

## CAMDEN'S PROMISE CHARTER SCHOOL MINUTES – March 30, 2023

The regular meeting of the Camden's Promise Charter School Board of Trustees, County of Camden, State of New Jersey, was held at 879 Beideman Ave, Camden on March 30, 2023 at 5:15 pm.

Members present: Ms. Lombardo, Ms. Hinson, Ms. Figueroa (Out @ 6:30), Ms Cruz and Ms. Caban  
 Members absent: Ms. Maldonado and Mr. Loyola  
 Also present: Dr. Conway, Mr. Helmbrecht, Ms. Baughn, Ms. Arasim, Ms. Ash, Mr. Dark, Mr. Neil Borowski, Ms. Phelan and Ms. D. Rodriguez

The pledge to the flag was led by Ms. Lombardo

Open  
Meeting

The meeting opened at 5:15 pm at which time the following was stated: "The New Jersey Open Public Meetings Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Camden's Promise Charter School Board of Trustees has caused notice of this meeting to be published by having the date, time, and place thereof posted on the door of the Camden Promise Charter School and in the Courier Post. "

Minutes

Motion by Ms. Hinson and seconded by Ms. Cruz that the Board of Trustees approve the regular minutes of March 2, 2023.  
 Unanimously Approved

Open Public  
Comment

Motion by Ms. Hinson and second by Ms. Caban that the Board of Trustees open the meeting to receive comment from the public present at 5:20pm.  
 Unanimously Approved

Close Public  
Comment

Motion by Ms. Hinson and seconded by Ms. Cruz that the Board of Trustees close the meeting for public comment and return to session at 5:21pm.  
 Unanimously Approved

### BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORTS:

Cash  
Reconciliation  
Report

#### Cash Reconciliation Report

Motion by Ms. Figueroa and seconded by Ms. Caban that the Board of Trustees approve the Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the months of February 2023. The Cash Reconciliation Report and Secretary's Reports are in agreement for the months of February 2023. (See Pages 14258-14268)  
 Unanimously Approved

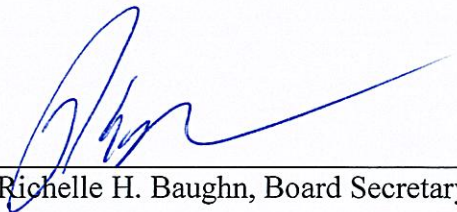


# CAMDEN'S PROMISE CHARTER SCHOOL MINUTES – March 30, 2023

Secretary's  
Report

## Board Secretary's Report

Motion by Ms. Figueroa and seconded by Ms. Caban that the Board of Trustees approve the Board of Secretary's Report that as of February 2023 no budgetary line item account has encumbrance and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10 (c)3. (See Pages 14269-14288)

  
Richelle H. Baughn, Board Secretary

2/28/23  
Date

Certification

## :Certification

Motion by Ms. Figueroa and seconded by Ms. Caban that the Board of Trustees certify pursuant to N.J.A.C. 6A:23A-16.10(c)4, we certify that after review of the secretary's monthly financial reports (appropriation section) and upon consultation with the appropriate district officials that to the best of our knowledge, no major accounts or funds has been over expended in violation of N.J.A.C. 6A:23-16.10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Unanimously Approved

CAFR, AMR,  
CAP and COI

Motion by Ms. Hinson and seconded by Ms. Caban that the Board of Trustees approve the June 30, 2022 CAFR, AMR, CAP and COI. (See Pages 14289-14290)

WHEREAS the Camden's Promise Charter School Board of Education in accordance with NJSA 18A:23-1 must have a certified External Audit of the District's account and financial transactions; and

WHEREAS the Camden Promise Charter School Board of Education received the audit performed by and discussed said audit at its public meeting held on March 30, 2023 now

BE IT RESOLVED that the Camden's Promise Board of Education accepts the audit for the school year, fiscal year ending June 30, 2022 and approves the Corrective Action Plan (CAP) as follows:

2023-2024  
Budget

Motion by Ms. Hinson and seconded by Ms. Caban that the Board of Trustees approve the 2023-2024 Budget. (See Pages 14291-14299)

Unanimously Approved

2023-2024  
Pre K Budget

Motion by Ms. Hinson and seconded by Ms. Caba that the Board of Trustees approve the 2023-2024 Pre K Budget. (See Pages 14300-14301)

Unanimously Approved

2022-2023  
Maintenance  
Lease  
Agreement

Motion by Ms. Caban and seconded by Ms. Hinson that the Board of Trustees approve the 2022-2023 Amendment to Maintenance Lease Agreement for the 2022-2023 school year. (See Pages 14302-14304)

Abstain – Ms. Lombardo



## CAMDEN'S PROMISE CHARTER SCHOOL MINUTES – March 30, 2023

**CHIEF SCHOOL ADMINISTRATOR'S REPORT**

Enter Executive Session Motion by Ms. Hinson and seconded by Ms. Cruz that the Board of Trustees enter into Executive Session at 5:58pm.  
Unanimously Approved

Exit Executive Session Motion by Ms. Hinson and seconded by Ms. Caban that the Board of Trustees exit Executive Session at 6:12pm.  
Unanimously Approved

**Business**

MOU Motion by Ms. Cruz and seconded by Ms. Hinson that the Board of Trustees accepts the MOU for the building commonly referred to as ECO 817 Carpenter Street. (See Pages 14305-14309)  
Unanimously Approved

Fire Drill and Lock Down Motion by Ms. Hinson and seconded by Ms. Caban that the Board of Trustees accept the Fire Drill and Lock Down report as presented. (See Page 14310)  
Unanimously Approved

HIB Motion by Ms. Caban and seconded by Ms. Hinson that the Board of Trustees accept the HIB report as presented. (See Pages 14311-14313)  
Unanimously Approved

**Personnel**

Termination Motion by Ms. Hinson and seconded by Ms. Caban that the Board of Trustees accept the termination of Ms. Annabel Estevez, Camden Academy Waiver Limited CE effective 3-30-23.  
Ayes – 5  
Nos – 0  
Abstain - 0

First Read Sick Bank Policy Motion by Ms. Hinson and seconded by Ms. Cruz that the Board of Trustees accept the First Read sick bank policy payout.  
Unanimously Approved

Teacher Salary Step Scale Motion by Ms. Caban and seconded by Ms. Hinson that the Board of Trustees accept the Teacher Salary Step Scale as presented for the 2023-24 school year. (See Page 14314)  
Unanimously Approved

Support Step Pay Scale Motion by Ms. Caban and seconded by Ms. Hinson that the Board of Trustees accept the Support Step Pay Scale as presented for the 2023-24 school year. (See Page 14315)  
Unanimously Approved



## CAMDEN'S PROMISE CHARTER SCHOOL MINUTES – March 30, 2023

Second Read Job Descriptions	<p>Motion by Ms. Hinson and second by Ms. Cruz that the Board of Trustees accept the following support staff job descriptions. (See Pages 14316-14326)</p> <ul style="list-style-type: none"> <li>Hall Monitor</li> <li>Bus Driver</li> <li>School Receptionist</li> <li>Secretary</li> <li>Administrative Secretary</li> <li>Executive Assistant</li> </ul> <p>Unanimously Approved</p>
ISTE Conference	<p>Motion by Ms. Hinson and second by Ms. Caban that the Board of Trustees accept 15 registration spots for Professional Development at the ISTE conference in Philadelphia this year. (See Pages 14327-14329)</p> <p>Unanimously Approved</p>
Atlanta Conference	<p>Motion by Ms. Hinson and seconded by Ms. Caban that the Board of Trustees accept 15 registration spots for the Atlanta Conference for the Innovative School Summit with associated travel and rooming costs. (See Pages 14330-14334)</p> <p>Unanimously Approved</p>
Sick Bank Usage	<p>Motion by Ms. Hinson and seconded by Ms. Caban that the Board of Trustees accept the requests for sick bank usage for certain retreats as presented. (See Page 14335)</p> <p>Unanimously Approved</p>
Adjourn	<p>Motion by Ms. Hinson and seconded by Ms. Caban that the Board of Trustees adjourn at 6:55pm.</p> <p>Unanimously Approved</p>



**CASH RECONCILIATION REPORT  
TO THE BOARD OF EDUCATION**

**Camden's Promise Charter School**

All Funds

For the Month Ending February 28, 2023

Cash Report					
FUNDS		(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balances
	Governmental Funds	2,249,968.53	3,919,066.20	4,270,748.69	1,898,286.04
2	Special Revenue Fund - 20 (see page 2)	(887,650.30)	1,230,953.13	686,855.74	(343,552.91)
3	Capital Projects Fund - Fund 30	0.00	0.00	0.00	0.00
4	Debt Service Fund - Fund 40	0.00	0.00	0.00	0.00
5	Total Governmental Funds (Lines 1 thru 4)	1,362,318.23	5,150,019.33	4,957,604.43	1,554,733.13
6	Enterprise Fund Cafeteria	1,063,483.29	37,376.32	344,733.99	756,125.62
	Student Activities	15,789.25	6,143.14	4,573.67	17,358.72
7	Total Governmental & Enterprise Funds	2,441,590.77	5,193,538.79	5,306,912.09	2,328,217.47
	Payroll	4,084.22	1,468,499.95	1,468,498.69	4,085.48
10	Payroll Agency	46,008.32	974,259.88	959,806.95	60,461.25
11	Unemployment Trust	20,618.70	0.18	0.00	20,618.88
12	Total Trust & Agency Funds (Lines 9 thru 10)	70,711.24	2,442,760.01	2,428,305.64	85,165.61
13	Total All Funds (Lines 5, 6 and 10)	2,512,302.01	7,636,298.80	7,735,217.73	2,413,383.08

Prepared and Submitted By:

Elizabeth A. DiPietro

3/28/2023



Camden's Promise Charter School  
Bank Reconciliation

Bank Name	TD Bank				
Account Number	3864386				
Statement Date	02/28/23				
Fund/Funds	WARRANT ACCOUNT				

1	Balance per Bank				1,741,196.28
	Reconciling Items				
	Additions				
	Deposits in Transit				
	Feb café salaries	12,855.20			
2		12,855.20			
3	Total Additions		12,855.20		
	Deductions				
	Outstanding Checks				
4	(Attach List)	199,318.35			
6	Total Deductions		199,318.35		
7	Net Reconciling Items				(186,463.15)
8	Adjusted Balance per Bank as of	2/28/23	*		1,554,733.13

9	Balance per Board Secretary's Records as of	2/28/23	* *		1,554,733.13
	Reconciling Items				
	Additions				
10	Interest Earned				
11	Other (Explain)				
12	Total Additions		0.00		
	Deductions				
14	Other (Explain)				
15	Total Deductions		0.00		
16	Net Reconciling Items				0.00
17	Adjusted Board Secretary's Balance as of	2/28/23	*		1,554,733.13



Prepared By:	e di Pietro
Date:	03/28/23

**Camden's Promise Charter School****Bank Reconciliation**

List of Outstanding Checks

Warrant Account

2/28/2023

Camden's Promise Charter School

Check #	Check Date	Payable to	Amount
21260	3/2/22	Makeblock Education U.S.	2,069.70
21334	3/10/22	Todd Hutchins	69.00
21480	4/12/22	Philadelphia Eagles, LLC	1,050.00
21617	5/12/22	David Gould	83.00
21629	5/12/22	Matthew Cloud	200.00
22449	10/31/22	FastSpring	2,499.00
22648	12/7/22	Mangates	599.57
22683	12/13/22	Nicholas Gentile	275.00
22802	1/18/23	Curtis Dugar	62.00
22811	1/18/23	Kevin Campbell	62.00
22844	1/19/23	Mutter Museum	510.00
22845	1/19/23	Nightlinger, Colavita & Volpa	29,778.53
22904	2/2/23	Donald Owens	63.00
22905	2/2/23	Donald Conner	63.00
22917	2/2/23	Ken Callau	87.00
22919	2/2/23	Kurtis Still	87.00
22943	2/2/23	Shawn Davis	150.00
22947	2/2/23	Stephen Giles	63.00
22952	2/2/23	Terry Jackson	87.00
22970	2/6/23	Telesystem	4,681.81
22974	2/13/23	Advanta Health Solutions	1,305.20
23009	2/14/23	Restaurant Equipppers	526.44
23014	2/21/23	Amazon Capital Services	6,977.01
23015	2/21/23	AT&T	625.70
23018	2/21/23	Collins Sports Medicine	44.22
23019	2/21/23	FlexFacts	345.00
23021	2/21/23	JC Tours	2,670.90
23027	2/21/23	SpiralEdge, Inc.	118.38
23030	2/22/23	Arckit	1,560.65
23031	2/22/23	CDWG	830.00
23034	2/22/23	Franklin Institute	3,153.00
23038	2/22/23	Purchase Power	1,041.98
23041	2/27/23	Asana, Inc.	4,500.00
23042	2/27/23	Blocket LLC	450.00
23044	2/27/23	Camden County College	83,280.00
23045	2/27/23	CASA Payroll Service	1,799.40
23046	2/27/23	CDWG	1,005.65
23047	2/27/23	Constellation New Energy	10,593.02
23048	2/27/23	Delta T Group	2,436.60
23049	2/27/23	Derrick Luby	63.00
23050	2/27/23	George Borger	70.00
23051	2/27/23	Gimkit	1,000.00
23052	2/27/23	GopherSport	433.16
23053	2/27/23	Gregory Allen	63.00
23054	2/27/23	Jerome Greene	87.00
23055	2/27/23	Joel Coleman	174.00
23056	2/27/23	Jonathan McDaniel	150.00
23057	2/27/23	Ken Shugars	87.00
23058	2/27/23	Kenry de Dios	63.00
23059	2/27/23	Keon Bodiford	87.00
23060	2/27/23	Leslie Bryant	780.00
23061	2/27/23	Mark Banský	70.00
23062	2/27/23	Mesa Signs	6,200.00
23063	2/27/23	Michael Romano	87.00
23064	2/27/23	National BETA Club	474.00
23065	2/27/23	Please Touch Museum	262.50
23066	2/27/23	Randy Bennett	87.00
23067	2/27/23	Robert Horvath	70.00
23068	2/27/23	Ruth Rogers	70.00
23069	2/27/23	Sunrise Signs	5,172.67
23070	2/27/23	Sweetwater	659.99
23071	2/27/23	Tajiddin Hill	237.00
23072	2/27/23	Teon Russell	63.00
23073	2/27/23	Thomas Farrell	70.00
23074	2/27/23	Wolfington Body Company	16,935.27
total			199,318.35



Camden's Promise Charter School  
Bank Reconciliation

Bank Name		TD Bank			
Account Number		3865292			
Statement Date		02/28/23			
Fund/Funds		Food Services			

1 Balance per Bank						1,098,311.63
Reconciling Items						
Additions						
Deposits in Transit						
Date Amount						
2a						
2b						
2c						
2d						
2	Total D.T.T.s					0.00
3	Total Additions					0.00
Deductions						
Outstanding Checks						
4						
	Ck# 1690 Sodexo, Inc.					328,467.81
	Ck# 1691 - Hobart Service					863.00
	Feb Café Salaries					12,855.20
5						
6	Total Deductions					342,186.01
7	Net Reconciling Items					(342,186.01)
8	Adjusted Balance per Bank as of 2/28/23 *					756,125.62

9 Balance per Board Secretary's Records as of 2/28/23 * *						756,125.62
Reconciling Items						
Additions						
10						
11						
12	Total Additions					0.00
Deductions						
13						
14						
	Total Deductions					0.00
16	Net Reconciling Items					0.00
17	Adjusted Board Secretary's Balance as of 2/28/23 *					756,125.62

\* Line 8 MUST EQUAL line 17.  
\* \* If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.



