116 (\$20,500.00) To: 11-000-223-104-00-0000 \$20,500.00  
 (Guidance Salaries) (Staff Development)

**C. Contract Award – Auditorium Electrical Upgrades, Dimmer Rack**

The Board of Education awarded the contract for the auditorium electrical upgrades/dimmer rack to Post & Kelly Electric of Hawthorne, New Jersey in the amount of \$228,000.00 (as recommended by the architect and reviewed by the board attorney). (Contract to be prepared by the board attorney.)

**D. Contract Award – Annual On-Call Maintenance for Plumbing, HVAC, Electrical and General Construction 2013-14 School Year**

The Board of Education awarded the following annual on-call maintenance contracts for plumbing, HVAC, electrical and general construction (as reviewed by the Director of Buildings & Grounds, Assistant Superintendent for Business and board attorney).

Plumbing	Robert Griggs Plumbing & Heating	Hillsborough, NJ	\$88.00/hour, 15% material mark-up
HVAC	Hutchins HVAC	Hazlet, NJ	\$80.00/hour, 15% material mark-up
Electrical	DPR Electric, Inc.	Bound Brook, NJ	\$90.00/hour, 5% material mark-up
General Construction DIA	General Construction	Clifton, NJ	\$75.90/hour, 9% material mark-up

**E. Award Purchases in Excess of the Bid Threshold in Compliance with NJSA 18A:18A**

The Board of Education awarded the following purchases:  
 Grainger \$65,000.00 State Contract #A79875  
 Staples \$85,000.00 State Contract #A77249

**F. Obsolete Equipment**

The Board of Education approved the following equipment as obsolete and no longer needed for educational purposes:  
 Cosmetology Furniture Asset #200936510 Cosmetology Classrooms

**G. Donation**

The Board of Education accepted the following donation:  

<u>Item</u>	<u>Donor</u>
2002 Ford Taurus Wagon	County of Somerset

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

Mrs. Strober thanked Mr. D'Alessandro, utility worker, for his cooperative efforts with the county on this shared service.

**H. Academy Tuition Contract – 2013-14 School Year**

On motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education approved the following Academy for Health and Medical Sciences tuition contract for the 2013-14 school year. (This is not a new student; student moved from North Plainfield to Franklin Township.)

Franklin Township BOE	1 student	\$2,650.00
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<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Dr. Serafino	absent	

I. Mandatory Direct Deposit

On motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education authorized the mandatory direct deposit of all employee compensation, effective July 1, 2014, and to provide for the mandatory direct deposit of net pay for all employees of the district in a specific banking institution based on information provided by the employee, with the exemption for student employees, in compliance with P.L. 2013, c28.

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

Next Meeting

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

October 28, 2013

5:00 p.m.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

Remarks from the Public

- Mr. Coslit presented to Margie Clifford of NJEA a donation check in the amount of \$2,932 which was raised by PAWS and will be used to benefit the Hurricane Sandy Relief Fund.

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 litigation update.
- 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. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education went into closed session at 5:45 p.m.

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

## Open Session

On motion by Mr. Dudeck, seconded by Ms. Brennan and on roll call vote, the Board of Education went into open session at 6:15 p.m.

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

## Adjournment

On motion by Mr. Dudeck, seconded by Ms. Brennan and passed, the meeting adjourned at 6:16 p.m.

Diane Strober

Assistant Superintendent for Business/Board Secretary

## September 2013 Field Trip Requests

<u>Date of Trip</u>	<u>CTE Program / Other</u>	<u>Location</u>	<u>Cost Per Student/Paid by</u>	<u>Transportation Provided/Paid by</u>
10/4/2013	HOSA/Rotary Interact (C.O.P.E.)	Mount Allamuchy Scout Reservation Stanhope, NJ	\$10.00/Student Paid	SCVTS
10/08/2013	AHMS Juniors	RVCC Branchburg, NJ	\$0.00	SCVTS
10/18/2013	SkillsUSA	FEA Conference Center Monroe Township, NJ	\$50.00/SCVTS Paid	Going: SCVTHS Return: Outside Agency/Paid by SCVTS
10/19/2013	HOSA/Rotary Interact (Beach Sweep)	Sandy Hook Sandy Hook, NJ	\$10.00/Student Paid	SCVTS
10/21/2013	Cosmetology Students	Raritan Expo Center Edison, NJ	\$25.00/Student Paid	SCVTS
11/1/2013	Middle Earth/Linkages	Schaefer Farm Fright Fest Flemington, NJ	\$10.00/Student Paid \$13.00/School Based Grant (\$23.00 total per student)	SCVTS/Paid by School Based Grant
11/15/2013	AHMS Sophomores	Washington Crossing State Historic Park & Museum Titusville, NJ	\$0.00	SCVTS
11/18/2013	US History II Students	RVCC Holocaust Institute Branchburg, NJ	\$0.00	Outside Agency/Paid by SCVTS
11/04, 11/05, 11/11, 11/12, 11/18, 11/19, 11/25, 11/26, 12/02, 12/03, 12/09, 12/10 2013	Health Occupations Students	Bridgeway Care Center Bridgewater, NJ	\$0.00	SCVTS
12/06, 12/13, 01/31, 02/28, 03/14, 03/28, 05/02 05/23 2013-2014	AHMS Freshmen	RVCC Library Branchburg, NJ	\$0.00	SCVTS
12/13/2013	Health Occupations Students	Liberty Science Center Career Fair Jersey City, NJ	\$10.50/Student Paid	SCVTS
2/18/2014	Culinary Arts Students	State Theater New Brunswick, NJ	\$35.00/Student Paid	SCVTS

