

VOORHEES TOWNSHIP BOARD OF EDUCATION
329 ROUTE 73, VOORHEES, NJ 08043

The regular meeting of the Voorhees Township Board of Education was held on Monday, October 21, 2013 at 7:00 P.M. at the Middle School, Mr. Richard Nelson, President, presiding.

I. PUBLIC NOTICE

Public notice of this meeting, pursuant to the Open Public Meetings Act, has been given by the Board Secretary in the following manner:

- a. Posting written notice on the official bulletin board at the Voorhees Township Public Schools Administrative Building on October 11, 2013.
- b. Publishing written notice in the Courier Post on October 11, 2013.
- c. Filing written notice with the Clerk of Voorhees Township on October 11, 2013.

II. SALUTE TO THE FLAG

III. ROLL CALL

Present

Dr. Gary Bennett
Matthew Dortch (arrived at 7:10 pm)
Barbara Dunleavy
Bruce Karpf, Vice-President
Amy Lynch
John Schmus
Richard Nelson, President
Raymond Brosel, Superintendent
Dr. Frank T. DeBerardinis, Assistant Superintendent for Business/
Board Secretary
Howard Mendelson, Attorney

Absent

Denise Kirkland

IV. EXECUTIVE SESSION

1. Motion by Mr. Schmus, seconded by Mrs. Dunleavy to adjourn to Executive Session at 7:02 pm.

BE IT RESOLVED That pursuant to Section 8 of the Open Public

Meeting Act, the public shall be excluded from that portion of the meeting involving interviewing candidates for appointment to the Board of Education.

FURTHER RESOLVED That the discussion of such matters in Executive Session can be disclosed to the public at such time as the Board takes formal action.

Motion carried, 6 ayes.

Return to Public Session at 7:48 pm.

V. APPOINTMENT OF BOARD MEMBER

Mr. Nelson announced that there were four (4) applications submitted to fill the Board vacancy: Mr. Richard Horner; Ms. Sally Lytle; Mr. Patrick Stewart; Mr. Marc Vogin.

1. Nomination by Mrs. Lynch, seconded by Mr. Dortch to appoint Mr. Stewart to the Voorhees Township Board of Education.
2. Nomination by Mrs. Dunleavy, seconded by Mr. Schmus, to appoint Mr. Horner to the Voorhees Township Board of Education.
3. Mr. Nelson closed the nominations.
4. The Board cast votes as follows:

<u>Mr. Horner</u>	<u>Mr. Stewart</u>
Dr. Bennett	
Mr. Dortch	
Mrs. Dunleavy	
Mrs. Lynch	
Mr. Schmus	
Mr. Karpf	
Mr. Nelson	
5. Mr. Horner was appointed to the Voorhees Township Board of Education.
6. Mr. Mendelson administered the Oath of Office to Mr. Horner
7. Mr. Horner was seated on the Board.

SERVICE RECOGNITIONSVI. MINUTES

Motion by Mr. Karpf, seconded by Mrs. Dunleavy, to approve:

1. the minutes of the meeting of September 25, 2013.

Motion carried, 4 ayes, 4 abstentions; Dr. Bennett, Mrs. Lynch, Mr. Schmus, Mr. Horner.

VII. INFORMATION ITEMS

1. Fire Drills and Safety Drills as shown on Attachment "A".
2. Suspensions as shown on Attachment "B".
3. Enrollment as of October 15, 2013.
4. (HIB) Harassment, Intimidation and Bullying.

VIII. COMMUNICATIONSIX. BOARD SECRETARY REPORT

1. Update on Building Projects

X. SUPERINTENDENT REPORT

1. Annual Report of Violence and Vandalism
 - a. Electronic Violence and Vandalism
 - b. Public Hearing on 2012-2013 Annual Report of Violence and Vandalism
 - Mr. Brosel presented reportable incidents of Violence and Vandalism
 - Mr. Brosel reported on initiatives the School District has implemented to prevent bullying, violence and

vandalism.

- Mr. Brosel opened the floor for public comment:
Mr. Marc Vogin inquired about HIB
There was no further public comment.
Mr. Brosel closed the floor to public comment.

2. One School, One Book Initiative – Dr. Rossi

XI. COMMITTEE REPORT

XII. AUDIENCE PARTICIPATION

(The Board is limited in its ability to respond in public on the following matters: personnel, litigation, negotiations, attorney-client privilege.)

NONE

XIII. BOARD COMMENTS

XIV. TRANSPORTATION

XV. POLICY

Motion by Mrs. Dunleavy, seconded by Mr. Karpf, to approve:

1. the second reading of the following Policies:
 - a. 3144.3 Suspension Upon Certification of Tenure Charges
 - b. 3144.12 Certification of Tenure Charges-Inefficiency
 - c. 3372 Teaching Staff Member Tenure Acquisition
 - d. 3373 Tenure Upon Transfer of Promotion
 - e. 3374 Tenure Upon Transfer to an Underperforming

School

- f. 4124 Employment Contract
- g. 5512 Harassment, Intimidation and Bullying

2. the following Regulation:

- a. Harassment, Intimidation or Bullying Investigation Procedure

Motion carried, 7 ayes, 1 abstention; Mr. Horner.

XVI. PERSONNEL

Motion by Mr. Karpf, seconded by Mrs. Dunleavy, to approve:

The Superintendent recommends the following for your approval:

1. requesting emergency approval from the New Jersey State Department of Education to employ staff pending outcome of background checks as indicated below by asterisk.
2. the employment of the following staff for NJASK support classes at Osage school at an hourly rate of \$50:

a.	Christine Balducci-Brown	16 hrs	\$800
b.	Lynn Gavin	16 hrs	\$800
c.	Jennifer Long	16 hrs	\$800
d.	Joseph Craig Petit deMange	16 hrs	\$800
e.	Debora Reca	16 hrs	\$800
f.	Eileen Coughlin	16 hrs	\$800
g.	Melissa Smith	16 hrs	\$800
h.	Megan LaGrossa	16 hrs	\$800
3. the employment of the following staff for NJASK support classes at ET Hamilton School at an hourly rate of \$50:

a.	Linda Fulleylove	22 hrs	\$1100
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- b. Sandi D'Amico 22 hrs \$1100
 - c. Crisilda Rucci 24 hrs \$1200

- 4. the employment of the following staff for NJASK support classes at Kresson School at an hourly rate of \$50:
 - a. Barbara Andrew 22.5 hrs \$1125
 - b. Maria Sykora 22.5 hrs \$1125
 - c. Amy Ronczka-Casmay 22.5 hrs \$1125

- 5. the employment of the following staff for NJASK support classes at Signal Hill School at an hourly rate of \$50:
 - a. Colleen Nolan 8 hrs \$400
 - b. Barbara Hubbard 8 hrs \$400
 - c. Lindsay May 7 hrs \$350
 - d. Jenna Gallo 8 hrs \$400
 - e. Jennifer Buono 8 hrs \$400
 - f. Shawn Seppanen 7 hrs \$350
 - g. Danielle Riggs 8 hrs \$400
 - h. Caitlin Heiser 8 hrs \$400
 - i. Jaclyn Dubowitch 6 hrs \$300

- 6. revising the salary of Christine Colahan, instructional associate, for the period from September 1, 2013 through January 31, 2014 at a salary of Step 8 (120), \$13,354 prorated and February 1, 2014 through June 30, 2014 at a salary of Step 9, (120), \$15,186 prorated (four hours per day/4 days per week) to a salary for the period from September 1, 2013 through January 31, 2014 at a salary of Step 8 (120), \$13,354 prorated and February 1, 2014 through June 30, 2014 at a salary of Step 9, (120), \$15,186 prorated (44% time).

- 7. ratifying the employment of personnel for providing special education and/or related services for the 2013-2014 school year as shown on

- Attachment "C". (Names of students on file with Board Secretary)
8. the employment of personnel for providing special education and/or related services for the 2013-2014 school year as shown on Attachment "D". (Names of students on file with Board Secretary)
 9. ratifying the employment of CER personnel for the 2013-2014 school year as shown on Attachment "D2".
 10. ratifying an unpaid medical leave for J.S., teacher, for the period from October 3, 2013 through a to be determined date in early December 2013, during which time the family leave act shall be honored.
 11. revising the paid medical leave for J.B., teacher, from September 23, 2013 through November 1, 2013 to September 23, 2013 through November 19, 2013, then commencing November 20, 2013, an unpaid child rearing leave is approved through February 2, 2014, during which time the family leave act shall be honored.
 12. revising the paid medical leave for A.B., social worker, from October 25, 2013 through November 29, 2013, to October 21, 2013 through November 22, 2013 then commencing November 23, 2013, an intermittent unpaid child rearing leave is approved through December 18, 2013, returning to work on December 19, 2013, then the balance of the intermittent unpaid child rearing leave from January 2, 2014 through February 13, 2014, during which time the family leave act shall be honored.

Motion carried, 7 ayes, 1 abstention; Mr. Horner

XVII. DEFERRED ACTION

XVIII. NEW BUSINESS

Motion by Mr. Schmus, seconded by Mrs. Lynch, to approve:

1. the following field trips:
 - a. Middle School, Science Olympiad Team, January 4, 2014, Destination – Camden County College, Blackwood, NJ.
 - b. Middle School, VMS String Orchestra, February 14, 2014, Destination – Eastern Regional High School, Voorhees, NJ.

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- c. Middle School, VMS Viking Band, February 27, 2014, Destination – Eastern Regional High School, Voorhees, NJ.
 - d. Signal Hill School, fifth grade, May 16, 2014, Destination – National Constitution Center and Walking Tour, Philadelphia, PA.
 - e. Osage School, first grade, May 16, 2014, Destination – Adventure Aquarium, Camden, NJ.
 - f. Kresson School, fourth grade, June 3, 2014, Destination – NJ Statehouse and Old Barracks, Trenton, NJ.
2. travel and related expenses for district employees and board members as shown on Attachment “E”.
 3. the submission of the 2013-2014 Nonpublic Technology Plan as shown on Attachment “F”.
 4. the Nursing Services Plan for the 2013-2014 school year as shown on Attachment “G”.
 5. the Resolution to Submit the 2013-2014 Annual Statement of Assurance for Quality Single Accountability Continuum (QSAC) as shown on Attachment “H”.
 6. ratifying out of district tuition and contracted services for special education for the 2013-2014 school year as shown on Attachment “I”. (Names of students on file with Board Secretary)
 7. ratifying the following Camden County College students for one class period classroom observation during the Fall 2013 semester:
 - a. Kyle Able VMS
 - b. Christina Basso VMS
 8. ratifying John Krul, Rider University, for one class period classroom observation at Voorhees Middle School during the Fall 2013 semester.
 9. ratifying Bobbi Cherkas, Holy Family University, for a twenty (20) hour ELL classroom observation at Osage school during the Fall 2013 semester.

10. ratifying Kim Seybold, Rutgers University, for a three (3) hour classroom observation at Kresson school during the Fall 2013 semester.

Motion carried, 7 ayes, 1 abstention; Mr. Horner.

XIX. MEETING DATES

Monday, November 25, 2013	7:30 PM	Board Meeting Kresson School
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XX. AUDIENCE PARTICIPATION

(The Board is limited in its ability to respond in public on the following matters: personnel, litigation, negotiations, attorney-client privilege.)

Mr. Ron Grabowski	Inquired about reports from previous Committees looking at Osage population
	Inquired about classes not receiving related arts

XXI. BOARD COMMENTS

XXII. FINANCE

Motion by Dr. Bennett, seconded by Mr. Karpf, to approve:

1. the Bill Lists as shown on Attachment "J".
2. the following financial reports, in accordance with N.J.S.A. 18A:17-36 and N.J.S.A. 18A:17-9, for month ending August 31, 2013 as shown on Attachment "K".
 - a. Cash Reconciliation
 - b. Board Secretary's Report
3. the transfer list as shown on Attachment "L".
4. the Board Secretary Certification resolution as follows:

BE IT RESOLVED That the Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A:23A-16.10 (c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

In accordance with N.J.A.C. 6A:23A-16.10 (c) 2, it is certified that anticipated revenue has changed for the month ending September 31, 2013 as follows:

Increased	\$0.00
Decreased	\$0.00

- 5. the Board of Education Certification resolution as follows:

BE IT RESOLVED That pursuant to N.J.A.C. 6A:23A-16.10(c), the Voorhees Township Board of Education certifies that as of August 31, 2013 and after review of the Secretary's Monthly Report and upon consultation with the appropriate district officials, to the best of the Boards' knowledge, no major account or fund has been over-expended in violation of N.J.A.C.6A:23A-16.10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

- 6. the purchasing resolution in accordance with 18A:18A-10 as follows:

BE IT RESOLVED That the Voorhees Township Board of Education does hereby authorize Frank T. DeBerardinis, the district's qualified purchasing agent, to make purchases of goods and services utilizing contracts entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors as needed for the month of September.

