

# CAMDEN'S PROMISE CHARTER SCHOOL MINUTES – May 11, 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 May 11, 2023 at 5:05 pm.

Members present: Ms. Maldonado, Mr. Loyola, Ms. Lombardo, Ms. Hinson, Ms. Figueroa, Ms Cruz and Ms. Caban(Out @ 6:00pm)

Members absent:

Also present: Dr. Conway, Mr. Helmbrecht, Dr. Shaw, Ms. Phelan and Ms. Bonnier

The pledge to the flag was led by Ms. Lombardo

Open  
Meeting

The meeting opened at 5:05 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. Cruz and seconded by Ms. Caban that the Board of Trustees approve the regular minutes of March 30, 2023.

Unanimously Approved

## BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORTS:

Cash  
Reconciliation  
Report

### Cash Reconciliation Report

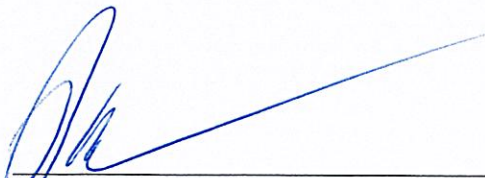
Motion by Mr. Loyola and seconded by Ms. Cruz that the Board of Trustees approve the Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the months of March 2023. The Cash Reconciliation Report and Secretary's Reports are in agreement for the months of March 2023. (See Pages 14340-14350)


Unanimously Approved

Secretary's  
Report

### Board Secretary's Report

Motion by Mr. Loyola and seconded by Ms. Cruz that the Board of Trustees approve the Board of Secretary's Report that as of March 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 14351-14370)

  
Richelle H. Baughn, Board Secretary

  
Date



## CAMDEN'S PROMISE CHARTER SCHOOL MINUTES – May 11, 2023

### **Certification**

Certification

Motion by Mr. Loyola and seconded by Ms. Cruz 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

Warrants

Motion by Ms. Cruz and seconded by Ms. Caban that the Board of Trustees approve the following warrants: (See Pages 14371-14381)

- Warrant, Food Service and Student Account for March and April 2023

Unanimously Approved

Food Service  
Contract

Motion by Mr. Loyola and seconded by Ms. Figueroa that the Board of Trustees approve the Sodexo July 1, 2023 – June 30, 2024 food service agreement for \$.2676 pattern meal and meal equivalent with a \$260,000 guarantee surplus. Also approving the department of Agriculture policy and HHFKA attestation. (See Pages 14382-14386)

Commodity

Motion by Ms. Caban and seconded by Mr. Loyola that the Board of Trustees approve the 2023-2024 commodity diversion and process. (See Page 14387)

Unanimously Approved

Retirement  
Sick Pay

Motion by Ms. Hinson and seconded by Ms. Maldonado that the Board of Trustees approve the retirement sick pay policy. (See Page 14388)

Unanimously Approved

Educational  
Service  
Commission

Motion by Ms. Figueroa and seconded by Mr. Loyola that the Board of Trustees approve the 2023-2024 Education Service Commission. (See Page 14389)

Unanimously Approved

Safety Grant

Motion by Ms. Caban and seconded by Ms. Hinson that the Board of Trustees approve the 2023 NJSIG Safety Grant of \$4,111.00 as presented

Unanimously Approved

### **CHIEF SCHOOL ADMINISTRATOR'S REPORT**

#### **Operation and Business**

Fire Drill and  
Lockdown

Motion by Ms. Caban and seconded by Ms. Hinson that the Board of Trustees accept the Fire Drill and Lock Down report as presented. (See Page 14390)

Unanimously Approved



## CAMDEN'S PROMISE CHARTER SCHOOL MINUTES – May 11, 2023

HIB Motion by Ms. Cruz and seconded by Mr. Loyola that the Board of Trustees accept the HIB report as presented. (See Pages 14391-14392)  
Unanimously Approved

**Personnel**

Administrative  
Salary Step Scale

Motion by Ms. Hinson and seconded by Ms. Caban that the Board of Trustees accept the Administrative Salary Step Scale as presented for the 2023-24 school year. (See Page 14393)  
Unanimously Approved

First Read  
Certified Job  
Descriptions

Motion by Ms. Hinson and seconded by Ms. Figueroa that the Board of Trustees accept the following Certified staff job descriptions. (See Pages 14394-14413)

Superintendent Lead Person  
Assistant Superintendent  
Co-Principal  
Assistant Principal  
Site Leader  
Team Leader  
Dean  
Guidance  
Social Worker  
Teacher K-12

Unanimously Approved

Certificated  
Staff

Motion by Ms. Hinson and seconded by Mr. Loyola that the Board of Trustees accept the certificated staff roster as presented for the 2023-24 school year. (See Page 14414-14418)

Ayes – 7

Nos – 0

Abstain – 0

Chief School  
Admin Contract

Motion by Ms. Maldonado and seconded by Mr. Loyola that the Board of Trustees approve the Chief School Administrator Contract be amended with regards to base salary and stipend amount: \$10,000 of the full stipend amount shall be redistributed to base pay each year for the remainder of the contract through 2026. Total compensation package shall remain the same.

Ayes – 7

Nos – 0

Abstain – 0

TFA  
Professional  
Services

Motion by Ms. Hinson and seconded by Ms. Figueroa that the Board of Trustees accept the TFA Professional Services Agreement as presented. (See Pages 14419-14432)

Unanimously Approved



# **CAMDEN'S PROMISE CHARTER SCHOOL MINUTES – May 11, 2023**

Motion by Mr. Loyola and second by Ms. Hinson that the Board of Trustees accept the resignations as presented. (Pages 14433-14436)  
Unanimously Approved

Motion by Ms. Cruz and second by Ms. Figueroa that the Board of Trustees accept the emergent hiring contingent upon criminal history background check of the following individuals. (See Pages 14437-14438)  
Ayes – 7  
Nos – 0  
Abstain – 0

Motion by Mr. Loyola and seconded by Ms. Cruz that the Board of Trustees approve the board hire the following two candidates as summer substitutes at a per diem rate of \$190/day contingent upon criminal history background check. (See Pages 14439-14440)

- a. Bryan Brioso
- b. Meghan Conway \*Note nepotism policy attached and disclosure as relative.

Ayes – 7  
Nos – 0  
Abstain – 0

Motion by Ms. Figueroa and seconded by Ms. Hinson that the Board of Trustees accept the requests for sick bank usage for certain retreats as presented. (See Pages 14441-14442)  
Unanimously Approved

Motion by Ms. Cruz and seconded by Ms. Figueroa that the Board of Trustees accept the I-Ready proposal implementation starting 2023-2024 school year for \$318,000.50. (See Pages 14443-14451)  
Unanimously Approved

Motion by Ms. Figueroa and seconded by Ms. Cruz that the Board of Trustees accept the school calendar for the 2023-24 school year as presented. (See Page 14452)  
Unanimously Approved

Motion by Ms. Figueroa and seconded by Ms. Cruz that the Board of Trustees accept the school calendar for May and June. (See Page 14453-14454)  
Unanimously Approved

Motion by Ms. Figueroa and seconded by Ms. Cruz that the Board of Trustees adjourn at 6:20pm.  
Unanimously Approved



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

14540

**Camden's Promise Charter School**  
All Funds  
For the Month Ending March 31, 2023

| Cash Report |  |                                     |  |   |                                   |
|-------------|--|-------------------------------------|--|---|-----------------------------------|
| FUNDS       |  | (1)<br>Beginning<br>Cash<br>Balance | (2)<br>Cash<br>Receipts<br>This<br>Month | (3)<br>Cash<br>Disbursements<br>This<br>Month | (4)<br>Ending<br>Cash<br>Balances |
|             | Governmental Funds                           | 1,915,266.78 *                      | 5,115,332.80                             | 3,585,232.49                                  | 3,445,367.09                      |
| 2           | Special Revenue Fund - 20 (see page 2)       | (360,533.65) *                      | 506,308.00                               | 928,964.20                                    | (783,189.85)                      |
| 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)    | 1,554,733.13                        | 5,621,640.80                             | 4,514,196.69                                  | 2,662,177.24                      |
| 6           | Enterprise Fund Cafeteria                    | 756,125.62                          | 228,205.32                               | 174,053.48                                    | 810,277.46                        |
|             | Student Activities                           | 17,358.72                           | 10,066.01                                | 2,841.19                                      | 24,583.54                         |
| 7           | Total Governmental & Enterprise Funds        | 2,328,217.47                        | 5,859,912.13                             | 4,691,091.36                                  | 3,497,038.24                      |
|             |  |                                     |  |   |                                   |
|             | Payroll                                      | 4,085.48                            | 1,477,160.02                             | 1,477,158.70                                  | 4,086.80                          |
| 10          | Payroll Agency                               | 60,461.25                           | 1,307,824.81                             | 1,313,882.16                                  | 54,403.90                         |
| 11          | Unemployment Trust                           | 20,618.88                           | 0.16                                     | 0.00  | 20,619.04                         |
| 12          | Total Trust & Agency Funds (Lines 9 thru 10) | 85,165.61                           | 2,784,984.99                             | 2,791,040.86                                  | 79,109.74                         |
| 13          | Total All Funds (Lines 5, 6 and 10)          | 2,413,383.08                        | 8,644,897.12                             | 7,482,132.22                                  | 3,576,147.98                      |

\* Reclass between funds 10 and 20 - \$ 16,980.74.

Prepared and Submitted By:

Elizabeth A. DiRetto

4/26/2023



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

14541

|                |                 |
|----------------|-----------------|
| Bank Name      | TD Bank         |
| Account Number | 3864386         |
| Statement Date | 03/31/23        |
| Account Type   | WARRANT ACCOUNT |

|    |   |            |            |  |              |
|----|---|------------|------------|--|--------------|
| 1  | Balance per Bank                            |            |            |  | 2,811,776.11 |
|    | Reconciling Items                           |            |            |  |              |
|    | Additions                                   |            |            |  |              |
|    | Deposits in Transit                         |            |            |  |              |
|    | Mar café salaries                           | 12,780.19  |            |  |              |
|    | due from stndt activities                   | 60.00      |            |  |              |
|    | due from stndt activities                   | 1,698.95   |            |  |              |
|    |   |            |            |  |              |
|    |   |            |            |  |              |
|    |   |            |            |  |              |
|    |   |            |            |  |              |
|    |   |            |            |  |              |
|    |   |            |            |  |              |
| 2  |   |            | 14,539.14  |  |              |
| 3  | Total Additions                             |            | 14,539.14  |  |              |
|    | Deductions                                  |            |            |  |              |
|    | Outstanding Checks                          |            |            |  |              |
| 4  | (Attach List)                               | 164,138.01 |            |  |              |
|    |   |            |            |  |              |
|    |   |            |            |  |              |
| 6  | Total Deductions                            |            | 164,138.01 |  |              |
| 7  | Net Reconciling Items                       |            |            |  | (149,598.87) |
| 8  | Adjusted Balance per Bank as of             | 3/31/23    | *          |  | 2,662,177.24 |
| 9  | Balance per Board Secretary's Records as of | 3/31/23    | **         |  | 2,662,177.24 |
|    | 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    | 3/31/23    | *          |  | 2,662,177.24 |



|              |            |
|--------------|------------|
| Prepared By: | e dipietro |
| Date:        | 04/26/23   |

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

List of Outstanding Checks

Warrant Account

3/31/2023

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     |
| 22844   | 1/19/23    | Mutter Museum                           | 510.00     |
| 22905   | 2/2/23     | Donald Conner                           | 63.00      |
| 22919   | 2/2/23     | Kurtis Still                            | 87.00      |
| 22970   | 2/6/23     | Telesystem                              | 4,681.81   |
| 23053   | 2/27/23    | Gregory Allen                           | 63.00      |
| 23076   | 3/1/23     | ADT Commercial                          | 3,710.00   |
| 23112   | 3/6/23     | Telesystem                              | 9,536.78   |
| 23141   | 3/13/23    | Ritz Theatre Company                    | 830.00     |
| 23145   | 3/13/23    | SwimOutlet                              | 279.90     |
| 23155   | 3/20/23    | Amazon Capital Services                 | 2,598.94   |
| 23178   | 3/20/23    | Torrey Maldonado                        | 400.00     |
| 23179   | 3/20/23    | Unifirst Uniform Services               | 599.88     |
| 23180   | 3/20/23    | Young Audiences New Jersey & Eastern Pe | 1,696.00   |
| 23181   | 3/24/23    | Amazon Capital Services                 | 2,824.60   |
| 23182   | 3/24/23    | Apple Computers                         | 20,900.00  |
| 23184   | 3/24/23    | Constellaoin New Energy                 | 6,054.68   |
| 23185   | 3/24/23    | Fabrizio Pizza                          | 937.68     |
| 23186   | 3/24/23    | Franklin Institute                      | 1,880.00   |
| 23189   | 3/24/23    | Lakeshore Learning Materials            | 1,889.15   |
| 23193   | 3/24/23    | Purchase Power                          | 1,041.98   |
| 23196   | 3/27/23    | CASA Payroll Service                    | 1,850.40   |
| 23198   | 3/27/23    | CDWG                                    | 14,746.54  |
| 23200   | 3/27/23    | Fabrizio Pizza                          | 2,595.50   |
| 23201   | 3/27/23    | Patrick Ardis                           | 1,634.00   |
| 23202   | 3/27/23    | Ramon garcia                            | 339.63     |
| 23203   | 3/27/23    | School Nurse Supply                     | 917.90     |
| 23204   | 3/27/23    | Staples Advantage                       | 4,638.37   |
| 23205   | 3/27/23    | Tamara Ehrgood                          | 1,602.00   |
| 23207   | 3/30/23    | 1st Transportation LLC                  | 11,250.00  |
| 23208   | 3/30/23    | ACT Inc.                                | 250.00     |
| 23209   | 3/30/23    | All in One Balloons                     | 104.00     |
| 23210   | 3/30/23    | Casa Reporting Service                  | 1,207.00   |
| 23211   | 3/30/23    | Coles Music Services                    | 953.67     |
| 23212   | 3/30/23    | Delta T Group                           | 3,424.40   |
| 23213   | 3/30/23    | Dorney Park                             | 3,300.00   |
| 23214   | 3/30/23    | First Student                           | 9,308.00   |
| 23215   | 3/30/23    | Funplex                                 | 992.00     |
| 23216   | 3/30/23    | Grainger Industrial Supply              | 1,464.34   |
| 23217   | 3/30/23    | Great Valley Lockshop                   | 3,931.66   |
| 23218   | 3/30/23    | JC Tours                                | 1,850.00   |
| 23219   | 3/30/23    | Lakeshore Learning Materials            | 1,457.69   |
| 23220   | 3/30/23    | PBIS Rewards                            | 2,350.00   |
| 23221   | 3/30/23    | Please Touch Museum                     | 787.50     |
| 23222   | 3/30/23    | Proforma Dynamic Resources              | 11,021.15  |
| 23223   | 3/30/23    | Prudential Insurance Co. of America     | 4,495.30   |
| 23224   | 3/30/23    | Restaurant Depot                        | 1,276.34   |
| 23225   | 3/30/23    | Storybook Land                          | 204.66     |
| 23226   | 3/30/23    | Sunrise Signs                           | 715.89     |
| 23227   | 3/30/23    | The Franklin Institute                  | 3,760.00   |
| 22328   | 3/30/23    | Chick-fil-A                             | 4,280.40   |
| total   |            |   | 164,138.01 |



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

14343

|                |               |
|----------------|---------------|
| Bank Name      | TD Bank       |
| Account Number | 3865292       |
| Statement Date | 03/31/23      |
| Fund/Project   | Food Services |

|          |  |                  |                  |  |                    |
|----------|--|------------------|------------------|--|--------------------|
| <b>1</b> | <b>Balance per Bank</b>                |                  |                  |  | <b>834,462.40</b>  |
|          | <b>Reconciling Items</b>               |                  |                  |  |                    |
|          | <b>Additions</b>                       |                  |                  |  |                    |
|          | <b>Deposits in Transit</b>             |                  |                  |  |                    |
|          | Date                                   | Amount           |                  |  |                    |
| 2a       |  |                  |                  |  |                    |
| 2b       |  |                  |                  |  |                    |
| 2c       |  |                  |                  |  |                    |
| 2d       |  |                  |                  |  |                    |
| <b>2</b> | <b>Total Deposits</b>                  | <b>0.00</b>      |                  |  |                    |
| <b>3</b> | <b>Total Additions</b>                 |                  | <b>0.00</b>      |  |                    |
|          | <b>Deductions</b>                      |                  |                  |  |                    |
|          | <b>Outstanding Checks</b>              |                  |                  |  |                    |
| 4        |  |                  |                  |  |                    |
|          | <b>Ck 23115 Dell Computers</b>         | <b>11,404.75</b> |                  |  |                    |
|          |  |                  |                  |  |                    |
|          | <b>Mar Café Salaries</b>               | <b>12,780.19</b> |                  |  |                    |
|          |  |                  |                  |  |                    |
| 5        |  |                  |                  |  |                    |
| <b>6</b> | <b>Total Deductions</b>                |                  | <b>24,184.94</b> |  |                    |
| <b>7</b> | <b>Net Reconciling Items</b>           |                  |                  |  | <b>(24,184.94)</b> |
| <b>8</b> | <b>Adjusted Balance per Bank as of</b> | <b>3/31/23</b>   | <b>*</b>         |  | <b>810,277.46</b>  |

|           |  |                    |             |  |                   |
|-----------|--|--------------------|-------------|--|-------------------|
| <b>9</b>  | <b>Balance per Board Secretary's Records as of</b> | <b>3/31/23 * *</b> |             |  | <b>810,277.46</b> |
|           | <b>Reconciling Items</b>                           |                    |             |  |                   |
|           | <b>Additions</b>                                   |                    |             |  |                   |
| 10        |  |                    |             |  |                   |
|           |  |                    |             |  |                   |
| 11        |  |                    |             |  |                   |
| <b>12</b> | <b>Total Additions</b>                             |                    | <b>0.00</b> |  |                   |
|           | <b>Deductions</b>                                  |                    |             |  |                   |
| 13        |  |                    |             |  |                   |
|           |  |                    |             |  |                   |
|           |  |                    |             |  |                   |
| 14        |  |                    |             |  |                   |
|           |  |                    |             |  |                   |
|           | <b>Total Deductions</b>                            |                    | <b>0.00</b> |  |                   |
| <b>16</b> | <b>Net Reconciling Items</b>                       |                    |             |  | <b>0.00</b>       |
| <b>17</b> | <b>Adjusted Board Secretary's Balance as of</b>    | <b>3/31/23 *</b>   |             |  | <b>810,277.46</b> |