September 2013 Field Trip Requests

03/17, 03/18, 03/24, 03/25, 03/31, 04/01, 04/07, 04/08 2014	Health Occupations Students	J.J. Child Development Center Raritan, NJ	\$0.00	SCVTS
4/10/2014	Health Occupations Students	(C.H.A.T.) Robert Wood Johnson Hospital New Brunswick, NJ	\$0.00	SCVTS
5/22, 06/05 2014	Health Occupations Students (Exam/Ceremony)	Rutgers MSC Campus Scotch Plains, NJ	\$0.00	SCVTS

Professional Seminars/Workshops/Travel Reimbursements  
September 2013

	DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
1	September 18, 2013*	Gary Parks	\$60	\$28.50/Train \$5.00/Subway	Numbersense: How to Use Data to Your Advantage	New York, NY
2	September 27, 2013	Erik Fargo	NA	NA	Agriculture Teacher's Conference	Columbus, NJ
3	October 3, 2013	Joe Petrosino	\$499.00	\$15.39/mileage	Training the Trainer	Edison, NJ
4	October 4, 2013	Joe Petrosino	\$120.00	\$6.48/mileage	NJ Council of Education Meeting and Dues	Monroe, NJ
5	October 10 and 11, 2013	Joe Petrosino	NA	\$22.23/mileage	How to Communicate with Tact/Professionalism	Freehold, NJ
6	October 21, 2013	Joe Petrosino	NA	\$6.48/mileage	Student Growth Objectives for School Counselors	Monroe, NJ
7	October 28, 2013	Joe Petrosino	\$149.00	\$6.48/mileage	Student Growth Objectives for Special Ed	Monroe, NJ
8	November 13, 2013	Brendon Downey Teresa Morelli Pat Pelliccia	\$149.00 ea.	\$20.00/mileage \$18.60/mileage NA	High School PARCC English Language Arts	Monroe, NJ
9	November 19, 2013	Joe Petrosino	NA	\$15.39/mileage	Developing Emotional Intelligence	Edison, NJ
10	November 21, 2013	Joe Petrosino	NA	\$17.48/mileage	Managing Emotions Under Pressure	Princeton, NJ
11	December 02, 2013	Matt Dolegiewitz Teresa Morelli Pat Pelliccia	\$149.00 ea.	\$15.50/mileage \$18.60/mileage NA	High School PARCC Math	Monroe, NJ
12	December 16, 2013	Joe Petrosino	\$149.00	\$6.48/mileage	The Leader's Brain	Monroe, NJ
13	January 23, 2014	Joe Petrosino	NA	\$17.48/mileage	Team Building, Mentoring and Coaching	Princeton, NJ

14	January 30 and 31 <sup>st</sup> , 2014	Joe Petrosino	NA	\$17.48/mileage	Mastering Microsoft Excel	Princeton, NJ
15	October 9 & 16, 2013	Michelle Fresco Michele Sartori	\$579.00	\$29.77/mileage \$15.00/mileage	Public School Purchasing	New Brunswick, NJ
16	October 29, 2013	Diane Ziegler  Jaime Morales	\$100.00	\$38.94/mileage \$5.00/tolls \$38.94/mileage \$5.00/tolls	HIB Prevention Training Workshop	Toms River, NJ

\*Prior approval given by Superintendent

9/19 10:33am

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 General Fund - Fund 10 (including 16, 17 & 18)  
 Interim Balance Sheet  
 For 2 Month Period Ending 08/31/2013

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ASSETS AND RESOURCES

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

101	Cash in bank		\$1,825,163.98
121	Tax levy receivable		\$9,812,864.00
	Accounts receivable:		
132	Interfund	\$205,908.19	
141	Intergovernmental - State	\$1,280,652.26	
143	Intergovernmental - Other	(\$1,775.82)	
			\$1,484,784.63

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

301	Estimated Revenues	\$13,967,006.00	
302	Less Revenues	(\$12,903,399.75)	
		-----	\$1,063,606.25

		\$14,186,418.86
Total assets and resources		-----

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10 (including 16, 17 & 18)  
Interim Balance Sheet  
For 2 Month Period Ending 08/31/2013

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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
	Other current liabilities	\$3,050.00
	<b>TOTAL LIABILITIES</b>	<b>\$7,286.52</b>

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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	\$10,041,870.08
754	Reserve for encumbrance - Prior Year	\$517,408.98
	Reserved fund balance:	
760	Reserved Fund Balance	\$72,100.00
601	Appropriations	\$14,565,464.80
602	Less : Expenditures	\$1,510,734.12
603	Encumbrances	\$10,559,279.06 (\$12,070,013.18)
		\$2,495,451.62
	<b>Total Appropriated</b>	<b>\$13,126,830.68</b>

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

770	Fund Balance	\$1,096,864.66
303	Budgeted Fund Balance	(\$44,563.00)
	<b>TOTAL FUND BALANCE</b>	<b>\$14,179,132.34</b>
	<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>\$14,186,418.86</b>