NONE

- 7. posting a Request for Qualifications for the following professional services on the District website:
 - a. Auditor
 - b. Health Benefits Broker
 - c. Solicitor

**JULY 2013 TO JUNE 2014
 OFFICIAL FIRE DRILL AND SCHOOL SAFETY DRILL REPORTS:**

<u>MONTH</u>	<u>SCHOOL</u>	<u>FIRE DRILL</u>	<u>SAFETY DRILL</u>	<u>TYPE OF DRILL</u>
July	Hamilton	N/A	N/A	
	Kresson	7/26/2013	7/29/2013	Lockout
	Middle	7/17/2013	7/29/2013	Lockout
	Osage	N/A	N/A	
	Signal Hill	7/25/2013	7/24/2013	Lockout
August	Hamilton	N/A	N/A	
	Kresson	8/21/2013	8/27/2013	Room Clear
	Middle	8/7/2013	8/15/2013	Evacuation (Non-fire)
	Osage	N/A	N/A	
	Signal Hill	8/5/2013	8/12/2013	Room Clear
September	Hamilton	9/25/2013	9/12/2013	Shelter in Place w/o Instruction
	Kresson	9/11/2013	9/19/2013	Shelter in Place w/o Instruction
	Middle	10/9/13	9/17/2013	Bomb Threat
	Osage	9/17/2013	9/13/2013	Evacuation (Non-fire)
	Signal Hill	9/12/2013	9/17/2013	Active Shooter
October	Hamilton			
	Kresson			
	Middle			
	Osage			
	Signal Hill			
November	Hamilton			
	Kresson			
	Middle			
	Osage			
	Signal Hill			
December	Hamilton			
	Kresson			
	Middle			
	Osage			
	Signal Hill			
January	Hamilton			
	Kresson			
	Middle			
	Osage			
	Signal Hill			

Attachment B
October 21, 2013
Page 1 of 1

SUSPENSIONS

E.T. Hamilton School

1 student

1 day

Inappropriate Behavior

**Personnel Ratiications
2013-2014 School Year**

Costs: hourly rate/hours per week/number of weeks or rate/total hours

<u>Student ID</u>	<u>Student</u>	<u>Service/Personnel/Costs/Duration</u>	<u>Costs</u>
12JB		Fast ForWord Jackye Price	\$55/2.5/40 \$5,500
13WC		ABA Services Debbie James replacing Vicki Hill	\$28/5/40 \$5,600
13ND		Fast ForWord Diane Romaniello	\$55/2.25/40 \$4,950
13JG		Fast ForWord Jackye Price	\$55/3.3/40 \$7,260

**Personnel Approvals
 2013 -2014 School Year**

Costs: hourly rate/hours per week/number of weeks or rate/total hours

<u>Student ID</u>	<u>Student</u>	<u>Service/Personnel/Costs/Duration</u>	<u>Costs</u>
13RA 13BL		Adult Support for SPORT Diane Wooden	\$28/1/36 \$1,008
12ND		Fast ForWord Diane Romaniello	\$55/2.25/36 \$4,455
13RB		Adult support for Band Hillary Garr	\$28/10.5 hrs \$294.00
13KS		Adult support for Running Club Karen Geiter	\$28/2/36 \$2,016
		Adult support for SPORT Karen Geiter	\$28/1/36 \$1,008
13LS		Behavior consultation Jennifer Demski	\$110/1/10 \$1,100
		To be paid via IDEA-B non public funds	
13AT 13BJ		Adult support for SPORT Monica DiNicholas	\$28/1/36 \$1,008

Please approve adult support for groups of students with disabilities for extracurricular activities at VMS:

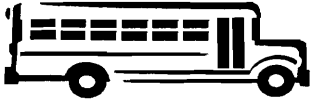
Running Club

Diane Wooden	\$28/2/36	\$2,016
Stephanie Steinbeck	\$28/2/36	\$2,016

Computer Club

Stephanie Steinbeck	\$28/2/9	\$504
Diane Wooden	\$28/2/9	\$504

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Great Community-Great Schools

Community
Education
Recreation

Attachment D2
October 21, 2013
Page 1 of 1

Michael Redfearn
Coordinator
(856) 795-5566 Ext. 5232

Karen Ferguson
Administrative Assistant
(856) 795-5566 Ext. 5231

To: Frank DeBerardinis

From: Michael Redfearn

Date: October 15, 2013

Re: Personnel

Please approve for hiring the following personnel at the hourly salary indicated.

<u>Name</u>	<u>Salary</u>	<u>Position</u>
Chris LaRosa	\$20.00/hr	Weekend Supervisor
Matthew Centurione	\$7.25/hr	SAC Substitute

VOORHEES TOWNSH D OF EDUCATION

October 21, 2012

BOARD MEETING

PROFESSIONAL DAYS - APPROVALS

DATE	LAST	FIRST	SCHOOL	TITLE	INSERVICE	LOCATION	COST
10/22-24/2013	Brosel	Raymond	Admin	Superintendent	NJ School Board Association Workshop	Atlantic City	\$270.00
10/22-24/2013	Young	Diane	Admin	Asst Superintendent	NJ School Board Association Workshop	Atlantic City	\$270.00
10/22-24/2013	DeBerardinis	Frank	Admin	Asst Superintendent	NJ School Board Association Workshop	Atlantic City	\$270.00
10/22-24/2013	Mathes	Clark	Admin	Buildings and Grounds	NJ School Board Association Workshop	Atlantic City	\$195.00
10/22-24/2013	McClain	Cindy	Admin	Asst Business Admin	NJ School Board Association Workshop	Atlantic City	\$195.00
10/22-24/2013	Nelson	Richard	BOE	President	NJ School Board Association Workshop	Atlantic City	\$195.00
10/22-24/2013	Karpf	Bruce	BOE	Vice President	NJ School Board Association Workshop	Atlantic City	\$195.00
10/22-24/2013	Bennett	Gary	BOE	BOE Member	NJ School Board Association Workshop	Atlantic City	\$195.00
10/22-24/2013	Dortch	Matthew	BOE	BOE Member	NJ School Board Association Workshop	Atlantic City	\$195.00
10/22-24/2013	Kirkland	Denise	BOE	BOE Member	NJ School Board Association Workshop	Atlantic City	\$195.00
10/22-24/2013	Lynch	Amy	BOE	BOE Member	NJ School Board Association Workshop	Atlantic City	\$195.00
10/22-24/2013	Schmus	John	BOE	BOE Member	NJ School Board Association Workshop	Atlantic City	\$195.00
10/22-24/2013	Wojdon	Richard	BOE	BOE Member	NJ School Board Association Workshop	Atlantic City	\$195.00
10/22-24/2013	Dunleavy	Barbar	BOE	BOE Member	NJ School Board Association Workshop	Atlantic City	\$195.00
12/19/2013	Mattie	Aurora	VMS	Teacher	Cutting Edge Technology to Enhance Language Proficien	Voorhees, NJ	\$235.00
4/30/2014	Lockspeiser	Trudy	Kresson	Librarian	A Closer Look at the Years Best Books	Voorhees, NJ	\$199.00
12/12/2013	DelRossi	Marc	VMS	Teacher	Strenghten Students Writing Multiple Paragraph	Cherry Hill, NJ	\$250.00
10/24/2013	Yarnal	Brooke	Admin	OT	Pediatric Yoga	Cherry Hill, NJ	\$200.00
11/21/2013	Rosica	Holly	Admin	CST	Neuropsychology of Reading Disorders	Valley Forge	\$275.00
12/6/2013	Beyer	Justin	VMS	Behavior Specialist	FBA Interventions in Schools for Learners w/ Autism	Cherry Hill, NJ	\$49.00
12/6/2013	Demski	Jennifer	Admin	CST	Conference Workshop	Cherry Hill, NJ	\$49.00
11/21-22/2013	Brosel	Raymond	Admin	Superintendent	The Bulletproof Mind Workshop	Blackwood, NJ	\$125.00
11/21-22/2013	DeBerardinis	Frank	Admin	Asst Superintendent	The Bulletproof Mind Workshop	Blackwood, NJ	\$125.00

PROFESSIONAL DAYS - RATIFICATIONS

DATE	LAST	FIRST	SCHOOL	TITLE	INSERVICE	LOCATION	COST
10/14/2013	Middleton	Robin	Osage	Guidance	NJSCA Fall Conference	Long Branch, NJ	\$0.00
10/23/2013	Behnke	Amy	Admin	Social Worker	NJ School Social Worker Workshop	Monroe, NJ	\$125.00
10/23/2013	Stephens	Marguerite	Admin	Social Worker	NJ School Social Worker Workshop	Monroe, NJ	\$125.00
10/23/2013	Dickstein	Wendy	Admin	Social Worker	NJ School Social Worker Workshop	Monroe, NJ	\$125.00
10/17/2013	Watkin	Anna	VMS	Psychologist	Ethical Issues in Crisis Response	Kean University	\$50.00
10/14/2013	Kelly	Colleen	Signal Hill	Teacher	NJSCA Fall Conference	Long Branch, NJ	\$0.00

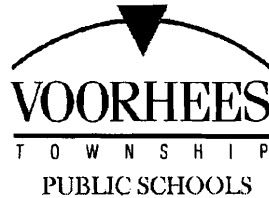
NEW JERSEY DEPARTMENT OF EDUCATION
 DIVISION OF FINANCE
 NONPUBLIC TECHNOLOGY AID NOTICE
 AMOUNT PER PUPIL \$20.00
 ENTITLEMENT YEAR 2013-14
 DISTRICT SUMMARY

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07 CAMDEN 07/17/13 PAGE 1
 5400 VOORHEES TWP

<u>SCHOOL</u>	<u>PUPILS</u>	<u>STATE AID</u>
BETH EL EARLY CHILDHOOD CENTER 8000 MAIN STREET VOORHEES, NJ 08043 (856) 675-1166	14	\$280.00
KELLMAN BROWN ACADEMY 1007 LAUREL OAK ROAD VOORHEES, NJ 08043 (856) 679-2929	167	\$3,340.00
NAUDAIN ACADEMY 6 SCHOOL LA. VOORHEES, NJ 08043 (856) 751-1510	21	\$420.00
TOMORROWS HOPE P.O. BOX 914 VOORHEES, NJ 08043 (856) 985-5588	12	\$240.00
VIRTUA CHILD DEVELOPMENT CENTER 90 CARNIE BLVD VOORHEES, NJ 08043 (856) 325-5554	11	\$220.00

DISTRICT TOTALS:
 NUMBER OF SCHOOLS -> 5
 PUPILS -> 225
 STATE AID -> \$4,500.00



**Nursing Services Plan
2013 - 2014**

The Voorhees Township Public School district supports school nursing goals to provide the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and well-being in the district schools. Health protection and health promotion extends to students and staff. A certified school nurse is assigned to the health office in each of our four elementary schools. Due to the large size of our middle school, two certified nurses are assigned to the two health offices ensuring that all health services requirements are met and to maintain an appropriate ratio of nurse to students.

The duties and responsibilities of school nurses evolve to meet changing regulatory mandates in order to ensure that children remain healthy and ready to learn.

Basic Nursing Services include the following:

1. Carry out written orders of the medical home and standing orders of the school physician;
2. Conduct health screenings which include height, weight, blood pressure, hearing, vision, and scoliosis pursuant to N.J.A.C. 6A:16-2.2 and monitoring vital signs and general health status for emergent issues for pupils suspected of being under the influence of alcohol and controlled dangerous substances pursuant to N.J.S.A. 18A:40-4;
3. Maintain pupil health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4;
4. Recommend to the school Principal those pupils who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4;
5. Annually review pupil immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable, pursuant to N.J.A.C. 8:57-4.3;
6. Recommend to the school Principal exclusion of pupils who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7 and 8;
7. Direct and supervise the emergency administration of epinephrine and train school staff designated to serve as delegates, pursuant to N.J.S.A. 18A:40-12.6;
8. Coordinate care and educate school staff to provide a safe, therapeutic environment for students with diabetes pursuant to N.J.S.A. 18A:40-12.11-21
9. Administer asthma medication through use of a nebulizer;
10. Direct and supervise the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;
11. Provide classroom instruction in areas related to health pursuant to N.J.A.C. 6A:9-13.3;
12. Review and summarize available health and medical information regarding the pupil and transmit a summary of relevant health and medical information to the Child Study Team for the meeting pursuant to N.J.A.C. 6A:14-3.4(h);
13. Write and update, at least annually, the individualized health care plan and the individualized emergency healthcare plan for pupils' medical needs and instructing staff as appropriate;

14. Write and update, at least annually, any written healthcare provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a), for any pupil who requires them;
15. Implement and assist in the development of healthcare procedures for pupils in the event of an emergency;
16. Instruct teachers on communicable disease and other health concerns, pursuant to N.J.S.A. 18A:40-3; and
17. Provide other nursing services consistent with the nurse's educational services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved by the State Board of Nursing.
18. Report any suspected child abuse cases to proper authorities.

Roles of the School Nurse

Provision of Nursing Care

The school nurse employs a nursing process that includes assessing, planning, implementing and evaluating nursing care in an on-going manner. Individualized health care plans (IHP's) and emergency care plans (ECP's) are prepared and implemented by the school nurse for students with acute or chronic health concerns. There are an increasing number of students with special needs attending school. With improvements in health care technology, more students survive congenital abnormalities, but may have chronic health conditions that necessitate a variety of innovative medications that can both affect their learning and require continual monitoring by the school nurse.

Data Collection

The school nurse maintains confidential information separate from other student records regarding students' health, such as health histories, health practices, environmental concerns, safety issues, communicable disease patterns and current health information that are important to the student and the school. A permanent record of the student's health status is maintained for each student. Consultations with students, parents, guardians, teachers, physicians, school administrators, health agencies, and custodians are required to gather these data.

Communication

The school nurse is a focal point in the sharing of important information with students, parents, staff members, physicians, health care agencies, and governmental entities. Telephone conferences, personal letters, flyers, bulletin board postings, e-mails, personal conferences with students, teachers and parents, team meetings, and Child Study Team meetings represent some of the methods and forums in which health information is communicated.

Health Counseling

The school nurse serves in the role of counselor to students, parents and staff regarding health issues and concerns. Referrals are made by the school nurse to guidance counselors, teachers, child study team members, parents, physicians and community health resources. The school nurse researches health information for students, staff and families, and provides information to them.

Education

The certified school nurse serves the vital role of health educator. Informal teaching takes place

continuously on a one- to- one basis or in group settings for students, staff and parents. Staff training in CPR, AED, Diabetes and Epi-pen administration may be recommended.

Child Advocate

The school nurse works closely with staff and families to facilitate addressing health needs and accommodations for students. Advocacy can extend beyond these areas to include referrals for health services, counseling, community programs, camps or Division of Child Protection and Permanency (DCP&P). The school nurse shares the DCP&P coordination with Director of Special Services.

Record Keeping

A legal record must be maintained for each student. Written documentation for each incident of nursing care is required. Each entry must include the date, time, major complaint, nursing assessment, plan of care, implementation and evaluation. Written communication from parents or health care providers must also be incorporated into the student records. Data must also be collected and recorded for state agencies with respect to immunizations, tuberculosis testing, medical waste management and employee injuries.

Manager

With the variety of roles the school nurse takes on and the variety of needs that must be balanced at all times, the school nurse takes on the additional role of manager. In the school setting, it is essential to professionally manage any health problem that is likely to adversely affect learning. For this reason, the school nurse must prioritize concerns and assign health services in a way that best achieves this goal.

Resource Person

Students, staff and parents consult the school nurse for health information. An important part of the role requires researching web sites, journals, and health textbooks to provide up-to-date health information. Recommended web sites and written information are supplied.

Severity Coding

The number of students in the special education population and the severity of health concerns need to be considered in the context of the total student enrollment. Severity coding may assist the school nurse in identifying the need for supplemental or additional nursing services for individual students or in the development of schedules, emergency plans, etc.. Severity coding can be broken down into four levels: **Nursing Dependent, Medically Fragile, Medically Complex, and Health Concerns.**

Level 1: Nursing Dependent Nursing Dependent students require 24 hours/day, frequently one-to-one, skilled nursing care for survival. For example, a student on a ventilator requires continuous nursing assessment and intervention.

Level 2: Medically Fragile Students with complicated health care needs in this category face each day with the possibility of a life-threatening emergency requiring the skill and judgment of a professional nurse. Examples may include, but are not limited to, seizure disorder requiring Cardio-pulmonary resuscitation (CPR) or status epilepticus, severe asthma, asthma requiring nebulizer treatments, dysphagia with an increased risk of aspiration, sterile procedures, tracheostomy care with suctioning, unstable diabetes or newly diagnosed diabetes with unscheduled blood sugar monitoring and insulin injections, and diabetes with insulin pumps that require monitoring.