\* 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: dipietro

Date: 04/26/23

# Camden's Promise Charter School

## Bank Reconciliation

|                      |  |            |  |
|----------------------|--|------------|--|
| Bank Name:           |  | TD Bank    |  |
| Account Number:      |  | 00-3864436 |  |
| Reporting Month End: |  | 03/31/23   |  |
| Fund/Funds:          |  | Student    |  |

|    |   |          |          |            |
|----|---|----------|----------|------------|
| 1  | Balance per Bank                            |          |          | 27,484.73  |
|    | Reconciling Items                           |          |          |            |
|    | Additions                                   |          |          |            |
|    | Deposits in Transit                         |          |          |            |
|    | Notes                                       |          |          |            |
| 2a |   |          |          |            |
| 2b |   |          |          |            |
| 2c |   |          |          |            |
| 2  | Total Additions                             | 0.00     |          |            |
| 3  | Total Additions                             |          | 0.00     |            |
|    | Deductions                                  |          |          |            |
|    | Outstanding Checks                          |          |          |            |
| 4  | (Attach List)                               | 1,142.24 |          |            |
|    | xfer to warr cks 23007 & 23024              | 60.00    |          |            |
|    | xfer to warr ck# 23168                      | 1,698.95 |          |            |
|    |   |          |          |            |
|    |   |          |          |            |
| 6  | Total Deductions                            |          | 2,901.19 |            |
| 7  | Net Reconciling Items                       |          |          | (2,901.19) |
| 8  | Adjusted Balance per Bank as of             | 3/31/23  | *        | 24,583.54  |
| 9  | Balance per Board Secretary's Records as of | 3/31/23  |          | 24,583.54  |
|    | 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    | 3/31/23  | *        | 24,583.54  |

\* 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:        | 04/26/23   |

## Camden's Promise Charter School

**Bank Reconciliation**

List of Outstanding Checks

Student Activities Account

3/31/2023

Camden's Promise Charter School

| Check # | Check<br>Date | Payable to                     | Amount         |
|---------|---------------|--------------------------------|----------------|
| 3077    | 3/23/2023     | Proforma Dynamic Resources     | 417.25         |
| 3078    | 3/23/2023     | Total Excitement Entertainment | 724.99         |
|         |               | total                          | <hr/> 1,142.24 |



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

14546

|                |         |
|----------------|---------|
| Bank Name      | TD Bank |
| Account Number | 3865276 |
| Statement Date | 3/31/23 |
| Fund/ Funds    | Payroll |

|    |   |           |           |  |             |
|----|---|-----------|-----------|--|-------------|
| 1  | Balance per Bank  |           |           |  | 23,629.26   |
|    | Reconciling Items                                       |           |           |  |             |
|    | Additions   |           |           |  |             |
|    | Deposits in Transit                                     |           |           |  |             |
|    | Date  | Amount    |           |  |             |
|    | 9/30/21 Fraud-<br>Novoa's Dir Dep                       | 1,939.32  |           |  |             |
| 2b | 10/15/21 Fraud-<br>Novoa's Dir Dep                      | 1,939.31  |           |  |             |
| 2c |   |           |           |  |             |
| 2d |   |           |           |  |             |
| 2  | Total Deposits  | 3,878.63  |           |  |             |
| 3  | Total Additions   |           | 3,878.63  |  |             |
|    | Deductions  |           |           |  |             |
|    | Outstanding Checks                                      |           |           |  |             |
| 4  | (Attach List)   | 22,967.51 |           |  |             |
|    |   |           |           |  |             |
|    | TPAF Prior Yr 375 & TPAF C/I Pr Yr Kappra<br>Illuminati | 395.00    |           |  |             |
|    |   |           |           |  |             |
|    |   |           |           |  |             |
| 6  | Total Deductions  |           | 23,362.51 |  |             |
| 7  | Net Reconciling Items                                   |           |           |  | (19,483.88) |
| 8  | Adjusted Balance per Bank as of                         | 3/31/23   | *         |  | 4,145.38    |

|    |   |             |       |  |          |
|----|---|-------------|-------|--|----------|
| 9  | Balance per Board Secretary's Records as of | 3/31/23 * * |       |  | 4,086.80 |
|    | 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    | 3/31/23 *   |       |  | 4,145.38 |

- \* 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:        | 04/26/23   |

## Camden's Promise Charter School

## Bank Reconciliation

List of Outstanding Checks

Payroll Account

3/31/2023

Camden's Promise Charter School

| Check # | Check<br>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  |
| 18347   | 2/28/2023     | Michael Kerns   | 2,019.95  |
| 18369   | 3/15/2023     | Michael Kerns   | 2,019.94  |
| 18370   | 3/15/2023     | Michael Kerns   | 252.93    |
| 18371   | 3/15/2023     | Michael Kerns   | 2,540.59  |
| 18373   | 3/15/2023     | Amy Loyola      | 1,548.49  |
| 18374   | 3/15/2023     | James Moore     | 1,973.82  |
| 18382   | 3/31/2023     | Emely Acevedo   | 1,184.51  |
| 18384   | 3/31/2023     | Zenaida Falcon  | 1,081.47  |
| 18386   | 3/31/2023     | Michael Kerns   | 2,019.95  |
| 18387   | 3/31/2023     | Michael Kerns   | 512.09    |
| 18391   | 3/31/2023     | Tyree Nobles    | 2,440.78  |
| 18393   | 3/31/2023     | Gregory Young   | 2,132.49  |
| 18394   | 3/31/2023     | Gregory Young   | 362.14    |
|         |               | Total           | 22,967.51 |



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

14548

|                        |  |            |  |
|------------------------|--|------------|--|
| Bank Name              |  | TD Bank    |  |
| Account Number         |  | 00-3865284 |  |
| Reporting Month Ending |  | 3/31/23    |  |
| Fund/Funds             |  | Agency     |  |

|                           |  |        |                   |                     |
|---------------------------|--|--------|-------------------|---------------------|
| <b>1 Balance per Bank</b> |  |        |                   | <b>587,389.91</b>   |
| <b>Reconciling Items</b>  |  |        |                   |                     |
| <b>Additions</b>          |  |        |                   |                     |
|                           | <b>Deposits in Transit</b>             |        |                   |                     |
|                           | Date                                   | Amount |                   |                     |
| 2a                        | Swedesboro                             | 50.00  |                   |                     |
| 2b                        |  |        |                   |                     |
| 2c                        |  |        |                   |                     |
| 2                         | <b>Total Deposits in Transit</b>       |        | <b>50.00</b>      |                     |
| 3                         | <b>Total Additions</b>                 |        | <b>50.00</b>      |                     |
| <b>Deductions</b>         |  |        |                   |                     |
| <b>Outstanding Checks</b> |  |        |                   |                     |
| 4                         | <b>(Attach List)</b>                   |        | <b>533,036.00</b> |                     |
|                           | <b>unlocated difference-immaterial</b> |        | <b>0.01</b>       |                     |
| 6                         | <b>Total Deductions</b>                |        | <b>533,036.01</b> |                     |
| 7                         | <b>Net Reconciling Items</b>           |        |                   | <b>(532,986.01)</b> |
| 8                         | <b>Adjusted Balance per Bank as of</b> |        |                   | <b>54,403.90</b>    |
|                           | 3/31/23 *                              |        |                   |                     |

|  |   |  |             |                  |
|--|---|--|-------------|------------------|
| <b>9 Balance per Board Secretary's Records as of</b> |   |  |             | <b>54,403.90</b> |
| <b>Reconciling Items</b>                             |   |  |             |                  |
| <b>Additions</b>                                     |   |  |             |                  |
| 10   | <b>Interest Earned</b>                          |  |             |                  |
| 12   | <b>Total Additions</b>                          |  | <b>0.00</b> |                  |
| <b>Deductions</b>                                    |   |  |             |                  |
| 13   | <b>Bank Charges</b>                             |  |             |                  |
| 14   | <b>Other (Explain)</b>                          |  |             |                  |
| 15   | <b>Total Deductions</b>                         |  | <b>0.00</b> |                  |
| 16   | <b>Net Reconciling Items</b>                    |  |             | <b>0.00</b>      |
| 17   | <b>Adjusted Board Secretary's Balance as of</b> |  |             | <b>54,403.90</b> |
|  | 3/31/23 *                                       |  |             |                  |

\* 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:        | 04/26/23   |

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

List of Outstanding Checks

Agency Payroll Account

3/31/2023

Page 5 (a)

| Check # | Check | Date      | Amount            | Payable To                   |
|---------|-------|-----------|-------------------|------------------------------|
| 4618    |       | 3/31/23   | 14,122.25         | The Equitable AXA            |
| 4619    |       | 3/31/23   | 7,477.50          | VOYA                         |
| 4620    |       | 3/31/23   | 582.00            | Allied Resources for Kids    |
| 4623    |       | 3/31/23   | 1,287.00          | AAE                          |
| 4624    |       | 3/31/23   | 243.56            | Allstate Benefits            |
| 4625    |       | 3/31/2023 | 200.00            | VOYA - Roth 403b             |
| 4626    |       | 3/31/2023 | 2,505.00          | The Equitable - Roth 403b    |
|         | eft   | 3/31/2023 | 262,083.40        | 941.00                       |
|         | eft   | 3/31/2023 | 34,728.66         | NJIT                         |
|         | eft   | 3/31/2023 | 2,863.39          | PA Dept of Revenue           |
|         | eft   | 3/31/2023 | 1,673.37          | Delaware Division of Revenue |
|         | eft   | 3/31/2023 | 19,203.70         | St of NJ NJ-927              |
|         | eft   | 3/31/2023 | 26,512.22         | PERS                         |
|         | eft   | 3/31/2023 | 159,553.95        | TPAF                         |
|         |       |           | <b>533,036.00</b> |                              |



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

14350

|                      |                 |
|----------------------|-----------------|
| Bank Name            | TD Bank         |
| Account Number       | 5883095         |
| For the Month Ending | 3/31/23         |
| Fund/Type            | Unemploy. Trust |

|  |   |  |      |                  |
|--|---|--|------|------------------|
| <b>1 Balance per Bank</b>                            |   |  |      | <b>20,619.04</b> |
| <b>Reconciling Items</b>                             |   |  |      |                  |
| <b>Additions</b>                                     |   |  |      |                  |
| <b>Deposits in Transit</b>                           |   |  |      |                  |
|  | Date  |  |      |                  |
| 2a   |   |  |      |                  |
| 2b   |   |  |      |                  |
| 2c   |   |  |      |                  |
| 2d   |   |  |      |                  |
| 2  | Total Deposits                                  |  |      |                  |
| 3  | Total Additions                                 |  | 0.00 |                  |
| <b>Deductions</b>                                    |   |  |      |                  |
| <b>Outstanding Checks</b>                            |   |  |      |                  |
|  |   |  |      |                  |
|  |   |  |      |                  |
|  |   |  |      |                  |
| 6  | Total Deductions                                |  | 0.00 |                  |
| 7  | Net Reconciling Items                           |  |      | 0.00             |
| 8  | <b>Adjusted Balance per Bank as of</b>          |  |      | <b>20,619.04</b> |
|  | 3/31/23 *                                       |  |      |                  |
| <b>9 Balance per Board Secretary's Records as of</b> |   |  |      |                  |
|  | 3/31/23   |  |      | 20,619.04        |
| <b>Reconciling Items</b>                             |   |  |      |                  |
| <b>Additions</b>                                     |   |  |      |                  |
| 10   | Interest Earned                                 |  |      |                  |
| 11   | Other (Explain)                                 |  |      |                  |
| 12   | Total Additions                                 |  | 0.00 |                  |
| <b>Deductions</b>                                    |   |  |      |                  |
| 13   | Bank Charges                                    |  |      |                  |
| 14   | Other (Explain)                                 |  |      |                  |
| 15   | Total Deductions                                |  | 0.00 |                  |
| 16   | Net Reconciling Items                           |  |      | 0.00             |
| 17   | <b>Adjusted Board Secretary's Balance as of</b> |  |      | <b>20,619.04</b> |
|  | 3/31/23 *                                       |  |      |                  |

\* 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.



Assets and Resources

|                                   |   |                   |                               |
|-----------------------------------|---|-------------------|-------------------------------|
| <b>Assets:</b>                    |   |                   |                               |
| 101                               | Cash in bank                                      |                   | \$3,445,367.09                |
| 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                               |                   | \$1,134,841.40                |
| <b>Accounts Receivable:</b>       |   |                   |                               |
| 132                               | Interfund   | \$2,316,676.68    |                               |
| 141                               | Intergovernmental - State                         | \$9,613,594.43    |                               |
| 142                               | Intergovernmental - Federal                       | \$0.00            |                               |
| 143                               | Intergovernmental - Other                         | \$0.00            |                               |
| 153, 154                          | Other (net of estimated uncollectable of \$_____) | \$0.00            | \$11,930,271.11               |
| <b>Loans Receivable:</b>          |   |                   |                               |
| 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                        |
| <b>Resources:</b>                 |   |                   |                               |
| 301                               | Estimated Revenues                                | \$37,845,772.00   |                               |
| 302                               | Less Revenues                                     | (\$36,736,402.82) | \$1,109,369.18                |
| <b>Total assets and resources</b> |   |                   | <b><u>\$17,630,567.44</u></b> |



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                             | \$378,944.80 |
| 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       |
| Total liabilities |  | \$457,617.50 |



## Fund Balance:

## Appropriated:

|         |                          |                 |
|---------|--------------------------|-----------------|
| 753,754 | Reserve for Encumbrances | \$11,199,759.58 |
|---------|--------------------------|-----------------|

## 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      | \$2,250,000.00         |
| 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                                | \$38,886,415.02        |
| 602             | Less: Expenditures (\$25,839,310.94)          |                        |
|                 | Less: Encumbrances (\$11,263,712.42)          | (\$37,103,023.36)      |
|                 | Total appropriated                            | \$15,233,151.24        |
| 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                            | \$17,172,949.94        |
|                 | Total liabilities and fund equity             | <u>\$17,630,567.44</u> |



## Recapitulation of Budgeted Fund Balance:

|  | <u>Budgeted</u>       | <u>Actual</u>           | <u>Variance</u>       |
|--|-----------------------|-------------------------|-----------------------|
| Appropriations                             | \$38,886,415.02       | \$37,103,023.36         | \$1,783,391.66        |
| Revenues                                   | (\$37,845,772.00)     | (\$36,736,402.82)       | (\$1,109,369.18)      |
| Subtotal                                   | <u>\$1,040,643.02</u> | <u>\$366,620.54</u>     | <u>\$674,022.48</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>(\$1,883,379.46)</u> | <u>\$2,924,022.48</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>(\$1,883,379.46)</u> | <u>\$2,924,022.48</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>(\$1,883,379.46)</u> | <u>\$2,924,022.48</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>(\$1,883,379.46)</u> | <u>\$2,924,022.48</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>(\$1,883,379.46)</u> | <u>\$2,924,022.48</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>(\$1,883,379.46)</u> | <u>\$2,924,022.48</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>(\$1,883,379.46)</u> | <u>\$2,924,022.48</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>(\$1,883,379.46)</u> | <u>\$2,924,022.48</u> |
| Less: Adjustment for prior year            | \$0.00                | \$0.00                  | \$0.00                |
| Budgeted fund balance                      | <u>\$1,040,643.02</u> | <u>(\$1,883,379.46)</u> | <u>\$2,924,022.48</u> |

Prepared and submitted by :

Board Secretary

Date

3/31/23



| Revenues: |  | Org Budget | Transfers | Budget Est | Actual     | Over/Under | Unrealized |
|-----------|--|------------|-----------|------------|------------|------------|------------|
| 00370     | SUBTOTAL – Revenues from Local Sources   | 4,472,812  | 326,779   | 4,799,591  | 4,425,577  | Under      | 374,014    |
| 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          | 59,166     |            | (59,166)   |
| Total     |  | 37,540,352 | 305,420   | 37,845,772 | 36,736,403 |            | 1,109,369  |

| Expenditures: |  | Org Budget | Transfers | Adj Budget | Expended   | Encumber   | Available |
|---------------|--|------------|-----------|------------|------------|------------|-----------|
|               | (Total of Accounts W/O a Grid# Assigned) | 0          | 300,000   | 300,000    | 116,909    | 32,998     | 150,093   |
| 03200         | TOTAL REGULAR PROGRAMS - INSTRUCTION     | 18,585,500 | (701,379) | 17,884,121 | 13,317,192 | 4,374,567  | 192,362   |
| 45300         | Support Serv. - General Admin            | 3,679,500  | 277,660   | 3,957,160  | 2,496,307  | 959,516    | 501,337   |
| 46160         | Support Serv. - School Admin             | 2,492,800  | (270,634) | 2,222,166  | 1,341,542  | 509,052    | 371,571   |
| 51120         | Total Undist. Expend. – Oper. & Maint. O | 6,264,001  | (124,149) | 6,139,852  | 3,391,422  | 2,604,866  | 143,564   |
| 52480         | Total Undist. Expend. – Student Transpor | 100,000    | 195,934   | 295,934    | 247,134    | 48,800     | 0         |
| 71260         | TOTAL PERSONNEL SERVICES –EMPLOYEE       | 5,400,000  | 687,183   | 6,087,183  | 4,341,998  | 1,667,342  | 77,843    |
| 75880         | TOTAL EQUIPMENT                          | 0          | 249,360   | 249,360    | 249,360    | 0          | 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 | 25,839,311 | 11,263,712 | 1,783,392 |



Assets and Resources

Assets:

|         |                                      |  |  |                |
|---------|--------------------------------------|--|--|----------------|
| 101     | Cash in bank                         |  |  | (\$783,189.85) |
| 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                       | \$5,156,360.00 |                |  |
| 143      | Intergovernmental - Other                         | \$0.00         |                |  |
| 153, 154 | Other (net of estimated uncollectable of \$_____) | \$0.00         | \$5,156,360.00 |  |

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      | (\$8,236,828.20) | \$7,077,340.57 |  |

Total assets and resources

\$11,450,510.72



Liabilities and Fund Equity

## Liabilities:

|                   |  |                |
|-------------------|--|----------------|
| 101               | Cash Overdraft                               | (\$783,189.85) |
| 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                             | \$159,464.57   |
| 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         |
| Total liabilities |  | \$2,643,230.57 |



Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$4,027,984.06

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                                | \$16,846,736.00  |                        |
| 602         | Less: Expenditures (\$5,899,332.66)           |                  |                        |
|             | Less: Encumbrances (\$3,702,484.06)           | (\$9,601,816.72) | \$7,244,919.28         |
|             | Total appropriated                            |                  | \$11,272,903.34        |
|             | Unappropriated:                               |                  |                        |
| 770         | Fund balance, July 1                          |                  | (\$933,055.96)         |
| 771         | Designated fund balance                       |                  | \$0.00                 |
| 303         | Budgeted fund balance                         |                  | (\$1,532,567.23)       |
|             | Total fund balance                            |                  | \$8,807,280.15         |
|             | Total liabilities and fund equity             |                  | <u>\$11,450,510.72</u> |



## Recapitulation of Budgeted Fund Balance:

|  | <u>Budgeted</u>       | <u>Actual</u>         | <u>Variance</u>     |
|--|-----------------------|-----------------------|---------------------|
| Appropriations                             | \$16,846,736.00       | \$9,601,816.72        | \$7,244,919.28      |
| Revenues                                   | (\$15,314,168.77)     | (\$8,236,828.20)      | (\$7,077,340.57)    |
| Subtotal                                   | <u>\$1,532,567.23</u> | <u>\$1,364,988.52</u> | <u>\$167,578.71</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>\$1,532,567.23</u> | <u>\$1,364,988.52</u> | <u>\$167,578.71</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>\$1,532,567.23</u> | <u>\$1,364,988.52</u> | <u>\$167,578.71</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>\$1,532,567.23</u> | <u>\$1,364,988.52</u> | <u>\$167,578.71</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>\$1,532,567.23</u> | <u>\$1,364,988.52</u> | <u>\$167,578.71</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>\$1,532,567.23</u> | <u>\$1,364,988.52</u> | <u>\$167,578.71</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>\$1,532,567.23</u> | <u>\$1,364,988.52</u> | <u>\$167,578.71</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>\$1,532,567.23</u> | <u>\$1,364,988.52</u> | <u>\$167,578.71</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>\$1,532,567.23</u> | <u>\$1,364,988.52</u> | <u>\$167,578.71</u> |
| Less: Adjustment for prior year            | \$0.00                | \$0.00                | \$0.00              |
| Budgeted fund balance                      | <u>\$1,532,567.23</u> | <u>\$1,364,988.52</u> | <u>\$167,578.71</u> |

Prepared and submitted by :

Board Secretary

Date



## 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 | 4,932,255 | Under      | 7,815,692  |
| 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 | 8,236,828 |            | 7,077,341  |

## Expenditures:

|       |  | Org Budget | Transfers  | Adj Budget | Expended  | Encumber  | Available |
|-------|--|------------|------------|------------|-----------|-----------|-----------|
|       | (Total of Accounts W/O a Grid# Assigned) | 2,315,880  | 12,027,183 | 14,343,063 | 4,561,132 | 3,328,691 | 6,453,240 |
| 84100 | Local Projects                           | 0          | 15,300     | 15,300     | 33,421    | 4,516     | (22,637)  |
| 88740 | Total Federal Projects                   | 2,640,828  | (152,455)  | 2,488,373  | 1,304,779 | 369,277   | 814,317   |
|       | Total                                    | 4,956,708  | 11,890,028 | 16,846,736 | 5,899,333 | 3,702,484 | 7,244,919 |



Assets and Resources

Assets:

|                      |   |              |              |
|----------------------|---|--------------|--------------|
| 101                  | Cash in bank                                      |              | \$810,277.46 |
| 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      | (\$1,640,006.10) | (\$1,640,006.10) |

Total assets and resources

(\$327,790.19)



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                             | (\$465.63)           |
| 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               |
| <b>Total liabilities</b> |  | <b>(\$73,040.63)</b> |



## Fund Balance:

## Appropriated:

|         |                          |  |  |              |
|---------|--------------------------|--|--|--------------|
| 753,754 | Reserve for Encumbrances |  |  | \$685,855.69 |
|---------|--------------------------|--|--|--------------|

## Reserved Fund Balance:

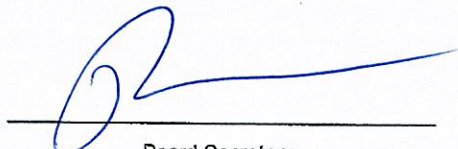
|                 |   |                  |                  |                  |
|-----------------|---|------------------|------------------|------------------|
| 761             | Capital Reserve Account - July 1              |                  | \$0.00           |                  |
| 604             | 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                            | (\$1,222,714.39) |                  |                  |
|                 | Less: Encumbrances                            | (\$683,565.69)   | (\$1,906,280.08) | (\$1,906,280.08) |
|                 | Total appropriated                            |                  |                  | (\$1,220,424.39) |
| Unappropriated: |   |                  |                  |                  |
| 770             | Fund balance, July 1                          |                  |                  | \$965,674.83     |
| 771             | Designated fund balance                       |                  |                  | \$0.00           |
| 303             | Budgeted fund balance                         |                  |                  | \$0.00           |
|                 | Total fund balance                            |                  |                  | (\$254,749.56)   |
|                 | Total liabilities and fund equity             |                  |                  | (\$327,790.19)   |



## Recapitulation of Budgeted Fund Balance:

|  | <u>Budgeted</u> | <u>Actual</u>       | <u>Variance</u>       |
|--|-----------------|---------------------|-----------------------|
| Appropriations                             | \$0.00          | \$1,906,280.08      | (\$1,906,280.08)      |
| Revenues                                   | \$0.00          | (\$1,640,006.10)    | \$1,640,006.10        |
| Subtotal                                   | <u>\$0.00</u>   | <u>\$266,273.98</u> | <u>(\$266,273.98)</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>\$266,273.98</u> | <u>(\$266,273.98)</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>\$266,273.98</u> | <u>(\$266,273.98)</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>\$266,273.98</u> | <u>(\$266,273.98)</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>\$266,273.98</u> | <u>(\$266,273.98)</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>\$266,273.98</u> | <u>(\$266,273.98)</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>\$266,273.98</u> | <u>(\$266,273.98)</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>\$266,273.98</u> | <u>(\$266,273.98)</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>\$266,273.98</u> | <u>(\$266,273.98)</u> |
| Less: Adjustment for prior year            | \$0.00          | \$0.00              | \$0.00                |
| Budgeted fund balance                      | <u>\$0.00</u>   | <u>\$266,273.98</u> | <u>(\$266,273.98)</u> |

Prepared and submitted by :

  
 Board Secretary

 3/31/23  
 Date



Starting date 7/1/2022 Ending date 3/31/2023 Fund: 60 ENTERPRISE FUNDS

**Revenues:**

(Total of Accounts W/O a Grid# Assigned)

|       | Org Budget | Transfers | Budget Est | Actual    | Over/Under | Unrealized  |
|-------|------------|-----------|------------|-----------|------------|-------------|
|       | 0          | 0         | 0          | 1,640,006 |            | (1,640,006) |
| Total | 0          | 0         | 0          | 1,640,006 |            | (1,640,006) |

**Expenditures:**

(Total of Accounts W/O a Grid# Assigned)

|       | Org Budget | Transfers | Adj Budget | Expended  | Encumber | Available   |
|-------|------------|-----------|------------|-----------|----------|-------------|
|       | 0          | 0         | 0          | 1,222,714 | 683,566  | (1,906,280) |
| Total | 0          | 0         | 0          | 1,222,714 | 683,566  | (1,906,280) |



Assets and Resources

|                                   |  |               |                             |
|-----------------------------------|--|---------------|-----------------------------|
| <b>Assets:</b>                    |  |               |                             |
| 101                               | Cash in bank                                       |               | \$24,583.54                 |
| 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  | \$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                      |
| <b>Resources:</b>                 |  |               |                             |
| 301                               | Estimated Revenues                                 | \$0.00        |                             |
| 302                               | Less Revenues                                      | (\$79,104.01) | (\$79,104.01)               |
| <b>Total assets and resources</b> |  |               | <b><u>(\$53,137.47)</u></b> |



Starting date 7/1/2022 Ending date 3/31/2023 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 3/31/2023 Fund: 95 STUDENT ACTIVITY FUNDS

## Fund Balance:

## Appropriated:

|         |                          |             |
|---------|--------------------------|-------------|
| 753,754 | Reserve for Encumbrances | \$25,177.50 |
|---------|--------------------------|-------------|

## 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                                | \$0.00        |
| 602             | Less: Expenditures (\$74,477.86)              |               |
|                 | Less: Encumbrances (\$25,177.50)              | (\$99,655.36) |
|                 | Total appropriated                            | (\$74,477.86) |
| Unappropriated: |   |               |
| 770             | Fund balance, July 1                          | \$20,318.39   |
| 771             | Designated fund balance                       | \$0.00        |
| 303             | Budgeted fund balance                         | \$0.00        |
|                 | Total fund balance                            | (\$54,159.47) |
|                 | Total liabilities and fund equity             | (\$53,137.47) |



## Recapitulation of Budgeted Fund Balance:

|  | <u>Budgeted</u> | <u>Actual</u>      | <u>Variance</u>      |
|--|-----------------|--------------------|----------------------|
| Appropriations                             | \$0.00          | \$99,655.36        | (\$99,655.36)        |
| Revenues                                   | \$0.00          | (\$79,104.01)      | \$79,104.01          |
| Subtotal                                   | <u>\$0.00</u>   | <u>\$20,551.35</u> | <u>(\$20,551.35)</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>\$20,551.35</u> | <u>(\$20,551.35)</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>\$20,551.35</u> | <u>(\$20,551.35)</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>\$20,551.35</u> | <u>(\$20,551.35)</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>\$20,551.35</u> | <u>(\$20,551.35)</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>\$20,551.35</u> | <u>(\$20,551.35)</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>\$20,551.35</u> | <u>(\$20,551.35)</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>\$20,551.35</u> | <u>(\$20,551.35)</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>\$20,551.35</u> | <u>(\$20,551.35)</u> |
| Less: Adjustment for prior year            | \$0.00          | \$0.00             | \$0.00               |
| Budgeted fund balance                      | <u>\$0.00</u>   | <u>\$20,551.35</u> | <u>(\$20,551.35)</u> |

Prepared and submitted by :

Board Secretary

Date

3/31/23



**Revenues:**

(Total of Accounts W/O a Grid# Assigned)

|       | Org Budget | Transfers | Budget Est | Actual | Over/Under | Unrealized |
|-------|------------|-----------|------------|--------|------------|------------|
|       | 0          | 0         | 0          | 79,104 |            | (79,104)   |
| Total | 0          | 0         | 0          | 79,104 |            | (79,104)   |

**Expenditures:**

(Total of Accounts W/O a Grid# Assigned)

|       | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|-------|------------|-----------|------------|----------|----------|-----------|
|       | 0          | 0         | 0          | 74,478   | 25,178   | (99,655)  |
| Total | 0          | 0         | 0          | 74,478   | 25,178   | (99,655)  |



Starting date 3/1/2023

Ending date 3/31/2023

| Chk#     | Date     | Rec date | Code | Vendor name                            | Check Comment | Check amount |
|----------|----------|----------|------|--|---------------|--------------|
| 001692   | 03/01/23 |          | V669 | Common Market                          |               | 925.00       |
| 001693   | 03/13/23 |          | M682 | Commercial Kitchen Repairs, Inc.       |               | 455.00       |
| 001694   | 03/13/23 |          | 1230 | SODEXO, INC & ASSOCIATES               |               | 147,671.43   |
| 001695   | 03/23/23 |          | M682 | Commercial Kitchen Repairs, Inc.       |               | 311.15       |
| 001696   | 03/23/23 |          | V669 | Common Market                          |               | 505.96       |
| 003077   | 03/23/23 |          | 1236 | PROFORMA DYNAMIC RESOURCES             |               | 417.25       |
| 003078   | 03/23/23 |          | Z602 | Total Excitement Entertainment         |               | 724.99       |
| 023076   | 03/01/23 |          | 0658 | ADT Commercial                         |               | 3,710.00     |
| 023077   | 03/01/23 |          | P203 | AKJ Books/Education                    |               | 376.89       |
| 023078   | 03/01/23 |          | 1549 | ALL IN ONE BALLOONS                    |               | 199.50       |
| 023079   | 03/01/23 |          | X825 | Brian Beale                            |               | 500.00       |
| 023080   | 03/01/23 |          | 1719 | CONSTELLATION NEW ENERGY               |               | 3,162.49     |
| 023081   | 03/01/23 |          | W442 | Cultura Cake Y Cafe                    |               | 180.00       |
| 023082   | 03/01/23 |          | N661 | Delta T Group                          |               | 2,108.00     |
| 023083   | 03/01/23 |          | X541 | Kid Pan Alley                          |               | 4,050.00     |
| 023084   | 03/01/23 |          | B801 | Lego Education                         |               | 1,919.70     |
| 023085   | 03/01/23 |          | K140 | McCloskey Mechanical Contractors, Inc. |               | 46,806.00    |
| 023086   | 03/01/23 |          | 2226 | NJMVC                                  |               | 116.50       |
| 023087   | 03/01/23 |          | 1927 | PLEASE TOUCH MUSEUM                    |               | 262.00       |
| 023088   | 03/01/23 |          | 1506 | SAFETY BUS                             |               | 945.00       |
| 023089   | 03/01/23 |          | 0653 | School Fix                             |               | 678.15       |
| 023090   | 03/01/23 |          | 1540 | SCHOOL NURSE SUPPLY, INC               |               | 101.39       |
| 023091   | 03/01/23 |          | 2415 | STAPLES ADVANTAGE                      |               | 1,717.75     |
| 023092   | 03/01/23 |          | Z586 | Verchios Deli and Produce              |               | 93.00        |
| 023093   | 03/02/23 |          | 1848 | ACT INC.                               |               | 450.00       |
| 023094   | 03/02/23 |          | 2046 | CAMDEN CHARTER SCHOOL NETWORK          |               | 100,000.00   |
| 023095   | 03/02/23 |          | 1322 | CM 3 BUILDING SOLUTIONS                |               | 9,975.00     |
| 023096   | 03/02/23 |          | 1819 | FLEXFACTS                              |               | 360.00       |
| 023097   | 03/02/23 |          | S021 | Greg Sowers                            |               | 60.00        |
| 023098   | 03/02/23 |          | 1404 | IRON MOUNTAIN INFORMATION              |               | 2,144.81     |
| 023099   | 03/02/23 |          | G004 | Krispy Kreme                           |               | 347.84       |
| 023100   | 03/02/23 |          | 1656 | LONGWOOD GARDENS                       |               | 1,000.00     |
| 023101   | 03/02/23 |          | H443 | Restaurant Depot                       |               | 616.32       |
| 023102   | 03/02/23 |          | R490 | Ted Moss                               |               | 62.00        |
| 023103   | 03/02/23 |          | V684 | Thomas Preferred Transportation LLC    |               | 10,950.00    |
| 023104   | 03/02/23 |          | 6775 | Vince Mancine                          |               | 62.00        |
| 023105 H | 03/06/23 |          | 1057 | SAM'S CLUB                             |               | 456.28       |
| 023106 H | 03/06/23 |          | 1057 | SAM'S CLUB                             |               | 329.11       |
| 023107   | 03/06/23 |          | 1346 | CENTER FOR AQUATIC SCIENCES            |               | 15,000.00    |



Starting date 3/1/2023

Ending date 3/31/2023

| Chk#   | Date       | Rec date | Code | Vendor name                         | Check Comment | Check amount |
|--------|------------|----------|------|-------------------------------------|---------------|--------------|
| 023108 | 03/06/23   |          | 1156 | FRANKLIN INSTITUTE                  |               | 784.00       |
| 023109 | 03/06/23   |          | I919 | Lincoln Financial Field             |               | 1,050.00     |
| 023110 | 03/06/23   |          | F419 | Partition King                      |               | 15,925.00    |
| 023111 | 03/06/23   |          | 2415 | STAPLES ADVANTAGE                   |               | 1,716.63     |
| 023112 | 03/06/23   |          | A088 | Telesystem                          |               | 9,536.78     |
| 023113 | 03/06/23   |          | U351 | Unifirst Uniform Services           |               | 813.63       |
| 023114 | 03/07/23   |          | R910 | 30 Strikes Lanes                    |               | 2,076.00     |
| 023115 | V 03/07/23 | 04/21/23 | 1211 | DELL COMPUTERS                      |               | 11,404.75    |
| 023116 | 03/07/23   |          | 9924 | Health Mats                         |               | 332.69       |
| 023117 | 03/07/23   |          | 1506 | SAFETY BUS                          |               | 1,890.00     |
| 023118 | 03/07/23   |          | 1348 | WOLFINGTON BODY COMPANY             |               | 249,360.00   |
| 023119 | H 03/10/23 |          | 1057 | SAM'S CLUB                          |               | 679.20       |
| 023120 | 03/13/23   |          | 2162 | Amazon Capital Services             |               | 4,178.57     |
| 023121 | 03/13/23   |          | 1599 | AMERICAN READING COMPANY            |               | 3,600.00     |
| 023122 | 03/13/23   |          | 1034 | CAROLINA BIOLGICAL                  |               | 930.12       |
| 023123 | 03/13/23   |          | 1218 | CASA PAYROLL SERVICE                |               | 900.70       |
| 023124 | 03/13/23   |          | 1861 | CDWG                                |               | 14,875.90    |
| 023125 | 03/13/23   |          | 1868 | Chick-fil-A                         |               | 2,070.25     |
| 023126 | 03/13/23   |          | 0919 | Cigna Health & Life Insurance Co.   |               | 22,067.81    |
| 023127 | 03/13/23   |          | 1328 | CIGNA HEALTHCARE                    |               | 524,054.90   |
| 023128 | 03/13/23   |          | F970 | Cinnaminson BOE                     |               | 300.00       |
| 023129 | 03/13/23   |          | G709 | Collins Sports Medicine             |               | 273.19       |
| 023130 | 03/13/23   |          | 1433 | DEGLER WHITING                      |               | 3,800.00     |
| 023131 | 03/13/23   |          | N661 | Delta T Group                       |               | 5,866.40     |
| 023132 | 03/13/23   |          | 8911 | G2 Performance Gear                 |               | 806.82       |
| 023133 | 03/13/23   |          | 1152 | HOME DEPOT                          |               | 2,114.89     |
| 023134 | 03/13/23   |          | 1616 | LEXIA LEARNING                      |               | 4,400.00     |
| 023135 | 03/13/23   |          | 1902 | LIZ DESIGN AND MORE                 |               | 1,632.91     |
| 023136 | 03/13/23   |          | 1262 | ORIENTAL TRADING CO.                |               | 2,378.44     |
| 023137 | 03/13/23   |          | 9028 | Parker McCay P.A.                   |               | 1,388.72     |
| 023138 | 03/13/23   |          | 1677 | PRUDENTIAL Insurance Co. of America |               | 4,428.61     |
| 023139 | 03/13/23   |          | E909 | Purposeful Pathway Consultants      |               | 5,400.00     |
| 023140 | V 03/13/23 | 03/27/23 | O007 | Restaurant Equippers                |               |              |
| 023141 | 03/13/23   |          | M023 | Ritz Theatre Company                |               | 830.00       |
| 023142 | 03/13/23   |          | X258 | SCHOOL SAFETY SOLUTIONS             |               | 4,943.91     |
| 023143 | 03/13/23   |          | 2263 | ST. JOSEPH'S PRO-CATHEDRAL          |               | 700.00       |
| 023144 | 03/13/23   |          | 2415 | STAPLES ADVANTAGE                   |               | 464.91       |
| 023145 | 03/13/23   |          | Q716 | SwimOutlet                          |               | 279.90       |
| 023146 | 03/13/23   |          | L234 | Valley Athletics                    |               | 5,098.28     |