Prepared by: e dipietro

Date: 03/28/23

**Camden's Promise Charter School  
Bank Reconciliation**

Bank Name		TD Bank	
Account Number		00-3864436	
For the Month End		02/28/23	
Fund/Funds		Student	

1	Balance per Bank			17,418.72
	Reconciling Items			
	Additions			
	Deposits in Transit			
	Date			
2a				
2b				
2c				
2	Total Deposits	0.00		
3	Total Additions		0.00	
	Deductions			
	Outstanding Checks			
4	(Attach List)	60.00		
6	Total Deductions		60.00	
7	Net Reconciling Items			(60.00)
8	Adjusted Balance per Bank as of	2/28/23	*	17,358.72

9	Balance per Board Secretary's Records as of	2/28/23	17,358.72
	Reconciling Items		
	Additions		
10	Interest Earned		
12	Total Additions		0.00
	Deductions		
15	Total Deductions		0.00
16	Net Reconciling Items		0.00
17	Adjusted Board Secretary's Balance as of	2/28/23 *	17,358.72

\* Line 8 MUST EQUAL line 17.

\* \* If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.

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Prepared By:	e dipietro
Date:	03/28/23

## Camden's Promise Charter School

## Bank Reconciliation

List of Outstanding Checks

Student Activities Account

2/28/2023

Camden's Promise Charter School

Check #	Check Date	Payable to	Amount
23007	2/14/2023	Jeimy Donies	30.00
23024	2/21/2023	Maria Silva	30.00
		total	<u>60.00</u>



**Camden's Promise Charter School  
Bank Reconciliation**

Date: 03/28/23 14264

Bank Name:		TD Bank	
Account Number:		3865276	
Statement Date:		2/28/23	
Fund/Funds:		Payroll	

1	Balance per Bank			13,803.27
	Reconciling Items			
	Additions			
	Deposits in Transit			
	Date	Amount		
	9/30/21 Fraud-Novoa's Dir Dep	1,939.32		
2b	10/15/21 Fraud-Novoa's Dir Dep	1,939.31		
2c				
2d				
2	Total D.T.'s		3,878.63	
3	Total Additions		3,878.63	
	Deductions			
	Outstanding Checks			
4	(Attach List)		13,142.84	
	TPAF Prior Yr 375 & TPAF C/I Pr Yr Kappra Illuminati		395.00	
6	Total Deductions		13,537.84	
7	Net Reconciling Items			(9,659.21)
8	Adjusted Balance per Bank as of 2/28/23 *			4,144.06

9	Balance per Board Secretary's Records as of 2/28/23 * *			4,085.48
	Reconciling Items			
	Additions			
	unlocated difference		8.58	
11	12/2 ACH Return-need details		50.00	
12	Total Additions		58.58	
	Deductions			
14				
15	Total Deductions		0.00	
16	Net Reconciling Items			58.58
17	Adjusted Board Secretary's Balance as of 2/28/23 *			4,144.06

- \* Line 8 MUST EQUAL line 17.
- \* \* If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.



Prepared By:	e dipietro
Date:	03/28/23

## Camden's Promise Charter School

**Bank Reconciliation**

List of Outstanding Checks

Payroll Account

2/28/2023

Camden's Promise Charter School

Check #	Check Date	Payable to	Amount
17464	4/14/2022	Marissa Lindsay	22.52
18205	10/31/2022	Zenaida Falcon	812.31
18332	2/15/2023	Michael Kerns	2,043.53
18320	2/28/2023	Frank Geiger	220.70
18343	2/28/2023	Emely Acevedo	1,161.55
18344	2/28/2023	Norma Arroyo	1,212.47
18345	2/28/2023	Zenaida Falcon	1,081.48
18346	2/28/2023	Kashmir Fluellen	1,298.16
18347	2/28/2023	Michael Kerns	2,019.95
18348	2/28/2023	Leanne Salcedo	354.23
18352	2/28/2023	Gregory Young	2,132.50
18353	2/28/2023	Gregory Young	783.44
Total			13,142.84



**Camden's Promise Charter School  
Bank Reconciliation**

Date: 03/28/23 4266

Bank Name		TD Bank	
Account Number		00-3865284	
For the Month Ending		2/28/23	
Fund/Funds		Agency	

<b>1 Balance per Bank</b>				<b>440,764.07</b>
<b>Reconciling Items</b>				
<b>Additions</b>				
	<b>Deposits in Transit</b>			
	Date			
2a	Swedesboro	50.00		
2b				
2c				
2	<b>Total D.T.'s</b>	50.00		
3	<b>Total Additions</b>		50.00	
<b>Deductions</b>				
	<b>Outstanding Checks</b>			
4	(Attach List)	380,352.81		
	unlocated difference-immaterial	0.01		
6	<b>Total Deductions</b>		380,352.82	
7	<b>Net Reconciling Items</b>			(380,302.82)
8	<b>Adjusted Balance per Bank as of</b>			<b>60,461.25</b>
		2/28/23	*	

<b>9 Balance per Board Secretary's Records as of</b>				<b>60,461.25</b>
<b>Reconciling Items</b>				
<b>Additions</b>				
10	<b>Interest Earned</b>			
12	<b>Total Additions</b>		0.00	
<b>Deductions</b>				
13	<b>Bank Charges</b>			
14	<b>Other (Explain)</b>			
15	<b>Total Deductions</b>		0.00	
16	<b>Net Reconciling Items</b>			0.00
17	<b>Adjusted Board Secretary's Balance as of</b>			<b>60,461.25</b>
		2/28/23	*	

\* Line 8 MUST EQUAL line 17.  
 \* \* If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.



Prepared By:	e dipietro
Date:	03/28/23

## Camden's Promise Charter School

**Bank Reconciliation**

List of Outstanding Checks

Agency Payroll Account

2/28/2023

Page 5 (a)

Check #	Check Date	Amount	Payable To
4322	2/27/23	41.50	St of NJ - Division of Employer Accounts
4595	2/28/23	216.52	Camden County Sherrif's Office
4596	2/28/23	355.00	Camden County Sherrif's Office
4597	2/28/23	351.00	PA SCDU
4598	2/28/23	14,382.25	The Equitable AXA
4599	2/28/2023	7,702.50	VOYA
4600	2/28/2023	632.00	Allied Resources for Kids
4601	2/28/2023	456.20	Met Life
4602	2/28/2023	61,599.01	Camden's Promise Charter School
4603	2/28/2023	1,296.90	AAE
4604	2/28/2023	243.56	Allstate Benefits
4605	2/28/2023	450.00	VOYA - Roth 403b
4606	2/28/2023	1,645.00	The Equitable Roth 403b
4607	2/28/2023	1,543.98	SJFCU
eft	2/28/2023	252,870.44	941.00
eft	2/28/2023	33,896.87	NJIT
eft	2/28/2023	2,670.08	PA Dept of Revenue
		<b>380,352.81</b>	



**Camden's Promise Charter School  
Bank Reconciliation**

Prepared by: Camden's Promise Charter School 4268  
03/28/23

Bank Name	TD Bank
Account Number	5883095
For the Month Ending	2/28/23
Fund/Funds	Unemploy. Trust

1	Balance per Bank					20,618.88
	Reconciling Items					
	Additions					
	Deposits in Transit					
	Date					
2a						
2b						
2c						
2d						
2	Total D.I.T.'s					
3	Total Additions			0.00		
	Deductions					
	Outstanding Checks					
6	Total Deductions			0.00		
7	Net Reconciling Items					0.00
8	Adjusted Balance per Bank as of	2/28/23	*			20,618.88

9	Balance per Board Secretary's Records as of	2/28/23				20,618.88
	Reconciling Items					
	Additions					
	Interest Earned					
10						
11	Other (Explain)					
12	Total Additions			0.00		
	Deductions					
13	Bank Charges					
14	Other (Explain)					
15	Total Deductions			0.00		
16	Net Reconciling Items					0.00
17	Adjusted Board Secretary's Balance as of	2/28/23	*			20,618.88

- \* Line 8 MUST EQUAL line 17.  
 \* \* If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.



Starting date 7/1/2022 Ending date 2/28/2023 Fund: 10 GENERAL FUND

Assets and Resources**Assets:**

101	Cash in bank		\$1,898,286.04
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premiums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$1,848,392.40

**Accounts Receivable:**

132	Interfund	\$2,316,676.68	
141	Intergovernmental - State	\$13,490,738.68	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$15,807,415.36

**Loans Receivable:**

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$10,718.66
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

**Resources:**

301	Estimated Revenues	\$37,845,772.00	
302	Less Revenues	(\$36,720,033.00)	\$1,125,739.00

**Total assets and resources** **\$20,690,551.46**



Starting date 7/1/2022 Ending date 2/28/2023 Fund: 10 GENERAL FUND

Liabilities and Fund Equity

## Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$74,022.70
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$432,403.53
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$4,650.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
<b>Total liabilities</b>		<b>\$511,076.23</b>



Starting date 7/1/2022 Ending date 2/28/2023 Fund: 10 GENERAL FUND

## Fund Balance:

## Appropriated:

753,754	Reserve for Encumbrances	\$14,274,452.93
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## Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$2,250,000.00
604	Add: Increase in Capital Reserve	\$0.00
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00
762	Reserve for Adult Education	\$2,250,000.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00
605	Add: Increase in Sale/Leaseback Reserve	\$0.00
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00
606	Add: Increase in Maintenance Reserve	\$0.00
310	Less: Bud. w/d from Maintenance Reserve	\$0.00
765	Tuition Reserve Account - July 1	\$0.00
311	Less: Bud. w/d from Tuition Reserve	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00
610	Add: Increase in Bus Advertising Reserve	\$0.00
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00
611	Add: Increase in Federal Impact Aid (General)	\$0.00
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00
769	Unemployment Fund - July 1	\$0.00
	Add: Increase in Unemployment Fund	\$0.00
678	Less: Bud. w/d from Unemployment Fund	\$0.00
750-752,76x	Other reserves	\$0.00
601	Appropriations	\$38,886,415.02
602	Less: Expenditures (\$22,832,785.65)	
	Less: Encumbrances (\$14,338,405.77)	(\$37,171,191.42)
	Total appropriated	\$18,239,676.53
Unappropriated:		
770	Fund balance, July 1	\$2,980,441.72
771	Designated fund balance	\$0.00
303	Budgeted fund balance	(\$1,040,643.02)
	Total fund balance	\$20,179,475.23
	Total liabilities and fund equity	<u>\$20,690,551.46</u>



Starting date 7/1/2022 Ending date 2/28/2023 Fund: 10 GENERAL FUND

## Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$38,886,415.02	\$37,171,191.42	\$1,715,223.60
Revenues	(\$37,845,772.00)	(\$36,720,033.00)	(\$1,125,739.00)
Subtotal	<u>\$1,040,643.02</u>	<u>\$451,158.42</u>	<u>\$589,484.60</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	(\$2,250,000.00)	\$2,250,000.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,040,643.02</u>	<u>(\$1,798,841.58)</u>	<u>\$2,839,484.60</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,040,643.02</u>	<u>(\$1,798,841.58)</u>	<u>\$2,839,484.60</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,040,643.02</u>	<u>(\$1,798,841.58)</u>	<u>\$2,839,484.60</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,040,643.02</u>	<u>(\$1,798,841.58)</u>	<u>\$2,839,484.60</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,040,643.02</u>	<u>(\$1,798,841.58)</u>	<u>\$2,839,484.60</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,040,643.02</u>	<u>(\$1,798,841.58)</u>	<u>\$2,839,484.60</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,040,643.02</u>	<u>(\$1,798,841.58)</u>	<u>\$2,839,484.60</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,040,643.02</u>	<u>(\$1,798,841.58)</u>	<u>\$2,839,484.60</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$1,040,643.02</u>	<u>(\$1,798,841.58)</u>	<u>\$2,839,484.60</u>

Prepared and submitted by :