Level 3: Medically Complex Students with medically complex concerns require daily treatments or close monitoring by a professional nurse. They may have unstable physical and/or social-emotional conditions and the potential for a life-threatening event may exist. Examples include, but are not limited to, ADHD and on medication, anaphylactic event, cancer, immune disorders, moderate to severe asthma (inhaler, peak flow meter), seizure disorders, carefully timed medications with major side effects, unstable metabolic conditions, continuous or intermittent oxygen, and complex mental or emotional disorders.

Level 4: Health Concerns In the category of health concerns, the student's physical and/or social-emotional conditions and the potential for a life-threatening event may exist. Examples include, but are not limited to, dental disease, headaches, migraines, sensory impairments, dietary restrictions, eating disorders, orthopedic conditions requiring accommodations and encopresis.

Nursing Services in Emergency Situations

The school nurse will follow emergency protocols in the event of an accident or emergency medical situation. Nurses maintain CPR certifications and routinely train other school staff such as coaches. A call to 911 is warranted in all cases where effective treatment cannot be provided. The school nurse also serves an important role in the district's school safety and emergency plan. In the event of extended lock downs or emergency evaluations, the school nurse will address student needs according to established plans.

Assignment Plan for Certified Nurses

E.T. Hamilton School

A certified school nurse, Donna Canfield, is assigned to E.T. Hamilton School (413 students, 61 staff) during those hours when school is in session to complete those duties outlined in N.J.A.C. 6a:16:2.1(e) 1. No other nursing personnel are required to meet the needs of students in the general population or the special education programs.

Kresson School

A certified school nurse, Melissa Kaye, is assigned to the Kresson School (342 students, 54 staff) during those hours when school is in session to complete those duties outlined in N.J.A.C. 6a:16:2.1(e) 1. No other nursing personnel are required to meet the needs of students in the general population or the special education programs.

Osage School

A certified school nurse, Susan Guerin, is assigned to the Osage School (658 students, 86 staff) during those hours when school is in session to complete those duties outlined in N.J.A.C. 6a:16:2.1(e) 1. No other nursing personnel are required to meet the needs of students in the general population or the special education programs.

Signal Hill School

A certified school nurse, Marcy Lawrence, is assigned to the Signal Hill School (578 students, 70 staff) during those hours when school is in session to complete those duties outlined in N.J.A.C. 6a:16:2.1(e) 1. No other nursing personnel are required to meet the needs of students in the general population, preschool programs or the special education programs.

Voorhees Middle School

Two certified school nurses, Peggy Moore and Jennifer Dougan, are assigned to the Voorhees Middle School (1105 students, 139 staff) during those hours when school is in session to complete those duties outlined in N.J.A.C. 6a:16:2.1(e) 1. A tuition student (nursing dependent) requires a fulltime registered nurse who is contracted by the sending district.

An Instructional Associate trained in nursing duties is assigned fulltime to an individual student (medically fragile). No other nursing personnel are required to meet the needs of students in the general population or the special education programs

All schools are assigned one full-time certified school nurse with the Middle School assigned a second school nurse due to the population size. Additionally, Mrs. Dougan serves as a substitute school nurse in the event that she is needed at another building in an emergency.

The district also employs a floating substitute school nurse two days per week to provide for absences and allow the substitute nurse to learn the medical needs of medically fragile students. A calendar is maintained annually for services to be shared. By providing a regular substitute, the medical needs of children will be served more effectively.

Nursing Services to Non-Public Schools

Board of Education Policy 5306 governs health services to nonpublic schools. Services will be provided by a registered nurse employed by the school or through a third party or independent contractor. A nonpublic school may decline services.

RESOLUTION
To Submit the 2013-2014
Annual Statement of Assurance
New Jersey Quality Single Accountability Continuum

WHEREAS THE Quality Single Accountability Continuum (QSAC) is a statutorily-mandated system of school district performance assessment and is New Jersey's system of education accountability.

WHEREAS QSAC requires an annual Statement of Assurance (SOA) signed by the chief school administrator and approved by the Board of Education.

NOW THEREFORE BE IT RESOLVED, that the New Jersey Quality Single Accountability Continuum (QSAC) Statement of Assurance, be and hereby is approved for submission to the NJDOE via the Executive County Superintendent of Schools.

Date of Board Approval: October 21, 2013

Attest: 
Board Secretary/School Business Administrator

**New Business Ratifications
Out of District and Contracted Services 2013-14**

Please approve the following services for students with disabilities:

14CB	State of New Jersey Commission for the Blind 2201 Route 38 East Cherry Hill, NJ 08002 Level I Services	\$1,554.00
14CC	Hampton Academy 108 Burrs Road Mt. Holly, NJ 08060 1:1 Adult Support	\$30,707.50
14ND	Lindenwold Board of Education 900 Gibbsboro Road Lindenwold, NJ 08021 Preschool Child with Disabilities Program	\$30,573.00
14JS	Lindenwold Board of Education 900 Gibbsboro Road Lindenwold, NJ 08021 ESY Tuition	\$2,825.00

Please approve an additional 4 hours per week for Rose Iula – speech therapy services and evaluations
Corrected amount – 10 hours per week/\$80 an hour/40 weeks \$32,000.00

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BROMBERG-GABER, SHARON	57587	PURCH PROF KELLMAN	1281-14	1,873.00
KOBITHEN MIKE, ROOFING & INS.	57588	BUILDING CONTR SERV	1214-14	403.68
AFTON PUBLISHING CO.	57589	TEXTBOOKS KELLMAN	636-14	363.36
AIR CONSULTING SERVICES LLC	57590	BUILDING CONTR SERV	1238-14	860.00
ALLGUARD MAINTENANCE GROUP LLC	57591	EQUIP CONTR SERV	1381-14	1,950.00
AMERICAN KITCHEN MACHINERY	57592	MISCEL. EXPEND.	1146-14	514.41
AMERICAN KITCHEN MACHINERY	57592	MISCEL. EXPEND.	1401-14	1,180.32
AMSAN	57593	EQUIP CONTR SERV	860-14	2,646.00
AMSAN	57593	EQUIP CONTR SERV	1250-14	1,458.00
AMSAN	57593	EQUIP CONTR SERV	1251-14	1,113.75
ARMSTRONG, DIANE	57594	MISCEL. EXPEND.	1245-14	49.99
ATLANTIC CITY ELECTRIC	57595	ELECTRICITY	1-14	2,859.91
ATLANTIC CITY ELECTRIC	57595	ELECTRICITY	2-14	10,592.04
ATLANTIC CITY ELECTRIC	57595	ELECTRICITY	3-14	13,789.09
ATLANTIC CITY ELECTRIC	57595	ELECTRICITY	4-14	14,252.62
BANCROFT SCHOOLS & COMMUNITIES	57596	TUITION-PRIV-IN NJ	186-14	3,038.00
BANCROFT SCHOOLS & COMMUNITIES	57596	TUITION-PRIV-IN NJ	187-14	4,565.88
BANCROFT SCHOOLS & COMMUNITIES	57596	TUITION-PRIV-IN NJ	188-14	6,200.00
BANCROFT SCHOOLS & COMMUNITIES	57596	PURCH PROF/EDUC SRV	190-14	2,728.00
BARE BOOKS	57597	GENERAL SUPPLIES	1133-14	144.38
BARGER, ROBERT	57598	MISCEL. EXPEND.	1275-14	45.00
BARGER, ROBERT	57598	MISCEL. EXPEND.	1376-14	55.00
BARGER, ROBERT	57598	MISCEL. EXPEND.	1377-14	45.00
BARNES & NOBLE INC.	57599	GENERAL SUPPLIES	1236-14	239.40
BARTON SUPPLY INC.	57600	CUST&BLD SUPPL&PARTS	1023-14	354.83
BAYADA HOME HEALTH CARE	57601	PURCH PROF/EDUC SRV	1052-14	550.00
BECKER'S SCHOOL SUPPLY	57602	GENERAL SUPPLIES	338-14	315.00
BENEFIT EXPRESS	57603	GROUP INSURANCE	896-14	65.20
BEST UNIFORM	57604	CUST&BLD SUPPL&PARTS	929-14	793.96
BIEBERBACH, LINDA	57605	MISCEL. EXPEND.	1353-14	54.00
BRICK4KIDZ	57606	SUMMER ENRICHMENT	1284-14	3,445.00
BROOKFIELD ELEMENTARY	57607	TUITION-PRIV-IN NJ	192-14	4,675.00
CAMDEN COUNTY CURRICULUM CONS.	57608	WRKSHOP REGISTRATION	1078-14	1,050.00
CAMDEN COUNTY ED SERVICES COMM	57609	PURCH PROF/EDUC SRV	21-14	8,095.17
CANADA DRY	57610	COST OF SALES	1244-14	1,087.75
CANADA DRY	57610	COST OF SALES	1301-14	135.00
CASCADE SCHOOL SUPPLIES INC.	57611	GENERAL SUPPLIES	891-14	458.80
CASCADE SCHOOL SUPPLIES INC.	57611	GENERAL SUPPLIES	5032-14	1,308.40
CCASA	57612	MISCEL. EXPEND.	1279-14	150.00
CENGAGE LEARNING	57613	GENERAL SUPPLIES	406-14	132.00
CENTER FOR EDUC & EMPL. LAW	57614	MISCEL. EXPEND.	1077-14	164.95

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CITY MUSIC CENTER/NEMC	57615	EQUIP CONTR SERV	1366-14	100.00
COMCAST	57616	BOARD EXPENSES	812-14	3.99
CONSOLIDATED PLASTICS	57617	BUILDING CONTR SERV	1018-14	370.42
CONSOLIDATED PLASTICS	57617	BUILDING CONTR SERV	1292-14	520.16
CONSTELLATION	57618	NATURAL GAS	1143-14	40.45
COOPER ELECTRIC SUPPLY CO.	57619	CUST&BLD SUPPL&PARTS	1019-14	57.53
COOPER LEARNING CENTER	57620	PURCH PROF KELLMAN	1352-14	1,546.00
COSKEY'S ELECTRONIC INC.	57621	EQUIP CONTR SERV	1229-14	370.00
COSKEY'S ELECTRONIC INC.	57621	EQUIP CONTR SERV	1291-14	230.00
COUNCIL FOR EXCPT CHILDREN	57622	GENERAL SUPPLIES	1256-14	41.68
CTR FOR NEURO & NEURODEVEL HLT	57623	PURCH PROF/EDUC SRV	1344-14	2,375.00
D & B PARTS CORPORATION	57624	CUST&BLD SUPPL&PARTS	1030-14	1,533.68
DANLEY, DAWN	57625	MISCEL. PURCHS SERV.	1350-14	43.14
DANLEY, DAWN	57625	GENERAL SUPPLIES	1360-14	43.97
DAVIS & MENDELSON, L.L.C.	57626	LEGAL SERVICES	16-14	4,264.62
DELL MARKETING L.P.	57627	GENERAL SUPPLIES	1086-14	169.99
DEMCO EDUCATIONAL CORP.	57628	GENERAL SUPPLIES	5048-14	288.00
DEMCO EDUCATIONAL CORP.	57628	GENERAL SUPPLIES	5049-14	456.29
DEMCO EDUCATIONAL CORP.	57628	GENERAL SUPPLIES	5050-14	458.84
DEMCO EDUCATIONAL CORP.	57628	GENERAL SUPPLIES	5058-14	378.98
DEMSKI, JENNIFER	57629	GENERAL SUPPLIES	1359-14	79.34
DICK BLICK COMPANY	57630	GENERAL SUPPLIES	5033-14	2,209.99
DIDONATO, BONNIE	57631	MISCEL. EXPEND.	1351-14	54.00
DIMEGLIO CONSTRUCTION INC.	57632	GROUND CONTR SERV	1312-14	20,965.00
DUFFEY, BEVERLY	57633	MISCEL. PURCHS SERV.	1270-14	29.39
DYNTEK SERVICES, INC.	57634	GENERAL SUPPLIES	959-14	61.08
E A I INC.	57635	GENERAL SUPPLIES	324-14	84.96
E A I INC.	57635	GENERAL SUPPLIES	1156-14	1,295.00
EIRC	57636	WRKSHOP REGISTRATION	1007-14	75.00
EIRC	57636	WRKSHOP REGISTRATION	1082-14	75.00
ETA/HAND2MIND	57637	GENERAL SUPPLIES	322-14	74.75
EVESHAM LOCK & SAFE CO., INC.	57638	CUST&BLD SUPPL&PARTS	1315-14	756.00
FALK, LINDA	57639	PURCH PROF/EDUC SRV	1278-14	2,515.00
FALK, LINDA	57639	CONTR NONPUBLIC SERV	1343-14	1,080.00
FIRST STUDENT	57640	CON TRN REG VENDORS	1205-14	1,674.00
FIRST STUDENT	57640	CON TRN SPC VENDORS	1207-14	1,742.76
FIRST STUDENT	57640	CON TRN REG VENDORS	1208-14	101,186.64
FIRST STUDENT	57640	CON TRN OTH VENDORS	1371-14	2,589.02
FOLLETT LIBRARY RESOURCES	57641	GENERAL SUPPLIES	311-14	2,578.23
FOLLETT LIBRARY RESOURCES	57641	TEXTBOOKS NAUDAUN	633-14	126.35
FOLLETT LIBRARY RESOURCES	57641	GENERAL SUPPLIES	756-14	3,960.01