Starting date 3/1/2023

Ending date 3/31/2023

| Chk#   | Date       | Rec date | Code | Vendor name                              | Check Comment | Check amount |
|--------|------------|----------|------|--|---------------|--------------|
| 023147 | 03/13/23   |          | 1484 | WB MASON                                 |               | 2,879.40     |
| 023148 | 03/13/23   |          | J683 | Wegmans Food Market Inc                  |               | 1,952.01     |
| 023149 | 03/13/23   |          | S373 | Westbrook Lanes                          |               | 400.00       |
| 023150 | 03/13/23   |          | 1463 | WEX BANK                                 |               | 6,310.92     |
| 023151 | 03/13/23   |          | 9381 | Wireless Communications and Electronics  |               | 787.50       |
| 023152 | H 03/15/23 |          | 1057 | SAM'S CLUB                               |               | 731.72       |
| 023153 | H 03/20/23 |          | 1057 | SAM'S CLUB                               |               | 249.90       |
| 023154 | 03/20/23   |          | V745 | Advanta Health Solutions                 |               | 1,305.20     |
| 023155 | 03/20/23   |          | 2162 | Amazon Capital Services                  |               | 2,598.94     |
| 023156 | 03/20/23   |          | 1068 | AT & T                                   |               | 625.70       |
| 023157 | 03/20/23   |          | A030 | Camden Bag & Paper Co.                   |               | 94.46        |
| 023158 | 03/20/23   |          | 1775 | CAMDEN COUNTY ED. SERVICES               |               | 17,692.39    |
| 023159 | 03/20/23   |          | 1034 | CAROLINA BIOLOGICAL                      |               | 88.12        |
| 023160 | 03/20/23   |          | 1532 | CASA REPORTING SERVICE                   |               | 2,419.75     |
| 023161 | 03/20/23   |          | 1861 | CDWG                                     |               | 718.92       |
| 023162 | V 03/20/23 | 04/21/23 | 1211 | DELL COMPUTERS                           |               | 333,638.08   |
| 023163 | 03/20/23   |          | N661 | Delta T Group                            |               | 2,804.40     |
| 023164 | 03/20/23   |          | 1244 | FABRIZIO PIZZA                           |               | 314.75       |
| 023165 | 03/20/23   |          | 1406 | GM WHITE                                 |               | 700.85       |
| 023166 | 03/20/23   |          | 1359 | HILLMAN'S BUS SERVICE, INC.              |               | 3,120.00     |
| 023167 | 03/20/23   |          | 1600 | J DOGS, INC.                             |               | 1,302.50     |
| 023168 | 03/20/23   |          | 1400 | JOSTENS                                  |               | 1,698.95     |
| 023169 | 03/20/23   |          | 1142 | JW PEPPER & CO.                          |               | 245.94       |
| 023170 | 03/20/23   |          | E357 | Legoland                                 |               | 1,300.00     |
| 023171 | 03/20/23   |          | C553 | Lorman Education Services                |               | 75.00        |
| 023172 | 03/20/23   |          | 1116 | NASSP                                    |               | 385.00       |
| 023173 | 03/20/23   |          | 2156 | NJASBO                                   |               | 350.00       |
| 023174 | 03/20/23   |          | 4670 | Regal Movie Theater                      |               | 213.36       |
| 023175 | 03/20/23   |          | H443 | Restaurant Depot                         |               | 557.16       |
| 023176 | 03/20/23   |          | 1264 | SCHOLASTICA TRAVEL                       |               | 7,500.00     |
| 023177 | 03/20/23   |          | 2415 | STAPLES ADVANTAGE                        |               | 1,102.57     |
| 023178 | 03/20/23   |          | J156 | Torrey Maldonado                         |               | 400.00       |
| 023179 | 03/20/23   |          | U351 | Unifirst Uniform Services                |               | 599.88       |
| 023180 | 03/20/23   |          | I028 | Young Audiences New Jersey & Eastern Pen |               | 1,696.00     |
| 023181 | 03/24/23   |          | 2162 | Amazon Capital Services                  |               | 2,824.60     |
| 023182 | 03/24/23   |          | 2069 | APPLE COMPUTERS                          |               | 20,900.00    |
| 023183 | 03/24/23   |          | 1322 | CM 3 BUILDING SOLUTIONS                  |               | 2,775.00     |
| 023184 | 03/24/23   |          | 1719 | CONSTELLATION NEW ENERGY                 |               | 6,054.68     |
| 023185 | 03/24/23   |          | 1244 | FABRIZIO PIZZA                           |               | 937.68       |



Starting date 3/1/2023

Ending date 3/31/2023

| Chk#     | Date     | Rec date | Code | Vendor name                           | Check Comment | Check amount |
|----------|----------|----------|------|---------------------------------------|---------------|--------------|
| 023186   | 03/24/23 |          | 1156 | FRANKLIN INSTITUTE                    |               | 1,880.00     |
| 023187   | 03/24/23 |          | 1400 | JOSTENS                               |               | 1,987.50     |
| 023188   | 03/24/23 |          | X541 | Kid Pan Alley                         |               | 3,400.00     |
| 023189   | 03/24/23 |          | 1304 | LAKESHORE LEARNING MARTERIALS         |               | 1,889.15     |
| 023190   | 03/24/23 |          | 1889 | NJSIAA                                |               | 90.00        |
| 023191   | 03/24/23 |          | 1678 | NJSIG                                 |               | 47,063.20    |
| 023192   | 03/24/23 |          | C584 | O.P.R.A.H Line Dance C/O Debra Taylor |               | 250.00       |
| 023193   | 03/24/23 |          | 1914 | PURCHASE POWER                        |               | 1,041.98     |
| 023194   | 03/24/23 |          | 1540 | SCHOOL NURSE SUPPLY, INC              |               | 5,006.80     |
| 023195 H | 03/27/23 |          | 1057 | SAM'S CLUB                            |               | 357.54       |
| 023196   | 03/27/23 |          | 1218 | CASA PAYROLL SERVICE                  |               | 1,850.40     |
| 023197   | 03/27/23 |          | Z091 | Cathys Catering                       |               | 2,208.00     |
| 023198   | 03/27/23 |          | 1861 | CDWG                                  |               | 14,746.54    |
| 023199 V | 03/27/23 | 03/27/23 |      | 00.0 \$ Multi Stub Void               | #023200 Stub  |              |
| 023200   | 03/27/23 |          | 1244 | FABRIZIO PIZZA                        |               | 2,595.50     |
| 023201   | 03/27/23 |          | 1949 | PATRICK ARDIS                         |               | 1,634.00     |
| 023202   | 03/27/23 |          | 2138 | RAMON GARCIA                          |               | 339.63       |
| 023203   | 03/27/23 |          | 1540 | SCHOOL NURSE SUPPLY, INC              |               | 917.90       |
| 023204   | 03/27/23 |          | 2415 | STAPLES ADVANTAGE                     |               | 4,638.37     |
| 023205   | 03/27/23 |          | 1720 | TAMARA EHRGOOD                        |               | 1,602.00     |
| 023206 H | 03/30/23 |          | 1057 | SAM'S CLUB                            |               | 1,895.62     |
| 023207   | 03/30/23 |          | D236 | 1ST Transportation LLC                |               | 11,250.00    |
| 023208   | 03/30/23 |          | 1848 | ACT INC.                              |               | 250.00       |
| 023209   | 03/30/23 |          | 1549 | ALL IN ONE BALLOONS                   |               | 104.00       |
| 023210   | 03/30/23 |          | 1532 | CASA REPORTING SERVICE                |               | 1,207.00     |
| 023211   | 03/30/23 |          | 1737 | COLES MUSIC SERVICES                  |               | 953.67       |
| 023212   | 03/30/23 |          | N661 | Delta T Group                         |               | 3,424.40     |
| 023213   | 03/30/23 |          | 1308 | DORNEY PARK                           |               | 3,300.00     |
| 023214   | 03/30/23 |          | 1221 | FIRST STUDENT                         |               | 9,308.00     |
| 023215   | 03/30/23 |          | 1815 | FUNPLEX                               |               | 992.00       |
| 023216   | 03/30/23 |          | 1213 | GRAINGER INDUSTRIAL SUPPLY            |               | 1,464.34     |
| 023217   | 03/30/23 |          | 1857 | GREAT VALLEY LOCKSHOP                 |               | 3,931.66     |
| 023218   | 03/30/23 |          | 1482 | JC TOURS                              |               | 1,850.00     |
| 023219   | 03/30/23 |          | 1304 | LAKESHORE LEARNING MARTERIALS         |               | 1,457.69     |
| 023220   | 03/30/23 |          | A623 | PBIS Rewards                          |               | 2,350.00     |
| 023221   | 03/30/23 |          | 1927 | PLEASE TOUCH MUSEUM                   |               | 787.50       |
| 023222   | 03/30/23 |          | 1236 | PROFORMA DYNAMIC RESOURCES            |               | 11,021.15    |
| 023223   | 03/30/23 |          | 1677 | PRUDENTIAL Insurance Co. of America   |               | 4,495.30     |
| 023224   | 03/30/23 |          | H443 | Restaurant Depot                      |               | 1,276.34     |



Starting date 3/1/2023

Ending date 3/31/2023

| Chk#   | Date     | Rec date | Code | Vendor name                   | Check Comment      | Check amount |
|--------|----------|----------|------|-------------------------------|--------------------|--------------|
| 023225 | 03/30/23 |          | 2410 | STORYBOOK LAND                |                    | 204.66       |
| 023226 | 03/30/23 |          | G820 | Sunrise Signs                 |                    | 715.89       |
| 023227 | 03/30/23 |          | 1087 | THE FRANKLIN INSTITUTE        |                    | 3,760.00     |
| 023228 | 03/30/23 |          | 1868 | Chick-fil-A                   |                    | 4,280.40     |
| B37808 | 03/22/23 |          | 1071 | PUBLIC EMPLOYEES RETIRE. SYST | Other EFT Payments | 321,995.00   |
| B37809 | 03/22/23 |          | 1354 | PSE &G                        | Other EFT Payments | 37,464.06    |
| B37958 | 03/27/23 |          | 1057 | SAM'S CLUB                    | Correct ck 023195  | 58.04        |
| B37959 | 03/30/23 |          | 1356 | NEW JERSEY AMERICAN WATER CO  | Other EFT Payments | 3,084.78     |
| F37778 | 03/15/23 |          | 9999 | PAYROLL VENDOR                |                    | 1,222,454.97 |
| F37840 | 03/31/23 |          | 9999 | PAYROLL VENDOR                |                    | 1,238,800.63 |



Starting date 3/1/2023

Ending date 3/31/2023

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|                    |
|--------------------|
| <b>Fund Totals</b> |
|--------------------|

|    |                             |                |
|----|-----------------------------|----------------|
| 10 | GENERAL FUND                | \$176,779.68   |
| 11 | GENERAL CURRENT EXPENSE     | \$3,159,092.81 |
| 12 | CAPITAL OUTLAY              | \$249,360.00   |
| 20 | SPECIAL REVENUE FUNDS       | \$928,964.20   |
| 60 | ENTERPRISE FUNDS            | \$174,053.48   |
| 95 | STUDENT ACTIVITY FUNDS      | \$2,841.19     |
|    | Total for all checks listed | \$4,691,091.36 |

Prepared and submitted by:



Board Secretary

3/31/23

Date



Starting date 4/1/2023

Ending date 4/30/2023

| Chk#   | Date       | Rec date | Code | Vendor name                            | Check Comment | Check amount |
|--------|------------|----------|------|--|---------------|--------------|
| 001697 | 04/05/23   |          | 1352 | HUBERT                                 |               | 231.39       |
| 001698 | 04/19/23   |          | V669 | Common Market                          |               | 467.04       |
| 003079 | 04/05/23   |          | 1264 | SCHOLASTICA TRAVEL                     |               | 8,050.00     |
| 022648 | V 12/07/22 | 04/28/23 | L056 | Mangates                               |               | (599.57)     |
| 022844 | V 01/19/23 | 04/03/23 | A838 | Mutter Museum                          |               | (510.00)     |
| 023115 | V 03/07/23 | 04/21/23 | 1211 | DELL COMPUTERS                         |               | (11,404.75)  |
| 023162 | V 03/20/23 | 04/21/23 | 1211 | DELL COMPUTERS                         |               | (333,638.08) |
| 023229 | H 04/03/23 |          | 1057 | SAM'S CLUB                             |               | 1,138.92     |
| 023230 | 04/05/23   |          | D236 | 1ST Transportation LLC                 |               | 3,125.00     |
| 023231 | 04/05/23   |          | 1846 | BARNES AND NOBLE                       |               | 559.00       |
| 023232 | 04/05/23   |          | 1036 | BECKERS SCHOOL SUPPLIES                |               | 320.83       |
| 023233 | 04/05/23   |          | A030 | Camden Bag & Paper Co.                 |               | 574.15       |
| 023234 | 04/05/23   |          | 1861 | CDWG                                   |               | 17,465.03    |
| 023235 | 04/05/23   |          | 1033 | Conner Strong & Buckelew               |               | 1,249.00     |
| 023236 | 04/05/23   |          | 1719 | CONSTELLATION NEW ENERGY               |               | 3,401.73     |
| 023237 | 04/05/23   |          | N661 | Delta T Group                          |               | 2,017.60     |
| 023238 | V 04/05/23 | 04/19/23 | 9781 | Eastern State Penitentiary             |               |              |
| 023239 | 04/05/23   |          | F462 | ECS - Energy Conservation & Supply     |               | 3,590.00     |
| 023240 | 04/05/23   |          | 9924 | Health Mats                            |               | 332.69       |
| 023241 | 04/05/23   |          | 1359 | HILLMAN'S BUS SERVICE, INC.            |               | 780.00       |
| 023242 | 04/05/23   |          | 1152 | HOME DEPOT                             |               | 3,233.08     |
| 023243 | 04/05/23   |          | J323 | LiveView Technologies                  |               | 2,995.00     |
| 023244 | 04/05/23   |          | 1194 | MARKET STREET PRINTING                 |               | 3,132.15     |
| 023245 | 04/05/23   |          | 2226 | NJMVC                                  |               | 105.00       |
| 023246 | 04/05/23   |          | 1235 | PAUL'S CUSTOM AWARDS                   |               | 108.00       |
| 023247 | 04/05/23   |          | 1717 | PEARSON CLINICAL ASSESSMENT            |               | 978.61       |
| 023248 | 04/05/23   |          | 1741 | PERFORMING ARTS CONSULTANTS            |               | 3,337.00     |
| 023249 | 04/05/23   |          | 1914 | PITNEY BOWES BANK INC PURCHASE POWER   |               | 203.98       |
| 023250 | 04/05/23   |          | O789 | PRC-Salttillo                          |               | 6,494.98     |
| 023251 | 04/05/23   |          | 1236 | PROFORMA DYNAMIC RESOURCES             |               | 105.00       |
| 023252 | 04/05/23   |          | 1914 | PURCHASE POWER                         |               | 578.37       |
| 023253 | 04/05/23   |          | 1506 | SAFETY BUS                             |               | 1,200.00     |
| 023254 | 04/05/23   |          | 1264 | SCHOLASTICA TRAVEL                     |               | 3,425.00     |
| 023255 | 04/05/23   |          | 2415 | STAPLES ADVANTAGE                      |               | 2,320.88     |
| 023256 | 04/05/23   |          | A088 | Telesystem                             |               | 5,002.12     |
| 023257 | 04/05/23   |          | V684 | Thomas Preferred Transportation LLC    |               | 900.00       |
| 023258 | 04/05/23   |          | U351 | Unifirst Uniform Services              |               | 718.51       |
| 023259 | 04/05/23   |          | 3577 | US Regional II of NJ DBA Worknet, OBOM |               | 73.30        |
| 023260 | 04/05/23   |          | 1463 | WEX BANK                               |               | 5,683.03     |