Board Secretary

Date



Starting date 7/1/2022 Ending date 2/28/2023 Fund: 10 GENERAL FUND

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	4,472,812	326,779	4,799,591	4,424,215	Under	375,376
00520	SUBTOTAL – Revenues from State Sources	33,067,540	(21,359)	33,046,181	32,251,660	Under	794,521
00570	SUBTOTAL – Revenues from Federal Sources	0	0	0	44,158		(44,158)
Total		37,540,352	305,420	37,845,772	36,720,033		1,125,739
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	300,000	300,000	75,814	43,211	180,975
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	18,585,500	(592,309)	17,993,191	11,692,734	6,017,575	282,882
45300	Support Serv. - General Admin	3,679,500	277,660	3,957,160	2,409,908	1,179,215	368,037
46160	Support Serv. - School Admin	2,492,800	(240,160)	2,252,640	1,184,288	659,481	408,872
51120	Total Undist. Expend. – Oper. & Maint. O	6,264,001	(124,149)	6,139,852	3,285,668	2,809,708	44,475
52480	Total Undist. Expend. – Student Transpor	100,000	185,864	285,864	202,338	64,527	18,998
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	5,400,000	557,709	5,957,709	3,644,588	2,248,758	64,362
75880	TOTAL EQUIPMENT	0	249,360	249,360	0	249,360	0
76260	Total Facilities Acquisition and Constr	2,000,000	(249,360)	1,750,640	337,446	1,066,571	346,623
Total		38,521,801	364,614	38,886,415	22,832,786	14,338,406	1,715,224



Starting date 7/1/2022 Ending date 2/28/2023 Fund: 20 SPECIAL REVENUE FUNDS

Assets and Resources

## Assets:

101	Cash in bank		(\$343,552.91)
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premiums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

## Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$5,578,880.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$5,578,880.00

## Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

## Resources:

301	Estimated Revenues	\$15,314,168.77	
302	Less Revenues	(\$8,155,240.20)	\$7,158,928.57

## Total assets and resources

\$12,394,255.66



Starting date 7/1/2022 Ending date 2/28/2023 Fund: 20 SPECIAL REVENUE FUNDS

Liabilities and Fund Equity

## Liabilities:

101	Cash Overdraft	(\$343,552.91)
401	Interfund Loans Payable	\$2,305,194.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$160,957.31
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$178,572.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
<b>Total liabilities</b>		<b>\$2,644,723.31</b>



Starting date 7/1/2022 Ending date 2/28/2023 Fund: 20 SPECIAL REVENUE FUNDS

## Fund Balance:

## Appropriated:

753,754	Reserve for Encumbrances	\$4,689,763.38
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## Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$0.00
604	Add: Increase in Capital Reserve	\$0.00
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00
762	Reserve for Adult Education	\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00
605	Add: Increase in Sale/Leaseback Reserve	\$0.00
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00
606	Add: Increase in Maintenance Reserve	\$0.00
310	Less: Bud. w/d from Maintenance Reserve	\$0.00
765	Tuition Reserve Account - July 1	\$0.00
311	Less: Bud. w/d from Tuition Reserve	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00
610	Add: Increase in Bus Advertising Reserve	\$0.00
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00
611	Add: Increase in Federal Impact Aid (General)	\$0.00
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00
769	Unemployment Fund - July 1	\$0.00
	Add: Increase in Unemployment Fund	\$0.00
678	Less: Bud. w/d from Unemployment Fund	\$0.00
750-752,76x	Other reserves	\$0.00
601	Appropriations	\$16,847,169.40
602	Less: Expenditures (\$4,957,080.46)	
	Less: Encumbrances (\$4,364,263.38)	(\$9,321,343.84)
	Total appropriated	\$12,215,588.94
	Unappropriated:	
770	Fund balance, July 1	(\$933,055.96)
771	Designated fund balance	\$0.00
303	Budgeted fund balance	(\$1,533,000.63)
	Total fund balance	\$9,749,532.35
	Total liabilities and fund equity	<u>\$12,394,255.66</u>



Starting date 7/1/2022 Ending date 2/28/2023 Fund: 20 SPECIAL REVENUE FUNDS

## Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$16,847,169.40	\$9,321,343.84	\$7,525,825.56
Revenues	(\$15,314,168.77)	(\$8,155,240.20)	(\$7,158,928.57)
Subtotal	<u>\$1,533,000.63</u>	<u>\$1,166,103.64</u>	<u>\$366,896.99</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,533,000.63</u>	<u>\$1,166,103.64</u>	<u>\$366,896.99</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,533,000.63</u>	<u>\$1,166,103.64</u>	<u>\$366,896.99</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,533,000.63</u>	<u>\$1,166,103.64</u>	<u>\$366,896.99</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,533,000.63</u>	<u>\$1,166,103.64</u>	<u>\$366,896.99</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,533,000.63</u>	<u>\$1,166,103.64</u>	<u>\$366,896.99</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,533,000.63</u>	<u>\$1,166,103.64</u>	<u>\$366,896.99</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,533,000.63</u>	<u>\$1,166,103.64</u>	<u>\$366,896.99</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,533,000.63</u>	<u>\$1,166,103.64</u>	<u>\$366,896.99</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$1,533,000.63</u>	<u>\$1,166,103.64</u>	<u>\$366,896.99</u>

Prepared and submitted by : \_\_\_\_\_

Board Secretary

Date



Starting date 7/1/2022 Ending date 2/28/2023 Fund: 20 SPECIAL REVENUE FUNDS

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	(Total of Accounts W/O a Grid# Assigned)	1,500,000	11,247,947	12,747,947	4,850,667	Under	7,897,280
00745	Total Revenues from Local Sources	0	0	0	367,634		(367,634)
00830	Total Revenues from Federal Sources	2,640,828	(74,606)	2,566,222	2,936,939		(370,717)
Total		4,140,828	11,173,341	15,314,169	8,155,240		7,158,929

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	(Total of Accounts W/O a Grid# Assigned)	2,315,880	12,027,599	14,343,479	3,772,107	3,839,905	6,731,467
84100	Local Projects	0	15,300	15,300	32,116	6,836	(23,651)
88740	Total Federal Projects	2,640,828	(152,437)	2,488,391	1,152,858	517,523	818,010
Total		4,956,708	11,890,461	16,847,169	4,957,080	4,364,263	7,525,826



Starting date 7/1/2022 Ending date 2/28/2023 Fund: 60 ENTERPRISE FUNDS

Assets and Resources**Assets:**

101	Cash in bank		\$756,125.62
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premiums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

## Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$5,037.45	
142	Intergovernmental - Federal	\$446,837.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$451,874.45

## Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$36,841.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$13,223.00

**Resources:**

301	Estimated Revenues	\$0.00	
302	Less Revenues	(\$1,411,800.78)	(\$1,411,800.78)

**Total assets and resources****(\$153,736.71)**



Starting date 7/1/2022 Ending date 2/28/2023 Fund: 60 ENTERPRISE FUNDS

Liabilities and Fund Equity

## Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	(\$72,575.00)
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$227.98
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
Total liabilities		(\$72,347.02)



Starting date 7/1/2022 Ending date 2/28/2023 Fund: 60 ENTERPRISE FUNDS

## Fund Balance:

## Appropriated:

753,754	Reserve for Encumbrances			\$848,218.02
	Reserved Fund Balance:			
761	Capital Reserve Account - July 1	\$0.00		
604	Add: Increase in Capital Reserve	\$0.00		
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00		
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00		
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00		\$0.00
762	Reserve for Adult Education			\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00		
605	Add: Increase in Sale/Leaseback Reserve	\$0.00		
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00		\$0.00
764	Maintenance Reserve Account - July 1	\$0.00		
606	Add: Increase in Maintenance Reserve	\$0.00		
310	Less: Bud. w/d from Maintenance Reserve	\$0.00		\$0.00
765	Tuition Reserve Account - July 1	\$0.00		
311	Less: Bud. w/d from Tuition Reserve	\$0.00		\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00		
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00		
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00		\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00		
610	Add: Increase in Bus Advertising Reserve	\$0.00		
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00		\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00		
611	Add: Increase in Federal Impact Aid (General)	\$0.00		
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00		\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00		
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00		
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00		\$0.00
769	Unemployment Fund - July 1	\$0.00		
	Add: Increase in Unemployment Fund	\$0.00		
678	Less: Bud. w/d from Unemployment Fund	\$0.00		\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations	\$0.00		
602	Less: Expenditures	(\$1,049,354.52)		
	Less: Encumbrances	(\$845,928.02)	(\$1,895,282.54)	(\$1,895,282.54)
	Total appropriated			(\$1,047,064.52)
	Unappropriated:			
770	Fund balance, July 1			\$965,674.83
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			(\$81,389.69)
	Total liabilities and fund equity			(\$153,736.71)



Starting date 7/1/2022 Ending date 2/28/2023 Fund: 60 ENTERPRISE FUNDS

## Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$1,895,282.54	(\$1,895,282.54)
Revenues	\$0.00	(\$1,411,800.78)	\$1,411,800.78
Subtotal	<u>\$0.00</u>	<u>\$483,481.76</u>	<u>(\$483,481.76)</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$483,481.76</u>	<u>(\$483,481.76)</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$483,481.76</u>	<u>(\$483,481.76)</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$483,481.76</u>	<u>(\$483,481.76)</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$483,481.76</u>	<u>(\$483,481.76)</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$483,481.76</u>	<u>(\$483,481.76)</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$483,481.76</u>	<u>(\$483,481.76)</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$483,481.76</u>	<u>(\$483,481.76)</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$483,481.76</u>	<u>(\$483,481.76)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$483,481.76</u>	<u>(\$483,481.76)</u>

Prepared and submitted by : \_\_\_\_\_

Board Secretary

Date



Starting date 7/1/2022 Ending date 2/28/2023 Fund: 60 ENTERPRISE FUNDS

**Revenues:**

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)	0	0	0	1,411,801		(1,411,801)
<b>Total</b>	0	0	0	1,411,801		(1,411,801)

**Expenditures:**

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)	0	0	0	1,049,355	845,928	(1,895,283)
<b>Total</b>	0	0	0	1,049,355	845,928	(1,895,283)



Starting date 7/1/2022 Ending date 2/28/2023 Fund: 95 STUDENT ACTIVITY FUNDS

Assets and Resources**Assets:**

101	Cash in bank		\$17,358.72
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

## Accounts Receivable:

132	Interfund	\$1,383.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$ _____)	\$0.00	\$1,383.00

## Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$ _____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

**Resources:**

301	Estimated Revenues	\$0.00	
302	Less Revenues	(\$69,038.00)	(\$69,038.00)

**Total assets and resources****(\$50,296.28)**



Starting date 7/1/2022 Ending date 2/28/2023 Fund: 95 STUDENT ACTIVITY FUNDS

Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$1,022.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
Total liabilities		\$1,022.00



Starting date 7/1/2022 Ending date 2/28/2023 Fund: 95 STUDENT ACTIVITY FUNDS

## Fund Balance:

## Appropriated:

753,754	Reserve for Encumbrances	\$22,152.49
---------	--------------------------	-------------

## Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$0.00	
604	Add: Increase in Capital Reserve	\$0.00	
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00	
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$0.00	
602	Less: Expenditures (\$71,636.67)		
	Less: Encumbrances (\$22,152.49)	(\$93,789.16)	(\$93,789.16)
	Total appropriated		(\$71,636.67)
	Unappropriated:		
770	Fund balance, July 1		\$20,318.39
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		(\$51,318.28)
	Total liabilities and fund equity		(\$50,296.28)



Starting date 7/1/2022 Ending date 2/28/2023 Fund: 95 STUDENT ACTIVITY FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$93,789.16	(\$93,789.16)
Revenues	\$0.00	(\$69,038.00)	\$69,038.00
Subtotal	<u>\$0.00</u>	<u>\$24,751.16</u>	<u>(\$24,751.16)</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$24,751.16</u>	<u>(\$24,751.16)</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$24,751.16</u>	<u>(\$24,751.16)</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$24,751.16</u>	<u>(\$24,751.16)</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$24,751.16</u>	<u>(\$24,751.16)</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$24,751.16</u>	<u>(\$24,751.16)</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$24,751.16</u>	<u>(\$24,751.16)</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$24,751.16</u>	<u>(\$24,751.16)</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$24,751.16</u>	<u>(\$24,751.16)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$24,751.16</u>	<u>(\$24,751.16)</u>

Prepared and submitted by :

Board Secretary

Date



Starting date 7/1/2022 Ending date 2/28/2023 Fund: 95 STUDENT ACTIVITY FUNDS

**Revenues:**

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)	0	0	0	69,038		(69,038)
Total	0	0	0	69,038		(69,038)

**Expenditures:**

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)	0	0	0	71,637	22,152	(93,789)
Total	0	0	0	71,637	22,152	(93,789)



**Corrective Action Plan (CAP)**  
**For the Fiscal Year ended June 30, 2022**  
**Prepare only when there is a finding(s) in the ACFR or AMR.**

Upload to the ACFR Repository with file name: CAP.PDF (within 45 days of Board accepting the Audit)

Email a copy of the CAP to: [CAP@ag.nj.gov](mailto:CAP@ag.nj.gov)

School District/Charter/Renaissance School Project Camden's Promise Charter School

County Camden Charter School Network

Contact Person Richelle H Baughn

Type of Audit

Email Address / Telephone Number R.Baughn@camdenncsn.org/856 365 1000

Date of Board Meeting March 30, 2023

A	B	C	D	E	F
*AMR/ACFR Finding #	*Finding (Condition)	*Recommendation	*Method of Implementation	Person Responsible for	Completion Date
1 & 2	Financial Planning, Accounting and Reporting	Review and Revise Procedures to request reimbursement of federal grant expenditures	SBA will request reimbursements monthly	Richelle H Baughn	3/31/2023
3	Food Service	Implement a plan to effectively reduce net cash resourced on hand in FS	SBA will implement a food service committee	Richelle H Baughn	03/31/2023

Chief School Administrator:

Date: 3/30/23

Board Secretary/ School Business Administrator:

Date: 3/30/23

\* Reference AMR/ACFR for columns A, B & C. Please use same wording from AMR/ACFR.