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FRANKLIN TRAILERS INC.	57642	CUST&BLD SUPPL&PARTS	1172-14	69.75
GALE	57643	GENERAL SUPPLIES	1197-14	500.00
GANZMAN, ILENE	57644	GENERAL SUPPLIES	1402-14	85.99
GEESE CHASERS LLC	57645	CUST&BLD SUPPL&PARTS	770-14	79.00
GENERAL BINDING CORP.	57646	GENERAL SUPPLIES	5012-14	36.30
GLOUCESTER CNTY SPEC SERVICES	57647	TUITION-CNTY SSD,D/S	224-14	3,840.00
GRAINGER INC.	57648	CUST&BLD SUPPL&PARTS	875-14	196.70
GRAINGER INC.	57648	CUST&BLD SUPPL&PARTS	1021-14	237.73
GRAPHIC IMPRESSIONS PRINTING	57649	GENERAL SUPPLIES	1223-14	488.28
GROTH MUSIC	57650	GENERAL SUPPLIES	615-14	3,216.86
HAMILTON FIRE & SAFETY EQUIP.	57651	EQUIP CONTR SERV	1233-14	2,162.50
HEARLIHY & CO INC.	57652	GENERAL SUPPLIES	341-14	419.31
HENRY SCHEIN INC.	57653	GENERAL SUPPLIES	5040-14	284.48
HENRY SCHEIN INC.	57653	GENERAL SUPPLIES	5046-14	270.01
HEWLETT PACKARD INC.	57654	GENERAL SUPPLIES	1065-14	959.11
HILLMAN BUS SERVICE INC.	57655	CON TRN SPC VENDORS	1057-14	32,112.00
HILLMAN BUS SERVICE INC.	57655	CON TRN SPC VENDORS	1115-14	235.00
HILLMAN BUS SERVICE INC.	57655	CON TRN REG VENDORS	1206-14	15,997.50
HILLMAN BUS SERVICE INC.	57655	CON TRN SPC VENDORS	1310-14	3,600.00
HILLMAN BUS SERVICE INC.	57655	CON TRN SPC VENDORS	1311-14	3,152.00
INTERNATIONAL READING ASSOC.	57656	GENERAL SUPPLIES	1152-14	89.00
IT'S MERYL TIME LLC	57657	PURCH PROF/EDUC SRV	364-14	540.00
ITZ, MICHELLE	57658	MISCEL. EXPEND.	1373-14	75.00
IULA, ROSEMARY	57659	PURCH PROF/EDUC SRV	1394-14	2,000.00
J.W. PEPPER & SONS	57660	GENERAL SUPPLIES	339-14	142.91
JANELLE PUBLICATIONS	57661	GENERAL SUPPLIES	1067-14	59.00
JOSEPH FAZZIO INC.	57662	EQUIP CONTR SERV	1020-14	56.60
KAPLAN SCHOOL SUPPLY INC.	57663	TEXTBOOKS NAUDAUN	634-14	824.23
KATZENBACH SCHOOL FOR THE DEAF	57664	TUITION-CNTY SSD,D/S	176-14	4,100.00
KELVIN	57665	GENERAL SUPPLIES	303-14	674.74
KELVIN	57665	GENERAL SUPPLIES	308-14	36.93
LEGAL ONE NJ	57666	WRKSHOP REGISTRATION	1200-14	300.00
LEGO EDUCATION	57667	GENERAL SUPPLIES	343-14	1,927.54
LINGUI SYSTEMS INC	57668	GENERAL SUPPLIES	1066-14	117.85
LONG, ANGELA	57669	MISCEL. EXPEND.	1399-14	50.00
LOWE'S	57670	CUST&BLD SUPPL&PARTS	17-14	7,347.12
MATH GOODIES, A HYCO INC. CO.	57671	GENERAL SUPPLIES	282-14	71.00
MATHMATICAL ASSOC. OF AMERICA	57672	MISCEL. EXPEND.	1368-14	103.00
MCGRAW-HILL SCHOOL EDUCATION	57673	TEXTBOOKS KELLMAN	639-14	996.00
MCKEE FOODS CORP	57674	COST OF SALES	1216-14	336.00
MODERN SCHOOL SUPPLIES INC.	57675	GENERAL SUPPLIES	306-14	177.37

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MODERN SCHOOL SUPPLIES INC.	57675	GENERAL SUPPLIES	342-14	916.44
MORGAN & SONS INC., FRED	57676	EQUIP CONTR SERV	1213-14	53.67
MORGAN & SONS INC., FRED	57676	EQUIP CONTR SERV	1215-14	1,641.77
MORGAN & SONS INC., FRED	57676	EQUIP CONTR SERV	1382-14	1,366.90
MOUNTAIN PRINTING CO. INC.	57677	GENERAL SUPPLIES	1138-14	259.00
NARDELLO CONSTRUCTION CO, M.	57678	BUILDING CONTR SERV	1210-14	1,946.87
NASCO ARTS & CRAFTS INC.	57679	GENERAL SUPPLIES	327-14	85.16
NASCO ARTS & CRAFTS INC.	57679	GENERAL SUPPLIES	1105-14	43.27
NASCO ARTS & CRAFTS INC.	57679	GENERAL SUPPLIES	5030-14	230.85
NASCO ARTS & CRAFTS INC.	57679	GENERAL SUPPLIES	5035-14	1,182.40
NASCO ARTS & CRAFTS INC.	57679	GENERAL SUPPLIES	5071-14	1,420.93
NASCO ARTS & CRAFTS INC.	57679	GENERAL SUPPLIES	5080-14	82.20
NAT'L ASSOC. FOR MUSIC ED.	57680	MISCEL. EXPEND.	1191-14	118.00
NAT'L COUNCIL/TEACHER/MATH	57681	MISCEL. EXPEND.	1365-14	144.00
NATIONAL ART & SCHOOL SUPPLIES	57682	GENERAL SUPPLIES	5036-14	830.72
NATIONAL BUSINESS FURNITURE	57683	MISCEL. EXPEND.	1125-14	1,458.32
NELBUD SERVICES GROUP INC.	57684	EQUIP CONTR SERV	734-14	473.00
NEW JERSEY SCHOOL OF MUSIC	57685	GENERAL SUPPLIES	1110-14	42.41
NEW JERSEY SCHOOL OF MUSIC	57685	GENERAL SUPPLIES	1111-14	45.81
NEWGRANGE SCHOOL & EDUC. CTR.	57686	TUITION-PRIV-IN NJ	175-14	4,686.56
NJ AMERICAN WATER CO. INC	57687	WATER & SEWER	7-14	3,358.74
NJ SCHOOL BOARDS ASSOCIATION	57688	WRKSHOP REGISTRATION	1199-14	1,000.00
NJ SCHOOL BOARDS ASSOCIATION	57688	WRKSHOP REGISTRATION	1235-14	225.00
NORTHEAST MECHANICAL SERVICES	57689	MISCEL. EXPEND.	1217-14	1,680.50
NORTHEAST MECHANICAL SERVICES	57689	EQUIP CONTR SERV	1232-14	1,175.47
NORTHEAST MECHANICAL SERVICES	57689	EQUIP CONTR SERV	1385-14	539.45
NORTHEAST MECHANICAL SERVICES	57689	EQUIP CONTR SERV	1386-14	235.35
OTICON INC.	57690	GENERAL SUPPLIES	1258-14	438.00
PASSONS SPORT CENTER INC.	57691	GENERAL SUPPLIES	5078-14	1,673.49
PAUL'S COMMODITY HAULING INC.	57692	MISCEL. EXPEND.	1148-14	253.70
PAXTON PATTERSON LLC	57693	GENERAL SUPPLIES	304-14	92.45
PEARSON EDUCATION INC	57694	GENERAL SUPPLIES	372-14	3,604.48
PEARSON EDUCATION INC	57694	GENERAL SUPPLIES	373-14	3,989.40
PEARSON EDUCATION INC	57694	GENERAL SUPPLIES	398-14	871.18
PEARSON EDUCATION INC	57694	GENERAL SUPPLIES	399-14	3,056.41
PEARSON EDUCATION INC	57694	GENERAL SUPPLIES	400-14	3,184.94
PEARSON EDUCATION INC	57694	GENERAL SUPPLIES	402-14	1,839.79
PEARSON EDUCATION INC	57694	GENERAL SUPPLIES	403-14	1,412.64
PEARSON EDUCATION INC	57694	GENERAL SUPPLIES	484-14	5,979.61
PEARSON EDUCATION INC	57694	TEXTBOOKS BETH EL	841-14	155.00
PEARSON EDUCATION INC	57694	GENERAL SUPPLIES	895-14	854.70

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PEARSON EDUCATION INC	57694	GENERAL SUPPLIES	947-14	403.86
PEARSON EDUCATION INC	57694	GENERAL SUPPLIES	990-14	2,180.28
PEOPLES EDUCATION	57695	GENERAL SUPPLIES	1159-14	700.00
PEP BOYS AUTO	57696	CUST&BLD SUPPL&PARTS	1027-14	583.96
PEP BOYS AUTO	57696	CUST&BLD SUPPL&PARTS	1171-14	91.13
PERFECT TOUCH LANDSCAPE INC.	57697	GROUND CONTR SERV	727-14	5,980.00
PETERSEN, DONNA	57698	MISCEL. PURCHS SERV.	1269-14	75.39
PHILLY SOFT PRETZEL FACTORY	57699	COST OF SALES	1300-14	570.00
PITNEY BOWES	57700	SUPPLIES & MATERIALS	899-14	43.00
PITSCO EDUCATION	57701	GENERAL SUPPLIES	309-14	288.09
PITSCO EDUCATION	57701	GENERAL SUPPLIES	427-14	747.13
POSITIVE PROMOTIONS INC.	57702	GENERAL SUPPLIES	1084-14	439.24
PRUDENTIAL INSUR CO OF AMERICA	57703	HEALTH BENEFITS	1000-14	36.34
PSE & G CO., INC	57704	ELECTRICITY	8-14	452.23
PYRAMID EDUCATIONAL CONSULTANT	57705	PURCH PROF/EDUC SRV	1262-14	2,320.00
QUALITY AIR SPECIALISTS INC.	57706	EQUIP CONTR SERV	1288-14	1,786.00
RAY SUPPLY INC.	57707	GENERAL SUPPLIES	5016-14	9.56
REALLY GOOD STUFF INC.	57708	GENERAL SUPPLIES	320-14	245.71
REALLY GOOD STUFF INC.	57708	GENERAL SUPPLIES	321-14	40.80
REALLY GOOD STUFF INC.	57708	GENERAL SUPPLIES	323-14	426.09
REALLY GOOD STUFF INC.	57708	GENERAL SUPPLIES	337-14	40.80
REALLY GOOD STUFF INC.	57708	GENERAL SUPPLIES	621-14	82.59
RELIANT ENERGY/NRG	57709	ELECTRICITY	684-14	6,140.40
REM AUDIOLOGY ASSOCIATES INC.	57710	PURCH PROF/EDUC SRV	1047-14	450.00
RIVERSIDE PUBLISHING	57711	GENERAL SUPPLIES	1072-14	3,424.75
ROHNA/ADVANCED ENT CORP. OFF.	57712	PURCH PROF/EDUC SRV	916-14	465.00
ROHNA/ADVANCED ENT CORP. OFF.	57712	PURCH PROF/EDUC SRV	944-14	465.00
ROSICA, HELEN	57713	MISCEL. PURCHS SERV.	1271-14	16.74
RVT CONSTRUCTION, INC	57582	ROOF REPL/REST	2648-13	38,957.40
S & S ARTS & CRAFTS	57714	BEFORE/AFTER PROGRAM	669-14	1,814.41
S & S ARTS & CRAFTS	57714	BEFORE/AFTER PROGRAM	1220-14	1,423.76
SADLIER PUBLISHING	57715	TEXTBOOKS	1049-14	146.79
SAM ASH MUSIC	57716	GENERAL SUPPLIES	1222-14	349.98
SCANTRON	57717	GENERAL SUPPLIES	307-14	239.38
SCHOLASTIC CLASSROOM MAGAZINES	57718	GENERAL SUPPLIES	269-14	148.17
SCHOLASTIC CLASSROOM MAGAZINES	57718	GENERAL SUPPLIES	270-14	148.17
SCHOLASTIC CLASSROOM MAGAZINES	57718	GENERAL SUPPLIES	271-14	148.17
SCHOLASTIC CLASSROOM MAGAZINES	57718	GENERAL SUPPLIES	357-14	1,919.23
SCHOLASTIC CLASSROOM MAGAZINES	57718	GENERAL SUPPLIES	507-14	407.00
SCHOLASTIC INC.	57719	GENERAL SUPPLIES	276-14	272.25
SCHOLASTIC INC.	57719	GENERAL SUPPLIES	992-14	632.90

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 Budget year: 2013-14
 Batch number: P 014
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**** VOORHEES TOWNSHIP BOARD OF EDUCATION ****
 BOARD PAYMENT APPROVAL LIST

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<u>Vendor Name</u>	<u>Check#</u>	<u>Description</u>	<u>P.O. Number</u>	<u>Amount</u>
SCHOLASTIC LIBRARY PUBLISHING	57720	GENERAL SUPPLIES	22-14	921.00
SCHOOL HEALTH INC.	57721	GENERAL SUPPLIES	5041-14	1,118.05
SCHOOL SPECIALTY INC.	57722	GENERAL SUPPLIES	285-14	450.00
SCHOOL SPECIALTY INC.	57722	GENERAL SUPPLIES	361-14	174.61
SCHOOL SPECIALTY INC.	57722	GENERAL SUPPLIES	527-14	1,643.60
SCHOOL SPECIALTY INC.	57722	GENERAL SUPPLIES	557-14	139.74
SCHOOL SPECIALTY INC.	57722	GENERAL SUPPLIES	558-14	145.77
SCHOOL SPECIALTY INC.	57722	GENERAL SUPPLIES	559-14	112.95
SCHOOL SPECIALTY INC.	57722	GENERAL SUPPLIES	5009-14	20.80
SCHOOL SPECIALTY INC.	57722	GENERAL SUPPLIES	5010-14	3,534.49
SCIENCE KIT LLC	57723	GENERAL SUPPLIES	326-14	625.19
SCIENCE KIT LLC	57723	GENERAL SUPPLIES	1137-14	275.44
SECURITY CONNECTION INC.	57724	CUST&BLD SUPPL&PARTS	1231-14	158.00
SECURITY CONNECTION INC.	57724	CUST&BLD SUPPL&PARTS	1289-14	750.00
SERVICE LAMP CORPORATION	57725	CUST&BLD SUPPL&PARTS	1180-14	1,705.40
SHELL OIL CO.	57581	SCHOOL VEHICLES	15-14	1,253.34
SHIFFLER EQUIPMENT SALES INC.	57726	CUST&BLD SUPPL&PARTS	857-14	1,337.59
SHOP RITE INC./CLEMONTON	57727	GENERAL SUPPLIES	1224-14	72.93
SHOP RITE INC./CLEMONTON	57727	BEFORE/AFTER PROGRAM	1283-14	216.92
SHOP RITE INC./CLEMONTON	57727	GENERAL SUPPLIES	1346-14	50.59
SHOP RITE INC/CHERRY HILL	57728	BEFORE/AFTER PROGRAM	1286-14	15.96
SOFTERWARE	57729	SUPPLIES & MATERIALS	671-14	240.00
SOUTH JERSEY GAS COMPANY	57730	NATURAL GAS	10-14	436.53
SPRINT	57731	COMMUNIC./TELEPHONE	14-14	1,981.17
STATE OF NJ DEPT AGRICULTURE	57732	COST OF SALES	1241-14	172.00
STATE OF NJ/HEALTH BENEFITS	None	HEALTH BENEFITS	702-14	569,270.62
STEPHENS, MARGUERITE	57733	MISCEL. PURCHS SERV.	1379-14	9.36
SUPER DUPER PUBLICATIONS INC.	57734	GENERAL SUPPLIES	1068-14	44.95
SYSTEMS SALES	57735	EQUIP CONTR SERV	1287-14	890.16
T & L TRANSPORTATION INC.	57736	CON TRN REG VENDORS	1204-14	25,204.63
TALK TOOLS	57737	GENERAL SUPPLIES	578-14	150.79
TATEM BROWN FAMILY PRACTICE	57738	OTHER PROF SERVICES	699-14	1,583.60
TAYLOR, DEBORAH	57739	PURCH PROF/EDUC SRV	1055-14	3,738.75
TAYLOR, DEBORAH	57739	PURCH PROF/EDUC SRV	1261-14	1,202.50
TEACHER DIRECT LLC	57740	GENERAL SUPPLIES	892-14	48.50
THOMPSON, BRUCE	57741	MISCEL. EXPEND.	1273-14	58.00
THOMPSON, BRUCE	57741	MISCEL. EXPEND.	1274-14	45.00
THOMPSON, BRUCE	57741	MISCEL. EXPEND.	1374-14	45.00
THOMPSON, BRUCE	57741	MISCEL. EXPEND.	1375-14	55.00
TIME FOR KIDS	57742	GENERAL SUPPLIES	508-14	265.20
TOTAL VIDEO PRODUCTS INC.	57743	GENERAL SUPPLIES	757-14	3,992.00