Starting date 4/1/2023

Ending date 4/30/2023

| Chk#   | Date       | Rec date | Code | Vendor name                            | Check Comment | Check amount |
|--------|------------|----------|------|--|---------------|--------------|
| 023261 | 04/19/23   |          | 0658 | ADT Commercial                         |               | 3,280.00     |
| 023262 | 04/19/23   |          | 2396 | ADVENTURE AQUARIUM                     |               | 1,648.00     |
| 023263 | 04/19/23   |          | 2162 | Amazon Capital Services                |               | 6,600.09     |
| 023264 | 04/19/23   |          | 1068 | AT & T                                 |               | 625.43       |
| 023265 | 04/19/23   |          | 1036 | BECKERS SCHOOL SUPPLIES                |               | 151.38       |
| 023266 | 04/19/23   |          | 2046 | CAMDEN CHARTER SCHOOL NETWORK          |               | 656,400.00   |
| 023267 | 04/19/23   |          | 1861 | CDWG                                   |               | 6,939.62     |
| 023268 | 04/19/23   |          | 1346 | CENTER FOR AQUATIC SCIENCES            |               | 15,000.00    |
| 023269 | 04/19/23   |          | 0919 | Cigna Health & Life Insurance Co.      |               | 25,677.21    |
| 023270 | 04/19/23   |          | 1328 | CIGNA HEALTHCARE                       |               | 534,941.38   |
| 023271 | 04/19/23   |          | Y691 | Clinton Food Market                    |               | 200.00       |
| 023272 | 04/19/23   |          | 1737 | COLES MUSIC SERVICES                   |               | 1,172.50     |
| 023273 | 04/19/23   |          | 1722 | DELUXE BAKERY                          |               | 1,101.60     |
| 023274 | 04/19/23   |          | 1308 | DORNEY PARK                            |               | 3,300.00     |
| 023275 | 04/19/23   |          | 9781 | Eastern State Penitentiary             |               | 416.00       |
| 023276 | 04/19/23   |          | 1244 | FABRIZIO PIZZA                         |               | 393.64       |
| 023277 | 04/19/23   |          | 1221 | FIRST STUDENT                          |               | 2,148.00     |
| 023278 | 04/19/23   |          | 1819 | FLEXFACTS                              |               | 368.00       |
| 023279 | 04/19/23   |          | 1222 | GARRISON ARCHITECTS                    |               | 3,947.35     |
| 023280 | 04/19/23   |          | 1404 | IRON MOUNTAIN INFORMATION              |               | 1,403.90     |
| 023281 | 04/19/23   |          | 1142 | JW PEPPER & CO.                        |               | 2.30         |
| 023282 | 04/19/23   |          | 1194 | MARKET STREET PRINTING                 |               | 537.50       |
| 023283 | 04/19/23   |          | K140 | McCloskey Mechanical Contractors, Inc. |               | 3,200.00     |
| 023284 | 04/19/23   |          | 1132 | NATIONAL BETA CLUB                     |               | 829.30       |
| 023285 | 04/19/23   |          | 9028 | Parker McCay P.A.                      |               | 1,361.35     |
| 023286 | 04/19/23   |          | 1927 | PLEASE TOUCH MUSEUM                    |               | 788.00       |
| 023287 | 04/19/23   |          | R933 | Realtime Information Technology, Inc.  |               | 1,000.00     |
| 023288 | 04/19/23   |          | 1191 | SCHOOL SPECIALTY                       |               | 107.98       |
| 023289 | 04/19/23   |          | N107 | Sports Paradise                        |               | 1,895.00     |
| 023290 | 04/19/23   |          | 2415 | STAPLES ADVANTAGE                      |               | 958.86       |
| 023291 | 04/19/23   |          | 2410 | STORYBOOK LAND                         |               | 1,841.94     |
| 023292 | 04/19/23   |          | G820 | Sunrise Signs                          |               | 715.88       |
| 023293 | 04/19/23   |          | 1484 | WB MASON                               |               | 7,576.37     |
| 023294 | 04/19/23   |          | J683 | Wegmans Food Market Inc                |               | 2,085.39     |
| 023295 | V 04/19/23 | 04/19/23 | 9781 | Eastern State Penitentiary             |               |              |
| 023296 | 04/19/23   |          | 9781 | Eastern State Penitentiary             |               | 738.00       |
| 023297 | 04/19/23   |          | 9781 | Eastern State Penitentiary             |               | 952.00       |
| 023298 | H 04/20/23 |          | 1057 | SAM'S CLUB                             |               | 517.82       |
| 023299 | H 04/24/23 |          | 1057 | SAM'S CLUB                             |               | 376.41       |



Starting date 4/1/2023

Ending date 4/30/2023

| Chk#   | Date       | Rec date | Code | Vendor name                              | Check Comment | Check amount |
|--------|------------|----------|------|--|---------------|--------------|
| 023300 | 04/21/23   |          | V745 | Advanta Health Solutions                 |               | 1,425.20     |
| 023301 | 04/21/23   |          | 1549 | ALL IN ONE BALLOONS                      |               | 508.85       |
| 023302 | 04/21/23   |          | 2069 | APPLE COMPUTERS                          |               | 4,752.00     |
| 023303 | 04/21/23   |          | 1775 | CAMDEN COUNTY ED. SERVICES               |               | 17,844.50    |
| 023304 | 04/21/23   |          | 9891 | Christina Shephard                       |               | 2,183.46     |
| 023305 | 04/21/23   |          | 1211 | DELL COMPUTERS                           |               | 345,042.83   |
| 023306 | 04/21/23   |          | N661 | Delta T Group                            |               | 1,767.20     |
| 023307 | 04/21/23   |          | L319 | Haliya Bint-Habib                        |               | 3,375.00     |
| 023308 | 04/21/23   |          | 1600 | J DOGS, INC.                             |               | 1,952.50     |
| 023309 | 04/21/23   |          | K359 | Mikes Garage                             |               | 450.00       |
| 023310 | 04/21/23   |          | 1262 | ORIENTAL TRADING CO.                     |               | 138.24       |
| 023311 | 04/21/23   |          | P107 | Philadelphia Rock Gyms                   |               | 1,720.50     |
| 023312 | 04/21/23   |          | V625 | Post & Pivot Sports, Media, and Entertai |               | 200.00       |
| 023313 | 04/21/23   |          | 1236 | PROFORMA DYNAMIC RESOURCES               |               | 6,740.50     |
| 023314 | 04/21/23   |          | 1914 | PURCHASE POWER                           |               | 1,041.98     |
| 023315 | 04/21/23   |          | H443 | Restaurant Depot                         |               | 889.85       |
| 023316 | 04/21/23   |          | 1191 | SCHOOL SPECIALTY                         |               | 1,347.77     |
| 023317 | H 04/26/23 |          | 1057 | SAM'S CLUB                               |               | 325.37       |
| 023318 | H 04/27/23 |          | 1057 | SAM'S CLUB                               |               | 447.20       |
| 023319 | 04/27/23   |          | D236 | 1ST Transportation LLC                   |               | 8,875.00     |
| 023320 | V 04/27/23 | 04/28/23 | 2116 | A & A SOFT PRETZELS                      |               |              |
| 023321 | 04/27/23   |          | 1848 | ACT INC.                                 |               | 485.00       |
| 023322 | 04/27/23   |          | 0658 | ADT Commercial                           |               | 6,541.02     |
| 023323 | 04/27/23   |          | 1549 | ALL IN ONE BALLOONS                      |               | 556.71       |
| 023324 | 04/27/23   |          | 2162 | Amazon Capital Services                  |               | 2,370.99     |
| 023325 | 04/27/23   |          | 2212 | ANTHONY GINESI                           |               | 84.00        |
| 023326 | 04/27/23   |          | 1036 | BECKERS SCHOOL SUPPLIES                  |               | 159.99       |
| 023327 | 04/27/23   |          | 1218 | CASA PAYROLL SERVICE                     |               | 754.90       |
| 023328 | 04/27/23   |          | D854 | Coach America                            |               | 10,950.00    |
| 023329 | 04/27/23   |          | 1719 | CONSTELLATION NEW ENERGY                 |               | 6,377.16     |
| 023330 | 04/27/23   |          | N661 | Delta T Group                            |               | 576.80       |
| 023331 | 04/27/23   |          | Z958 | DoveLin Enterprises                      |               | 4,975.00     |
| 023332 | 04/27/23   |          | D340 | FARM FRIENDS LLC                         |               | 500.00       |
| 023333 | 04/27/23   |          | I115 | FieldTurf                                |               | 40,541.00    |
| 023334 | 04/27/23   |          | 1406 | GM WHITE                                 |               | 2,749.43     |
| 023335 | 04/27/23   |          | 2040 | GOPHERSPORT                              |               | 887.94       |
| 023336 | 04/27/23   |          | 1213 | GRAINGER INDUSTRIAL SUPPLY               |               | 2,103.62     |
| 023337 | 04/27/23   |          | N110 | Howard Darby                             |               | 126.00       |
| 023338 | 04/27/23   |          | 2168 | JOHN GALLAGHER                           |               | 129.00       |



Starting date 4/1/2023

Ending date 4/30/2023

| Chk#   | Date     | Rec date | Code | Vendor name                              | Check Comment      | Check amount |
|--------|----------|----------|------|--|--------------------|--------------|
| 023339 | 04/27/23 |          | 9107 | John Thomas                              |                    | 84.00        |
| 023340 | 04/27/23 |          | H468 | Justin Bilinski                          |                    | 88.00        |
| 023341 | 04/27/23 |          | 2172 | KENNETH REYNOLDS                         |                    | 129.00       |
| 023342 | 04/27/23 |          | N768 | Kenny Milanese                           |                    | 88.00        |
| 023343 | 04/27/23 |          | 2181 | KIPP GAYNOR                              |                    | 168.00       |
| 023344 | 04/27/23 |          | G633 | Lumen Impact Group, Inc                  |                    | 22,500.00    |
| 023345 | 04/27/23 |          | V892 | Michael Napolsky                         |                    | 129.00       |
| 023346 | 04/27/23 |          | U392 | Phil DiMartino                           |                    | 258.00       |
| 023347 | 04/27/23 |          | 1822 | PHILADELPHIA ZOO                         |                    | 1,470.00     |
| 023348 | 04/27/23 |          | 1488 | PLAQUES & SUCH                           |                    | 140.00       |
| 023349 | 04/27/23 |          | 1677 | PRUDENTIAL Insurance Co. of America      |                    | 5,023.61     |
| 023350 | 04/27/23 |          | J149 | Rene Ireland                             |                    | 129.00       |
| 023351 | 04/27/23 |          | 2183 | RICHARD ZALENSKI                         |                    | 129.00       |
| 023352 | 04/27/23 |          | 1800 | Ron Bright LLC                           |                    | 2,336.00     |
| 023353 | 04/27/23 |          | Y837 | Ross E. Hagstoz                          |                    | 129.00       |
| 023354 | 04/27/23 |          | L452 | Russ Jones                               |                    | 88.00        |
| 023355 | 04/27/23 |          | 1506 | SAFETY BUS                               |                    | 1,725.00     |
| 023356 | 04/27/23 |          | 2415 | STAPLES ADVANTAGE                        |                    | 22.49        |
| 023357 | 04/27/23 |          | 2410 | STORYBOOK LAND                           |                    | 2,046.60     |
| 023358 | 04/27/23 |          | T804 | Theatre Avenue                           |                    | 1,086.00     |
| 023359 | 04/27/23 |          | 9109 | Victor Minkiewicz                        |                    | 88.00        |
| 023360 | 04/27/23 |          | 1028 | Young Audiences New Jersey & Eastern Pen |                    | 1,770.00     |
| B38005 | 04/21/23 |          | 1354 | PSE &G                                   | Other EFT Payments | 35,109.36    |
| B38006 | 04/21/23 |          | 1356 | NEW JERSEY AMERICAN WATER CO             | Other EFT Payments | 2,978.92     |
| F37898 | 04/06/23 |          | 9999 | PAYROLL VENDOR                           |                    | 1,238,638.87 |
| F37956 | 04/28/23 |          | 9999 | PAYROLL VENDOR                           |                    | 1,150,852.86 |
| F37957 | 04/27/23 |          | 9999 | PAYROLL VENDOR                           |                    |              |



Starting date 4/1/2023

Ending date 4/30/2023

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| Fund Totals |  |  |
|-------------|--|--|
|-------------|--|--|

|                             |                         |                |
|-----------------------------|-------------------------|----------------|
| 10                          | GENERAL FUND            | \$133,292.00   |
| 11                          | GENERAL CURRENT EXPENSE | \$3,352,359.52 |
| 12                          | CAPITAL OUTLAY          | \$3,947.35     |
| 20                          | SPECIAL REVENUE FUNDS   | \$478,041.42   |
| 60                          | ENTERPRISE FUNDS        | \$2,355.12     |
| 95                          | STUDENT ACTIVITY FUNDS  | \$8,050.00     |
| Total for all checks listed |                         | \$3,978,045.41 |

Prepared and submitted by:

  
Board Secretary

4/30/23  
Date



## RESPONSE AND PROJECTED OPERATING STATEMENT

PUBLIC - Response and Projected Operating Statement  
for

SFA: Camden Promise

School Year 2023 - 2024

We the undersigned, agree to operate the food service program as described in the RFP specifications.

FSMC NAME: Sodexo

FSMC ADDRESS: 879 Beideman Avenue

PREPARED BY: Rebecca Leadbeater

TELEPHONE #: 856-365-1000

PREPARED BY E-MAIL: Rebecca.Leadbeater@sodexo.com

TITLE: GM

FAX #:

This proposal is subject to all the attached terms, conditions and specifications. If accepted we hereby agree to enter into a FOOD SERVICE MANAGEMENT COMPANY (FSMC) CONTRACT as described in the Contract/RFP.

FSMC Administrative/Management Fee (i.e.- General Support Services, Administrative, etc.) must be included in one fee below.

## Administrative/Management Fee, Profit/Loss and Guarantee

|                       | NSLP, SBP, ASSP | CACFP  | SFSP        | CATERING/VENDED | TOTAL          |
|-----------------------|-----------------|--------|-------------|-----------------|----------------|
| CENTS PER MEAL:       | \$0.2675        | \$0.00 | \$4,815.00  |                 | \$141,569.67   |
| FLAT FEE:             | \$0.00          |        |             |                 | \$0.00         |
| TOTAL INCOME          | \$1,575,900.00  | \$0.00 | \$63,382.50 | \$0.00          | \$1,639,282.50 |
| TOTAL (EXPENSES)      | \$1,350,403.96  | \$0.00 | \$28,695.00 | \$0.00          | \$1,379,098.96 |
| COST                  |                 |        |             |                 |                |
| RETURN / (LOSS)       | \$225,496.04    | \$0.00 | \$34,687.50 | \$0.00          | \$260,183.54   |
| EQUIPMENT INVESTMENT  | \$0.00          |        |             |                 | \$0.00         |
| (1 YR.)               |                 |        |             |                 |                |
| R/L WITH EQUIP & MEAL |                 |        |             |                 |                |
| CHARGE DEBT           | \$225,496.04    | \$0.00 | \$34,687.50 | \$0.00          | \$260,183.54   |

GUARANTEE: FSMC must check one of the following options.

|  | Amount | Guaranteed Breakeven                | Guaranteed Return        |
|--|--------|-------------------------------------|--------------------------|
| <input type="checkbox"/> No Guarantee      | NA     | <input type="checkbox"/>            | <input type="checkbox"/> |
| <input type="checkbox"/> Guaranteed (Loss) | \$0.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| BOND TYPE & REGULATION                           | CHECK BOX IF INCLUDED    | BOND AMOUNT | BOND BASED ON THIS AMOUNT: | BOND PERCENT FROM RFP | *Note: State Bid Bond 10% not to exceed \$20,000.00 - see RFP for requirements.                          |
|--|--------------------------|-------------|----------------------------|-----------------------|--|
| *BID BOND 18A:18A                                | <input type="checkbox"/> | \$20,000.00 | \$1,379,098.96             | 10.00%                | **Note: Bid and Performance Bonds for SFSP are required if SFSP reimbursement is greater than \$100,000. |
| BID BOND - SFSP (FEDERAL SURETY CO. ONLY)        | <input type="checkbox"/> | \$0.00      | \$63,382.50                | 5.00%                 |  |
| **PERFORMANCE BOND - SFSP (FED. SURETY CO. ONLY) | <input type="checkbox"/> | \$0.00      | \$63,382.50                | 10.00%                |  |



| Cost Reimbursable  |                  | PUBLIC               |          | Form #23 CR PUBLIC<br>Revised 01/2023 |  |
|--|------------------|----------------------|----------|---------------------------------------|--|
| SFA:   | Camden Promise   |                      |          |                                       |  |
| FSMC:  | Sodexo           |                      |          |                                       |  |
| <b>RESPONSE AND PROJECTED OPERATING STATEMENT</b><br><b>PROJECTED REVENUE (CASH SALES)</b>                   |                  |                      |          |                                       |  |
| <b>NSLP, SBP, ASSP &amp; SMP, SSMP ONLY</b>  |                  |                      |          |                                       |  |
| The FSMC shall use the Current Selling Price for students meals.   |                  |                      |          |                                       |  |
| Projected<br># of<br>Meals/Milk  | Selling<br>Price | Projected<br>Revenue |          |                                       |  |
| Lunch Paid   | 8,000            | Elementary School    | @ \$1.25 | =                                     | \$10,000.00  |
| Lunch Paid   | 7,000            | Middle School        | @ \$1.25 | =                                     | \$8,750.00   |
| Lunch Paid   | 6,000            | High School          | @ \$1.25 | =                                     | \$7,500.00   |
| Lunch Reduced  | 40,000           | District-wide        |          |                                       |  |
| Lunch Free   | 225,600          | District-wide        |          |                                       |  |
| Lunch Total  | 286,600          |                      |          |                                       |  |
| <b>OTHER PROGRAM SALES/REVENUE</b>   |                  |                      |          |                                       |  |
| Breakfast Paid   | 6,500            | Elementary School    | @ \$2.25 | =                                     | \$14,625.00  |
| Breakfast Paid   | 4,000            | Middle School        | @ \$2.25 | =                                     | \$9,000.00   |
| Breakfast Paid   | 3,000            | High School          | @ \$2.25 | =                                     | \$6,750.00   |
| Breakfast Reduced  | 25,000           | District-wide        |          |                                       |  |
| Breakfast Free   | 138,000          | District-wide        |          |                                       |  |
| Breakfast Total  | 176,500          |                      |          |                                       |  |
| SFA - SFA VENDED MEAL AGREEMENTS<br>Enter Projected Income Amount: <span style="float: right;">\$0.00</span> |                  |                      |          |                                       |  |
| Snack Paid   | 0                | District-wide        | @ \$0.00 | =                                     | \$0.00   |
| Snack Reduced  | 0                | District-wide        | @ \$0.00 | =                                     | \$0.00   |
| Snack Free   | 65,000           | District-wide        |          |                                       |  |
| Snack Total  | 65,000           |                      |          |                                       |  |
| *Milk Paid   | 0                | District-wide        | @ \$0.00 | =                                     | \$0.00   |
| Milk Free  | 0                | District-wide        |          |                                       |  |
| CATERING<br>Catering Amount: <span style="float: right;">\$0.00</span>                                       |                  |                      |          |                                       |  |
| <b>TOTAL CASH SALES FOR NSLP, SBP, ASSP &amp; SMP</b>  |                  |                      |          |                                       |  |
|  |                  |                      |          |                                       | \$56,625.00  |
| * SSMP and SMP Milk Sales are included with A La Carte \$\$\$ in Expenses page.                              |                  |                      |          |                                       |  |
| A La Carte: (Student A La Carte, Adult Meals, Adult A La Carte and Non-Commissioned Vending )                |                  |                      |          |                                       | Enter Amount<br>\$40,000.00                                  |
|  |                  |                      |          |                                       | <b>TOTAL CASH SALES - ALL PROGRAMS</b><br><b>\$96,625.00</b> |