\* Method of Implementation (column D). Please describe the plan that ensures the finding(s) will not recur.



**Certification of Implementation (COI)  
For the Fiscal Year Ended June 30, 2022  
Prepare only if a CAP was uploaded**

**Upload to the ACFR Repository with file name: COI.PDF**  
(COI is due by 6/30/2023 or beforehand if the "corrective action(s)" has been implemented).

**School District/Charter School /Renaissance School Project** Camden's Promise Charter School

**County** Camden

I hereby certify that all corrective actions listed on the district's /charter school's/renaissance school project's Corrective Action Plan (CAP) have been fully implemented with the following exceptions:

CAP Recommendation Number (if not implemented)	Comments
None	

**Chief School Administrator:**

**Date:**

**Board Secretary/School Business Administrator:**

**Date:** 3/30/31



**Budget Summary**

USE FOR OPERATING CHARTER SCHOOLS

**Charter School Name: Camden Promise Charter School**

		FY Year:	
Line		2023 -2024	
1	Enrollments		
2	District of Residence		2,400
3	Non-Resident District		
4	Total Enrollments		2,400
5			
6	Beginning Fund Balance		2,335,681
7			
8	Revenues		
9	General Fund		
10			
11	Equalization/Local Levy Aid - Local Share		5,007,626
12	Equalization/Local Levy Aid - State Share		35,425,130
13	Total Equalization/Local Levy Aid (Lines 11,12)		40,432,756
14	Categorical Aid		
15	Categorical Special Education Aid		861,442
16	Categorical Security Aid		1,360,393
17	Total Categorical Aid (Lines 15 and 16)		2,221,835
18	Other State Revenue		
19	First Year Nonpublic Student Aid		0
20	Adjustment Aid		0
21	Other State Revenue		0
22	Total Other State Aid (Lines 19 through 21)		0
23	Other Revenue		50,000
24	Total General Fund (Lines 13, 17, 22, 23)		42,704,591
25	Restricted - Special Revenue Fund		
26	Revenue from State Sources:		0
27	Source:		863,700
28	Other:		0
29	Total State Projects (Lines 27, 28):		863,700
30	Revenue from Federal Sources:		
31	Source: NCLB		2,012,436
32	Other: IDEA		576,070
33	Total Federal Projects (Lines 31, 32):		2,588,506
34	Revenues from Other Restricted Sources		
35	Source:		7,300,000
36	Source:		
37	Other:		0
38	Total Other Sources (Lines 35, 36, 37):		7,300,000
39	Total Special Revenue Fund (Lines 29, 33, 38)		10,752,206
40	Total Revenues (Lines 24,39)		53,456,797



<b>41 Expenditures-General Fund</b>		
<b>42 Instruction</b>		
43 Salaries of Teachers		15,580,860
44 Other Salaries for Instruction		595,000
45 Purchased Professional/Technical Services		350,000
46 Other Purchased Services		160,000
47 General Supplies		1,750,000
48 Textbooks		190,000
49 Miscellaneous Expense		5,000
50 <b>Total Instructional Expense</b>		<b>18,630,860</b>
<b>51 Administrative</b>		
52 Salaries - Administration		2,730,590
53 Salaries of Secretarial/Clerical Assistants		829,500
54 Total Benefit Costs		6,960,875
55 Purch. Professional/Tech.Serv.(Consultants)		0
55.1 Legal costs		100,000
55.2 Other Purch. Professional/Tech Serv. (Consultants)		200,000
56 Other Purchased Services		300,000
57 Communications/Telephone		201,000
58 Supplies and Materials		90,000
59 Judgments Against Charter Schools		0
60 Interest on Current Loans		0
61 Interest for Lease Purchase Agreements		0
62 Mortgage Payments-Interest		0
63 Miscellaneous Expense		5,000
64 <b>Total Administrative Expense</b>		<b>11,416,965</b>
<b>65 Support Services</b>		
66 Salaries		4,339,044
67 Purch. Professional/Tech. Serv.(Consultants)		310,000
68 Other Purchased Services		1,875,000
69 Rental of Land and Buildings		4,249,001
70 Insurance for property, liability and fidelity		395,900
71 Supplies and Materials		132,000
72 Transportation - Other than to/from school		200,000
73 Reserved for future use		0
74 Energy Costs (Heat and Electricity)		439,000
75 Miscellaneous Expense		5,000
76 <b>Total Support Services Expense</b>		<b>11,944,945</b>
<b>77 Capital Outlay</b>		
78 Instructional Equipment		0
79 Noninstructional Equipment		0
80 Purchase of Land/Improvements		2,000,000
81 Lease Purchase Agreements-Principal		0
82 Mortgage Payments-Principal		0
83 Building Purchase other than Lease Purchase		0
84 Miscellaneous Expense		0
85 <b>Total Capital Outlay</b>		<b>2,000,000</b>



86	Total General Fund (Lines 50, 64, 76, 85)	43,992,770
87	Expenditures-Special Revenue Fund	
88	Restricted /Special Revenues Programs	
89		
90	State Projects:	
91	Source:	863,700
92	Other:	0
93	Total State Projects:	863,700
94		
95	Federal Projects:	
96	Source: NCLB	2,012,436
97	Other: IDEA	576,070
98	Total Federal Projects:	2,588,506
99	Other Restricted Expenditures:	
100	Source:	7,300,000
101	Source:	0
102	Other:	0
103	Total Other Sources:	7,300,000
104	Total Special Revenue Fund (Lines 93, 98, 103)	10,752,206
105		
106	Total Expenditures ( Lines 86, 104)	54,744,976
107		
108	Ending Fund Balance (Lines 6 + 40 - 106)	1,047,502

<b>Total</b>	
Benefits	6,960,875.00
Salaries	24,074,994.00
%	28.91%

<b>Instr. %</b>	
23,307,834.77	61.75%

<b>Admin. %</b>	
5,485,429.47	14.53%

<b>Support %</b>	
8,950,504.77	23.71%

<b>Total</b>	
37,743,769.00	

<b>% fund bal. to Gen Fund</b>	
2.38%	



**Budget Summary**  
**Charter School Name: Camden Promise Charter School**  
**USE FOR OPERATING CHARTER SCHOOLS**

FY Year:  
2023 2024

Line			
1	Enrollments		
2	District of Residence		2,400
3	Non-Resident District		-
4			2,400
5			
6	Beginning Fund Balance		2,335,681
7			
8	Revenues		
9	General Fund		
10			
11	Equalization/Local Levy Aid - Local Share		5,007,626
12	Equalization/Local Levy Aid - State Share		35,425,130
13	Total Equalization/Local Levy Aid (Lines 11,12)		40,432,756
14	Categorical Aid		
15	Categorical Special Education Aid		861,442
16	Categorical Security Aid		1,360,393
17	Total Categorical Aid (Lines 15 and 16)		2,221,835
18	Other State Revenue		
19	First Year Nonpublic Student Aid		-
20	Adjustment Aid		-
21	Other State Revenue		-
22	Total Other State Aid (Lines 19 through 21)		-
23	Other Revenue		50,000
24	Total General Fund (Lines 13, 17, 22, 23)		42,704,591
25	Restricted - Special Revenue Fund		
26	Revenue from State Sources:		
27	Source:		-
28	Other:		863,700
29	Total State Projects (Lines 27, 28):		863,700
30	Revenue from Federal Sources:		
31	Source: NCLB		2,012,436
32	Other: IDEA		576,070
33	Total Federal Projects (Lines 31, 32):		2,588,506
34	Revenues from Other Restricted Sources		
35	Source:		7,300,000
36	Source:		
37	Other:		-
38	Total Other Sources (Lines 35, 36, 37):		7,300,000
39	Total Special Revenue Fund (Lines 29, 33, 38)		10,752,206
40	Total Revenues (Lines 24,39)		53,456,797
41	Expenditures-General Fund		
42	Instruction		
43	Salaries of Teachers		15,580,860

Instruction: Instructional expenditures are defined as expenditures for those activities relating directly to the interaction between teachers and students. Teaching may be provided for students in a school classroom or in other locations such as a home or a hospital. The salaries for all teaching services delivered to students, including the services of special education, part-time, summer and substitute teachers. If teachers are sharing responsibilities between teaching assignments and administrative or support assignments as defined on the subsequent pages, their salaries should be prorated based on the time spent on each major assignment whether teaching, administrative or support.



## USE FOR OPERATING CHARTER SCHOOLS

**Budget Summary**  
**Charter School Name: Camden Promise Charter School**

FY Year:  
 2023 2024

Line	Kindergarten	1,072,000			
	Grade 1-5	5,772,600			
	Grade 6-8	3,273,640			
	Grade 9-12	3,164,820			
	Special Education	425,400			
	Specials Teachers	1,872,400			
44	Other Salaries for Instruction		595,000		The salaries for any assistants or aides to instructional staff other than secretarial or clerical personnel.
	Substitutes	595,000			
45	Purchased Professional/Technical Services			350,000	Instructional services which, by their nature, can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of assembly speakers and standardized specific subject exams.
	Professional Development	?			
	Teacher Coaching Contract	?			
	Substitute Teacher Service	50,000			
	Charter Management Org Fee (Instructional Portion)	300,000			
46	Other Purchased Services		160,000		Amounts paid for instructional services rendered by organizations or personnel not on the payroll of the charter school.
	Expeditions/Field Trips	160,000			
	Copy Machine Lease (Instructional Portion)				
	Other Services				
47	General Supplies		1,750,000		Expenditures for all classroom supplies other than textbooks, including freight. Includes test protocols, chalk, paper, pencils, periodicals, etc.
	Replacement Chromebook/Student Devices	150,000			
	Consumable Supplies All	100,000			
	Consumable Supplies Pride	250,000			
	Consumable Supplies KATZ	250,000			
	Consumable Supplies Promise	500,000			
	Consumable Supplies Academy	500,000			
48	Textbooks		190,000		Expenditures for textbooks and all related costs (i.e. freight), furnished free to students to be used for instructional purposes
	Online textbooks	100,000			
	Textbooks & Replacement textbooks	90,000			
49	Miscellaneous Expense		5,000		Miscellaneous Expense
50	Total Instructional Expense		18,630,860		Pursuant to N.J.A.C. 6A:23A-22.4(d), a charter school must be monitored by the Commissioner to ensure that the percentage of school funds spent in the classroom is at least comparable to the average percentage of school funds spent in the classroom in all other public schools in the State. Instructional expenditures must comprise at least 60 percent of total general fund expenditures. See calculation of Instructional % in the Budget Summary
51	Administrative				Administrative: The expenditures in this area of the budget include the following: general/school administration; business/central services and improvement of instruction services. Total general/school administration includes the costs associated with the activities concerned with establishing and administering policy for operating the charter school.
52	Salaries - Administration		2,730,590		The salaries include all administrative employees, with the exception of secretarial and clerical assistants. If the personnel in these salaried positions are sharing responsibilities, their salaries should be pro-rated. Dual role assignments between administrative, teaching and/or support should be budgeted based upon time spent on each major assignment.
	Principal	728,000			
	Vice Principal	287,000			
	School Lead	543,250			
	SBA	147,000			
	Asst SBA	178,000			
	Deans/Team Leaders	847,340			
53	Salaries of Secretarial/Clerical Assistants		829,500		The salaries include all secretarial, administrative and clerical assistants.







## USE FOR OPERATING CHARTER SCHOOLS

**Budget Summary**  
**Charter School Name: Camden Promise Charter School**

Line FY Year: 2023 2024

Tech Dept	547,720		
Athletic/Co-curricular Stipends	76,000		
CST	227,400		
67 Purch. Professional/Tech. Serv.(Consultants)		310,000	Consulting services performed by independent contractors that are not employees of the charter school.
68 Other Purchased Services		1,875,000	
Outside Maintenance	1,760,000		
Repairs/Maint	115,000		
69 Rental of Land and Buildings		4,249,001	The cost to rent buildings or facilities used by the charter school.
Network Campuses	3,842,000		
Garden	24,001		
Taloyor House	48,000		
Parkside	100,000		
ECO	235,000		
70 Insurance for property, liability and fidelity		395,900	Expenditures for all types of insurance coverage other than fringe benefits for employees and administrative-related insurance.
Package	95,000		
Errors & Omissions	88,000		
Workers Compensation	189,000		
Supplemental Indemnity	8,000		
Misc Coverages	900		
Bond	1,500		
Cyber Policy	6,000		
Student Accident	7,500		
71 Supplies and Materials		132,000	Amounts paid for material items relating to support services of an expendable nature that are consumed, worn out or deteriorated by use.
Athletic/Co-curricular supplies & equipment	25,000		
Custodial supplies	57,000		
Nurse Supplies	25,000		
Repair Materials	25,000		
72 Transportation - Other than to/from school		200,000	The cost of transportation services for field and athletic trips provided to students attending the charter school.
Field Trips	125,000		
Athletics	75,000		
73 Reserved for future use			
74 Energy Costs (Heat and Electricity)		439,000	The cost of utilities including heat, electricity, water and air conditioning.
Electricity/ Gas	384,000		
Water/Sewer	55,000		
75 Miscellaneous Expense		5,000	Amounts paid for goods or services related to support services not properly classified elsewhere.
76 Total Support Services Expense		11,944,945	The combined total of administrative and support expenditures should not exceed 40 percent of total general fund expenditures. See calculation of Support % in the Budget Summary
77 Capital Outlay			Capital Outlay: Activities related to equipment purchases, acquiring land and buildings, remodeling buildings, initially installing or extending service life of systems.
78 Instructional Equipment			Expenditures for the purchase and/or replacement of instructional furniture and equipment. Instructional furniture and equipment used by pupils and instructional staff in instructional programs. Examples include classroom instructional aids such as projectors, tables and chairs, laboratory equipment, physical education equipment, etc.
Tables, Desks, Chairs			
Lab Equipment			
PE Equipment			



## USE FOR OPERATING CHARTER SCHOOLS

**Budget Summary**  
**Charter School Name: Camden Promise Charter School**

FY Year:  
 2023 2024

Line			
79	Noninstructional Equipment		
	Staff furniture/equipment		
	Nurse Furniture		
80	Purchase of Land/Improvements	2,000,000	
	Facility Improvements		
81	Lease Purchase Agreements-Principal		
82	Mortgage Payments-Principal		
83	Building Purchase other than Lease Purchase		
84	Miscellaneous Expense		
85		2,000,000	
86	<b>Total General Fund (Lines 50, 64, 76, 85)</b>	<b>43,992,770</b>	
87	Expenditures-Special Revenue Fund		
88	Restricted /Special Revenues Programs		
89			
90	State Projects:		
91	Source:	863,700	
92	Other:	-	
93		863,700	
94			
95	Federal Projects:		
96	Source: NCLB	2,012,436	
97	Other: IDEA	576,070	
98		2,588,506	
99	Total Federal Projects:		
99	Other Restricted Expenditures:		
100	Source:	7,300,000	
101	Source:	-	
102	Other:	-	
103			
104	<b>Total Other Sources:</b>	<b>7,300,000</b>	
105	<b>Total Special Revenue Fund (Lines 93, 98, 103)</b>	<b>10,752,206</b>	
106			
107	<b>Total Expenditures ( Lines 86, 104)</b>	<b>54,744,976</b>	
108	<b>Ending Fund Balance (Lines 6 + 40 - 106)</b>	<b>1,047,502</b>	

Expenditures for the purchase and/or replacement of non-instructional furniture and equipment. Non- instructional furniture and equipment is used by either administrative or support services and serves no direct instructional benefit to the students. Examples include office, nurse, custodial and food service furniture and equipment.