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RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$14,565,464.80	\$12,070,013.18	\$2,495,451.62
Revenues	(\$13,967,006.00)	(\$12,903,399.75)	(\$1,063,606.25)
	\$598,458.80	(\$833,386.57)	\$1,431,845.37
Less: Adjust for prior year encumb.	(\$553,895.80)	(\$553,895.80)	
<b>Budgeted Fund Balance</b>	<b>\$44,563.00</b>	<b>(\$1,387,282.37)</b>	<b>\$1,431,845.37</b>

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Recapitulation of Budgeted Fund Balance by Subfund

	Budgeted	Actual	Variance
Fund 10 (includes 10, 11, 12, and 13)	\$44,563.00	(\$1,387,282.37)	\$1,431,845.37
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
<b>TOTAL Budgeted Fund Balance</b>	<b>\$44,563.00</b>	<b>(\$1,387,282.37)</b>	<b>\$1,431,845.37</b>

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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 STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 2 Month Period Ending 08/31/2013

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$12,553,104.00	\$11,489,497.75		\$1,063,606.25
3XXX	From State Sources	\$1,413,902.00	\$1,413,902.00		.00
TOTAL REVENUE/SOURCES OF FUNDS		\$13,967,006.00	\$12,903,399.75		\$1,063,606.25
		=====	=====	=====	=====
					AVAILABLE BALANCE
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$1,479,562.00	\$24,547.69	\$1,298,964.62	\$156,049.69
11-230-X00-XXX	Basic Skills - Remedial Instruction	\$97,157.70	\$4,000.00	\$91,733.70	\$1,424.00
11-240-X00-XXX	Bilingual Education - Instruction	\$61,588.10	\$42.47	\$60,601.63	\$944.00
11-3XX-100-XXX	Voc. Programs - Local - Instruction	\$3,761,346.94	\$148,396.62	\$2,811,983.42	\$800,966.90
11-401-100-XXX	School-Spon. Cocurr. Acti-Inst	\$55,405.00	.00	\$44,235.47	\$11,169.53
11-402-100-XXX	School-Spons. Athletics - Instruction	\$63,441.00	\$440.00	\$52,667.00	\$10,334.00
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-213-XXX	Health Services	\$187,749.39	\$14,917.40	\$142,127.94	\$30,704.05
11-000-218-XXX	Guidance	\$524,859.54	\$39,236.39	\$415,305.95	\$70,317.20
11-000-219-XXX	Child Study Teams	\$179,299.68	\$29,689.32	\$141,008.55	\$8,601.81
11-000-221-XXX	Improvement Of Inst./Other Support Improvement of Inst. Serv.	\$310,919.42	\$44,837.38	\$217,136.09	\$48,945.95
11-000-222-XXX	Educational Media Serv/School Library	\$181,565.15	\$27,627.48	\$105,769.80	\$48,167.87
11-000-223-XXX	Instructional Staff Training Services	\$113,123.00	\$7,965.62	\$52,413.93	\$52,743.45
11-000-230-XXX	Supp. Serv.-General Administration	\$537,473.57	\$87,231.19	\$388,240.99	\$62,001.39
11-000-240-XXX	Supp. Serv.-School Administration	\$553,435.74	\$96,513.87	\$433,083.52	\$23,838.35
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$755,872.48	\$122,582.25	\$539,238.00	\$94,052.23
11-000-261-XXX	Allowable Maint. for School Facilities	\$1,326,952.51	\$230,150.83	\$961,046.11	\$135,755.57
11-000-262-XXX	Custodial Services	\$1,320,557.00	\$193,845.47	\$997,470.84	\$129,240.69
11-000-263-XXX	Care and Upkeep of Grounds	\$15,500.00	.00	.00	\$15,500.00
11-000-266-XXX	Security	\$88,583.06	\$12,850.80	\$75,732.26	.00
11-000-270-XXX	Student Transportation Services	\$120,591.06	\$410.59	\$35,809.22	\$84,371.25
11-000-291-XXX	Allocated and Unallocated Benefits	\$2,574,704.17	\$403,624.90	\$1,638,287.95	\$532,791.32
TOTAL GENERAL CURRENT EXPENSE EXPENDITURES/USES OF FUNDS		\$14,309,686.51	\$1,488,910.27	\$10,502,856.99	\$2,317,919.25
		=====	=====	=====	=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10 (including 16, 17 & 18)  
 INTERIM STATEMENTS COMPARING  
 BUDGET REVENUE WITH ACTUAL TO DATE AND  
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
 For 2 Month Period Ending 08/31/2013

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	-----	-----	-----	-----
*** CAPITAL OUTLAY ***				
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$194,381.00	\$20,044.00	\$52,379.00	\$121,958.00
	-----	-----	-----	-----
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$194,381.00	\$20,044.00	\$52,379.00	\$121,958.00
	=====	=====	=====	=====
*** SPECIAL SCHOOLS ***				
13-422-100-XXX Summer school -instruction	\$61,397.29	\$1,779.85	\$4,043.07	\$55,574.37
	-----	-----	-----	-----
TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	\$61,397.29	\$1,779.85	\$4,043.07	\$55,574.37
	=====	=====	=====	=====
TOTAL GENERAL FUND EXPENDITURES	\$14,565,464.80	\$1,510,734.12	\$10,559,279.06	\$2,495,451.62
	=====	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
SCHEDULE OF REVENUES  
ACTUAL COMPARED WITH ESTIMATED  
For 2 Month Period Ending 08/31/2013