**Cost Reimbursable**

SFA: Camden Promise

FSMC: Sodexo

**PUBLIC**

Form #23 CR PUBLIC

Revised 01/2023

**RESPONSE AND PROJECTED OPERATING STATEMENT  
PROJECTED REVENUE (Reimbursement)****PUBLIC-All NSLP rates of reimbursement include the PBF (\$.08)**

| Meals/Snacks & Milk                                | Rate           | Reimbursement         |
|--|----------------|-----------------------|
| <b>LUNCH</b>                                       |                |                       |
| 21,000 Paid  | @ \$0.5100     | = \$10,710.00         |
| 40,000 Reduced                                     | @ \$4.0800     | = \$163,200.00        |
| 225,600 Free                                       | @ \$4.0800     | = \$920,448.00        |
| 293,600 *All                                       | @ \$0.0200     | = \$5,872.00          |
| <b>TOTAL LUNCH</b>                                 | <b>ERROR</b>   | <b>\$1,100,230.00</b> |
| <b>BREAKFAST Reg. Rate Only</b>                    |                |                       |
| 13,500 Paid  | @ \$0.3500     | = \$4,725.00          |
| 20,000 Reduced                                     | @ \$2.1100     | = \$42,200.00         |
| 117,000 Free                                       | @ \$2.1100     | = \$246,870.00        |
| <b>TOTAL REG. BREAK.</b>                           | <b>Total</b>   | <b>\$293,795.00</b>   |
| <b>**BREAKFAST Severe Need Only</b>                |                |                       |
| 0 Reduced  | @ \$2.5200     | = \$0.00              |
| 0 Free   | @ \$2.5200     | = \$0.00              |
| <b>TOTAL SN BREAK.</b>                             | <b>Total</b>   | <b>\$0.00</b>         |
| <b>TOTAL BREAK.</b>                                | <b>ERROR</b>   |                       |
| <b>Break. After the Bell</b>                       |                |                       |
| 150,500 Total                                      | @ \$0.1000     | = \$15,050.00         |
| <b>After School Snack Program</b>                  |                |                       |
| 0 Paid   | @ \$0.0900     | = \$0.00              |
| 0 Reduced  | @ \$0.5400     | = \$0.00              |
| 65,000 Free  | @ \$1.0800     | = \$70,200.00         |
| <b>TOTAL ASSP</b>                                  | <b>Total</b>   | <b>\$70,200.00</b>    |
| <b>Milk Program</b>                                |                |                       |
| 0 Free Milk  | @ \$0.2700     | = \$0.00              |
| 0 Paid Milk  | @ \$0.2700     | = \$0.00              |
| <b>***TOTAL SSMP/SSMP</b>                          | <b>0 Total</b> | <b>\$0.00</b>         |
| <b>TOTAL REIMBURSEMENT-NSLP,SBP,ASSP &amp; SMP</b> |                | <b>\$1,479,275.00</b> |

**OTHER REIMBURSABLE MEAL PROGRAMS**

| Meals/Snacks & Milk                | Rate               | Reimbursement      |
|------------------------------------|--------------------|--------------------|
| <b>CHILD &amp; ADULT CARE</b>      |                    |                    |
| 0 Break                            | @ \$2.1100         | = \$0.00           |
| 0 Lunch                            | @ \$3.9300         | = \$0.00           |
| 0 Dinner                           | @ \$3.9300         | = \$0.00           |
| 0 Snack                            | @ \$1.0800         | = \$0.00           |
| <b>TOTAL</b>                       | <b>0 Total</b>     | <b>\$0.00</b>      |
| <b>SUMMER FOOD SERVICE PROGRAM</b> |                    |                    |
| 9000 Break                         | @ \$2.5550         | = \$22,995.0000    |
| 9000 Lunch                         | @ \$4.4875         | = \$40,387.5000    |
| 0 Dinner                           | @ \$4.4875         | = \$0.0000         |
| 0 Supplement                       | @ \$1.0525         | = \$0.0000         |
| <b>TOTAL SFSP</b>                  | <b>18000 Total</b> | <b>\$63,382.50</b> |

\* Enter total number of Lunch meals in High Rate ONLY if SFA qualifies for the High Rate of Reimbursement (Use total Lunch Number)

\*\*All Paid Breakfasts are in the Regular Rate Category. Only Schools/Sites who qualify for Severe Need breakfast are in SN -Reduced and Free.

\*\*\*Breakfasts served after the Bell will receive an additional .10 per meal reimbursement. The applies only to Schools/Sites who serve breakfast after the bell.

\*\*\*\*SSMP and SMP Sales & Reimbursements are included with A la Carte \$\$\$

MEAL - NSLP, SBP & ASSP  
A La Carte & SMP Dollars Converted  
Total Meals

502,100  
9132  
511,232



| Cost Reimbursable  |  | PUBLIC           |               |               |              |                 |          |          |              |              |            | Form #23 CR PUBLIC |   |                         |
|--|--|------------------|---------------|---------------|--------------|-----------------|----------|----------|--------------|--------------|------------|--------------------|---|-------------------------|
| SFA:   |  | Camden Promise   |               |               |              |                 |          |          |              |              |            | Revised 01/2023    |   |                         |
| FSMC:  |  | Sodexo           |               |               |              |                 |          |          |              |              |            |                    |   |                         |
| RESPONSE AND PROJECTED OPERATING STATEMENT                     |  |                  |               |               |              |                 |          |          |              |              |            |                    |   |                         |
| EXPENSES   |  |                  |               |               |              |                 |          |          |              |              |            |                    |   |                         |
|  |  | NSLP, SBP & ASSP |               | A LA CARTE    |              | "AT RISK" CACFP |          |          |              | SFSP         |            | CATERING           |   | SFA-SFA                 |
|  |  | LUNCH            | BREAKFAST     | SNACK         | LUNCH        | BREAKFAST       | SNACK    | DINNER   | LUNCH        | BREAKFAST    | SUPPLEMENT | DINNER             | \$\$\$  | VENDED \$\$\$           |
| Meal   |  | 286600           | 150500        | 65000         |              | 0               | 0        | 0        | 9000         | 9000         | 0          | 0                  | \$0.00  | \$0.00                  |
| Total Meals or \$\$\$  |  | \$1.35           | \$1.30        | \$1.12        |              | \$0.00          | \$0.00   | \$0.00   | \$0.00       | \$0.00       | \$0.00     | \$0.00             | \$0.00  | \$0.00                  |
| *Food Cost/Meal  |  | \$386,910.00     | \$195,650.00  | \$72,800.00   |              | \$0.00          | \$0.00   | \$0.00   | \$0.00       | \$0.00       | \$0.00     | \$0.00             | \$0.00  | \$0.00                  |
| Total Food Cost  |  |                  |               |               |              | \$110,522.28    |          |          |              |              |            |                    | \$0.00  | \$0.00                  |
| Food Cost/Program  |  |                  |               |               |              | \$665,862.28    |          |          |              |              |            |                    | \$0.00  | \$0.00                  |
| Less Rebates   |  |                  |               |               |              | \$0.00          |          |          |              |              |            |                    | \$0.00  | \$0.00                  |
| Net Food Cost  |  |                  |               |               |              | \$665,862.28    |          |          |              |              |            |                    | \$0.00  | \$0.00                  |
| Hourly Wages   |  |                  |               |               |              | \$381,042.00    |          |          |              |              |            |                    | \$23,880.00   | \$0.00                  |
| Hourly Benefits  |  |                  |               |               |              | \$0.00          |          |          |              |              |            |                    | \$0.00  | \$0.00                  |
| Salaried Wages   |  |                  |               |               |              | \$120,000.00    |          |          |              |              |            |                    | \$0.00  | \$0.00                  |
| Salaried Benefits  |  |                  |               |               |              | \$25,850.00     |          |          |              |              |            |                    | \$0.00  | \$0.00                  |
| Total Wages  |  |                  |               |               |              | \$526,892.00    |          |          |              |              |            |                    | \$23,880.00   | \$0.00                  |
| Cleaning Supplies  |  |                  |               |               |              | \$1,000.00      |          |          |              |              |            |                    | \$0.00  | \$0.00                  |
| Paper & Plastic  |  |                  |               |               |              | \$8,000.00      |          |          |              |              |            |                    | \$0.00  | \$0.00                  |
| Less Rebates   |  |                  |               |               |              | \$0.00          |          |          |              |              |            |                    | \$0.00  | \$0.00                  |
| Total Supplies   |  |                  |               |               |              | \$9,000.00      |          |          |              |              |            |                    | \$0.00  | \$0.00                  |
| ** Expenses as indicated in RFP (Cost and Responsibility Form) |  |                  |               |               |              |                 |          |          |              |              |            |                    |   |                         |
| Smallwares   |  |                  |               |               |              | \$1,000.00      |          |          |              |              |            |                    | \$0.00  | \$0.00                  |
| Vehicle (gas, repairs, lease)                                  |  |                  |               |               |              | \$1,000.00      |          |          |              |              |            |                    | \$0.00  | \$0.00                  |
| Insurance (General, Product, and Liability)                    |  |                  |               |               |              | \$4,500.00      |          |          |              |              |            |                    | \$0.00  | \$0.00                  |
| Uniforms/Laundry   |  |                  |               |               |              | \$1,000.00      |          |          |              |              |            |                    | \$0.00  | \$0.00                  |
| Office Supplies (postage, meal ticket printing, etc.)          |  |                  |               |               |              | \$1,000.00      |          |          |              |              |            |                    | \$0.00  | \$0.00                  |
| Bonus / Incentives**   |  |                  |               |               |              | \$0.00          |          |          |              |              |            |                    | \$0.00  | \$0.00                  |
| USDA Foods Delivery  |  |                  |               |               |              | \$1,000.00      |          |          |              |              |            |                    | \$0.00  | \$0.00                  |
| Telephone (cell)   |  |                  |               |               |              | \$0.00          |          |          |              |              |            |                    | \$0.00  | \$0.00                  |
| POS Hardware and Software                                      |  |                  |               |               |              | \$0.00          |          |          |              |              |            |                    | \$0.00  | \$0.00                  |
| Mileage (in district)  |  |                  |               |               |              | \$500.00        |          |          |              |              |            |                    | \$0.00  | \$0.00                  |
| Armored Car Cash Pick-up and Bank Deposit                      |  |                  |               |               |              | \$0.00          |          |          |              |              |            |                    | \$0.00  | \$0.00                  |
| State and Local Licenses                                       |  |                  |               |               |              | \$0.00          |          |          |              |              |            |                    | \$0.00  | \$0.00                  |
| Other -  |  |                  |               |               |              | \$500.00        |          |          |              |              |            |                    | \$0.00  | \$0.00                  |
| Other -  |  |                  |               |               |              | \$500.00        |          |          |              |              |            |                    | \$0.00  | \$0.00                  |
| Other -  |  |                  |               |               |              | \$895.00        |          |          |              |              |            |                    | \$0.00  | \$0.00                  |
| Other -  |  |                  |               |               |              | \$0.00          |          |          |              |              |            |                    | \$0.00  | \$0.00                  |
| Total Other Expenses   |  |                  |               |               |              | \$11,895.00     |          |          |              |              |            |                    | \$0.00  | \$0.00                  |
| Admin/Mgt Fees   |  |                  |               |               |              |                 |          |          |              |              |            |                    | \$0.00%   | 0.00%                   |
| Cents Per Meal =   |  | \$76,665.5000    | \$40,258.7500 | \$17,387.5000 | \$2,442.9224 | \$0.0000        | \$0.0000 | \$0.0000 | \$2,407.5000 | \$2,407.5000 | \$0.0000   | \$0.0000           | FSMC - Enter fee (percentage of catering sales) in box above. |                         |
| Meal Equip. Factor   |  |                  |               |               |              |                 |          |          |              |              |            |                    |   |                         |
| \$4,3800   |  |                  |               |               |              |                 |          |          |              |              |            |                    |   |                         |
| Cents Per Meal Total   |  |                  |               |               |              | \$136,754.67    |          |          |              |              |            |                    | \$4,815.00  | Catering /SFA-SFA Fees: |
| or   |  |                  |               |               |              | \$0.00          |          |          |              |              |            |                    | \$0.00  |                         |
| Flat Fee   |  |                  |               |               |              |                 |          |          |              |              |            |                    |   |                         |
| TOTAL EXPENSES   |  |                  |               |               |              | \$1,350,403.96  |          |          |              |              |            |                    | \$28,695.00   | \$0.00                  |

FSMC - only one type of Fee may be used, CPM or Flat Fee. Catering Fee will be defined as a percentage. All catering costs must be documented and submitted to the SFA.



**Cost Reimbursable**

SFA: Camden Promise

FSMC: Sodexo

**PUBLIC**

Form #23 CR PUBLIC

Revised 01/2023

**RESPONSE AND PROJECTED OPERATING STATEMENT  
SUMMARY OF INCOME AND EXPENSES**

|       | NSLP, SBP ASSP | CACFP | SFSP   | CATERING / SFA-SFA | TOTAL PROGRAM |
|-------|----------------|-------|--------|--------------------|---------------|
| MEALS | 511,232        | -     | 18,000 | -                  | 529,232       |

|                    |                |        |             |        |                |
|--------------------|----------------|--------|-------------|--------|----------------|
| <b>INCOME</b>      |                |        |             |        |                |
| CASH SALES         | \$96,625.00    |        |             | \$0.00 | \$96,625.00    |
| REIMBURSEMENTS     | \$1,479,275.00 | \$0.00 | \$63,382.50 |        | \$1,542,657.50 |
| VENDING COMMISSION | \$0.00         |        |             |        | \$0.00         |

|                     |                |        |             |        |                |                            |
|---------------------|----------------|--------|-------------|--------|----------------|----------------------------|
| <b>TOTAL INCOME</b> | \$1,575,900.00 | \$0.00 | \$63,382.50 | \$0.00 | \$1,639,282.50 | Percent of cost to income: |
|---------------------|----------------|--------|-------------|--------|----------------|----------------------------|

|                              |                |        |             |        |                |        |
|------------------------------|----------------|--------|-------------|--------|----------------|--------|
| <b>EXPENSES</b>              |                |        |             |        |                |        |
| FOOD                         | \$665,862.28   | \$0.00 | \$0.00      | \$0.00 | \$665,862.28   | 40.62% |
| LABOR                        | \$526,892.00   | \$0.00 | \$23,880.00 | \$0.00 | \$550,772.00   | 33.60% |
| SUPPLIES                     | \$9,000.00     | \$0.00 | \$0.00      | \$0.00 | \$9,000.00     | 0.55%  |
| OTHER EXPENSES               | \$11,895.00    | \$0.00 | \$0.00      | \$0.00 | \$11,895.00    | 0.73%  |
| MANAGEMENT FEE               | \$136,754.67   | \$0.00 | \$4,815.00  | \$0.00 | \$141,569.67   | 8.64%  |
| <b>TOTAL EXPENSES (COST)</b> | \$1,350,403.96 | \$0.00 | \$28,695.00 | \$0.00 | \$1,379,098.96 | 84.13% |

|                       |              |        |             |        |              |
|-----------------------|--------------|--------|-------------|--------|--------------|
| <b>RETURN /(LOSS)</b> | \$225,496.04 | \$0.00 | \$34,687.50 | \$0.00 | \$260,183.54 |
|-----------------------|--------------|--------|-------------|--------|--------------|

|                   |  |              |        |             |              |
|-------------------|--|--------------|--------|-------------|--------------|
| New Contract only | FSMC Equipment Investment (5 Year Total)                             | \$0.00       | \$0.00 | \$0.00      | \$0.00       |
| New & Renewal     | Equipment Investment - (Current Year)                                | \$0.00       | \$0.00 | \$0.00      | \$0.00       |
| New & Renewal     | *Anticipated Meal Charges Debt R/L with Equipment & Meal Charge Debt | \$0.00       | \$0.00 | \$0.00      | \$0.00       |
|                   |  | \$225,496.04 | \$0.00 | \$34,687.50 | \$260,183.54 |

\* Anticipated Meal Charges Debt for new contracts can be found in the RFP. Section II -A Number 6. Renewals should use past history.



March 9, 2023

Peffy Salano  
Food Distribution Programs  
NJ Dept of Agriculture  
Division of Food and Nutrition  
Station Plaza 4, 3rd Floor  
22 South Clinton Ave  
Trenton, NJ 08609

agnfood@ag.nj.gov

The Camden's Promise Charter School, Recipient Agency Code 08006215 certifies that the commodity diversions and processing decisions made by Sodexo (FSMC) have been reviewed and are acceptable for the School District for the **2023-2024** school year, as per Federal Regulation 7 CFR 250.

The School District understands that **ANY CHANGES** in Food Service Management Company (FSMC) or School District Administration, at any time during the school year noted above, **will not change the commodity selections and the new FSMC MUST continue using the processed foods selected in their entirety.**

If you have any questions or need support in filling out your Commodity Selection Worksheet or Warehouse Spreadsheets, please contact: Food Distribution at 1-609-292-0337.

**Business Administrator**

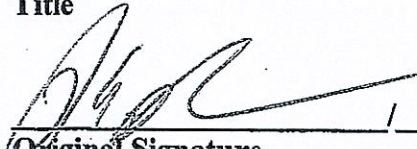
**Food Service Management Co. Representative**

Richelle H Baughn  
Print Name

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

SBA  
Title

\_\_\_\_\_  
Title

  
Original Signature      3/9/23  
Date

\_\_\_\_\_  
Original Signature      \_\_\_\_\_  
Date



The Camden's Promise Board of Trustees will pay for previously accumulated and currently earned sick days at a full-day, coverage wage rate of \$190.00 per day, to a maximum of \$15,000, for the term of this contract, provided the teacher/administrator who retires has a minimum of 15 years of continuous service in the School District and files for retirement with the Teachers' Pension and Annuity Fund (TPAF). An annual accounting of each teacher/administrator's days and their value will be reported to the teacher by October 1st of each year, which will give a status as of the end of the prior school year. For budget purposes, written notification of retirement must be made by October 1, prior to retirement to be paid by July 15 of the next school year. Notification after the specified date may result in payment not being made until the following July 15.

The Camden's Promise Board of Trustees will pay for previously accumulated and currently earned sick days at a full-day, coverage wage rate of \$140 per day, to a maximum of \$15,000, for the term of this contract, provided the teacher/administrator who retires has a minimum of 15 years of continuous service in the School District and files for retirement with the Public Employees Retirement System (PERS). An annual accounting of each teacher/administrator's days and their value will be reported to the teacher by October 1st of each year, which will give a status as of the end of the prior school year. For budget purposes, written notification of retirement must be made by October 1, prior to retirement to be paid by July 15 of the next school year. Notification after the specified date may result in payment not being made until the following July 15.