Expenditures for the purchase of land and improvements. Examples include renovation costs. Include itemized detail of improvements and cost.

Amounts paid for the principal under lease purchase agreements for land and buildings.  
 The principal payments of mortgage costs for buildings or facilities owned by the charter school.  
 Amounts paid for the purchase of a building other than lease purchase agreement.  
 Amounts paid for capital goods and services not classified elsewhere.



# Charter School Cash Flow Schedule

## Charter School Name: Camden Promise Charter School

	Budget	July	August	September	October	November	December	January	February	March	April	May	June	TOTALS
<b>Beginning Cash Balances</b>														
<b>Receipts</b>														
Local Share	5,007,626	\$417,302	\$417,302	\$417,302	\$417,302	\$417,302	\$417,302	\$417,302	\$417,302	\$417,302	\$417,302	\$417,302	\$417,302	\$5,007,626
State Share	35,425,130	\$3,542,513	\$3,542,513	\$3,542,513	\$3,542,513	\$3,542,513	\$3,542,513	\$3,542,513	\$3,542,513	\$3,542,513	\$3,542,513	\$3,542,513	\$3,542,513	\$35,425,130
Categorical Aids	2,221,835	\$222,184	\$222,184	\$222,184	\$222,184	\$222,184	\$222,184	\$222,184	\$222,184	\$222,184	\$222,184	\$222,184	\$222,184	\$2,221,835
Other-State Revenue	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenue	50,000	\$4,167	\$4,167	\$4,167	\$4,167	\$4,167	\$4,167	\$4,167	\$4,167	\$4,167	\$4,167	\$4,167	\$4,167	\$50,000
Restricted Revenue	10,752,206	\$825,000	\$1,256,000	\$600,000	\$250,000	\$1,500,000	\$675,000	\$250,000	\$150,000	\$270,000	\$2,000,000	\$2,119,498	\$856,708	\$10,752,206
TD Line of Credit														\$0
<b>Disbursements</b>														
<b>Instruction</b>														
Salaries of Teachers	15,580,860	\$1,246,469	\$1,677,469	\$4,786,165	\$4,436,165	\$5,686,165	\$4,861,165	\$4,436,165	\$4,336,165	\$4,456,165	\$6,186,165	\$6,305,663	\$5,042,874	\$53,456,797
Other Salaries for Instruction	595,000	\$779,043		\$59,500	\$59,500	\$59,500	\$59,500	\$59,500	\$59,500	\$59,500	\$59,500	\$59,500	\$59,500	\$595,000
Purchased Professional/Technical Services	350,000			\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$350,000
Other Purchased Services	160,000			20,000			\$60,000							\$160,000
General Supplies	1,750,000	\$100,000	\$150,000	250,000	\$25,000	\$250,000	\$50,000	\$250,000	\$25,000	\$250,000	\$150,000	\$200,000	\$50,000	\$1,750,000
Textbooks	190,000	\$100,000		0		\$35,000			\$35,000				\$20,000	\$190,000
Miscellaneous Expense	5,000						\$5,000							\$5,000
<b>Total Instructional Expense</b>	<b>18,630,860</b>	<b>200,000</b>	<b>929,043</b>	<b>1,887,586</b>	<b>1,717,586</b>	<b>1,977,586</b>	<b>1,732,586</b>	<b>1,867,586</b>	<b>1,752,586</b>	<b>1,942,586</b>	<b>1,767,586</b>	<b>1,947,586</b>	<b>928,543</b>	<b>\$18,630,860</b>
<b>Administrative</b>														
Salaries - Administration	2,730,590	\$227,549	\$227,549	\$227,549	\$227,549	\$227,549	\$227,549	\$227,549	\$227,549	\$227,549	\$227,549	\$227,549	\$227,549	\$2,730,590
Salaries of Secretarial/Clerical Assistants	829,500	\$69,125	\$69,125	\$69,125	\$69,125	\$69,125	\$69,125	\$69,125	\$69,125	\$69,125	\$69,125	\$69,125	\$69,125	\$829,500
Total Benefit Costs	6,960,875	\$580,073	\$580,073	\$580,073	\$580,073	\$580,073	\$580,073	\$580,073	\$580,073	\$580,073	\$580,073	\$580,073	\$580,073	\$6,960,875
Purchased Professional/Technical Services	300,000	\$20,000	\$20,000	\$15,000	\$15,000	\$10,000	\$15,000	\$20,000	\$15,000	\$20,000	\$10,000	\$20,000	\$5,000	\$300,000
Other Purchased Services	300,000	\$10,000	\$10,000	\$10,000	\$50,000	\$50,000	\$30,000	\$50,000	\$25,000	\$30,000	\$25,000	\$10,000	\$10,000	\$300,000
Communications/Telephone	201,000	\$16,750	\$16,750	\$16,750	\$16,750	\$16,750	\$16,750	\$16,750	\$16,750	\$16,750	\$16,750	\$16,750	\$16,750	\$201,000
Supplies and Materials	90,000	\$5,000	\$5,000	\$10,000	\$10,000	\$5,000	\$10,000	\$10,000	\$10,000	\$10,000	\$5,000	\$10,000	\$5,000	\$90,000
Judgments Against Charter School	0													\$0
Interest on Current Loans	0													\$0
Interest for Lease Purchase Agreements	0													\$0
Mortgage Payments-Interest	0													\$0
Miscellaneous Expense	5,000	\$2,500						\$0	\$0	\$2,500		\$0	\$0	\$5,000
<b>Total Administrative Expense</b>	<b>11,416,965</b>	<b>895,997</b>	<b>928,497</b>	<b>928,497</b>	<b>968,497</b>	<b>958,497</b>	<b>948,497</b>	<b>973,497</b>	<b>1,078,497</b>	<b>955,997</b>	<b>933,497</b>	<b>933,497</b>	<b>913,497</b>	<b>\$11,416,965</b>
<b>Support Services</b>														
Salaries	4,339,044	\$361,587	\$361,587	\$361,587	\$361,587	\$361,587	\$361,587	\$361,587	\$361,587	\$361,587	\$361,587	\$361,587	\$361,587	\$4,339,044
Purchased Professional/Technical Services	310,000			\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$310,000
Other Purchased Services	1,875,000	\$111,000	\$111,000	\$111,000	\$111,000	\$250,000	\$300,000	\$300,000	\$111,000	\$111,000	\$111,000	\$111,000	\$137,000	\$1,875,000
Rental of Land and Buildings	4,249,001	\$354,083	\$354,083	\$354,083	\$354,083	\$354,083	\$354,083	\$354,083	\$354,083	\$354,083	\$354,083	\$354,083	\$354,083	\$4,249,001
Insurance for property, liability and fidelity	395,900	\$395,900		\$0										\$395,900
Supplies and Materials	132,000		\$40,000			\$10,000		\$50,000		\$25,000		\$7,000		\$132,000
Transportation-Other than to/from school	200,000	\$10,000	\$9,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$200,000
Reserved for future use	0													\$0
Energy Costs (Heat and Electricity)	439,000	\$15,000	\$15,000	\$30,000	\$50,000	\$60,000	\$70,000	\$70,000	\$39,000	\$30,000	\$30,000	\$15,000	\$15,000	\$439,000
Miscellaneous Expense	5,000	\$1,250	\$1,250			\$1,250			\$1,250			\$1,250		\$5,000
<b>Total Support Services Expense</b>	<b>11,944,945</b>	<b>1,247,570</b>	<b>\$9,000</b>	<b>\$30,000</b>	<b>\$50,000</b>	<b>\$1,250</b>	<b>\$70,000</b>	<b>\$70,000</b>	<b>\$39,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$11,944,945</b>
<b>Capital Outlay</b>														
Instructional Equipment	0													\$0
Noninstructional Equipment	0													\$0
Purchase of Land/Improvements	2,000,000	\$112,446						\$500,000		\$500,000		\$500,000	\$387,554	\$2,000,000
Lease Purchase Agreements-Principal	0													\$0
Mortgage Payments-Interest	0													\$0
Building Purchase other than - Lease Purchase	0													\$0
Miscellaneous Expense	0													\$0
<b>Total Capital Outlay</b>	<b>2,000,000</b>	<b>112,446</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500,000</b>	<b>0</b>	<b>500,000</b>	<b>0</b>	<b>500,000</b>	<b>387,554</b>	<b>\$2,000,000</b>
<b>Restricted Expense</b>														
Total General Fund	\$43,992,770	\$2,456,014	\$1,857,540	\$2,816,083	\$2,686,083	\$2,936,083	\$2,681,083	\$4,491,754	\$3,763,004	\$4,295,254	\$3,662,754	\$4,246,004	\$3,163,265	\$44,012,770
Total Expenditures	\$54,744,976	\$3,281,014	\$3,113,540	\$3,416,083	\$2,936,083	\$4,436,083	\$3,356,083	\$4,741,754	\$3,913,004	\$4,565,254	\$5,662,754	\$6,365,502	\$4,019,973	\$59,807,124
Loan Payback	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0
Ending Cash Balances	-\$1,288,179	\$1,605,055	\$168,984	\$1,539,066	\$3,039,149	\$4,289,231	\$5,794,313	\$5,488,725	\$5,911,887	\$5,802,799	\$6,326,210	\$6,266,372	\$7,289,273	\$3,649,673
Escrow Account Fund Transfer														\$0
<b>Ending Cash Balances - General Fund</b>	<b>(1,288,179)</b>	<b>\$1,605,055</b>	<b>\$168,984</b>	<b>\$1,539,066</b>	<b>\$3,039,149</b>	<b>\$4,289,231</b>	<b>\$5,794,313</b>	<b>\$5,488,725</b>	<b>\$5,911,887</b>	<b>\$5,802,799</b>	<b>\$6,326,210</b>	<b>\$6,266,372</b>	<b>\$7,289,273</b>	<b>\$3,649,673</b>



**Preschool Education Aid  
2023-24 DISTRICT BUDGET PLANNING WORKSHEET**

District:  
Camden's Promise Charter

County:  
Camden

Resident General Education Students	Projected Enrollment	Estimated Preschool Education Aid (PEA)
Projected GENERAL EDUCATION Enrollment in District	60	\$863,700
Projected GENERAL EDUCATION Enrollment in Head Start	0	\$0
Projected GENERAL EDUCATION Enrollment in Providers	0	\$0
Projected GENERAL EDUCATION Enrollment in Charter Schools	0	\$0
	60	\$863,700

Tuition from Individuals	
Tuition from Other LEAs	
Prior Year PEA Carryover	
Minimum Amt for Students w/Disabilities in Gen Ed Classrooms*	\$0
Additional Amt for Students w/Disabilities in Gen Ed Classrooms	
Additional Contribution from the General Fund	
<b>Total Estimated Preschool Education Aid, Tuition, Carryover, and Special Education Funding</b>	<b>\$863,700</b>

Description	Account Number	Amount Budgeted
<b>INSTRUCTION</b>	<b>20-218-100-</b>	
Salaries of Teachers	20-218-100-101	\$309,000
Teacher Salaries		\$274,000
Relief Teacher Salaries		\$35,000
Teacher stipends for professional development		
Substitute teacher stipends		
Other Salaries for Instruction	20-218-100-106	\$218,000
Teacher Assistant Salaries		\$218,000
Teacher Assistant stipends for professional development		
Substitute teacher assistant stipends		
Unused Vacation Payment to Terminated/Retired Staff	20-218-100-199	
Purchased Professional and Educational Services	20-218-100-321	\$10,000
Other Pur. Serv. (400-500)	20-218-100-500	
Tuition to Other LEA's within the State - Regular	20-218-100-561	
Supplies and Materials	20-218-100-600	\$27,745
Other Objects	20-218-100-800	
<b>SUBTOTAL - INSTRUCTION</b>		<b>\$564,745</b>
<b>SUPPORT SERVICES</b>	<b>20-218-200-</b>	
Sal. of Supervisors of Instruction	20-218-200-102	\$0
Sal. of Principals/Asst. Principals/Program Directors	20-218-200-103	\$31,200
Sal. of other Professional Staff	20-218-200-104	\$21,400
Sal. of Secretarial & Clerical Assistants	20-218-200-105	\$35,000
Other Salaries	20-218-200-110	\$0
Fiscal Specialist		\$0
Custodian		\$0
Security guard		\$0
Family/Parent Liaison	20-218-200-173	\$42,000
Facilitator/Coach	20-218-200-176	\$65,000
Unused Vacation Payment to Terminated/Retired Staff	20-218-200-199	
Personnel Services - Employee Benefits	20-218-200-200	\$54,355
Purchased Educational Services - Contracted Pre-K	20-218-200-321	\$0
Purchased Educational Services - Head Start	20-218-200-325	\$0
Other Purchased Professional - Education Services	20-218-200-329	
Other Purchased Professional Services	20-218-200-330	
Cleaning, Repair and Maintenance Services	20-218-200-420	
Rentals	20-218-200-440	\$50,000
Contracted Services - Transportation	20-218-200-511	
Contracted Services (Field Trips)	20-218-200-516	
Travel	20-218-200-580	
Miscellaneous Purchased Services	20-218-200-590	
Supplies and Materials	20-218-200-600	
Other Objects	20-218-200-800	
<b>SUBTOTAL - SUPPORT SERVICES</b>		<b>\$298,955</b>
<b>FACILITIES ACQ. CONSTR. SERVICES</b>	<b>20-218-400-</b>	
Instructional Equipment	20-218-400-731	
NonInstructional Equipment	20-218-400-732	
<b>SUBTOTAL - FAC. ACQ. &amp; CONSTRUCTION</b>		<b>\$0</b>
<b>TOTAL</b>		<b>\$863,700</b>

\*\*"Minimum Amt for Students w/Disabilities in Gen Ed Classrooms" is calculated by applying the estimated PEA county rate to each classified special education child in general education classrooms (full-time only) entered in Table 1, based on their program. This is the estimated minimum amount needed to educate such students; any additional amounts needed may be entered on the subsequent line, "Additional Amt for Students w/Disabilities in Gen Ed Classrooms".