	ESTIMATED	ACTUAL	UNREALIZED	
	-----	-----	-----	
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,452,904.00	\$11,452,904.00	.00
1310	Tuition- From LEA's	\$592,800.00	\$13,680.00	\$579,120.00
1XXX	Miscellaneous	\$507,400.00	\$22,913.75	\$484,486.25
	TOTAL	\$12,553,104.00	\$11,489,497.75	\$1,063,606.25
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$293,914.00	\$293,914.00	.00
3176	Equalization	\$580,221.00	\$580,221.00	.00
3177	Categorical Security	\$64,725.00	\$64,725.00	.00
3178	Adjustment Aid	\$366,426.00	\$366,426.00	.00
3XXX	Other State Aids	\$108,616.00	\$108,616.00	\$0.00
	TOTAL	\$1,413,902.00	\$1,413,902.00	\$0.00
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$13,967,006.00	\$12,903,399.75	\$1,063,606.25
		=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 2 Month Period Ending 08/31/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,195,639.66	\$11,297.06	\$1,135,610.40	\$48,732.20
11-140-100-106 Other Salaries for Instruction	\$39,363.84	.00	\$39,363.84	.00
11-140-100-320 Purchased Prof.-Ed. Services	\$40,000.00	.00	.00	\$40,000.00
11-140-100-500 Other Purchased Services	\$5,584.00	\$1,937.13	\$353.83	\$3,293.04
11-140-100-610 General Supplies	\$165,180.00	\$11,313.50	\$119,391.57	\$34,474.93
11-140-100-640 Textbooks	\$13,661.50	.00	\$2,214.98	\$11,446.52
11-140-100-800 Other Objects	\$18,103.00	.00	.00	\$18,103.00
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$2,030.00	\$0.00	\$2,030.00	\$0.00
TOTAL	\$1,479,562.00	\$24,547.69	\$1,298,964.62	\$156,049.69
--- Basic skills/remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$93,157.70	\$0.00	\$91,733.70	\$1,424.00
11-230-100-610 General Supplies	\$4,000.00	\$4,000.00	.00	.00
TOTAL	\$97,157.70	\$4,000.00	\$91,733.70	\$1,424.00
--- Bilingual education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$61,588.10	\$42.47	\$60,601.63	\$944.00
TOTAL	\$61,588.10	\$42.47	\$60,601.63	\$944.00
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$2,763,924.13	\$103,419.28	\$2,347,975.60	\$312,529.25
11-310-100-320 Purchased Prof.-Ed. Services	\$203,020.00	.00	\$13,200.00	\$189,820.00
11-310-100-500 Other Purchased Services	\$52,332.00	\$2,494.12	\$320.00	\$49,517.88
11-310-100-610 General Supplies	\$414,169.64	\$40,736.27	\$173,847.34	\$199,586.03
11-310-100-640 Textbooks	\$33,582.12	.00	\$18,378.90	\$15,203.22
11-310-100-800 Other Objects	\$12,992.25	.00	\$4,430.25	\$8,562.00
Total	\$3,480,020.14	\$146,649.67	\$2,558,152.09	\$775,218.38
--- Special Vocational Programs - Instruction ---				
11-320-100-101 Salaries of Teachers	\$269,145.80	\$1,146.95	\$253,587.65	\$14,411.20
11-320-100-500 Other Purchased Services	\$1,015.00	\$600.00	.00	\$415.00
11-320-100-610 General Supplies	\$11,166.00	.00	\$243.68	\$10,922.32

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 2 Month Period Ending 08/31/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>Total</b>	<b>\$281,326.80</b>	<b>\$1,746.95</b>	<b>\$253,831.33</b>	<b>\$25,748.52</b>
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$42,209.00	.00	\$42,209.00	.00
11-401-100-600 Supplies and Materials	\$13,196.00	.00	\$2,026.47	\$11,169.53
<b>TOTAL</b>	<b>\$55,405.00</b>	<b>\$0.00</b>	<b>\$44,235.47</b>	<b>\$11,169.53</b>
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$43,000.00	\$280.00	\$37,827.00	\$4,893.00
11-402-100-500 Purchased Services	\$15,000.00	\$160.00	\$14,840.00	.00
11-402-100-600 Supplies and Materials	\$5,441.00	.00	.00	\$5,441.00
<b>TOTAL</b>	<b>\$63,441.00</b>	<b>\$440.00</b>	<b>\$52,667.00</b>	<b>\$10,334.00</b>
--- UNDISTRIBUTED EXPENDITURES ---				
--- Health services ---				
11-000-213-100 Salaries	\$153,153.39	\$14,917.40	\$133,920.62	\$4,315.37
11-000-213-300 Purchased Prof. & Tech. Svc.	\$22,969.00	.00	.00	\$22,969.00
11-000-213-600 Supplies and Materials	\$11,221.00	.00	\$8,207.32	\$3,013.68
11-000-213-800 Other Objects	\$406.00	.00	.00	\$406.00
<b>TOTAL</b>	<b>\$187,749.39</b>	<b>\$14,917.40</b>	<b>\$142,127.94</b>	<b>\$30,704.05</b>
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$418,218.52	\$22,644.59	\$329,340.73	\$66,233.20
11-000-218-105 Sal Sec. & Clerical Asst.	\$105,626.02	\$16,591.80	\$84,950.22	\$4,084.00
11-000-218-600 Supplies and Materials	\$1,015.00	.00	\$1,015.00	.00
<b>TOTAL</b>	<b>\$524,859.54</b>	<b>\$39,236.39</b>	<b>\$415,305.95</b>	<b>\$70,317.20</b>
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$75,453.38	\$12,111.52	\$62,011.11	\$1,330.75
11-000-219-105 Sal Sec. & Clerical Asst.	\$92,172.30	\$15,060.80	\$77,111.50	.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$5,076.00	\$2,048.00	.00	\$3,028.00
11-000-219-500 Other Purchased Services	\$1,015.00	\$469.00	\$129.95	\$416.05
11-000-219-600 Supplies and Materials	\$2,030.00	.00	\$959.99	\$1,070.01
11-000-219-800 Other Objects	\$3,553.00	.00	\$796.00	\$2,757.00