225 White Horse Avenue  
CLEMENTON, NJ 08021

**Bill-to**

CAMDEN CHARTER SCHOOL  
NETWORK  
879 BEIDEMAN AVE  
CAMDEN, NJ 08105

**Ship-to****QUOTE**

161003

Quote Date 2/28/23

Line Total 188,204.40

2023/2024 RELATED SERVICES

Total 188,204.40

Payment Terms 30 Net

Due Date 3/30/23

Total \$188,204.40

| No. | Description                                       | UOM  | Quantity | Unit Price | Amount     |
|-----|---|------|----------|------------|------------|
| 1   | 23/24 SPEECH LANGUAGE SPECIALIST - 1.6 FTE        | Each | 1.6      | 90,720     | 145,152.00 |
| 2   | 23/24 OCCUPATIONAL THERAPIST - 1.5 days per week  | Each | 0.3      | 90,720     | 27,216.00  |
| 3   | 23/24 PHYSICAL THERAPIST- contract therapist rate | Hour | 180      | 83         | 14,940.00  |
| 4   | CCESC-3rd Party-Admin Fee                         | Each | 1        | 896.4      | 896.40     |
|     |   |      |          | Line Total | 188,204.40 |

Sign, date, and return for Acceptance

Authorized Representative

Date

Employee rates are subject to staff availability. Third Party Contracted Services are billed when services are rendered. Contracted rate is CCESC cost plus an Administrative Fee. Services will begin after Purchase Order is received.



### Fire Drills

|                       | Date    | Time    | Duration   | Weather      |
|-----------------------|---------|---------|------------|--------------|
| Academy - Downtown    | 4/27/23 | 2:19 PM | 10 minutes | Windy        |
| Academy - Parkside    | 4/28/23 | 2:00 PM | 5 minutes  | Cold         |
| Promise - Main Campus |         |         |            |              |
| Pride                 | 4/24/23 | 1:40 PM | 10 minutes | Partly Sunny |
| Katz                  | 4/19/23 | 1:50 PM | 7 minutes  | Overcast     |

### Lockdowns

|                       | Date    | Time  | Duration |
|-----------------------|---------|-------|----------|
| Academy - Downtown    |         |       |          |
| Academy - Parkside    | 4/28/23 | 2:29  | 4        |
| Promise - Main Campus |         |       |          |
| Pride                 | 4/28/23 | 2:32  | 5        |
| Katz                  | 4/5/23  | 10:50 | 4        |



Harassment, Intimidation, and Bullying  
Board Reporting Requirement- Reports of Violations  
April 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 |
|-----------------------|----------------------|------------------|-------------------------|---------------------------|----------------|-------------------------|--------------|
| None                  |                      |                  |                         |                           |                |                         |              |
|                       |                      |                  |                         |                           |                |                         |              |
|                       |                      |                  |                         |                           |                |                         |              |

**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<br>1814425785<br>4786478680<br>6001094343<br>8120382711<br>2334945245<br>4219488425<br>2980083267<br>9387406120<br>3786546386<br>3101434431 | 7891087081           | Ongoing          | 3/22/23                 | Sexual orientation, harassment, gender identity and expression. | 4/6/23         | HIB Confirmed           | Suspension and Community Counseling |
|  |                      |                  |                         |   |                |                         |                                     |







## 2023-2024 Administrator Step-Pay Scale

| Step | Team<br>Leader/Dean/<br>Guidance/  | Principal &<br>Vice<br>Principal<br>Cert MA | Principal &<br>Vice<br>Principal<br>Cert MA +30 | Principal &<br>Vice<br>Principal<br>Doctoral |
|------|--|---|---|--|
| 1    | Based on<br>Current<br>Teacher Step<br>Extended to a<br>12 Month<br>Post | 88,000                                      | 92,000  | 96,000                                       |
| 2    |  | 90,000                                      | 94,000  | 98,000                                       |
| 3    |  | 92,000                                      | 96,000  | 100,000                                      |
| 4    |  | 94,000                                      | 98,000  | 102,000                                      |
| 5    |  | 96,000                                      | 100,000   | 104,000                                      |
| 6    |  | 98,000                                      | 102,000   | 106,000                                      |
| 7    |  | 100,000                                     | 104,000   | 108,000                                      |
| 8    |  | 102,000                                     | 106,000   | 110,000                                      |
| 9    |  | 104,000                                     | 108,000   | 112,000                                      |
| 10   |  | 106,000                                     | 110,000   | 114,000                                      |
| 11   |  | 108,000                                     | 112,000   | 116,000                                      |
| 12   |  | 110,000                                     | 114,000   | 118,000                                      |
| 13   |  | 112,000                                     | 116,000   | 120,000                                      |
| 14   |  | 114,000                                     | 118,000   | 122,000                                      |
| 15   |  | 116,000                                     | 120,000   | 124,000                                      |
| 16   |  | 118,000                                     | 122,000   | 126,000                                      |
| 17   |  | 120,000                                     | 124,000   | 128,000                                      |
| 18   |  | 122,000                                     | 126,000   | 130,000                                      |
| 19   |  | 124,000                                     | 128,000   | 132,000                                      |
| 20   |  | 126,000                                     | 130,000   | 134,000                                      |

### Team Leader, Dean, Guidance (Teacher salary for 12 Months)

Additional Student Load

100-125= 0

126-150= 4,000

151-175 =\$8,000.00

176-200=\$10,000.00

### Principal and VP Posts

**\*Nurse is Regular Salary with this Student Load**

Additional Student Load

0-200 = 0

201-300 =\$6,000.00

301-400 =\$8,000.00

401-500 =\$10,000.00

501-600 =\$12,000.00

601-700 =\$16,000.00

701-800 = \$20,000.00

Student load is an administrative determination of the number of students carried by an individual leader. This is a division of the leaders assigned to the grade by the number of students in the grade.



**NJSBA MANUAL FOR DEVELOPMENT OF JOB DESCRIPTIONS****A-11C**

Central Office Administration

**TITLE:** **LEAD PERSON, COMBINATION CHARTER SCHOOL CHIEF SCHOOL ADMINISTRATOR and SCHOOL PRINCIPAL\***

**QUALIFICATIONS:**

1. Valid New Jersey School Administrator Certificate or eligibility
2. Demonstrated leadership skills in the areas of curriculum development, program evaluation, staff development and school improvement; central office, school administration and teaching experience as determined by the board
3. Demonstrated success with curriculum, personnel management, school finance and strategic planning
4. Strong leadership and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Board of trustees

**SUPERVISES:** Every district employee

**JOB GOAL:**

To inspire, lead, guide, and direct every member of the administrative, instructional, and support services staff in setting and achieving the highest standard of excellence. To provide leadership and managerial oversight to the instructional program and school operations, so that each student enrolled in the district may be provided with an appropriate and effective education.

**SCOPE OF RESPONSIBILITY:**

Leadership and management responsibilities of the Lead Person/CSA t/principal shall extend to all activities of the charter school, to all phases of the educational program, to all aspects of the financial operation, to all parts of the physical plant, and to the conduct of such other duties as may be assigned by the board. Due to the combined functions of this position, the Lead Person/CSA /principal may, with board approval, delegate these duties together with appropriate authority, but may not delegate nor relinquish ultimate responsibility for results or any portion of accountability.

*\* Lead Person/CSA and school principal are two distinct positions. Combining the two positions into one job description should not, however, mislead the public or board members about the fact that two separate jobs are being done by one person.*

**PERFORMANCE RESPONSIBILITIES:**Instructional Leadership

1. Ensures that a system of thorough and efficient education, as defined in state law and code is available to all students.
2. Ensures that the goals of the charter school are reflected in its educational program and operations.
3. Provides for the timely completion of annual charter school reporting and planning requirements including school report cards, pupil performance objectives and a quality assurance report to the public.



# NJSBA MANUAL FOR DEVELOPMENT OF JOB DESCRIPTIONS

A-11

## COMBINATION CHARTER SCHOOL CHIEF SCHOOL ADMINISTRATOR and SCHOOL PRINCIPAL (continued)

4. Reviews with staff all curriculum guides and courses of study annually in accordance with a board adopted evaluation schedule. Recommends, for board adoption, curricula, courses, textbooks and time schedules.
5. Ensures implementation and evaluation of all board-approved written curriculum for all subjects and inclusion of mandated programs and the New Jersey Student Learning Standards.
6. Provides for curriculum articulation among grades and schools in the charter school and with the sending district(s).
7. Encourages staff to develop programs, services and projects that reflect instructional diversity, alternatives and flexibility, while assuring an articulated, consistent education for all students.
8. Ensures the effectiveness of the instructional program by measuring student achievement against state and local standards. Initiates program changes as necessary.
9. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.
10. Seeks out available sources for grant funding to support programs and projects.
11. Assumes responsibility for the management of the school in accordance with law, administrative code and board policies and regulations.
12. Exercises leadership in school-level planning for improvement of instruction.
13. Establishes and maintains an effective learning climate in the school.
14. Keeps professionally current and informed on research-based educational practices.
15. Plans, organizes and supervises all curricular and extracurricular activities.
16. Conducts periodic observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement when appropriate.
17. Prepares and submits the school's budget requests and monitors the expenditure of funds.
18. Establishes and maintains an efficient office system to support the administrative functions of the school.
19. Ensures the safekeeping of student and personnel files and other confidential records and documents; and the destruction of public records in accordance with law and regulations.
20. Approves the master teaching schedule and classroom assignments.
21. Conducts staff meetings as necessary for the proper functioning of the school.
22. Plans and supervises regularly scheduled parent/teacher conferences; and makes arrangements for special conferences as necessary.

### Personnel Administration

1. Mentors staff and demands high performance. Implements sound personnel practices.
2. Directs and supervises the administrative staff and through them all charter school staff.
3. Develops recruitment and retention procedures to assure well-qualified applicants for professional and



# NJSBA MANUAL FOR DEVELOPMENT OF JOB DESCRIPTIONS

A-11

## COMBINATION CHARTER SCHOOL CHIEF SCHOOL ADMINISTRATOR and SCHOOL PRINCIPAL (continued)

nonprofessional positions. Participates in final candidate interviews, as appropriate, and recommends appointment, transfer, renewal and dismissal of all certified and noncertified staff to the board.

4. Ensures that all staff is observed and evaluated annually in accordance with law and established procedures. Recommends certified and noncertified employees for contract renewal and/or tenure appointment.
5. Provides direction and serves as a resource for management representatives in negotiating with employee bargaining units. Supervises administration of collective bargaining agreements.
6. Recommends and implements the charter school's professional development plan.
7. Ensures that all teaching staff members fulfill continuing professional development and receive inservice training required by state/federal laws. Assumes responsibility for the maintenance of appropriate documentation in a central file and timely submission of all required reports.

### Financial Management:

1. Ensures that the budget implements the charter school's goals.
2. Ensures implementation of board financial policies and district procedures. Provides direction to and supervision of school business functions. Encourages development and implementation of sound business practices.
3. Initiates and supervises development of the annual budget, providing opportunity for staff input. Recommends budget and budget priorities for board approval and communicates the educational and monetary impact of the budget to the community.
4. Ensures that the charter school develops and implements a multi-year (3-5 years) comprehensive maintenance plan.
5. Oversees school facility management to provide safe, efficient and attractive buildings, with strong emphasis on preventative maintenance and custodial care. Ensures annual inspections of the entire school building for adherence to health and safety codes.
6. Continually assesses business management practices to achieve efficiency.
7. Ensures funds are spent prudently by providing adequate control and accounting of the charter school's financial and physical resources.

### Student Services

1. Ensures that a system of free appropriate special education and/or related services is available to all pupils with educational disabilities.
2. Develops and oversees the delivery of the charter school's intervention and referral services for pupils who are experiencing difficulties in their classes and who have not been classified as in need of special education.
3. Develops, in consultation with the school physician, a plan for the provision of school nursing services to be adopted by the board.
4. Confers annually with the administrator of each nonpublic school located in the charter school to plan for nursing services that may be made available pursuant to law and submits an annual written report to the executive county superintendent.
5. Develops and implements policies and procedures related to missing children and the reporting of allegations of child abuse and neglect.
6. Implements a board-approved program of guidance and counseling services.
7. Ensures access to public education for homeless students in accordance with state and federal law and administrative code.



# **NJSBA MANUAL FOR DEVELOPMENT OF JOB DESCRIPTIONS**

**A-11**

## **COMBINATION CHARTER SCHOOL CHIEF SCHOOL ADMINISTRATOR and SCHOOL PRINCIPAL (continued)**

8. Maintains high standards of student conduct and enforces discipline as necessary in accordance with board policy and the students' rights to due process.
9. Notifies immediately the parent or guardian and the appropriate personnel to arrange for an immediate examination by a physician of any pupil suspected of being under the influence of alcohol or other drugs or of using anabolic steroids.
10. Reports incidents of violence, vandalism and substance abuse. Ensures the removal of students in possession of firearms from the general education program and provides notification as required by law and administrative code. Works cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment.
11. Plans and supervises fire and other emergency drills as required by law and board policy.
12. Develops and maintains a master schedule for the academic and extracurricular programs; works cooperatively with the business administrator to schedule community use of the school building and grounds.
13. Attends special events held to recognize student achievement, and other school-sponsored activities and functions.
14. Ensures the proper collection, safekeeping, and accounting of school activity funds.

### **School/Community Relations**

1. Promotes community support of the schools. Interprets charter school programs and services, reports plans, events and activities of interest, and solicits community opinions regarding school and education issues.
2. Identifies available community resources and linkages to social service agencies that support education and healthy child development.
3. Develops strategies to promote parental involvement in their children's education and provides opportunities for parent-teacher interaction.
4. Maintains contact and good relations with local media.
5. Ensures that charter school interests will be represented in meetings and activities of municipal and other governmental agencies.
6. Represents the charter school and its interests in community organizations, activities and projects.

### **Lead Person/CSA -Board Responsibilities**

1. Prepares and recommends short- and long-range plans for board approval and implements those plans when approved.
2. Attends all regular and special meetings of the board, and participates in a professional leadership role. Designates an administrative staff member to serve in his/her absence, when appropriate.
3. Knows board policy and respects the policymaking authority and responsibility of the board.
4. Recommends drafts of new policies or changes to the board. Establishes guidelines and processes for monitoring implementation of board policies.
5. Collects adequate and reliable information before making recommendations and decisions.
6. Prepares, in conjunction with the board president, agenda recommendations relative to all matters requiring board action, including all facts, information, options and reports needed to assure informed decisions. Provides advice and counsel to the board on matters before it.



# NJSBA MANUAL FOR DEVELOPMENT OF JOB DESCRIPTIONS

A-11

## COMBINATION CHARTER SCHOOL CHIEF SCHOOL ADMINISTRATOR and SCHOOL PRINCIPAL (continued)

7. Provides a communication system to keep the board informed of charter school issues and critical information needed for decision-making.
8. Anticipates potential problems. Recommends policies or courses of staff action.
9. Keeps the board informed regarding developments in other charter schools and districts or at state and national levels that would be helpful to the charter school.
10. Ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
11. Fulfills all statutory obligations and implements the education law of the State of New Jersey and the administrative code of the New Jersey Department of Education.
12. Advises the board of its responsibilities under the School Code of Ethics Act;
13. Ensures the adoption of policies and procedures regarding required training for board members and the annual distribution, public discussion, and documentation of the Act and the Code of Ethics for Board of Trustee Members.

**TERMS OF EMPLOYMENT:** Twelve months. Appointed for a period of 3-5 years; Serves in accordance with the terms of the contract between the board and the CSA/principal; Salary to be determined by the board.

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually by April 30 in accordance with state law, administrative code, and the board's policy on evaluation of the Lead Person/CSA.

Approved by:

Date:

Revised:

### LEGAL REFERENCES:

|                                     |   |
|-------------------------------------|---|
| <u>N.J.S.A. 13:1f-19 et seq.</u>    | School Integrated Pest Management Act   |
| <u>N.J.S.A. 18A:6- 7.1 to 7.5</u>   | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| <u>N.J.S.A. 18A:7A-10</u>           | Evaluation of performance of each school  |
| <u>N.J.S.A. 18A:7A-11</u>           | Annual report of local school district; contents; annual report of commissioner; report of improvement of basic skills    |
| <u>N.J.S.A. 18A:7A-14.3 to 14.5</u> | Alternate program of evaluation and monitoring  |
| <u>N.J.S.A. 18A:7E</u>              | School report card and efficiency programs  |
| <u>N.J.S.A. 18A:7F</u>              | Comprehensive Educational Improvement and Financing Act   |
| <u>N.J.S.A. 18A:12-21</u>           | School Ethics Act   |
| <u>N.J.S.A. 18A:12-24</u>           | School officials; prohibited conduct  |
| <u>N.J.S.A. 18A:16-1</u>            | Officers and employees in general   |
| <u>N.J.S.A. 18A:16-1.3</u>          | Notification of dismissal for cause of non-tenured certificated employee  |
| <u>N.J.S.A. 18A:16-2</u>            | Physical examinations; requirement  |
| <u>N.J.S.A. 18A:17-15 to 21</u>     | Appointment of superintendents; terms   |
| <u>N.J.S.A. 18A:17-24.1 to 24.9</u> | Superintendents and school business administrators shared by two or more districts; approval                              |
| <u>N.J.S.A. 18A:17-46</u>           | Act of violence; report by school employee; notice of action taken; annual  |