# 2023-24 SCHEDULE A: District Personnel Detail

14301

District and County:

Camden County, Camden's Promise Charter, 6107

## DIRECTIONS:

1. Districts must use this form to itemize salaries, benefits, and salary step (if applicable) for all preschool education aid funded positions (Educational Program positions and Administrative/Support positions) for which preschool education aid funding will be allocated in 2023-24.
2. **Both full-time and part-time** employees must be included.
3. **Full-time salary and benefit equivalent should be reported for all part-time employees (The prorated amount of the FTE should be included in the salary column).**
4. Do not include employees from 2022-23 who will not be employed in 2023-24.
5. If the district plans to use funding other than preschool education aid to entirely support any code-required preschool position(s), please list those employees' names and positions on Schedule A, but do not include salary or benefit information.
6. Select "yes" or "no" from the drop down box to indicate whether or not the district has a settled teachers' salary contract for 2023-24.
7. Please note: Schedule A is now broken into categories. Be sure to place staff under the appropriate category.

District's teacher salary scale settled for the 2023-24 school year?									
Employee Name	School/Site Name	Job Title	Full-Time Equivalent	Salary Step (if applicable)	2022-23 Salary	2022-23 Benefits	2023-24 Salary	2023-24 Benefits	
SAMPLE: John Doe		Teacher	1.00	M2	\$ 50,000	\$ 9,000	\$ 58,000	\$ 9,000	
SAMPLE: Jane Doe		Clerical Worker	1.00	n/a	\$ 45,000	\$ 6,250	\$ 52,200	\$ 6,405	
<b>Teachers</b>									
Tania Mattei	Camden's Promise (Katz)	Teacher	1.00	BA/14	\$ 66,000	\$ 5,049	\$ 69,000	\$ 5,175	
Raul Mattei	Camden's Promise (Katz)	Teacher	1.00	BA/11	\$ 65,000	\$ 4,973	\$ 68,000	\$ 5,100	
Jennifer Vega	Camden's Promise (Katz)	Teacher	1.00	BA/12	\$ 67,000	\$ 5,092	\$ 70,000	\$ 5,250	
Mary Beth Donahue	Camden's Promise (Katz)	Teacher	1.00	MA/8	\$ 64,000	\$ 4,896	\$ 67,000	\$ 5,250	
<b>Teachers Subtotal:</b>					\$ 262,000	\$ 20,010	\$ 274,000	\$ 20,775	
<b>Relief Teachers</b>									
Ibony Heredia	Camden's Promise (Katz)	PreK Support			\$ 30,000	\$ 2,295	\$ 35,000	\$ 2,625	
<b>Relief Teachers Subtotal:</b>					\$ 30,000	\$ 2,295	\$ 35,000	\$ 2,625	
<b>Teacher Assistants</b>									
Allison Baker	Camden's Promise (Katz)	Teacher Assistant	1.00		\$ 55,000	\$ 4,207	\$ 58,000	\$ 4,350	
Haliya Bint-Habib	Camden's Promise (Katz)	Teacher Assistant	1.00		\$ 61,000	\$ 4,666	\$ 64,000	\$ 4,800	
Angelica Polanco	Camden's Promise (Katz)	Teacher Assistant	1.00		\$ 58,000	\$ 4,437	\$ 61,000	\$ 4,675	
Neisha Vasquez	Camden's Promise (Katz)	Teacher Assistant	1.00		\$ 30,000	\$ 2,295	\$ 35,000	\$ 2,625	
<b>Teacher Assistants Subtotal:</b>					\$ 204,000	\$ 15,605	\$ 218,000	\$ 16,350	
<b>Supervisors of Instruction</b>									
<b>Supervisors of Instruction Subtotal:</b>					\$ -	\$ -	\$ -	\$ -	
<b>Principals/Assistant Principals/Program Directors</b>									
Ana Paula Conway	Camden's Promise (Katz)	Principal	0.25		\$ 31,200	\$ 2,387	\$ 31,200	\$ 2,350	
<b>Principals/Assistant Principals/Program Directors Subtotal:</b>					\$ 31,200	\$ 2,387	\$ 31,200	\$ 2,350	
<b>Other Professional Staff</b>									
Nancy Delgado	Camden's Promise (Katz)	School Nurse	0.30		\$ 20,400	\$ 1,560	\$ 21,400	\$ 1,605	
<b>Other Professional Staff Subtotal:</b>					\$ 20,400	\$ 1,560	\$ 21,400	\$ 1,605	
<b>Secretarial and Clerical Assistants</b>									
Eliza Andujar	Camden's Promise (Katz)				\$ 30,000	\$ 2,295	\$ 35,000	\$ 2,625	
<b>Secretarial and Clerical Assistants Subtotal:</b>					\$ 30,000	\$ 2,295	\$ 35,000	\$ 2,625	
<b>Fiscal Specialist</b>									
<b>Fiscal Specialist Subtotal:</b>					\$ -	\$ -	\$ -	\$ -	
<b>Custodian</b>									
<b>Custodian Subtotal:</b>					\$ -	\$ -	\$ -	\$ -	
<b>Security Guard</b>									
<b>Security Guard Subtotal:</b>					\$ -	\$ -	\$ -	\$ -	
<b>PIRS/CPIS</b>									
Yuderquis Guzman Caba	Camden's Promise (Katz)	Social Worker	0.60		\$ 32,500	\$ 2,500	\$ 42,000	\$ 3,150	
<b>PIRS/CPIS Subtotal:</b>					\$ 32,500	\$ 2,500	\$ 42,000	\$ 3,150	
<b>Faciliator/Coach</b>									
Caroline Smith	Camden's Promise (Katz)	PIC	0.75	MA/6	\$ 40,500	\$ 3,098	\$ 65,000	\$ 4,875	
<b>Faciliator/Coach Subtotal:</b>					\$ 40,500	\$ 3,098	\$ 65,000	\$ 4,875	
<b>Totals:</b>					\$ 650,600	\$ 49,750	\$ 721,600	\$ 54,355	



## AMENDMENT TO LEASE AGREEMENT

This Amendment to Lease Agreement (this "Amendment") is made this 1st day of July 2022, by and between CAMDEN'S CHARTER SCHOOL NETWORK, INC., a New Jersey non-profit corporation ("Landlord"), and CAMDEN'S PROMISE CHARTER SCHOOL, INC., a New Jersey non-profit corporation ("Tenant," with each of Landlord and Tenant being referred to as a "party" and together the "parties").

### RECITALS

WHEREAS, Landlord and Tenant entered into a certain Lease Agreement dated as of September 11, 2017 (the "Original Lease") for Premises located in the City of Camden, County of Camden and State of New Jersey, as more particularly described in the Original Lease (the "Premises"); and

WHEREAS, the parties desire to modify the Original Lease to provide for the Landlord's assumption of all maintenance and repair obligations with respect to the Premises and certain other real property currently leased by, or to be constructed on behalf of, Tenant, pursuant and subject to the terms and conditions set forth below.

NOW, THEREFORE, the parties agree as follows:

1. Defined Terms. Capitalized terms used but not otherwise defined herein shall have the meaning ascribed thereto in the Original Lease. The foregoing recitals are incorporated herein and made a substantive part of this Amendment. All references to the "Lease" in the Original Lease shall hereafter refer to the Original Lease as amended by this Amendment.

2. Premises. Landlord and Tenant agree that the Original Lease shall be further modified to cover certain additional real property, all located in the City and County of Camden and State of New Jersey, including (a) newly constructed space at 3098 Pleasant Avenue, (b) newly constructed space at 250 Federal Street, (c) space leased by the Tenant and located at 1725 Park Blvd., and (d) all exterior areas of all of the properties comprising the Premises and those properties listed at clauses (a) – (c) above (such additional real property being known as the "Additional Premises").

3. Repair and Maintenance Obligations. The Original Lease is hereby amended to provide for Landlord's agreement to perform all repair and maintenance obligations with respect to the Premises. Landlord and Tenant further agree that, in consideration of the commitment of Tenant to convey any of its interest in the Additional Premises and to lease the Additional Premises from Landlord and to pay rent applicable thereto, and other good and valuable consideration, Landlord hereby agrees to assume all maintenance obligations with respect to the Additional Premises, it being the understanding of Landlord and Tenant that Landlord's assumption of such obligations as of the date hereof will be the most economical and efficient means of addressing Tenant's repair and maintenance needs with respect to the Additional Premises. The parties further agree that a) Two Hundred Fifty Thousand (220,000) square feet is a reasonable and appropriate estimate of the total amount of space to be maintained by Landlord under the provisions of and for the purposes of this Paragraph, and that b) Eight and 00/100



Dollars (\$8.00) per square foot is a reasonable estimate of the cost of such repair and maintenance per annum. Accordingly, the Original Lease is hereby modified to provide that Tenant shall pay to Landlord the sum of One Million Seven Hundred Sixty Thousand and 00/100 Dollars (\$1,760,000.00) per annum, payable in equal monthly installments in the sum of \$146,666.70, as consideration for Landlord's performance of the repair and maintenance obligations as aforesaid. From time to time, upon the demand of either party, Landlord and Tenant shall negotiate in good faith to adjust and reconcile the amounts payable under this Paragraph from and after the date hereof.

4. Other Terms and Conditions. Except as expressly modified herein, all other terms and conditions of the Original Lease continue in full force and effect, and this Amendment shall not be deemed to be or construed as a waiver of any term, covenant, condition, representation, warranty or breach thereof.

5. Counterparts. This Amendment may be executed in counterparts, each of which shall be deemed to be an original and all of which, when taken together, shall constitute one and the same agreement. A signature transmitted by facsimile or other electronic means shall be sufficient and binding for all purposes.

6. Effectiveness. This Amendment shall become effective on and only on its execution and delivery by each party hereto.

7. Amendment. The Lease as amended hereby may not be further altered, amended, changed, terminated, modified or supplemented in any respect, unless the same shall be in writing and signed by each party hereto.

8. Severability. No determination by any court that any provision hereof is invalid or unenforceable in any instance shall affect the validity or enforceability of any other provision hereof, or such provision in any circumstance not controlled by such determination.

9. Governing Law. This Amendment shall be construed and governed by the laws of the State of New Jersey.

[The signatures of the parties appear on the following page.]



IN WITNESS WHEREOF, the parties have executed this Amendment, intending to be legally bound hereby, as of the date and year set forth above.

Landlord:

Tenant:

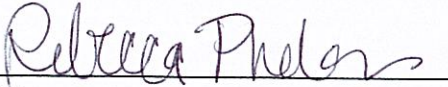
CAMDEN'S CHARTER SCHOOL NETWORK,  
INC.

CAMDEN'S PROMISE CHARTER SCHOOL,  
INC.