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**** VOORHEES TOWNSHIP BOARD OF EDUCATION ****

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BOARD PAYMENT APPROVAL LIST

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<u>Vendor Name</u>	<u>Check#</u>	<u>Description</u>	<u>P.O. Number</u>	<u>Amount</u>
TRADITIONAL FLOOR CO., INC.	57744	BUILDING CONTR SERV	1383-14	800.00
TRIARCO ARTS & CRAFTS	57745	GENERAL SUPPLIES	5037-14	1,101.92
TRIUMPH LEARNING	57746	GENERAL SUPPLIES	1158-14	1,926.78
TRUNKWALTER, DONNA	57747	GENERAL SUPPLIES	1358-14	250.46
U.S. FOODSERVICE INC.	57748	COST OF SALES	1239-14	212.22
U.S. FOODSERVICE INC.	57748	COST OF SALES	1240-14	1,412.39
U.S. FOODSERVICE INC.	57748	COST OF SALES	1293-14	1,563.21
U.S. FOODSERVICE INC.	57748	GENERAL SUPPLIES	1294-14	1,559.25
U.S. FOODSERVICE INC.	57748	COST OF SALES	1299-14	4,721.45
U.S. FOODSERVICE INC.	57748	GENERAL SUPPLIES	1302-14	1,037.00
U.S. FOODSERVICE INC.	57748	COST OF SALES	1400-14	4,668.17
UNITED REFRIGERATION INC.	57749	CUST&BLD SUPPL&PARTS	1024-14	77.42
UNITED REFRIGERATION INC.	57749	CUST&BLD SUPPL&PARTS	1176-14	115.61
USA ELECTRICAL CONSTR. INC.	57750	EQUIP CONTR SERV	1212-14	1,223.06
VALIANT NATIONAL AV SUPPLY	57751	GENERAL SUPPLIES	5015-14	122.49
VOORHEES BOE/ AGENCY ACCOUNT	None	OTHER RETIREMNT PERS	778-14	205.89
VOORHEES BOE/ AGENCY ACCOUNT	None	SOCIAL SEC CONTRIB	779-14	9,846.87
VOORHEES BOE/ AGENCY ACCOUNT	None		1395-14	90,900.42
VOORHEES BOE/CAFETERIA ACCOUNT	57752	MISCEL. EXPEND.	1157-14	35.00
VOORHEES HARDWARE INC.	57753	CUST&BLD SUPPL&PARTS	865-14	399.22
VOORHEES PEDIATRIC REHAB INC.	57754	PURCH PROF/EDUC SRV	1342-14	350.00
W.B.MASON CO INC.	57755	GENERAL SUPPLIES	280-14	468.84
W.B.MASON CO INC.	57755	GENERAL SUPPLIES	566-14	263.99
W.B.MASON CO INC.	57755	GENERAL SUPPLIES	951-14	913.79
W.B.MASON CO INC.	57755	GENERAL SUPPLIES	1064-14	548.04
W.B.MASON CO INC.	57755	GENERAL SUPPLIES	1085-14	51.91
W.B.MASON CO INC.	57755	GENERAL SUPPLIES	1132-14	87.81
W.B.MASON CO INC.	57755	GENERAL SUPPLIES	1254-14	153.67
W.B.MASON CO INC.	57755	GENERAL SUPPLIES	1255-14	1,046.61
WEST JERSEY AIR COND/HEATING	57756	EQUIP CONTR SERV	1237-14	207.50
WEST JERSEY AIR COND/HEATING	57756	EQUIP CONTR SERV	1313-14	1,194.40
WESTERN PEST SERVICES INC.	57757	CUST&BLD SUPPL&PARTS	1384-14	475.00
WILDBERGER, ALAN	57758	EQUIP CONTR SERV	1372-14	70.00
WILSON LANGUAGE TRAINING CORP.	57759	WRKSHOP REGISTRATION	475-14	509.00
WILSON LANGUAGE TRAINING CORP.	57759	TEXTBOOKS KELLMAN	643-14	136.08
WU, REGGIE	57760	MISCEL. EXPEND.	1188-14	80.00
XEROX COPORATION	57761	RENTALS	882-14	9,297.26
XEROX CORPORATION	57762	RENTALS	883-14	335.07
XEROX CORPORATION	57763	RENTALS	884-14	1,788.92
XEROX CORPORATION	57764	GENERAL SUPPLIES	823-14	447.00
XTEL COMMUNICATIONS INC.	57585	COMMUNIC./TELEPHONE	12-14	4,731.00

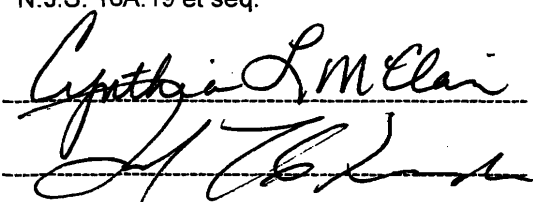
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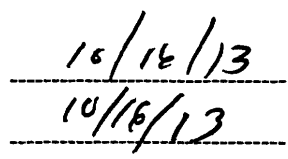
**** VOORHEES TOWNSHIP BOARD OF EDUCATION ****
BOARD PAYMENT APPROVAL LIST

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<u>Vendor Name</u>	<u>Check#</u>	<u>Description</u>	<u>P.O. Number</u>	<u>Amount</u>
Y.A.L.E. SCHOOL ATLANTIC, INC.	57765	TUITION-PRIV-IN NJ	223-14	26,107.95
YALE SCHOOL/NOKOMIS/NORTH	57766	TUITION-PRIV-IN NJ	174-14	10,505.43
YALE SCHOOL/NOKOMIS/NORTH	57766	TUITION-PRIV-IN NJ	177-14	4,612.14
YALE SCHOOL/NOKOMIS/NORTH	57766	TUITION-PRIV-IN NJ	183-14	3,933.60
YALE SCHOOL/NOKOMIS/NORTH	57766	TUITION-PRIV-IN NJ	220-14	13,898.72
YALE SCHOOL/NOKOMIS/NORTH	57766	TUITION-PRIV-IN NJ	221-14	13,898.72
YOUNG, DIANE	57767	TRAVEL	1246-14	69.48
ZIVIC, RACHEL	57768	PURCH PROF KELLMAN	1282-14	707.00
Total:				1,309,257.13

I hereby certify that I have examined the bills covered by the above listed warrants and found them to be in order for payment in accordance with Board of Education policy and N.J.S. 18A:19 et seq.


Cynthia L. McElain


10/16/13
10/16/13

VOORHEES TWP. BOARD OF EDUCATION

CASH REPORT

ALL FUNDS

For the Month Ending August 2013

		BEGINNING CASH BALANCE	CASH RECEIPTS THIS MONTH	CASH DISBURSEMENTS THIS MONTH	ENDING CASH BALANCE	
GOVERNMENTAL FUNDS						
1	GENERAL FUND	FUND 10	\$13,096,906.60	\$4,511,243.07	\$1,031,802.56	\$16,576,347.11
2	SPECIAL REVENUE FUND	FUND 20	-\$350,814.01	\$433,747.00	\$1,488.00	\$81,444.99
3	CAPITAL PROJECTS FUND	FUND 30	\$2,897,006.42	\$0.00	\$258,084.09	\$2,638,922.33
4	DEBT SERVICE FUND	FUND 40	\$44,641.13	\$366,140.50	\$0.00	\$410,781.63
TOTAL GOVERNMENTAL FUNDS			<u>\$15,687,740.14</u>	<u>\$5,311,130.57</u>	<u>\$1,291,374.65</u>	<u>\$19,707,496.06</u>
5	ENTERPRISE FUND (CER)	FUND 60	\$2,305,417.04	\$77,977.12	\$135,860.59	\$2,247,533.57
6	FOOD SERVICE FUND	FUND 61	\$551,933.54	\$77,356.86	\$6,907.91	\$622,382.49
7	PAYROLL		\$31,652.38	\$462,405.50	\$470,261.88	\$23,796.00
8	PAYROLL AGENCY		\$13,404.77	\$256,844.78	\$267,193.59	\$3,055.96
TOTAL TRUST & AGENCY FUNDS			<u>\$2,902,407.73</u>	<u>\$874,584.26</u>	<u>\$880,223.97</u>	<u>\$2,896,768.02</u>
TOTAL ALL FUNDS			<u>\$18,590,147.87</u>	<u>\$6,185,714.83</u>	<u>\$2,171,598.62</u>	<u>\$22,604,264.08</u>

BANK RECONCILIATION GENERAL ACCOUNT	\$19,707,496.06
BANK RECONCILIATION PAYROLL ACCOUNT	\$23,796.00
BANK RECONCILIATION PAYROLL AGENCY	\$3,055.96
BANK RECONCILIATION CER	\$2,247,533.57
BANK RECONCILIATION FOOD SERVICE	\$622,382.49
TOTAL BANK RECONCILIATIONS	<u>\$22,604,264.08</u>

Cynthia L McClain

VOORHEES TOWNSHIP SCHOOL DISTRICT
CASH RECONCILIATION
August 2013

	Balance <u>07/31/13</u>	Receipts	Disbursements	Balance <u>08/31/13</u>
Fund 10	\$ 13,096,906.60	\$ 4,511,243.07	\$ 1,031,802.56	\$ 16,576,347.11
Fund 20	(350,814.01)	433,747.00	1,488.00	81,444.99
Fund 40	<u>44,641.13</u>	<u>366,140.50</u>	<u>-</u>	<u>410,781.63</u>
Total	<u><u>\$ 12,790,733.72</u></u>	<u><u>\$ 5,311,130.57</u></u>	<u><u>\$ 1,033,290.56</u></u>	17,068,573.73

Adjustments:

Capital Reserve	100.00
Building Project Transfer	185,511.82
Adjustments:	(495.00)

Cash Balance (Books)

\$ 17,253,690.55

Balance per Bank Statements:

Commerce Checking	0002372183	\$ 11,914,257.75
Commerce Money Market	7866443166	\$ 5,547,650.23
Cash Management Fund	171-000047708	104,538.29

Total Balance per Bank Statements

17,566,446.27

Less: Outstanding Checks

982,042.66

\$ 16,584,403.61

Add: Reimbursements Due from:

Food Service Fund	17,071.97
Capital Projects Fund	516,354.38
CER Program	<u>135,860.59</u>

Total Reimbursements Due to General Fund

669,286.94

Cash Balance (Bank)

\$ 17,253,690.55

VOORHEES TOWNSHIP SCHOOL DISTRICT
OUTSTANDING CHECKLIST VERIFICATION
August 2013

Outstanding Checklist--Prior Month	<u>2,025,895.97</u>
Add: Payment List--Current Month (All Funds) (Do not include "No Check" disbursements)	<u>1,434,143.15</u>
Potential Disbursements to Clear in Current Month	3,460,039.12
Less: Checks, Withdrawals and Charges from Bank Statements:	
Commerce Checking 0002372183	\$ 2,477,996.46
Cash Management 171-000047708	
	<hr/>
Total Checks, Withdrawals and Charges from Bank Statements	<u>2,477,996.46</u>
Outstanding Checklist--Current Month	<u><u>\$ 982,042.66</u></u>

**REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 **** VOORHEES TOWNSHIP BOARD OF EDUCATION ****
 GENERAL FUND - FUND 10**

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**Interim Balance Sheet
 August 2013**

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

ASSETS:

101	Cash in bank		16,576,347.11
103	Petty cash		4,401.21
116	Investments - Capital reserve account		100.00
121	Tax levy receivable		33,744,288.80
	Accounts receivable:		
132	Interfund	5,996.59	
141	Intergovernmental - state	5,570,337.90	
153	Other	--	5,576,334.49

RESOURCES:

301	Estimated revenues		47,702,600.00
302	Less revenues		(47,684,441.71)
	Total assets and resources		55,919,629.90

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

LIABILITIES:

	Other current liabilities		614.02
	Total liabilities		614.02

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
**** VOORHEES TOWNSHIP BOARD OF EDUCATION ****
GENERAL FUND - FUND 10

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Interim Balance Sheet
August 2013

FUND BALANCE:

Appropriated:				
753	Reserve for encumbrances - current year		39,626,432.19	
754	Reserve for encumbrances - prior year		--	
	Reserved fund balance:			
761	Capital reserve account		3,983,342.55	
762	Adult education programs		1,031,277.37	
763	Sale/leaseback reserve 7/1/2012	463,648.97		
605	Add: Increase in sale/leaseback	--		
308	Less: Budgeted w/D sale/leaseback	--	463,648.97	
764	Maintenance reserve	--		
606	Add: Increase in maintenance reserve	--		
310	Less: Budgeted w/D maintenance res.	--	--	
765	Tuition reserve account	--		
311	Less: Budgeted w/d tuition reserve	--	--	
766	Current expense emergency reserve	--		
607	Add: Increase curr. exp. emer. res.	--		
312	Less: w/D from curr. exp. emer.res.	--	--	
751,752,76x	Other reserves		--	
601	Appropriations	48,918,002.00		
602	Less: Expenditures	(1,616,200.46)		
603	Encumbrances	(39,626,432.19)	(41,242,632.65)	7,675,369.35
604	Increase in capital reserve			--
	Total appropriated			52,780,070.43
Unappropriated:				
770	Fund balance, July 1, 2012		4,354,347.45	
771	Designated fund balance		--	
303	Budgeted fund balance		(1,215,402.00)	
307	Budgeted w/d from cap res local-excess		--	
309	Budgeted w/d from cap reserve-inelig.		--	
	Total fund balance			55,919,015.88
	Total liabilities and fund equity			55,919,629.90

**REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 **** VOORHEES TOWNSHIP BOARD OF EDUCATION ****
 GENERAL FUND - FUND 10**

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**Interim Balance Sheet
 August 2013**

RECAPITULATION OF FUND BALANCE

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	48,918,002.00	41,242,632.65	7,675,369.35
Revenues	(47,702,600.00)	(47,684,441.71)	(18,158.29)
Subtotal	1,215,402.00	-6,441,809.06	7,657,211.06
Change in capital reserve:			
Plus: Increase in reserve	.00	.00	--
Less: Withdrawal from reserve	(.00)	(.00)	--
Change in sale/leaseback reserve:			
Plus: Increase in reserve	.00	.00	--
Less: Withdrawal from reserve	(.00)	(.00)	--
Change in maintenance reserve:			
Plus: Increase in reserve	.00	.00	--
Less: Withdrawal from reserve	(.00)	(.00)	--
Change in emergency reserve:			
Plus: Increase in reserve	.00	.00	--
Less: Withdrawal from reserve	(.00)	(.00)	--
Less: Adjustment for prior year encumbrances	(.00)	(.00)	--
Budgeted Fund Balance	1,215,402.00	-6,441,809.06	7,657,211.06

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
**** VOORHEES TOWNSHIP BOARD OF EDUCATION ****
GENERAL FUND - FUND 10

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Interim Statements Comparing
Budgeted Revenue with Actual to Date and
Appropriations with Expenditures and Encumbrances to Date
(For 2 month period ending August 31, 2013)

REVENUES/SOURCES OF FUNDS		Budgeted Estimated	Actual to Date	Note: Over or (Under)	Unrealized Balance
OPERATING BUDGET					
10-303G	Budgeted Fund Balance - Operating Budget	1,215,402.00	.00	(UNDER)	1,215,402.00
10-12XX	From Local Sources	42,200,361.00	42,205,552.71	(OVER)	-5,191.71
10-3XXX	From State Sources	5,478,889.00	5,478,889.00		.00
10-4XXX	From Federal Sources	23,350.00	.00	(UNDER)	23,350.00
GENERAL FUND GRAND TOTAL		48,918,002.00	47,684,441.71	(UNDER)	1,233,560.29

EXPENDITURES		Appropriations	Expenditures	Encumbrances	Available Balance
OPERATING BUDGET					
GENERAL CURRENT EXPENSE					
11-1XX-100-XXX	Regular Programs	16,140,241.00	147,137.33	15,300,536.77	692,566.90
11-2XX-100-XXX	Special Education	5,920,502.80	218,163.31	5,218,878.61	483,460.88
11-230-100-XXX	Basic Skills/Remedial	768,593.00	.00	768,593.00	.00
11-240-100-XXX	Bilingual Education	149,151.20	241.00	147,886.20	1,024.00
11-401-100-XXX	School-Sponsored Co/Extra-Curricular Activities	280,992.00	250.00	256,589.00	24,153.00
11-800-330-XXX	Community Services Programs/Operations	1,000.00	.00	.00	1,000.00
Undistributed Expenditures:					
11-000-100-XXX	Tuition	1,529,454.00	-1,620.00	53,808.30	1,477,265.70
11-000-211-XXX	Attendance and Social Work Services	2,500.00	.00	2,500.00	.00
11-000-213-XXX	Health Services	539,330.00	3,061.92	531,754.94	4,513.14
11-000-216,217	Speech, OT, PT & Extraordinary Services	566,308.00	948.33	537,108.00	28,251.67
11-000-218-XXX	Guidance	633,111.00	9,326.07	621,161.84	2,623.09
11-000-219-XXX	Child Study Teams	1,259,019.00	42,088.56	1,152,804.07	64,126.37
11-000-221-XXX	Improvement of Instructional Services	392,209.00	53,201.36	299,118.33	39,889.33
11-000-222-XXX	Educational Media Services - School Library	453,847.00	3,069.44	429,056.82	21,720.74
11-000-223-XXX	Instructional Staff Training Services	670,932.00	104,043.46	551,602.66	15,285.88
11-000-230-XXX	General Administration	1,007,579.00	58,117.50	407,439.90	542,021.60
11-000-240-XXX	School Administration	1,365,775.00	204,924.00	1,142,311.18	18,539.82
11-000-25X-XXX	Central Services & Admin. Information Technology	937,744.00	144,923.46	704,695.63	88,124.91

Attachment K
October 7, 2013

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
**** VOORHEES TOWNSHIP BOARD OF EDUCATION ****
GENERAL FUND - FUND 10

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Interim Statements Comparing
Budgeted Revenue with Actual to Date and
Appropriations with Expenditures and Encumbrances to Date
(For 2 month period ending August 31, 2013)

EXPENDITURES	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
11-000-26X-XXX Operation and Maintenance of Plant Services	4,290,979.00	466,097.37	2,684,750.00	1,140,131.63
11-000-270-XXX Student Transportation Services	2,303,433.00	42,855.00	512,592.10	1,747,985.90
11-XXX-XXX-2XX Personal Services - Employee Benefits	9,361,694.00	119,372.35	8,294,817.12	947,504.53
Total Support Services Expenditures	25,313,914.00	1,250,408.82	17,925,520.89	6,137,984.29
 TOTAL GENERAL CURRENT EXPENSE	 48,574,394.00	 1,616,200.46	 39,618,004.47	 7,340,189.07
 CAPITAL OUTLAY				
12-XXX-XXX-73X Equipment	302,579.00	.00	8,427.72	294,151.28
12-000-4XX-XXX Facilities Acquisition and Construction Services	41,029.00	.00	.00	41,029.00
TOTAL CAPITAL EXPENDITURES	343,608.00	.00	8,427.72	335,180.28
 OPERATING BUDGET GRAND TOTAL	 48,918,002.00	 1,616,200.46	 39,626,432.19	 7,675,369.35

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
**** VOORHEES TOWNSHIP BOARD OF EDUCATION ****
GENERAL FUND - FUND 10

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Schedule of Revenues
Actual Compared with Estimated
(For 2 month period ending August 31, 2013)

		<u>Estimated</u>	<u>Actual</u>	<u>Unrealized</u>
10-303G	Budgeted Fund Balance - Operating Budget	1,215,402.00	.00	1,215,402.00
	REVENUES FROM LOCAL SOURCES:			
10-1210	Local Tax Levy	42,180,361.00	42,180,361.00	.00
10-1300	Tuition	.00	7,547.40	-7,547.40
10-1XXX	Unrestricted Miscellaneous Revenues	20,000.00	17,644.31	2,355.69
	Subtotal	42,200,361.00	42,205,552.71	-5,191.71
	REVENUES FROM STATE SOURCES:			
10-3132	Categorical Special Education Aid	1,699,913.00	1,699,913.00	.00
10-3176	Equalization Aid	2,916,383.00	2,916,383.00	.00
10-3177	Categorical Security Aid	236,331.00	236,331.00	.00
10-3178	Adjustment Aid	100,761.00	100,761.00	.00
10-3121	Categorical Transportation Aid	525,501.00	525,501.00	.00
	Subtotal	5,478,889.00	5,478,889.00	.00
	FEDERAL SOURCES:			
10-4200	Medicaid Reimbursement	23,350.00	.00	23,350.00
	Subtotal	23,350.00	.00	23,350.00
	TOTAL OPERATING BUDGET	48,918,002.00	47,684,441.71	1,233,560.29

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TO THE BOARD OF EDUCATION

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**** VOORHEES TOWNSHIP BOARD OF EDUCATION ****

GENERAL FUND - FUND 10

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Statement of Appropriations
Compared with Expenditures and Encumbrances

(For 2 month period ending August 31, 2013)

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>	
GENERAL CURRENT EXPENSE					
Regular Programs - Instruction					
11-105-100-101	Preschool - Salaries of Teachers	161,149.00	.00	161,149.00	.00
11-110-100-101	Kindergarten - Salaries of Teachers	526,125.00	.00	526,125.00	.00
11-120-100-101	Grades 1-5 - Salaries of Teachers	8,510,189.00	847.50	8,509,341.50	.00
11-130-100-101	Grades 6-8 - Salaries of Teachers	5,542,895.00	14,167.22	5,527,311.78	1,416.00
Regular Programs - Home Instruction:					
11-150-100-101	Salaries of Teachers	150,000.00	.00	150,000.00	.00
Regular Programs - Undistributed Instruction					
11-190-100-320	Purchased Professional-Educational Services	3,150.00	.00	492.50	2,657.50
11-190-100-340	Purchased Technical Services	25,000.00	.00	6,837.00	18,163.00
11-190-100-500	Other Purchased Services	179,550.00	8,787.51	160,181.67	10,580.82
11-190-100-610	General Supplies	649,965.00	117,200.86	239,398.53	293,365.61
11-190-100-640	Textbooks	194,763.00	-964.76	38.34	195,689.42
11-190-100-890	Other Objects	197,455.00	7,099.00	19,661.45	170,694.55
	TOTAL REGULAR PROGRAMS - INSTRUCTION	16,140,241.00	147,137.33	15,300,536.77	692,566.90
SPECIAL EDUCATION - INSTRUCTION					
Learning and/or Language Disabilities:					
11-204-100-101	Salaries of Teachers	581,303.00	.00	581,303.00	.00
11-204-100-106	Other Salaries for Instruction	136,581.00	.00	136,581.00	.00
11-204-100-610	General Supplies	4,400.00	918.06	588.69	2,893.25
11-204-100-640	Textbooks	725.00	.00	.00	725.00
	Total	723,009.00	918.06	718,472.69	3,618.25
Behavioral Disabilities:					
11-209-100-101	Salaries of Teachers	115,018.00	.00	115,018.00	.00
	Total	115,018.00	.00	115,018.00	.00
Multiple Disabilities:					
11-212-100-101	Salaries of Teachers	434,887.00	148,045.00	286,842.00	
11-212-100-106	Other Salaries for Instruction	548,648.00	57,941.00	490,707.00	
11-212-100-320	Purchased Professional-Educational Services	495,699.80	4,568.20	36,061.00	455,070.60

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REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
**** VOORHEES TOWNSHIP BOARD OF EDUCATION ****
GENERAL FUND - FUND 10

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Statement of Appropriations
Compared with Expenditures and Encumbrances
(For 2 month period ending August 31, 2013)

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
11-212-100-610 General Supplies	1,500.00	.00	.00	1,500.00
11-212-100-800 Other objects	5,000.00	.00	324.50	4,675.50
Total	1,485,734.80	210,554.20	813,934.50	461,246.10
Resource Room/Resource Center				
11-213-100-101 Salaries of Teachers	2,578,025.00	1,280.00	2,576,745.00	.00
11-213-100-106 Other salaries for Instruction	747,588.00	.00	747,588.00	.00
11-213-100-610 General Supplies	16,500.00	1,173.75	1,099.95	14,226.30
11-213-100-640 Textbooks	2,900.00	.00	.00	2,900.00
Total	3,345,013.00	2,453.75	3,325,432.95	17,126.30
Autism:				
11-214-100-106 Other salaries for Instruction	38,000.00	3,524.00	34,476.00	.00
Total	38,000.00	3,524.00	34,476.00	.00
Preschool Disabilities - Part-Time:				
11-215-100-101 Salaries of Teachers	48,984.00	.00	48,984.00	.00
11-215-100-106 Other salaries for Instruction	110,962.00	.00	110,962.00	.00
11-215-100-600 General Supplies	3,230.00	713.30	1,046.47	1,470.23
Total	163,176.00	713.30	160,992.47	1,470.23
Preschool Disabilities - Full-Time:				
11-216-100-101 Salaries of Teachers	50,552.00	.00	50,552.00	.00
Total	50,552.00	.00	50,552.00	.00
TOTAL SPECIAL EDUCATION - INSTRUCTION				
	5,920,502.80	218,163.31	5,218,878.61	483,460.88
Basic Skills/Remedial - Instruction				
11-230-100-101 Salaries of Teachers	768,593.00	.00	768,593.00	.00
Total	768,593.00	.00	768,593.00	.00
Bilingual Education - Instruction				
11-240-100-101 Salaries of Teachers	146,368.00	.00	146,368.00	.00
11-240-100-610 General Supplies	2,783.20	241.00	1,518.20	1,024.00
Total	149,151.20	241.00	147,886.20	1,024.00

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**** VOORHEES TOWNSHIP BOARD OF EDUCATION ****
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Statement of Appropriations
Compared with Expenditures and Encumbrances
(For 2 month period ending August 31, 2013)

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
School-Sponsored Cocurricular Activities-Instruction				
11-401-100-100 Salaries	253,592.00	.00	253,592.00	.00
11-401-100-800 Other Objects	27,400.00	250.00	2,997.00	24,153.00
Total	280,992.00	250.00	256,589.00	24,153.00
Community Services Programs - Operations				
11-800-330-500 Purchased Services	1,000.00	.00	.00	1,000.00
Total	1,000.00	.00	.00	1,000.00
UNDISTRIBUTED EXPENDITURES				
Instruction				
11-000-100-561 Tuition - Other LEAs Within the State - Regular	36,268.00	.00	.00	36,268.00
11-000-100-562 Tuition - Other LEAs Within the State - Special	98,432.00	.00	.00	98,432.00
11-000-100-565 Tuition - Co. Spec. Services and Regional Day Schls	380,262.00	.00	.00	380,262.00
11-000-100-566 Tuition - Private Schls/Disabled within State	972,337.00	-1,620.00	53,808.30	920,148.70
11-000-100-567 Tuition - Private Schls/Disab,other LEA's out-state	42,155.00	.00	.00	42,155.00
Total	1,529,454.00	-1,620.00	53,808.30	1,477,265.70
Attendance and Social Work Services				
11-000-211-100 Salaries	2,500.00	.00	2,500.00	.00
Total	2,500.00	.00	2,500.00	.00
Health Services				
11-000-213-100 Salaries	511,011.00	.00	511,011.00	.00
11-000-213-300 Purchased Professional and Technical Services	17,800.00	.00	15,836.00	1,964.00
11-000-213-600 Supplies and Materials	10,519.00	3,061.92	4,907.94	2,549.04
Total	539,330.00	3,061.92	531,754.94	4,513.04
Speech, OT, PT and Related services				
11-000-216-100 Salaries	537,108.00	.00	537,108.00	.00
11-000-216-320 Purchased Professional-Educational Services	25,300.00	.00	.00	25,300.00
11-000-216-600 Supplies and Materials	3,900.00	948.33	.00	2,951.67
Total	566,308.00	948.33	537,108.00	28,250.00