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 2 Month Period Ending 08/31/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$179,299.68	\$29,689.32	\$141,008.55	\$8,601.81
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$90,300.00	\$16,084.18	\$74,193.37	\$22.45
11-000-221-104 Salaries Other Prof. Staff	\$76,900.00	\$13,708.08	\$63,182.52	\$9.40
11-000-221-105 Sal Secr. & Clerical Asst.	\$133,060.42	\$15,045.12	\$77,031.30	\$40,984.00
11-000-221-500 Other Purchased Services	\$5,076.00	.00	\$2,727.90	\$2,348.10
11-000-221-600 Supplies and Materials	\$2,538.00	.00	.00	\$2,538.00
11-000-221-800 Other Objects	\$3,045.00	.00	\$1.00	\$3,044.00
TOTAL	\$310,919.42	\$44,837.38	\$217,136.09	\$48,945.95
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$65,549.15	\$175.00	\$28,006.65	\$37,367.50
11-000-222-177 Salaries of Technology Coordinators	\$86,760.00	\$15,452.48	\$71,307.51	\$0.01
11-000-222-500 Other Purchased Services	\$4,060.00	.00	.00	\$4,060.00
11-000-222-600 Supplies and Materials	\$21,136.00	\$12,000.00	\$6,140.64	\$2,995.36
11-000-222-800 Other Objects	\$4,060.00	.00	\$315.00	\$3,745.00
TOTAL	\$181,565.15	\$27,627.48	\$105,769.80	\$48,167.87
--- Instructional Staff Training Services ---				
11-000-223-104 Salaries Other Prof. Staff	\$50,400.00	\$7,000.00	\$43,400.00	.00
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$41,847.00	.00	.00	\$41,847.00
11-000-223-500 Other Purchased Services	\$18,846.00	\$152.83	\$8,215.93	\$10,477.24
11-000-223-600 Supplies and Materials	\$2,030.00	\$812.79	\$798.00	\$419.21
TOTAL	\$113,123.00	\$7,965.62	\$52,413.93	\$52,743.45
--- Support services-general administration ---				
11-000-230-100 Salaries	\$280,855.07	\$48,022.15	\$232,756.92	\$76.00
11-000-230-331 Legal Services	\$76,133.00	\$7,601.34	\$68,531.66	.00
11-000-230-332 Audit Fees	\$33,500.00	.00	\$33,380.00	\$120.00
11-000-230-339 Other Purchased Prof. Svc.	\$3,045.00	\$626.40	\$2,418.60	.00
11-000-230-530 Communications/Telephone	\$76,132.00	\$9,244.65	\$43,676.35	\$23,211.00
11-000-230-590 Other Purchased Services	\$13,000.00	\$585.84	\$2,400.00	\$10,014.16
11-000-230-61X General Supplies	\$11,166.00	.00	.00	\$11,166.00
11-000-230-630 BOE In-House Training/Meeting Supplies	\$3,553.00	.00	\$19.50	\$3,533.50
11-000-230-890 Misc. Expenditures	\$32,354.50	\$14,401.06	\$5,057.96	\$12,895.48
11-000-230-895 BOE Membership Dues and Fees	\$7,735.00	\$6,749.75	.00	\$985.25