By:

Name:

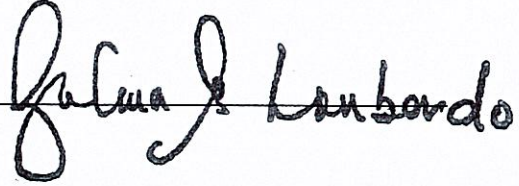
Title:



By:

Name:

Title:

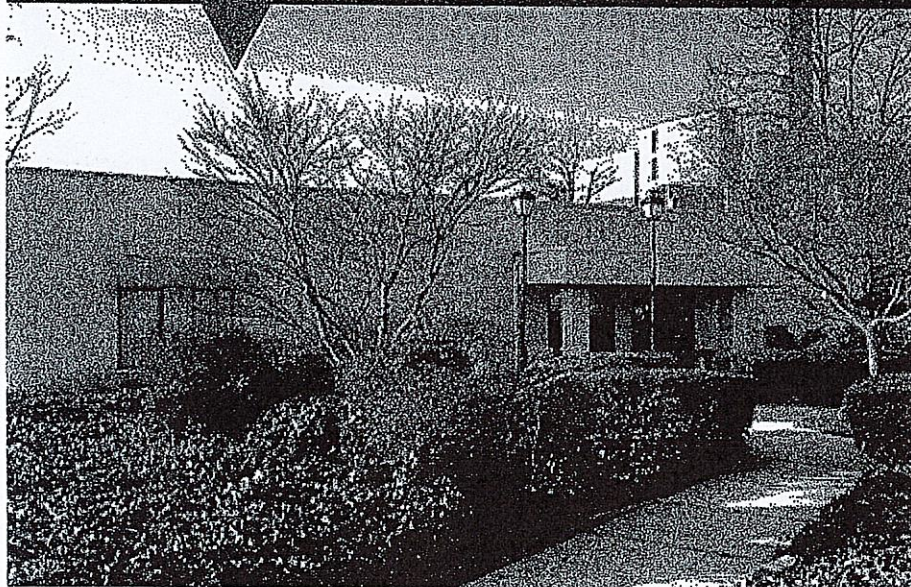






# 817 Carpenter Street

Camden, NJ 08102



**10,554 SF stand-alone building for lease**  
5,277 RSF on ground floor  
5,277 RSF on lower level



Direct entry building



Ample off street parking in gated lot



Roving security for complex



Former charter school



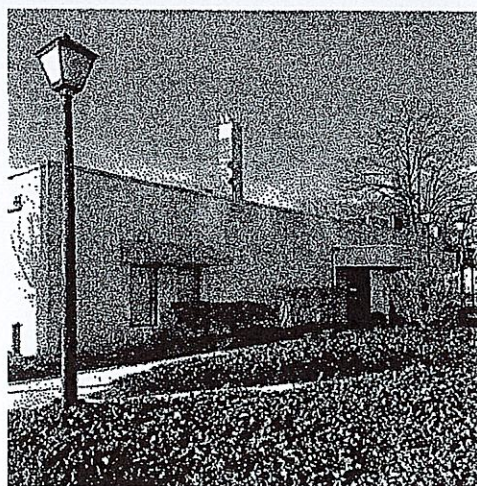
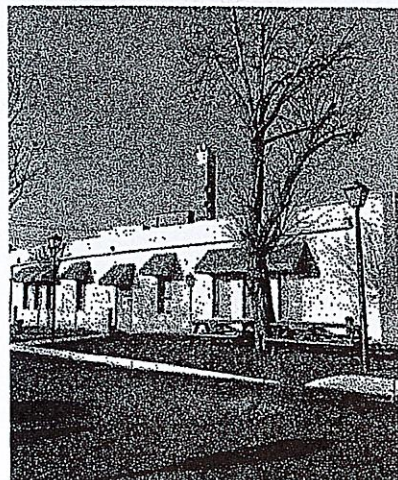
Multiple entrances



Nicely landscaped



Zoning C-4



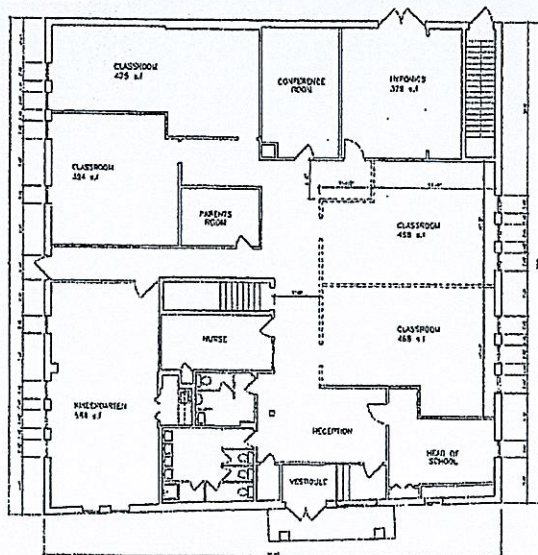


# 817 Carpenter Street

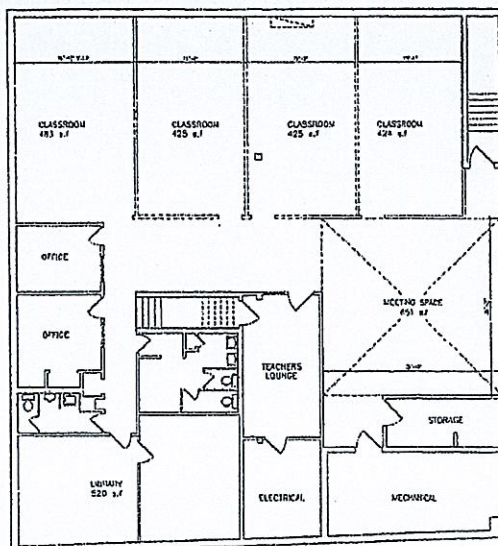
Camden, NJ 08102



Ground floor



Lower level



For leasing  
information,  
contact:

**Dan Close**

+1 856 324 5306

dan.close@jll.com

**Rick Wideman**

+1 856 324 5301

rick.wideman@jll.com

**JLL | Jones Lang LaSalle Brokerage, Inc.**

220 Lake Drive East, Suite 102

Cherry Hill, NJ 08002

+1 856 324 5300

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JLL  
220 Lake Drive East, Suite 102  
Cherry Hill, New Jersey 08002  
tel +1 856 324 5300 fax +1 856 488 8023

March 9, 2023

Ramon Garcia  
Camden's Charter School Network

*Sent Via Email*

**RE: PROPOSAL TO LEASE**  
**817 CARPENTER STREET, CAMDEN, NEW JERSEY**

Dear Ramon:

The below terms and conditions are an outline by which 800 BRIDGECAM, LLC ("Landlord") would be willing to negotiate a Lease Agreement ("Lease") for the Building referenced in the proposed business terms as outlined below:

**BUILDING:** 817 Carpenter Street, Camden, New Jersey ("Building")

**TENANT:** Camden's Charter School Network ("Tenant")

**PREMISES:** 10,554 rsf

**COMMENCEMENT**

**DATE:** The Lease shall commence the earlier of ninety (90) days following the execution and delivery of a Lease Agreement or when the Tenant occupies the Premises and begins to conduct business.

**TERM:** Sixty-two (62) months.

**RENT ABATEMENT:** Two (2) months gross rent.

**RENT:** The first two (2) months of the Lease term shall be rent free. Tenant shall pay electric and janitorial expenses during the rent abatement period. Beginning in the third (3<sup>rd</sup>) month and running through the twelfth (12<sup>th</sup>) month of the lease term,



Ramon Garcia  
March 9, 2023  
Page 2

Tenant shall pay \$25.00 psf + electric + janitorial. Beginning in month thirteen (13), rent shall increase by \$0.50 psf and shall do so on the anniversary of each lease year thereafter.

**BASE YEAR:** Tenant shall be responsible for paying any increases in operating expenses or real estate taxes over a 2023 base year.

**TENANT  
IMPROVEMENT  
ALLOWANCE:**

Landlord shall provide Tenant with a ten dollar (\$10.00) psf tenant improvement allowance or \$105,540.00 to improve the Premises. The Tenant Improvement Allowance can be used towards both hard and soft costs.

**CONDITION OF  
PREMISES:**

Premises shall be accepted in its "as-is" condition.

**ELECTRIC:**

In addition to Rent, Tenant shall be responsible for paying its pro rata share of electric.

**JANITORIAL:**

Tenant shall be responsible for the cost of janitorial for the Premises.

**PARKING:**

4.0 / 1,000

**EARLY ACCESS:**

Upon receipt of a fully executed Lease, Tenant shall be given access to the Premises to begin making improvements to the Premises. Tenant shall not occupy the Premises for business until the Commencement Date.

**SECURITY DEPOSIT/  
PERSONAL  
GUARANTY:**

To be determined upon review and acceptance of Tenants fully audited financial statements.

**NON-BINDING:**

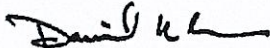
This Letter of Intent is intended solely as a preliminary expression of general intentions and is to be used for discussion purposes only. The parties intend that neither shall have any contractual obligations to the other with respect to



Ramon Garcia  
March 9, 2023  
Page 3

the matters referred herein unless and until a definitive agreement has been fully executed and delivered by the parties.

Very truly yours,



Daniel K. Close  
Vice President  
JLL

Agreed to & Accepted:

By: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



### Fire Drills

	Date	Time	Duration	Weather
Academy - Downtown	3/22/23	2:19	10 minutes	Sunny
Academy - Parkside	3/23/23	9:17	3 minutes	Sunny
Promise - Main Campus	3/22/23	2:15	8 minutes	Sunny
Pride	3/27/23	10:00	10 minutes	Mostly Sunny
Katz	3/27/23	2:00	7 Minutes	Mostly Sunny

### Lockdowns

	Date	Time	Duration
Academy - Downtown			
Academy - Parkside			
Promise - Main Campus	3/27/23	2:35 PM	5 Minutes
Pride	3/21/23	1:45 PM	5 Minutes
Katz	3/23/23	2:15: PM	3 Minutes



Harassment, Intimidation, and Bullying  
Board Reporting Requirement- Reports of Violations  
March 2023

**Camden Academy Charter High School - (9th - 12th grade)**

Reported Victim (SID)	Reported Bully (SID)	Date of Incident	Date of Initial Summary	Summary of Initial Report	Date of Report	Result of Investigation	Action Taken
99126039	99126463	3/09/23	3/15/2023	Inappropriate comment towards student who identifies in the LGBTQIA+ community	3/20/23	Pending	
99127272	99126706, 99127121	10/2022- 12/2022	2/7/2023	Reports of verbal insults, taunts, name calling	3/14/2023	Does not fit HIB definition	Intervention services

**Camden's Promise Charter School (5th - 8th grade)**

Reported Victim (SID)	Reported Bully (SID)	Date of Incident	Date of Initial Summary	Summary of Initial Report	Date of Report	Result of Investigation	Action Taken



1814425785 1814425785 4786478680 6001094343 8120382711 2334945245 4219488425 2980083267 9387406120 3786546386 3101434431	7891087081	Ongoing	3/22/23	Sexual orientation, harassment, gender identity and expression.	Pending	Pending	Pending

Camden's Pride Charter School (K-4th)

Reported Victim (SID)	Reported Bully (SID)	Date of Incident	Date of Initial Summary	Summary of Initial Report	Date of Report	Result of Investigation	Action Taken
None	None	None					



Katz Dalsey Academy Charter School (PreK-4th)

Reported Victim (SID)	Reported Bully (SID)	Date of Incident	Date of Initial Summary	Summary of Initial Report	Date of Report	Result of Investigation	Action Taken
None	None	None	None	None	None	None	None



### 2023-2024 Teachers Step-Pay Scale

Step	School Wide Sub	Associate Teacher	Cert BA	Cert MA	Cert MA +30	Doctoral
1	\$140/ PerDiem	38000	CE 57,000 CEAS 58,000	59,000	61,000	63,000
2		38,000	59,000	61,000	63,000	65,000
3		38,000	60,000	62,000	64,000	66,000
4		38,000	61,000	63,000	65,000	67,000
5		38,000	62,000	64,000	66,000	68,000
6		38,000	63,000	65,000	67,000	69,000
7		38,000	64,000	66,000	68,000	70,000
8		38,000	65,000	67,000	69,000	71,000
9		38,000	66,000	68,000	70,000	72,000
10		38,000	67,000	69,000	71,000	73,000
11		38,000	68,000	70,000	72,000	74,000
12		38,000	69,000	71,000	73,000	75,000
13		38,000	70,000	72,000	74,000	76,000
14		38,000	71,000	73,000	75,000	77,000
15		38,000	72,000	74,000	76,000	78,000
16		38,000	73,000	75,000	77,000	79,000
17		38,000	74,000	76,000	78,000	80,000
18		38,000	75,000	77,000	79,000	81,000
19		38,000	76,000	78,000	80,000	82,000
20		38,000	77,000	79,000	81,000	83,000
21		38,000	78,000	80,000	82,000	84,000
22		38,000	79,000	81,000	83,000	85,000
23		38,000	80,000	82,000	84,000	86,000
24		38,000	81,000	83,000	85,000	87,000
25		38,000	82,000	84,000	86,000	88,000

**Longevity Increase Based on Years of Employ**  
**In addition to Step Scale Salary**

\*Fourth year = \$1,000.00

\*Eighth year = \$3,000.00

\*Twelfth year = \$5,000.00

\*Sixteenth year = \$8,000.00

\*Twentieth year = \$12,000.00

**Annual Merit Bonus Pay for**  
**Project Based Evaluation**

Rating 0= Increment Withholding

Rating 1= Step Scale Increase Only

Rating 2=\$1,000.00 Bonus

Rating 3=\$1,500.00 Bonus

Rating 4=\$2,000.00 Bonus

**Teacher of the Year Award**

\$1,000 Bonus Pay with \$4,000 Classroom Approved Project



**2023-2024 Support Step-Pay Scale**

Step	Reception	Secretary	Support Staff	Admin Sec	Certified Support Staff	Executive Assistant
1	31,000	41,000	44,000	45,000	61,000	63,000
2	32,000	42,000	45,000	46,000	62,000	64,000
3	33,000	43,000	46,000	47,000	63,000	65,000
4	34,000	44,000	47,000	48,000	64,000	66,000
5	35,000	45,000	48,000	49,000	65,000	67,000
6	36,000	46,000	49,000	50,000	66,000	68,000
7	37,000	47,000	50,000	51,000	67,000	69,000
8	38,000	48,000	51,000	52,000	68,000	70,000
9	39,000	49,000	52,000	53,000	69,000	71,000
10	40,000	50,000	53,000	54,000	70,000	72,000
11	41,000	51,000	54,000	55,000	71,000	73,000
12	42,000	52,000	55,000	56,000	72,000	74,000
13	43,000	53,000	56,000	57,000	73,000	75,000
14	44,000	54,000	57,000	58,000	74,000	76,000
15	45,000	55,000	58,000	59,000	75,000	77,000
16	46,000	56,000	59,000	60,000	76,000	78,000
17	47,000	57,000	60,000	61,000	77,000	79,000
18	48,000	58,000	61,000	62,000	78,000	80,000
19	49,000	59,000	62,000	63,000	79,000	81,000
20	50,000	60,000	63,000	64,000	80,000	82,000





**Title:** Hall Monitor

**QUALIFICATIONS:**

1. Education/Certification:  
High School Diploma/GED, Business training certification
2. Ability to sit or stand for prolonged periods of time

**REPORTS TO:** Building Principal

**JOB GOAL:** To promote the safety and welfare of students and assist in maintaining a positive school environment.

**Major Responsibilities and Duties:**

1. Supervises students in the building and on school grounds as assigned.
2. Supervises hallways, bathrooms, and the school cafeteria or other areas as assigned.
3. Interacts in a positive manner with students and staff.
4. Reports student behavioral concerns and vandalism to the grade level team lead as needed.
5. Ensures the cleanliness of assigned or monitored areas.
6. Assists school personnel during fire drills, building evacuations, and other emergency situations as directed.
7. Performs other such tasks and assumes other such responsibilities as the principal or designee may assign.