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TO THE BOARD OF EDUCATION
**** VOORHEES TOWNSHIP BOARD OF EDUCATION ****
GENERAL FUND - FUND 10

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Statement of Appropriations
Compared with Expenditures and Encumbrances
(For 2 month period ending August 31, 2013)

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
Guidance				
11-000-218-104 Salaries of Other Professional Staff	574,116.00	.00	574,116.00	.00
11-000-218-105 Salaries of Secretarial and Clerical Assistants	56,095.00	9,049.16	47,045.84	.00
11-000-218-600 Supplies and Materials	2,900.00	276.91	.00	2,623.09
Total	633,111.00	9,326.07	621,161.84	2,623.09
Child Study Teams				
11-000-219-104 Salaries of Other Professional Staff	1,086,737.00	24,860.32	1,061,876.68	.00
11-000-219-105 Salaries of Secretarial and Clerical Assistants	88,669.00	14,778.16	73,890.84	.00
11-000-219-320 Purchased Professional-Educational Services	22,353.00	1,820.00	3,310.00	17,223.00
11-000-219-592 Miscellaneous Purchased Services	3,500.00	84.80	221.72	3,193.48
11-000-219-600 Supplies and Materials	45,360.00	47.28	11,700.33	33,612.39
11-000-219-800 Other Objects	12,400.00	498.00	1,804.50	10,097.50
Total	1,259,019.00	42,088.56	1,152,804.07	64,126.37
Improvement of Instructional Services				
11-000-221-102 Salaries of Supervisors of Instruction	268,494.00	37,237.88	231,256.12	.00
11-000-221-105 Salaries of Secretarial and Clerical Assistants	58,700.00	9,775.84	48,924.16	.00
11-000-221-110 Other Salaries	5,000.00	.00	5,000.00	.00
11-000-221-320 Purchased Professional-Educational Services	10,000.00	.00	9,000.00	1,000.00
11-000-221-500 Other Purchased Services	5,050.00	255.72	.00	4,794.28
11-000-221-600 Supplies and Materials	28,635.00	1,411.92	319.55	26,903.53
11-000-221-800 Other Objects	16,330.00	4,520.00	4,618.50	7,191.50
Total	392,209.00	53,201.36	299,118.33	39,889.31
Educational Media Services - School Library				
11-000-222-100 Salaries	413,347.00	.00	413,347.00	.00
11-000-222-600 Supplies and Materials	40,500.00	3,069.44	15,709.82	21,720.74
Total	453,847.00	3,069.44	429,056.82	21,720.74
Instructional Staff Training Services				
11-000-223-102 Salaries of Supervisors of Instruction	343,725.00	49,776.44	293,948.56	.00
11-000-223-110 Other Salaries	283,996.00	54,024.35	229,971.65	.00
11-000-223-390 Other Purchased Professional and Technical Services	29,000.00	.00	27,582.46	1,417.54

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**** VOORHEES TOWNSHIP BOARD OF EDUCATION ****

GENERAL FUND - FUND 10

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Statement of Appropriations
Compared with Expenditures and Encumbrances

(For 2 month period ending August 31, 2013)

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
11-000-223-500 Other Purchased Services	1,200.00	.00	.00	1,200.00
11-000-223-600 Supplies and Materials	4,000.00	242.67	99.99	3,657.34
11-000-223-800 Other Objects	9,011.00	.00	.00	9,011.00
Total	670,932.00	104,043.46	551,602.66	15,285.88
Support Services - General Administration				
11-000-230-100 Salaries	291,541.00	48,590.20	242,950.80	.00
11-000-230-331 Legal Services	64,000.00	2,297.15	57,702.85	4,000.00
11-000-230-332 Audit Fees	47,500.00	.00	.00	47,500.00
11-000-230-334 Architectural/Engineering Services	10,000.00	.00	.00	10,000.00
11-000-230-339 Other Purchased Professional Services	144,400.00	79.99	47,054.89	97,265.12
11-000-230-530 Communications/Telephone	126,013.00	2,229.16	17,770.84	106,013.00
11-000-230-585 BOE Other Purchased Services	9,600.00	.00	.00	9,600.00
11-000-230-590 Other Purchased Services	262,100.00	.00	18,600.00	243,500.00
11-000-230-610 General Supplies	2,300.00	.00	.00	2,300.00
11-000-230-630 BOE In-House Training/Meeting Supplies	6,000.00	.00	.00	6,000.00
11-000-230-890 Miscellaneous Expenditures	21,125.00	4,921.00	1,374.67	14,829.33
11-000-230-895 BOE Membership Dues and Fees	23,000.00	.00	21,985.85	1,014.15
Total	1,007,579.00	58,117.50	407,439.90	542,021.60
Support Services - School Administration				
11-000-240-103 Salaries of Principals/Assistant Principals	792,102.00	124,019.96	668,082.04	.00
11-000-240-105 Salaries of Secretarial and Clerical Assistants	551,803.00	79,287.32	472,515.68	.00
11-000-240-600 Supplies and Materials	21,870.00	1,616.72	1,713.46	18,539.82
Total	1,365,775.00	204,924.00	1,142,311.18	18,539.82
Undistributed Expenditures - Central Services				
11-000-251-100 Salaries	495,953.00	82,284.36	413,668.64	
11-000-251-330 Purchased Professional Services	13,000.00	.00	.00	13,000.00
11-000-251-592 Miscellaneous Purchased Services (400-500 series)	13,300.00	.00	.00	13,300.00
11-000-251-600 Supplies and Materials	18,000.00	368.52	1,841.70	15,890.78
11-000-251-890 Other Objects	64,580.00	2,003.75	22,363.51	40,212.74
Total	604,833.00	84,656.63	437,873.85	82,302.62

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**** VOORHEES TOWNSHIP BOARD OF EDUCATION ****
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Statement of Appropriations
Compared with Expenditures and Encumbrances
(For 2 month period ending August 31, 2013)

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
Undistributed Expenditures - Admin. Info. Technology				
11-000-252-100 Salaries	130,411.00	24,279.32	106,131.68	.00
11-000-252-500 Other Purchased Services (400-500 series)	2,000.00	.00	.00	2,000.00
11-000-252-600 Supplies and Materials	33,266.30	32,815.60	61.08	389.62
11-000-252-800 Other Objects	167,233.70	3,171.91	160,629.02	3,432.77
Total	332,911.00	60,266.83	266,821.78	5,822.39
Required Maintenance for School Facilities				
11-000-261-100 Salaries	226,294.00	37,794.64	188,499.36	.00
11-000-261-420 Cleaning, Repair, and Maintenance Services	636,800.00	28,744.58	47,459.58	560,595.84
Total	863,094.00	66,539.22	235,958.94	560,595.84
Custodial Services				
11-000-262-100 Salaries	938,780.00	181,021.86	757,758.14	.00
11-000-262-420 Cleaning, Repair, and Maintenance Services	5,824.00	.00	.00	5,824.00
11-000-262-490 Other Purchased Property Services	150,640.00	2,530.06	131,469.94	16,640.00
11-000-262-520 Insurance	156,513.00	.00	.00	156,513.00
11-000-262-610 General Supplies	301,557.00	50,952.56	76,131.87	174,472.57
11-000-262-621 Energy (Natural Gas)	93,560.00	281.38	93,278.62	.00
11-000-262-622 Energy (Electricity)	1,569,015.00	142,961.29	1,351,687.04	74,366.67
11-000-262-800 Other objects	2,590.00	.00	2,249.95	340.05
Total Custodial Services	3,218,479.00	377,747.15	2,412,575.56	428,156.29
Care and Upkeep of Grounds				
11-000-263-420 Cleaning, Repair and Maintenance Services	160,000.00	21,811.00	36,215.50	101,973.50
11-000-263-610 General Supplies	49,406.00	.00	.00	49,406.00
Total Care and Upkeep of Grounds	209,406.00	21,811.00	36,215.50	151,379.50
Total Operation and Maintenance of Plant Services	4,290,979.00	466,097.37	2,684,750.00	1,140,128.50
Student Transportation Services				
11-000-270-160 Salaries - Between Home & School - Regular	49,935.00	8,322.48	41,612.52	
11-000-270-161 Salaries - Between Home and School - Special	8,812.00	1,468.68	7,343.32	
11-000-270-350 Management Fee-ESC Transportation Programs	18,963.00	1,792.70	17,170.30	

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TO THE BOARD OF EDUCATION

**** VOORHEES TOWNSHIP BOARD OF EDUCATION ****
GENERAL FUND - FUND 10

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Statement of Appropriations
Compared with Expenditures and Encumbrances
(For 2 month period ending August 31, 2013)

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
11-000-270-511 Contracted Services (Home/School) - Vendors	1,271,942.00	.00	.00	1,271,942.00
11-000-270-512 Contracted Services (not Home/School) - Vendors	136,269.00	-4,882.90	3,360.00	137,791.90
11-000-270-514 Contracted Services (Special Ed) - Vendors	328,992.00	300.00	300.00	328,392.00
11-000-270-518 Contracted Services (Special Ed) - ESCs	350,000.00	35,854.04	314,145.96	.00
11-000-270-503 Contr Serv - Aid in Lieu of Payments - Nonpublic	128,660.00	.00	128,660.00	.00
11-000-270-610 General Supplies	9,860.00	.00	.00	9,860.00
Total	2,303,433.00	42,855.00	512,592.10	1,747,985.90
UNALLOCATED BENEFITS				
11-000-291-210 Group Insurance	600.00	67.15	.00	532.85
11-000-291-220 Social Security Contributions	557,204.00	66,884.19	433,115.81	57,204.00
11-000-291-241 Other Retirement Contributions - PERS	607,356.00	.00	9,500.00	597,856.00
11-000-291-250 Unemployment Compensation	26,000.00	.00	.00	26,000.00
11-000-291-270 Health Benefits	7,856,534.00	3,041.65	7,730,860.67	122,631.68
11-000-291-280 Tuition Reimbursement	118,800.00	2,520.00	.00	116,280.00
11-000-291-290 Other Employee Benefits	195,200.00	46,859.36	121,340.64	27,000.00
TOTAL UNALLOCATED BENEFITS	9,361,694.00	119,372.35	8,294,817.12	947,504.53
TOTAL PERSONAL SERVICES - EMPLOYEE BENEFITS	9,361,694.00	119,372.35	8,294,817.12	947,504.53
TOTAL UNDISTRIBUTED EXPENDITURES	25,313,914.00	1,250,408.82	17,925,520.89	6,137,984.29
TOTAL GENERAL CURRENT EXPENSE	48,574,394.00	1,616,200.46	39,618,004.47	7,340,189.07
CAPITAL OUTLAY				
Undistributed Expenditures:				
12-000-210-730 Support Services - Students - Regular	250,747.00	.00	8,427.72	242,319.28
12-000-219-730 Support Services - Students - Special	15,263.00	.00	.00	15,263.00
12-XXX-X00-730 Special Schools - (All Programs)	36,569.00	.00	.00	36,569.00
Total Equipment	302,579.00	.00	8,427.72	294,151.28
Facilities Acquisition and Construction Services				
12-000-400-800 Other Objects	41,029.00	.00	.00	41,029.00
Total Facilities Acquisition & Construction Services	41,029.00	.00	.00	41,029.00
TOTAL CAPITAL OUTLAY EXPENDITURES	343,608.00	.00	8,427.72	335,180.28

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REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
**** VOORHEES TOWNSHIP BOARD OF EDUCATION ****
GENERAL FUND - FUND 10

DRAFT

Statement of Appropriations
Compared with Expenditures and Encumbrances
(For 2 month period ending August 31, 2013)

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
GENERAL FUND GRAND TOTAL	48,918,002.00	1,616,200.46	39,626,432.19	7,675,369.35

**REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 **** VOORHEES TOWNSHIP BOARD OF EDUCATION ****
 SPECIAL REVENUE FUNDS - FUND 20**

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DRAFT

**Interim Balance Sheet
 August 2013**

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

ASSETS:

101	Cash in bank		81,444.99
	Accounts receivable:		
142	Intergovernmental - federal	-433,744.00	
		--	-433,744.00

RESOURCES:

301	Estimated revenues	1,139,166.76	
302	Less revenues	(35,272.51)	1,103,894.25
	Total assets and resources		751,595.24

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

LIABILITIES:

411	Intergovernmental accounts payable-state		1,330.28
	Total liabilities		1,330.28

**REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION**
****** VOORHEES TOWNSHIP BOARD OF EDUCATION ******
SPECIAL REVENUE FUNDS - FUND 20

DRAFT

**Interim Balance Sheet
 August 2013**

FUND BALANCE:

Appropriated:			
753	Reserve for encumbrances - current year	715,410.60	
754	Reserve for encumbrances - prior year	--	
Reserved fund balance:			
761	Capital reserve account - July 1, 19@	--	
604	Add: Increase in capital reserve	--	
307	Less: Budgeted withdrawal from capital reser	--	--
601	Appropriations	1,139,166.76	
602	Less: Expenditures	(1,763.00)	
603	Encumbrances	(715,410.60)	421,993.16
	Total fund balance	(717,173.60)	421,993.16
	Total liabilities and fund equity		1,137,403.76 1,138,734.04

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
**** VOORHEES TOWNSHIP BOARD OF EDUCATION ****
SPECIAL REVENUE FUNDS - FUND 20

DRAFT

Interim Statements Comparing
Budgeted Revenue with Actual to Date and
Appropriations with Expenditures and Encumbrances to Date
(For 2 month period ending August 31, 2013)

REVENUES/SOURCES OF FUNDS	<u>Budgeted Estimated</u>	<u>Actual to Date</u>	<u>Note: Over or (Under)</u>	<u>Unrealized Balance</u>
SPECIAL REVENUE FUNDS				
20-3XXX From state sources:	44,068.00	21,128.75	(UNDER)	22,939.25
20-4XXX From federal sources:	1,095,098.76	14,143.76	(UNDER)	1,080,955.00
TOTAL SPECIAL REVENUE FUNDS	1,139,166.76	35,272.51	(UNDER)	1,103,894.25
EXPENDITURES	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
State Projects:				
Other Special Projects:				
20-XXX-XXX-XXX Nonpublic Textbooks	12,341.00	.00	9,097.60	3,243.40
20-XXX-XXX-XXX Nonpublic Nursing Services	17,987.00	.00	17,987.00	.00
20-XXX-XXX-XXX Nonpublic Technology Initiative Program	4,500.00	.00	.00	4,500.00
20-XXX-XXX-XXX Other Special Projects	9,240.00	.00	6,315.00	2,925.00
Total State Projects	44,068.00	.00	33,399.60	10,668.40
Federal Projects:				
20-231-XXX-XXX IMPROVING BASIC PROGRAMS	226,080.00	375.00	149,262.00	76,443.00
20-240-XXX-XXX Bilingual education	42,289.00	838.00	29,411.00	12,040.00
20-250-XXX-XXX I.D.E.A. PART B	760,175.76	550.00	461,864.00	297,761.76
20-270-XXX-XXX TITLE II A, TEACHER/PRINCIPAL TRAINING RECRUITING	66,554.00	.00	41,474.00	25,080.00
Total Federal Projects	1,095,098.76	1,763.00	682,011.00	411,324.76
TOTAL GRANTS AND ENTITLEMENTS	1,139,166.76	1,763.00	715,410.60	421,993.66