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 2 Month Period Ending 08/31/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>TOTAL</b>	<b>\$537,473.57</b>	<b>\$87,231.19</b>	<b>\$388,240.99</b>	<b>\$62,001.39</b>
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$338,500.00	\$59,936.43	\$278,240.94	\$322.63
11-000-240-105 Sal Secr. & Clerical Asst.	\$166,213.62	\$26,780.08	\$137,114.54	\$2,319.00
11-000-240-11X Other Salaries	\$7,022.93	.00	.00	\$7,022.93
11-000-240-500 Other Purchased Services	\$26,704.00	\$8,951.86	\$6,903.00	\$10,849.14
11-000-240-600 Supplies and Materials	\$10,450.19	.00	\$8,675.04	\$1,775.15
11-000-240-800 Other Objects	\$4,545.00	\$845.50	\$2,150.00	\$1,549.50
<b>TOTAL</b>	<b>\$553,435.74</b>	<b>\$96,513.87</b>	<b>\$433,083.52</b>	<b>\$23,838.35</b>
--- Central Services ---				
11-000-251-100 Salaries	\$334,155.73	\$56,904.43	\$277,251.30	.00
11-000-251-330 Purchased Prof. Svcs.	\$29,000.00	\$17,448.80	\$10,302.96	\$1,248.24
11-000-251-340 Purchased Technical Svcs.	\$17,000.00	\$3,000.00	\$2,876.00	\$11,124.00
11-000-251-600 Supplies and Materials	\$13,489.69	.00	\$4,949.69	\$8,540.00
11-000-251-890 Other Objects	\$6,091.00	\$925.25	\$1,760.75	\$3,405.00
<b>TOTAL</b>	<b>\$399,736.42</b>	<b>\$78,278.48</b>	<b>\$297,140.70</b>	<b>\$24,317.24</b>
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$254,136.06	\$41,525.36	\$212,610.70	.00
11-000-252-500 Other Pur Serv. (400-500 series )	\$85,000.00	.00	\$25,765.18	\$59,234.82
11-000-252-600 Supplies and Materials	\$17,000.00	\$2,778.41	\$3,721.42	\$10,500.17
<b>TOTAL</b>	<b>\$356,136.06</b>	<b>\$44,303.77</b>	<b>\$242,097.30</b>	<b>\$69,734.99</b>
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$604,866.80	\$105,607.81	\$494,773.49	\$4,485.50
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$685,541.71	\$107,696.99	\$458,089.78	\$119,754.94
11-000-261-610 General Supplies	\$26,393.00	\$16,821.03	\$7,300.72	\$2,271.25
11-000-261-800 Other Objects	\$10,151.00	\$25.00	\$882.12	\$9,243.88
<b>TOTAL</b>	<b>\$1,326,952.51</b>	<b>\$230,150.83</b>	<b>\$961,046.11</b>	<b>\$135,755.57</b>
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$360,000.00	\$59,122.18	\$295,049.13	\$5,828.69
11-000-262-490 Other Purchased Property Svc.	\$70,000.00	\$5,369.06	\$22,703.94	\$41,927.00
11-000-262-520 Insurance	\$225,557.00	\$119,931.00	\$105,626.00	.00
11-000-262-621 Energy (Natural Gas)	\$170,000.00	\$9,423.23	\$79,091.77	\$81,485.00
11-000-262-622 Energy (Electricity)	\$495,000.00	.00	\$495,000.00	.00
<b>TOTAL</b>	<b>\$1,320,557.00</b>	<b>\$193,845.47</b>	<b>\$997,470.84</b>	<b>\$129,240.69</b>

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 2 Month Period Ending 08/31/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$15,500.00	.00	.00	\$15,500.00
TOTAL	\$15,500.00	\$0.00	\$0.00	\$15,500.00
--- Security ---				
11-000-266-100 Salaries	\$88,583.06	\$12,850.80	\$75,732.26	.00
TOTAL	\$88,583.06	\$12,850.80	\$75,732.26	\$0.00
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$40,699.06	\$218.43	\$35,432.67	\$5,047.96
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$3,045.00	.00	.00	\$3,045.00
11-000-270-512 Contr Svc(other btw home & sch)-vendors	\$26,091.00	.00	.00	\$26,091.00
11-000-270-514 Contract Svc (spec.ed.)-vendors	\$3,045.00	.00	.00	\$3,045.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$29,947.00	\$192.16	.00	\$29,754.84
11-000-270-593 Misc. Purchased Svc.- Transp.	\$12,689.00	.00	.00	\$12,689.00
11-000-270-610 General Supplies	\$2,030.00	.00	\$376.55	\$1,653.45
11-000-270-800 Misc. Expenditures	\$3,045.00	.00	.00	\$3,045.00
TOTAL	\$120,591.06	\$410.59	\$35,809.22	\$84,371.25
--- Benefits ---				
11-XXX-XXX-220 Social Security Contributions	\$200,000.00	\$34,201.07	\$165,798.93	.00
11-XXX-XXX-241 Other Retirement Contrib. - PERS	\$323,691.27	\$439.76	\$5,060.15	\$318,191.36
11-XXX-XXX-250 Unemployment Compensation	\$62,429.00	\$10,091.43	\$24,925.57	\$27,412.00
11-XXX-XXX-260 Workman's Compensation	\$180,688.00	\$87,650.00	\$87,650.00	\$5,388.00
11-XXX-XXX-270 Health Benefits	\$1,727,895.90	\$270,981.64	\$1,345,417.05	\$111,497.21
11-XXX-XXX-280 Tuition Reimbursement	\$30,000.00	.00	\$1.00	\$29,999.00
11-XXX-XXX-290 Other Employee Benefits	\$50,000.00	\$261.00	\$9,435.25	\$40,303.75
TOTAL	\$2,574,704.17	\$403,624.90	\$1,638,287.95	\$532,791.32
Total Undistributed expenditures	\$8,791,185.77	\$1,311,483.49	\$6,142,671.15	\$1,337,031.13
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$14,309,686.51	\$1,488,910.27	\$10,502,856.99	\$2,317,919.25
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$14,309,686.51	\$1,488,910.27	\$10,502,856.99	\$2,317,919.25
	=====	=====	=====	=====