**TERMS OF EMPLOYMENT:** Full-Time hourly position.

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





**Title:** School Bus Driver

**QUALIFICATIONS:**

- High School Diploma or equivalent
- Valid New Jersey Drivers' License
- Current NJ Commercial Driver's License (CDL) with P & S endorsements
- Driver must have a satisfactory driver abstract and valid Medical Examiners Certificate Card (for Commercial Driver Medical Certification)
- Criminal History Background check required (fingerprints)
- 1 year driving a school bus experience preferred
- Ability to control a school bus in emergency situations

**REPORTS TO:** Transportation Director

**JOB GOALS:**

Provides safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

**Physical Requirements:**

- Ability to drive 54 passenger bus
- Able to lift a minimum of 50 pounds
- Able to sit for prolonged periods of time

**Duties and Responsibilities:**

1. Maintains discipline when students are on the school bus
2. Ability to learn bus routes and be on time
3. Discharges students only at authorized stops
4. Ability to adhere to all company safety standards and operating procedures
5. Reports unruly students to the proper authority
6. Checks the bus after each run to ensure all students are off the bus
7. Reports all accidents and completes the required reports
8. Obeys all traffic laws and observes mandatory safety regulations for school buses
9. Ability to relate to school-age children from PreK-12
10. Performs other duties within the scope of his/her employment as assigned



**Annual Evaluation:**

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.





**Title:** School Receptionist

**QUALIFICATIONS:**

- A. High school diploma or its equivalent required
- B. Fluency in both English/Spanish preferred (listening, speaking, reading, and writing)
- C. Ability to navigate Microsoft office and various computer programs
- D. Excellent ability to organize work and meet deadlines, demonstrating self-motivation and a performance orientation
- E. Strong interpersonal skills, initiative, discretion, and telephone etiquette
- F. Minimum of one-year school setting experience preferred

**REPORTS TO:** Building Principal

**JOB GOALS:**

This position will provide a central point of welcome for all visitors. Provides general clerical, receptionist, and administrative program-related support. Assist with translations for Spanish-speaking parents.

**Major Responsibilities and Duties:**

1. Responsibilities include visitor management; welcoming guests, students, and families
2. Ensure that students only leave with authorized parents/guardians, supervising access to the school
3. Act as an interpreter for meetings, gatherings, student/parent orientations, and events during the school year
4. Maintain school security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
5. Serve as the primary point of contact for all inquiries including managing phone calls, messages, and email correspondence
6. Assists school personnel during fire drills, building evacuations, and other emergency situations as directed.
7. Record minutes for support staff meetings.





8. Coordinate front-desk activities, including distributing correspondence, filing, photocopying, storage organization, and redirecting phone calls.
9. Maintains confidentiality
10. Receive, sort, and distribute daily mail/deliveries.
11. Daily attendance in Real-Time including lateness and log-in doctor's note.
12. Manage school trips, permission slips, and chaperones.
13. Responsible for collecting and counting money for
14. Responsible for accurate tracking of teacher coverage payments.
15. Ensures that all documents required in students' files are complete.
16. Performs other such tasks and assumes other such responsibilities as the principal or designee may assign.

**Terms of Employment:**

This is a full-time 12-month position.

**Annual Evaluation:**

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

I acknowledge that I have received the updated Receptionist job description, created as of 8/2022.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date





**Title: SECRETARY**

**QUALIFICATIONS:**

1. High School Diploma or equivalent.
2. Knowledge of basic office procedures, record keeping, and equipment.
3. Bi-Lingual Preferred
4. Proficient using Microsoft office and other word processing programs.
5. Knowledge of automated office equipment and efficient office procedures
6. Good telephone skills and ability to communicate effectively
7. Required criminal background check & proof of U.S. citizenship, legal alien status, or right to work within the US.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Designated Supervisor

**JOB GOALS:**

To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the office.

**Major Responsibilities and Duties:**

1. Receives and routes incoming calls and correspondence.
2. Performs usual office routines.
3. Types correspondence, notices, and reports.
4. Maintains a well-organized and up-to-date filing system.
5. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
6. Arranges meetings, prepare agendas and handles follow-up activities as necessary.
7. Assists, logs in, and directs visitors to the schools.
8. Maintains confidentiality as required and appropriate.
9. Performs other tasks related to the efficient operation of the office as assigned.



**Terms of Employment:**

This is a full-time -12-month position.

**Annual Evaluation:**

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

I acknowledge that I have received the Secretary job description, created as of **DATE**.

---

Employee's signature

---

Employee's name (print)

---

Date





**Title:** **Administrative Secretary**

**Qualifications:**

- High School Diploma or GED
- Bilingual Preferred
- Proficiency with Microsoft Office and various computer programs
- Knowledge of Real Time or other school-related software a plus
- Excellent ability to maintain effective working relationships with employees and the general public.
- Ability to understand and follow oral and written instructions
- Must possess excellent organizational skills
- Ability to work in a fast-paced environment, meet deadlines, recordkeeping, and demonstrate self-motivation

**REPORTS TO:** School Principle

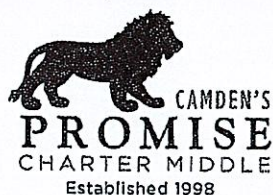
**JOB GOAL:**

Under the supervision of the Principal, provides office support in a wide range of office and school operations; coordinates and organizes office activities and coordinates the flow of communications and information for the Principal; provides support by planning, organizing, and participating in the school office administrative operation; maintains confidentiality of sensitive and personal information; prepares and maintains a variety of records and reports related to assigned activities.

**MAJOR RESPONSIBILITIES AND DUTIES**

1. Cross-references attendance every morning.
2. Maintain and record day-to-day late and leave early logs for students.
3. Assists with registration duties as needed.
4. Inputs a variety of information into an assigned system; assures accuracy of input and output data.
5. Maintain the front desk and reception area
6. Perform general clerical duties to include, but not limited to, photocopying, faxing, mailing, and filing.





7. Act as an interpreter for meetings, gatherings, student/parent orientations, and events during the school year.
8. Tracks and orders assigned school supplies according to established procedures and assures appropriate levels of supplies are maintained.
9. Works on school year projects/tasks as assigned by the principal
10. Performs assigned financial duties: collecting fees and serving as a bookkeeper for school activities throughout the school year.
11. Maintains confidentiality of various aspects of school operation including sensitive and personal information.
12. Composes correspondence independently or with general instruction on a wide range of subjects requiring knowledge of procedures and policies of the school, District, or assigned area; types and composes a variety of materials from verbal or written instruction.
13. Assists and maintains student files and other required documents.
14. Performs other such tasks and assumes other such responsibilities as the principal or another designee may assign.

#### **TERMS OF EMPLOYMENT:**

This is a full-time 12-month position.

#### **ANNUAL EVALUATION:**

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation





**Title: EXECUTIVE ASSISTANT**

**QUALIFICATIONS:**

1. High School Diploma or equivalent.
2. Knowledge of basic office procedures, record keeping, and equipment.
3. Knowledge of word processing, database, and/or spreadsheet applications.
4. Demonstrated ability to successfully work within a team of people.
5. Demonstrated aptitude or competence for assigned responsibilities.
6. Required criminal background check & proof of U.S. citizenship, legal alien status, or right to work within the US.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Lead person/Chief School Administrator (CSA)

**JOB GOALS:**

To serve as the superintendent's confidential secretary; supervise all administrative secretarial duties in the office of the Lead Person/CSA and coordinate school-level charter school administrative activities.

**Major Responsibilities and Duties:**

1. Supervises and coordinates the efficient workflow of the school system relative to the responsibilities of the Lead Person/CSA.
2. Performs all secretarial and confidential work as assigned by the superintendent.
3. Supervises the activities of all other secretarial and clerical personnel assigned to the office of the Lead Person/CSA.
4. Supervises and assists in the preparation of all correspondence and reports emanating from the office of the Lead Person/CSA.
5. Maintains personnel records of all certified staff.
6. Maintains a regular filing system, as well as a set of locked confidential files.
7. Processes incoming correspondence.
8. Places and receives telephone calls and records messages for the Lead



Person/CSA.



9. Maintains a schedule of appointments for the Lead Person/CSA and makes arrangements for conferences, meetings and interviews.
10. Oversees the hiring of substitute teachers; receives applications; verifies their credentials and prepares substitute teacher lists for board approval.
11. Acts as a liaison between the Lead Person/CSA and administrative staff in screening and routing inquiries and requests.
12. Assists the superintendent in compiling data and preparing reports required by law, administrative code and board policy.
13. Performs other related duties as may be assigned by the Lead Person/CSA.

**Terms of Employment:**

This is a full-time -12-month position.

**Annual Evaluation:**

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

I acknowledge that I have received the Executive Assistant job description, created as of **DATE**.

\_\_\_\_\_

Employee's signature

\_\_\_\_\_

Employee's name (print)

\_\_\_\_\_

Date



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**Sawsan Jaber,  
Ph.D., NBCT**  
IDEA Teacher of the Year



**Sean Arnold**  
Director of School Pathways  
NYC Department of Education



**Julianne B.  
Ross-Kleinmann**  
Technology and  
Instructional Data Specialist

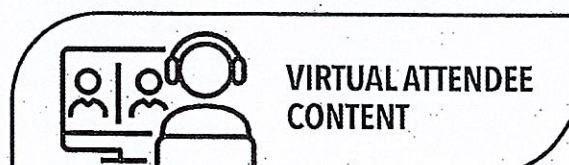
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**SATURDAY, JUNE 24: Preconference activities**

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8 a.m.-6 p.m.	Registration open
11 a.m.-4:30 p.m.	Preconference content (invitation or preregistration required)
11 a.m.-4 p.m.	Trips, tours and museum visits (preregistration required)
1-4:30 p.m.	PAECT Preconference Innovation Mystery

**SUNDAY, JUNE 25: Select content and Opening Mainstage**  
Explore and discover content along with Opening Mainstage

**MONDAY, JUNE 26 and TUESDAY, JUNE 27: Full conference days 1 and 2**  
Expo hall opens, plus a full day of programming

**WEDNESDAY, JUNE 28: Full conference day 3**  
Sessions and expo hall continue until Closing Mainstage

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**"Stand Tall Steve" Bollar**

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**Dr. Todd Whitaker**

Inspiring Speaker & Author of 60 Books Including *What Great Teachers Do Differently*





**Dr. Debbie Silver**

Humorist, Educator, Author of *Drumming to the Beat of Different Marchers*



**Baruti Kafele**

School Turnaround Specialist, Author of *Closing the Attitude Gap* and *The Principal 50*



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Community Leader and Former U.S. Army Officer Who Grew Up in a South Texas Barrio



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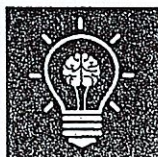
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3.14.23

Marquise Grant  
5<sup>th</sup> Grade Science  
Camden's Promise Charter School

To the Board of Camden's Promise Charter School

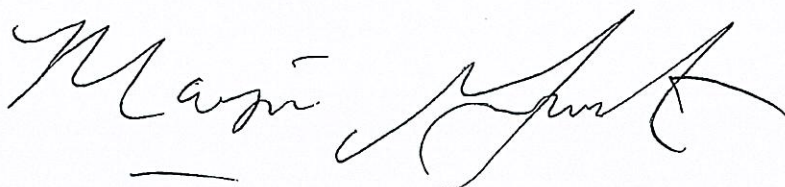
It has been a privilege serving the students and staff of the network for the past two years! I have enjoyed my time so far teaching and engaging with students. Thank you for giving me that opportunity and thank you for sacrificing your own time and efforts to the benefit of the network as well. Your leadership and guidance have greatly impacted the school thus far.

Last week my Pastor (David McMurray – First Baptist Church of Blackwood) gave me the opportunity to travel with him to Conway, Arkansas between the dates of April 22<sup>nd</sup> – 27<sup>th</sup> for our church's denomination Missions meeting. We are affiliated with the Baptist Missionary Association of America. During this time, we will be joining a conference with hundreds of other pastors in our denomination learning how to impact our mission's program and attend seminars on Christian Leadership and Discipleship training. To add to this experience, we are planning to stay at the We Are Free Campus helping to facilitate and run their daily needs and operations. This organization is a campus for victims of sex trafficking. This nonprofit facility was created by my Pastor's daughter Angela McMurray who had a heart for helping those who failed victim to sex trafficking and have the opportunity to regain their life back through the We Are Free Program. She has asked for help in the many chores and maintain the grounds of the campus. With this trip to Arkansas, it will be a benefit to me in my path to becoming a Pastor myself. I am currently pursuing my master's in divinity at Liberty University and growing as a leader in my local church.

I am asking for permission and approval to take 4 sick leave for this trip for the days of April 24<sup>th</sup> – 27<sup>th</sup>, 2023. I have been approved for Sick Time for Monday & Tuesday; however, I am seeking the board approval to accept Wednesday & Thursday has Sick Time as well rather than unpaid dock day. Thank you for your consideration and time.

With All Sincerity,

Marquise Grant

A handwritten signature in black ink, appearing to read 'Marquise Grant', with a horizontal line underneath the first name.