Attachment K
October 21, 2013
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**REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 **** VOORHEES TOWNSHIP BOARD OF EDUCATION ****
 SPECIAL REVENUE FUNDS - FUND 20**

DRAFT

**Schedule of Revenues
 Actual Compared with Estimated**

(For 2 month period ending August 31, 2013)

	<u>Estimated</u>	<u>Actual</u>	<u>Unrealized</u>
Revenues from State Sources:			
20-32XX Other Restricted Entitlements	44,068.00	21,128.75	22,939.25
Total Revenues from State Sources	44,068.00	21,128.75	22,939.25
Revenues from Federal Sources			
20-4411 - 4416 Title I	226,080.00	.00	226,080.00
20-4451 - 4455 Title II	66,554.00	.00	66,554.00
20-4491 - 4494 Title III	42,289.00	.00	42,289.00
20-4420 - 4429 I.D.E.A. Part B (Handicapped)	760,175.76	14,143.76	746,032.00
Total Revenues from Federal Sources	1,095,098.76	14,143.76	1,080,955.00
TOTAL GRANTS AND ENTITLEMENTS	1,139,166.76	35,272.51	1,103,894.25

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION

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**** VOORHEES TOWNSHIP BOARD OF EDUCATION ****
SPECIAL REVENUE FUNDS - FUND 20

DRAFT

Statement of Appropriations
Compared with Expenditures and Encumbrances
(For 2 month period ending August 31, 2013)

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
Other State Projects:				
20-XXX-XXX-XXX Nonpublic Textbooks	12,341.00	.00	9,097.60	3,243.40
20-XXX-XXX-XXX Nonpublic Nursing Services	17,987.00	.00	17,987.00	.00
20-XXX-XXX-XXX Nonpublic Technology Initiative	4,500.00	.00	.00	4,500.00
20-XXX-XXX-XXX Other Special Projects	9,240.00	.00	6,315.00	2,925.00
Total State Projects	44,068.00	.00	33,399.60	10,668.40
Federal Projects:				
20-231-XXX-XXX IMPROVING BASIC PROGRAMS	226,080.00	375.00	149,262.00	76,443.00
20-240-XXX-XXX Bilingual education	42,289.00	838.00	29,411.00	12,040.00
20-250-XXX-XXX I.D.E.A. PART B	760,175.76	550.00	461,864.00	297,761.76
20-270-XXX-XXX TITLE II A, TEACHER/PRINCIPAL TRAINING RECRUITING	66,554.00	.00	41,474.00	25,080.00
Total Federal Projects	1,095,098.76	1,763.00	682,011.00	411,324.76
TOTAL SPECIAL REVENUE FUNDS	1,139,166.76	1,763.00	715,410.60	421,993.16

Attachment K
October 21, 2013
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REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
**** VOORHEES TOWNSHIP BOARD OF EDUCATION ****
DEBT SERVICE FUNDS - FUND 40

DRAFT

Interim Balance Sheet
August 2013

=====

ASSETS AND RESOURCES

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ASSETS:

101	Cash in bank		410,781.63
121	Tax levy receivable		<u>394,807.00</u>
	Accounts receivable:		
132	Interfund	2,897.12	
141	Intergovernmental - state	<u>372,073.00</u>	
		--	<u>374,970.12</u>

RESOURCES:

301	Estimated revenues	2,145,030.00	
302	Less revenues	<u>(1,161,687.00)</u>	983,343.00
	Total assets and resources		<u>2,163,901.75</u>

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LIABILITIES AND FUND EQUITY

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LIABILITIES:

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
**** VOORHEES TOWNSHIP BOARD OF EDUCATION ****
DEBT SERVICE FUNDS - FUND 40

DRAFT

Interim Balance Sheet
August 2013

FUND BALANCE:

Appropriated:			
753	Reserve for encumbrances - current year	--	
754	Reserve for encumbrances - prior year	--	
767	Debt service reserve	--	
608	Add: Increase in debt service reserve	--	
313	Less: w/D from debt service reserve	--	--
751,752,753	Other reserves	--	--
601	Appropriations	2,161,005.00	
602	Less: Expenditures	--	
603	Encumbrances	--	2,161,005.00
	Total appropriated	2,161,005.00	2,161,005.00
Unappropriated:			
770	Fund balance, July 1, 2012	18,871.75	
303	Budgeted fund balance	(15,975.00)	
	Total fund balance		2,163,901.75
	Total liabilities and fund equity		2,163,901.75

RECAPITULATION OF FUND BALANCE

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	2,161,005.00	.00	2,161,005.00
Revenues	(2,145,030.00)	(1,161,687.00)	(983,343.00)
Subtotal	15,975.00	-1,161,687.00	1,177,662.00
Less: Adjustment for prior year encumbrances	(.00)	(.00)	--
Budgeted Fund Balance	15,975.00)	-1,161,687.00)	1,177,662.00

**REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 **** VOORHEES TOWNSHIP BOARD OF EDUCATION ****
 DEBT SERVICE FUNDS - FUND 40**

DRAFT

**Interim Statements Comparing
 Budgeted Revenue with Actual to Date and
 Appropriations with Expenditures and Encumbrances to Date
 (For 2 month period ending August 31, 2013)**

REVENUES/SOURCES OF FUNDS	<u>Budgeted Estimated</u>	<u>Actual to Date</u>	<u>Note: Over or (Under)</u>	<u>Unrealized Balance</u>
DEBT SERVICE				
40-303 Budgeted Fund Balance	15,975.00	.00	(UNDER)	15,975.00
40-5210 Transfers from Capital Reserve	983,343.00	.00	(UNDER)	983,343.00
Local Sources:				
40-1210 Local Tax Levy	789,614.00	789,614.00		.00
Total	789,614.00	789,614.00		.00
State Sources:				
40-3160 Debt Service Aid Type II	372,073.00	372,073.00		.00
TOTAL DEBT SERVICE FUND	2,161,005.00	1,161,687.00	(UNDER)	999,318.00
EXPENDITURES	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
REPAYMENT OF DEBT				
40-701-510-XXX Repayment of Debt - Regular	2,161,005.00	.00	.00	2,161,005.00
TOTAL REPAYMENT OF DEBT	2,161,005.00	.00	.00	2,161,005.00

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
**** VOORHEES TOWNSHIP BOARD OF EDUCATION ****
DEBT SERVICE FUNDS - FUND 40

DRAFT

Schedule of Revenues
Actual Compared with Estimated
(For 2 month period ending August 31, 2013)

		<u>Estimated</u>	<u>Actual</u>	<u>Unrealized</u>
	DEBT SERVICE			
40-303	Budgeted Fund Balance	15,975.00	.00	15,975.00
40-5210	Transfer from Capital Reserve	983,343.00	.00	983,343.00
	Revenue from Local Sources			
40-1210	Local Tax Levy	789,614.00	789,614.00	.00
	Total Revenues from Local Sources	789,614.00	789,614.00	.00
	Revenues from State Sources			
40-3160	Debt Service Aid Type II	372,073.00	372,073.00	.00
	Total Local Repayment of Debt	2,161,005.00	1,161,687.00	999,318.00
	TOTAL REPAYMENT OF DEBT	2,161,005.00	1,161,687.00	999,318.00

**REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 **** VOORHEES TOWNSHIP BOARD OF EDUCATION ****
 DEBT SERVICE FUNDS - FUND 40**

DRAFT

**Statement of Appropriations
 Compared with Expenditures and Encumbrances
 (For 2 month period ending August 31, 2013)**

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
DEBT SERVICE FUNDS				
Regular Debt Service				
40-701-510-834 Interest on Bonds	471,005.00	.00	.00	471,005.00
40-701-510-910 Redemption of Principal	1,690,000.00	.00	.00	1,690,000.00
Total Regular Debt Service	2,161,005.00	.00	.00	2,161,005.00
TOTAL DEBT SERVICE FUNDS	2,161,005.00	.00	.00	2,161,005.00

Transfers in accounting period August 2013 to August 2013

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Remarks</u>
08/14/13	Transfer from 11-000 -221 -610 -01 to 11-000 -221 -890 -01	3,200.00	
08/14/13	Transfer from 11-212 -100 -320 -03 to 11-240 -100 -610 -09	1,383.20	
08/31/13	Transfer from 11-212 -100 -320 -03 to 12-000 -210 -732 -00	500.00	
08/31/13	Transfer from 12-000 -210 -731 -00 to 12-000 -210 -732 -00	5,500.00	

SB360

**** VOORHEES TOWNSHIP BOARD OF EDUCATION ****

10/1/2013 10:22:21 AM

Budget year: 2013-14

BATCH A044 CHECKS VOIDED

Page 1 of 1

Acct period: September 2013

Batch number: A044

252

<u>Check Number</u>	<u>Void Date</u>	<u>Vendor number and name</u>	<u>Total Check Amount</u>	<u>P.O. Number</u>	<u>Account number</u>	<u>Account Amount</u>
57573 (C)	09/30/13	1666 VOORHEES BOE/CAFETERIA ACCOUNT	-17,619.87	1157-14	11-000 -230 -890 -00	-35.00
				1161-14	10-402 -B	-17,584.87
Total checks voided: 1			-17,619.87			

SB360

Budget year: 2013-14

Acct period: September 2013

Batch number: A044

Check Voiding Run

**** VOORHEES TOWNSHIP BOARD OF EDUCATION ****
AUTOMATIC GENERAL LEDGER ENTRIES

10/1/2013 10:22:23 AM

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<u>Fund</u>	<u>Account</u>	<u>Debits</u>	<u>Credits</u>
10 GENERAL FUND	101 Cash in Bank	17,619.87	.00
	402 Interfund Accounts Payable	.00	17,584.87
	602 Expenditures/Expenses	.00	35.00
	603 Encumbrances	17,619.87	.00
	753 Reserve for Encumbrances - Current Year	.00	17,619.87
Fund 10 totals:		----- 35,239.74 *	----- 35,239.74 *
Batch totals:		35,239.74 **	35,239.74 **

SB360

Budget year: 2013-14

Acct period: October 2013

Batch number: A062

**** VOORHEES TOWNSHIP BOARD OF EDUCATION ****

BATCH A062 CHECKS VOIDED

10/16/2013 3:17:43 PM

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<u>Check Number</u>	<u>Void Date</u>	<u>Vendor number and name</u>	<u>Total Check Amount</u>	<u>P.O. Number</u>	<u>Account number</u>	<u>Account Amount</u>
57602 (C)	10/16/13	338 BECKER'S SCHOOL SUPPLY	-315.00	338-14	11-190 -100 -610 -09	-315.00
Total checks voided: 1			-315.00			

SB360

Budget year: 2013-14

Acct period: October 2013

Batch number: A062

Check Voiding Run

**** VOORHEES TOWNSHIP BOARD OF EDUCATION ****
AUTOMATIC GENERAL LEDGER ENTRIES

10/16/2013 3:17:45 PM

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<u>Fund</u>	<u>Account</u>	<u>Debits</u>	<u>Credits</u>
10 GENERAL FUND	101 Cash in Bank	315.00	.00
	602 Expenditures/Expenses	.00	315.00
	603 Encumbrances	315.00	.00
	753 Reserve for Encumbrances - Current Year	.00	315.00
Fund 10 totals:		----- 630.00 *	----- 630.00 *
Batch totals:		630.00 **	630.00 **

SB360

Budget year: 2013-14

Acct period: October 2013

Batch number: A064

**** VOORHEES TOWNSHIP BOARD OF EDUCATION ****

BATCH A064 CHECKS VOIDED

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<u>Check Number</u>	<u>Void Date</u>	<u>Vendor number and name</u>	<u>Total Check Amount</u>	<u>P.O. Number</u>	<u>Account number</u>	<u>Account Amount</u>
57684 (C)	10/17/13	1604 NELBUD SERVICES GROUP INC.	-473.00	734-14	11-000 -261 -420E-08	-174.00
				734-14	11-000 -261 -420E-08	-299.00
Total checks voided:		1	-473.00			

SB360

Budget year: 2013-14

Acct period: October 2013

Batch number: A064

Check Voiding Run

**** VOORHEES TOWNSHIP BOARD OF EDUCATION ****
AUTOMATIC GENERAL LEDGER ENTRIES

10/17/2013 9:38:58 AM

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<u>Fund</u>	<u>Account</u>	<u>Debits</u>	<u>Credits</u>
10 GENERAL FUND	101 Cash in Bank	473.00	.00
	602 Expenditures/Expenses	.00	473.00
	603 Encumbrances	473.00	.00
	753 Reserve for Encumbrances - Current Year	.00	473.00
Fund 10 totals:		----- 946.00 *	----- 946.00 *
Batch totals:		946.00 **	946.00 **

SB360

Budget year: 2013-14

Acct period: October 2013

Batch number: A066

**** VOORHEES TOWNSHIP BOARD OF EDUCATION ****

BATCH A066 CHECKS VOIDED

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<u>Check Number</u>	<u>Void Date</u>	<u>Vendor number and name</u>	<u>Total Check Amount</u>	<u>P.O. Number</u>	<u>Account number</u>	<u>Account Amount</u>
56631	10/21/13	1118 GENESIS EDUCATIONAL SERVICES	-14,273.00			.00
Total checks voided: 1			-14,273.00			

CHECK 57770 FOR \$14,273.00 REPLACES CHECK 56631 DATED 6/11/13 FOR \$14,273.00

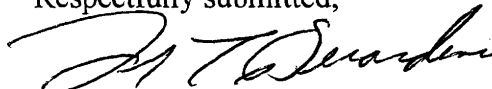
8. advertising and receiving Requests for Proposals for outside lighting.
(As part of the Voorhees Township Board of Education's Safety Program and Go Green Program)
9. the following Change Order:
 - a. Dolan Mechanical Change Order No. 1
638 Johnson Road VMS, KR & SH HVAC
P.O. Box 326 Replacements
Sicklerville, NJ 08081 Deduct \$27,979.84

XXIII. ADJOURNMENT

1. Motion by Mr. Dortch, seconded by Mr. Schmus, to adjourn the meeting at 8:20 pm.

Motion carried unanimously.

Respectfully submitted,



Frank T. DeBerardinis, Ed.D.
Assistant Superintendent
for Business/Board Secretary