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 2 Month Period Ending 08/31/2013

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>*** CAPITAL OUTLAY ***</b>				
--- Facilities acquisition and construction services ---				
12-000-400-334 Architectural/Engineering Services	\$7,000.00	.00	.00	\$7,000.00
12-000-400-450 Construction services	\$155,943.00	\$20,044.00	\$52,379.00	\$83,520.00
12-000-400-800 Other objects	\$31,438.00	.00	.00	\$31,438.00
Facilitis. Acqstn. Const. Sevr. -- TOTAL --	\$194,381.00	\$20,044.00	\$52,379.00	\$121,958.00
TOTAL	\$194,381.00	\$20,044.00	\$52,379.00	\$121,958.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$194,381.00	\$20,044.00	\$52,379.00	\$121,958.00
<b>*** SPECIAL SCHOOLS ***</b>				
--- Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	\$55,000.00	\$1,779.85	\$0.00	\$53,220.15
13-422-100-610 General supplies	\$6,397.29	.00	\$4,043.07	\$2,354.22
TOTAL	\$6,397.29	\$0.00	\$4,043.07	\$2,354.22
TOTAL SUMMER SCHOOL	\$61,397.29	\$1,779.85	\$4,043.07	\$55,574.37
TOTAL SPECIAL SCHOOLS EXPENDITURES	\$61,397.29	\$1,779.85	\$4,043.07	\$55,574.37
<b>*** EDUCATION STABILIZATION FUND **</b>				
<b>*** GOVERNMENT SERVICES FUND **</b>				
<b>*** EDUCATION JOBS FUND **</b>				
TOTAL GENERAL FUND EXPENDITURES	\$14,565,464.80	\$1,510,734.12	\$10,559,279.06	\$2,495,451.62

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

For 2 Month Period Ending 08/31/2013

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

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9/19 10:33am

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Special Revenue Fund - Fund 20  
 Interim Balance Sheet  
 For 2 Month Period Ending 08/31/13

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		(\$37,235.52)
	Accounts receivable:		
141	Intergovernmental - State	(\$5,440.00)	
142	Intergovernmental - Federal	\$5,440.00	
	Other Current Assets		\$18,926.00

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

301	Estimated Revenues	\$1,109,001.00	
302	Less Revenues	(\$86,619.00)	
		\$1,022,382.00	

		\$1,004,072.48	
Total assets and resources		=====	

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Special Revenue Fund - Fund 20  
 Interim Balance Sheet  
 For 2 Month Period Ending 08/31/13

=====

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	\$442,877.06
601	Appropriations	\$1,109,001.00
602	Less: Expenditures	\$114,103.27
603	Encumbrances	\$442,877.06    (\$556,980.33)
		\$552,020.67
	TOTAL FUND BALANCE	\$994,897.73
	TOTAL LIABILITIES AND FUND EQUITY	\$1,004,072.48
		=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 2 Month Period Ending 08/31/13

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$114,000.00	.00		\$114,000.00
3XXX	From State Sources	\$492,977.00	\$86,619.00		\$406,358.00
4XXX	From Federal Sources	\$502,024.00	.00		\$502,024.00
TOTAL REVENUE/SOURCES OF FUNDS		\$1,109,001.00	\$86,619.00		\$1,022,382.00
		=====	=====	=====	=====
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
LOCAL PROJECTS:					
		\$114,000.00	\$59,035.00	\$23,159.79	\$31,805.21
STATE PROJECTS:					
	Vocational education	\$146,500.00	.00	\$109,800.00	\$36,700.00
	Other special projects	\$346,477.00	\$42,956.75	\$230,101.81	\$73,418.44
TOTAL STATE PROJECTS		\$492,977.00	\$42,956.75	\$339,901.81	\$110,118.44
FEDERAL PROJECTS:					
	NCLB Title I	\$63,027.00	.00	\$19,257.73	\$43,769.27
	NCLB Title II - Part A/D	\$10,290.00	.00	.00	\$10,290.00
	I.D.E.A. Part B (Handicapped)	\$85,000.00	\$12,111.52	\$60,557.73	\$12,330.75
	Vocational Education	\$235,000.00	.00	.00	\$235,000.00
	ARRA/Other (450-469)	\$108,707.00	.00	.00	\$108,707.00
TOTAL FEDERAL PROJECTS		\$502,024.00	\$12,111.52	\$79,815.46	\$410,097.02
*** TOTAL EXPENDITURES ***		\$1,109,001.00	\$114,103.27	\$442,877.06	\$552,020.67
		=====	=====	=====	=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 SPECIAL REVENUE - FUND 20  
 SCHEDULE OF REVENUES  
 ACTUAL COMPARED WITH ESTIMATED  
 For 2 Month Period Ending 08/31/13

		ESTIMATED	ACTUAL	UNREALIZED
		-----	-----	-----
--- LOCAL SOURCES ---				
1XXX	Other Revenue from Local Sources	\$114,000.00	\$0.00	\$114,000.00
		-----	-----	-----
	Total Revenues from Local Sources	\$114,000.00	\$0.00	\$114,000.00
		=====	=====	=====
--- STATE SOURCES ---				
3XXX	Other State Aids	\$492,977.00	\$86,619.00	\$406,358.00
		-----	-----	-----
	Total Revenue from State Sources	\$492,977.00	\$86,619.00	\$406,358.00
		=====	=====	=====
--- FEDERAL SOURCES ---				
4411-16	Title I	\$63,027.00	.00	\$63,027.00
4451-55	Title II	\$10,290.00	.00	\$10,290.00
4420-29	I.D.E.A. Part B (Handicapped)	\$85,000.00	.00	\$85,000.00
4430-39	Vocational Education	\$235,000.00	.00	\$235,000.00
4700-99	Private Industry Council (JTPA)	\$108,707.00	.00	\$108,707.00
		-----	-----	-----
	Total Revenues from Federal Sources	\$502,024.00	\$0.00	\$502,024.00
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$1,109,001.00	\$588,643.00	\$1,102,197.46
		=====	=====	=====

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

For 2 Month Period Ending 08/31/13

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

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9/19 10:33am

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Capital Projects Fund - Fund 30  
 Interim Balance Sheet  
 For 2 Month Period Ending 08/31/13

=====  
 ASSETS AND RESOURCES  
 =====

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

101	Cash in bank		\$79,632.65
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$371,628.75	
		\$371,628.75	\$371,628.75

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

301	Estimated Revenues	\$2,601,227.12	
		\$2,601,227.12	\$2,601,227.12
	Total assets and resources		\$3,052,488.52
			=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Capital Projects Fund - Fund 30  
 Interim Balance Sheet  
 For 2 Month Period Ending 08/31/13

=====

LIABILITIES AND FUND EQUITY

=====

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

402	Interfund accounts payable	\$117,919.95
		\$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 ---

753	Reserve for encumbrances - Current Year	\$95,000.00
751,752,76X	Other reserves	\$142,567.79
601	Appropriations	\$2,601,227.12
602	Less : Expenditures	\$70,140.80
603	Encumbrances	\$95,000.00    (\$165,140.80)
		\$2,436,086.32
	Total Appropriated	\$2,673,654.11

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

770	Fund balance	\$260,914.46
		\$260,914.46

TOTAL FUND BALANCE \$2,934,568.57

TOTAL LIABILITIES AND FUND EQUITY \$3,052,488.52

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REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Capital Projects Fund - Fund 30  
 INTERIM STATEMENTS COMPARING  
 BUDGET REVENUE WITH ACTUAL TO DATE AND  
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
 For 2 Month Period Ending 08/31/13

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	-----	-----	-----	-----
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$2,601,227.12	\$0.00		\$2,601,227.12
	-----	-----	-----	-----
TOTAL REVENUE/SOURCES OF FUNDS	\$2,601,227.12	\$0.00		\$2,601,227.12
	=====	=====	=====	=====
*** EXPENDITURES ***				
	-----	-----	-----	-----
--- Facilities acquisition and constr. serv. ---				AVAILABLE BALANCE
30-000-4XX-450 Construction services	\$2,601,227.12	\$70,140.80	\$95,000.00	\$2,436,086.32
	-----	-----	-----	-----
Total fac.acq.and constr. serv.	\$2,601,227.12	\$70,140.80	\$95,000.00	\$2,436,086.32
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$2,601,227.12	\$70,140.80	\$95,000.00	\$2,436,086.32
*** TOTAL EXPENDITURES AND TRANSFERS	\$2,601,227.12	\$70,140.80	\$95,000.00	\$2,436,086.32
	=====	=====	=====	=====

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

For 2 Month Period Ending 08/31/13

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

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Report of the Treasurer  
to the Board of Education

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

CASH REPORT

<b>FUNDS</b>	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
<b>Governmental Funds</b>	<b>Adjusted Beginning Balance</b>	<b>Deposits</b>	<b>Disbursements</b>	<b>Ending Balance</b>
General Fund (10)	\$1,731,294.94	\$844,819.28	-\$750,950.24	\$1,825,163.98
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)	\$12,866.44	\$28,873.00	-\$78,974.96	-\$37,235.52
Capital Project Fund (30)	\$149,773.45	\$0.00	-\$70,140.80	\$79,632.65
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
<b>Total Governmental Funds</b>	<b>\$1,972,748.32</b>	<b>\$873,692.28</b>	<b>-\$900,066.00</b>	<b>\$1,946,374.60</b>
Summer Savings	\$44,259.81	\$0.00	-\$44,210.35	\$49.46
Enterprise Fund (60) Cafeteria	\$22,144.19	\$2.82	\$0.00	\$22,147.01
Payroll Fund (70)	-\$44,210.35	\$264,083.97	-\$219,873.62	\$0.00
Agency Fund (90)	\$0.00	\$137,716.91	-\$137,716.91	\$0.00
<b>Total Trust &amp; Agency</b>	<b>\$22,193.65</b>	<b>\$401,803.70</b>	<b>-\$401,800.88</b>	<b>\$22,196.47</b>
<b>Grand Total for all Funds</b>	<b>\$1,994,941.97</b>	<b>\$1,275,495.98</b>	<b>-\$1,301,866.88</b>	<b>\$1,968,571.07</b>

Prepared and submitted by:

\_\_\_\_\_  
Michelle Fresco, Treasurer of School Moneys

\_\_\_\_\_  
9/11/2013