## NJSBA MANUAL FOR DEVELOPMENT OF JOB DESCRIPTIONS

A-11

COMBINATION CHARTER SCHOOL CHIEF SCHOOL ADMINISTRATOR  
and SCHOOL PRINCIPAL (continued)

|                                    |  |
|------------------------------------|--|
| <u>N.J.S.A. 18A:25-2</u>           | report   |
| <u>N.J.S.A. 18A:25-4</u>           | Authority over pupils  |
| <u>N.J.S.A. 18A:25-5</u>           | School register; keeping   |
| <u>N.J.S.A. 18A:25-6</u>           | Annual report; filing and penalty for failure to file  |
| <u>N.J.S.A. 18A:26-1</u>           | Suspension of assistant superintendents, principals and teachers   |
| <u>N.J.S.A. 18A:26-1.1</u>         | Citizenship of teachers  |
| <u>N.J.S.A. 18A:26-2</u>           | Residence requirement prohibited   |
| <u>N.J.S.A. 18A:26-10</u>          | Certificates required  |
| <u>N.J.S.A. 18A:27</u>             | Suspension of certificate for wrongful cessation of performance of duties  |
| <u>N.J.S.A. 18A:27-4.1</u>         | Employment and contracts   |
| <u>N.J.S.A. 18A:28-5</u>           | Appointment, transfer, removal, or renewal of officers and employees; exceptions   |
| <u>N.J.S.A. 18A:28-9</u>           | Tenure of teaching staff members   |
| <u>N.J.S.A. 18A:17-46</u>          | Reduction of Force   |
| <u>N.J.S.A. 18A:36-24 et seq.</u>  | Act of violence; report by school employee; notice of action taken; annual report  |
| <u>N.J.S.A. 18A:37</u>             | Missing and abused children  |
| <u>N.J.S.A. 34:5A</u>              | Discipline of pupils   |
| <u>N.J.S.A. 18A:40</u>             | N. J. Worker and Community Right to Know Act   |
| <u>N.J.S.A. 18A:40A</u>            | Promotion of health and prevention of disease  |
| <u>N.J.S.A. 18A:41-1 et seq.</u>   | Substance abuse  |
| <u>N.J.S.A. 18A:46-5.1</u>         | Fire drills and fire protection  |
| <u>N.J.S.A. 52:17B-9.8c et al</u>  | Basic child study team services  |
| <u>N.J.A.C. 6A:5</u>               | Missing child defined; marking of missing child's record; notification of 9.8a, - requests for marked records; marking of missing child's birth certificate; notification of requests for copy of marked certificate |
| <u>N.J.A.C. 6A:7</u>               | Regulatory equivalency and waiver  |
| <u>N.J.A.C. 6A:8</u>               | Managing for equality and equity in education  |
| <u>N.J.A.C. 6A:9</u>               | Standards and assessment   |
| See particularly:                  | Professional licensure and standards   |
| <u>N.J.A.C. 6A:9-3</u>             | Professional standards for teachers and school leaders   |
| <u>N.J.A.C. 6A:9B</u>              | State board of examiners   |
| See particularly:                  |  |
| <u>N.J.A.C. 6A:9B-10</u>           | Requirements for instructional certificate   |
| <u>N.J.A.C. 6A:9B-11</u>           | Requirements for administrative certification  |
| <u>N.J.A.C. 6A:9C</u>              | professional development for teaching staff members and school leaders   |
| See particularly:                  |  |
| <u>N.J.A.C. 6A:9C-3.4 to -3.6</u>  | Required professional development for teachers   |
| <u>N.J.A.C. 6A:9C-3.7 and -3.8</u> | Required professional development for school leaders   |
| <u>N.J.A.C. 6A:14</u>              | Special education  |
| <u>N.J.A.C. 6A:15</u>              | Bilingual education  |
| <u>N.J.A.C. 6A:16</u>              | Programs to support student development  |
| <u>N.J.A.C. 6A:17</u>              | Education of homeless children and students in state facilities  |
| <u>N.J.A.C. 6A:23A</u>             | Fiscal accountability, efficiency and budgeting procedures   |
| <u>N.J.A.C. 6A:26</u>              | Educational facilities   |
| <u>N.J.A.C. 6A:26-2</u>            | Educational facilities; long range facilities plan   |
| <u>N.J.A.C. 6A:26-3</u>            | Educational facilities; capital project review   |
| <u>N.J.A.C. 6A:27</u>              | Transportation   |
| <u>N.J.A.C. 6A:30</u>              | Evaluation of the performance of school districts (NJQSAC)   |
| <u>N.J.A.C. 6A:32</u>              | School district operations   |



# **NJSBA MANUAL FOR DEVELOPMENT OF JOB DESCRIPTIONS**

**A-11**

## COMBINATION CHARTER SCHOOL CHIEF SCHOOL ADMINISTRATOR and SCHOOL PRINCIPAL (continued)

See particularly:

N.J.A.C. 6A:32-3.2

Requirements for the code of ethics for school board members and charter school board of trustee members

N.J.A.C. 6A:32-6

School employee physical examinations

N.J.A.C. 6A:32-12

Student behavior

N.J.A.C. 12:100-4.2

Occupational Safety & Health Standards Adoption by reference

Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq.

Bloodborne Pathogen Standard, 29 CFR 1910.1030

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq.,

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

Occupational Exposure to Hazardous Chemicals in Laboratories Standard, 29 CFR 1910.1450



**NJSBA MANUAL FOR DEVELOPMENT OF JOB DESCRIPTIONS**

Instruction/Curriculum

**D-5  
CERTIFIED****TITLE: ASSISTANT PRINCIPAL****QUALIFICATIONS:**

1. Valid New Jersey Principal Certificate or eligibility
2. Minimum experience as determined by the board
3. Demonstrated leadership capability in the areas of curriculum and staff development
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO:** Principal/Superintendent**SUPERVISES:** All certified and noncertified school staff as assigned by, or in the absence of the principal.**JOB GOAL:** To assist the principal in providing school wide leadership.**PERFORMANCE RESPONSIBILITIES:**School Leadership

1. Assists the principal in duties related instruction, supervision, evaluation and the overall administration of the school.
2. Serves as building administrator in the absence of the principal.
3. Requisitions supplies, textbooks and equipment, conducts inventories, maintains records, and reviews receipts and purchase orders for such material.
4. Assists in the conducting of safety inspections and safety drill practice activities.
5. Assists the principal in coordinating transportation, custodial, cafeteria and other support services.
6. Greets and interacts with parents and visitors in the absence of the school principal.

Student discipline, supervision of students

1. Assists in maintaining high standards of student conduct and enforcing discipline policies.
2. Assists in supervision of the cafeteria during lunch hours. Assists with playground supervision when assigned.
3. Provides guidance to individual students, resolves individual behavioral problems.

Record-keeping, reporting and scheduling

1. Supervises the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions.



# NJSBA MANUAL FOR DEVELOPMENT OF JOB DESCRIPTIONS

D-5

## ASSISTANT PRINCIPAL (continued)

2. Assists in the preparation of required reports of violence, vandalism, substance abuse, and possession of firearms.
3. Assists in scheduling and coordinating all health examinations.
4. Performs such record-keeping and reporting functions as the principal may direct.

### Interaction with school staff

1. Supervises teachers and departments as assigned by the principal.
2. Supervises extracurricular programs, assembly programs and assignment of faculty members to assist at school functions.
3. Assists in the coordination and supervision of special programs funded by the state or federal government.
4. Makes recommendations to the principal for changes in policies, personnel practices and other such matters that may result in a more effective school administration.

### Other

1. Assists in the planning and supervision of activities to promote pupil and employee health and safety.
2. Performs such other duties as may be assigned by the principal or superintendent.

### **TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board.

### **ANNUAL**

**EVALUATION:** Performance of this job will be evaluated annually in accordance with New Jersey State law and the provisions of the board's policy on evaluation of certified staff.

Approved by:

Date:

Revised:

### **LEGAL REFERENCES:**

|                           |   |
|---------------------------|---|
| <u>N.J.S.A. 13:1f-19</u>  | School integrated pest management act   |
| <u>N.J.S.A. 18A:6-1</u>   | Corporal punishment of pupils   |
| <u>N.J.S.A. 18A:6-7.1</u> | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment: exception |
| <u>N.J.S.A. 18A:6-10</u>  | Dismissal and reduction in compensation of persons under tenure in public school system                                   |
| <u>N.J.S.A. 18A:16-1</u>  | Officers and employees in general   |
| <u>N.J.S.A. 18A:16-2</u>  | Physical examinations; requirement  |
| <u>N.J.S.A. 18A:17-46</u> | Act of violence; report by school employee; notice of action taken; annual report   |
| <u>N.J.S.A. 18A:25-2</u>  | Authority over pupils   |
| <u>N.J.S.A. 18A:25-4</u>  | School register; keeping  |
| <u>N.J.S.A. 18A:25-5</u>  | Annual report; filing and penalty for failure to file   |
| <u>N.J.S.A. 18A:25-6</u>  | Suspension of assistant superintendent, principals and teachers   |



# NJSBA MANUAL FOR DEVELOPMENT OF JOB DESCRIPTIONS

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## ASSISTANT PRINCIPAL (continued)

|                                   |   |
|-----------------------------------|---|
| <u>N.J.S.A. 18A:26-1</u>          | Citizenship of teachers, etc.                                     |
| <u>N.J.S.A. 18A:26-1.1</u>        | Residence requirements prohibited                                 |
| <u>N.J.S.A. 18A:26-2</u>          | Certificates required; exception                                  |
| <u>N.J.S.A. 18A:27</u>            | Employment and contracts  |
| <u>N.J.S.A. 18A:28-5</u>          | Tenure of teaching staff members                                  |
| <u>N.J.S.A. 18A:37</u>            | Discipline of pupils  |
| <u>N.J.S.A. 18A:40</u>            | Promotion of health and prevention of disease                     |
| <u>N.J.S.A. 18A:40A</u>           | Substance abuse   |
| <u>N.J.S.A. 18A:41-1 et seq.</u>  | Fire drills and fire protection                                   |
| <u>N.J.A.C. 6A:7</u>              | Managing for equality and equity in education                     |
| <u>N.J.A.C. 6A:8</u>              | Standards and assessment  |
| <u>N.J.A.C. 6A:9</u>              | Professional licensure and standards                              |
| <u>See particularly:</u>          |   |
| <u>N.J.A.C. 6A:9-3</u>            | Professional standards for teachers and school leaders            |
| <u>N.J.A.C. 6A:9B</u>             | State board of examiners and certification                        |
| <u>See particularly:</u>          |   |
| <u>N.J.A.C. 6A:9B-5</u>           | General certification policies                                    |
| <u>N.J.A.C. 6A:9B-8</u>           | Requirements for instructional certificate                        |
| <u>N.J.A.C. 6A:9B-9</u>           | Instructional certificates  |
| <u>N.J.A.C. 6A:9B-11.3</u>        | Authorization   |
| <u>N.J.A.C. 6A:9B-11.5</u>        | Principal   |
| <u>N.J.A.C. 6A:9B-13</u>          | Acting administrators   |
| <u>N.J.A.C. 6A:9C-3</u>           | Required professional development for teachers and school leaders |
| <u>N.J.A.C. 6A:10</u>             | Educator effectiveness  |
| <u>See particularly:</u>          |   |
| <u>N.J.A.C. 6A:10-2.1 et seq.</u> | Evaluation of teaching staff members                              |
| <u>N.J.A.C. 6A:10-4.1 et seq.</u> | Components of teacher evaluation                                  |
| <u>N.J.A.C. 6A:10-5.1 et seq.</u> | Components of principal evaluation                                |
| <u>N.J.A.C. 6A:16</u>             | Programs to support student development                           |
| <u>N.J.A.C. 6A:17</u>             | Students at risk of not receiving a public education              |
| <u>N.J.A.C. 6A:27-11.2</u>        | Evacuation drills and safety education                            |
| <u>N.J.A.C. 6A:30</u>             | Evaluation of the school district                                 |
| <u>N.J.A.C. 6A:32</u>             | School district operations  |
| <u>See particularly:</u>          |   |
| <u>N.J.A.C. 6A:32-5.1</u>         | Standards for determining seniority                               |
| <u>N.J.A.C. 6A:32-6</u>           | School employee physical examinations                             |
| <u>N.J.A.C. 6A:32-7</u>           | Student records   |
| <u>N.J.A.C. 6A:32-8</u>           | Attendance and pupil accounting                                   |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.



**NJSBA MANUAL FOR DEVELOPMENT OF JOB DESCRIPTIONS**

Student Services

**E-3  
CERTIFIED****TITLE: SCHOOL SOCIAL WORKER****QUALIFICATIONS:**

1. Valid New Jersey Educational Services Certificate and School Social Worker Endorsement
2. Minimum experience working with families and community health and social services agencies as determined by the board
3. Demonstrated knowledge of laws and regulations governing special education
4. Effective problem-solving, human relations and communication skills
5. Required criminal history check and proof of U.S. citizenship or resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO:** School Counseling Services Director**JOB GOAL:**

To help students resolve such personal, emotional, and social problems as interfere with their adjustment to school and their capacity to enjoy the fullest benefits of the education offered them.

**PERFORMANCE RESPONSIBILITIES:**Observation, Evaluation and Assessment of Students

1. Participates in the evaluation, classification and placement of all pupils with special needs.
2. Assesses a student in terms of personal and family history, socio-economic and cultural differences.
3. Evaluates the configuration of factors within the home, community and school as related to a student's current social and academic adjustment.
4. Interprets the implications of significant social findings as a member of the child study team, and participates in educational planning for exceptional students.
5. Observes pupils in classroom and/or playground.
6. Interviews pupils as indicated.
7. Observes children in special education classes on an ongoing basis.

Interaction with Students, Parents, School and Community

1. Plans home visits or office interviews with family members to assess past and present history and development as well as family dynamics and interactions that are relevant to the child's adjustment.
2. Maintains an ongoing relationship with families for the purpose of: sharing information regarding educational planning and programming for the student; assisting the family in utilizing appropriate community resources; and providing counseling to family members and/or students to facilitate social adjustment.
3. Initiates, facilitates and maintains liaison with community agencies and other resources to meet special

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Rev. 1/18

**NJSBA LEGAL AND POLICY SERVICES**

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**NJSBA MANUAL FOR DEVELOPMENT OF JOB DESCRIPTIONS****E-3****SCHOOL SOCIAL WORKER** (continued)

needs. Refers parents and child to agencies when appropriate.

4. Consults with administration and staff regarding social adjustment factors of students in schools, at home and in the community.
5. Counsels groups of students and/or parents regarding social adjustment problems.
6. Serves as a case manager, as assigned, and maintains appropriate case records. Maintains the confidentiality of sensitive information in student files.
7. Assists in upholding and enforcing department rules, administrative regulations and board policy.
8. Maintains professional competence through inservice education and participation in professional development activities.
9. Assists in coordinating, developing, monitoring and evaluating the effectiveness of individualized education plans.
10. Attends and participates in meetings as deemed necessary and consistent with the needs of the district.
11. Performs all duties required as a member of the child study team by administrative code, state and federal laws, and board policy.
12. Assumes other related duties/assignments assigned by the superintendent or student personnel services director.

**TERMS OF  
EMPLOYMENT:**

Work year and salary to be determined by the board.

**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

Approved by:

Date:

Revised:

**LEGAL REFERENCES:**

N.J.S.A. 10:5-1 et seq.

N.J.S.A. 18A:6-7.1

N.J.S.A18A:6-10

N.J.S.A18A:16-2

N.J.S.A18A:26-1

N.J.S.A18A:26-1.1

N.J.S.A18A:26-2

N.J.S.A18A:27

N.J.S.A18A:28-3

N.J.S.A18A:28-5

N.J.S.A18A:28-8

N.J.S.A18A:46

See particularly:

N.J.S.A18A:46-5.1

Law Against Discrimination

Criminal history records; employee in regular contact with pupils; grounds for disqualification from employment; exception

Dismissal and reduction in compensation of persons under tenure in public school system

Physical examinations; requirement

Citizenship of teachers, etc.

Residence requirements prohibited

Certificates required; exception

Employment and contracts

No tenure for noncitizens

Tenure of teaching staff members

Notice of intention to resign required

Classes and facilities for handicapped children

Basic child study team services; provision by boards of education and



# NJSBA MANUAL FOR DEVELOPMENT OF JOB DESCRIPTIONS

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## SCHOOL SOCIAL WORKER (continued)

|                                   |  |
|-----------------------------------|--|
| <u>N.J.A.C. 6A:7</u>              | state operated programs  |
| <u>N.J.A.C. 6A:9</u>              | Managing for equality and equity in education  |
|                                   | Professional licensure and standards   |
| See particularly:                 |  |
| <u>N.J.A.C. 6A:9-3.3</u>          | Professional standards for teachers  |
| <u>N.J.A.C. 6A:9B</u>             | State board of examiners and certification   |
| See particularly:                 |  |
| <u>N.J.A.C. 6A:9B-5</u>           | General certification policies   |
| <u>N.J.A.C. 6A:9B-8</u>           | Requirements for instructional certificate   |
| <u>N.J.A.C. 6A:9B-12.5</u>        | School social worker   |
| <u>N.J.A.C. 6A:9C-3</u>           | Required professional development for teachers and school leaders  |
| <u>N.J.A.C. 6A:10</u>             | Educator effectiveness   |
| See particularly:                 |  |
| <u>N.J.A.C. 6A:10-2.1 et seq.</u> | Evaluation of teaching staff members   |
| <u>N.J.A.C. 6A:10-4.1 et seq.</u> | Components of teacher evaluation   |
| <u>N.J.A.C. 6A:10-6.1 et seq.</u> | Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals |
| <u>N.J.A.C. 6A:14</u>             | Special education  |
| <u>N.J.A.C. 6A:16</u>             | Programs to support student development  |
| <u>N.J.A.C. 6A:17</u>             | Students at risk of not receiving a public education   |
| <u>N.J.A.C. 6A:32-4</u>           | Employment of teaching staff   |
| <u>N.J.A.C. 6A:32-5.1</u>         | Standards for determining seniority  |
| <u>N.J.A.C. 6A:32-6</u>           | School employee physical examinations  |
| <u>N.J.A.C. 6A:32-7</u>           | Student records  |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Individuals With Disabilities Education Act, (IDEA), 20 U.S.C. 1400 et seq., reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

34 CFR 76.1 et seq. - General Administrative Regulation EDGAR

34 CFR 77.1 et seq. - General Administrative Regulation EDGAR

34 CFR 300 - Assistance to States for the Education of Children with Disabilities

Agostini v. Felton, 65 U.S.L.W. 4524 (1997), overruling Aguilar v. Felton, 473 U.S. 402 (1985)

Honig v. Doe, 484 U.S. 305 (1988)

Oberti v. Board of Education of Clementon School District, 995 F.2d 1204,1216-17 (3d Cir. 1993)



**NJSBA MANUAL FOR DEVELOPMENT OF JOB DESCRIPTIONS**

Student Services

**E-6  
CERTIFIED****TITLE:                    GUIDANCE COUNSELOR****QUALIFICATIONS:**

1. Valid New Jersey Educational Services Certificate and School Counselor Endorsement or eligibility
2. Minimum experience as determined by the board; knowledge of computerized master schedule development desirable
3. Broad knowledge of testing and evaluation, theories of individual and group guidance techniques, elementary/secondary school guidance program design and career educational information and placement
4. Demonstrated ability to communicate and work effectively with students, parents, staff and community groups and organizations
5. Required criminal history check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO:**            Principal or School Counseling Services Director**JOB GOAL:**

To help students achieve personal fulfillment by providing them with guidance and counseling services to make successful personal, educational and occupational life plans.

**PERFORMANCE RESPONSIBILITIES:**Direct assistance to students

1. Assists students in evaluating their aptitudes and abilities through the use of teacher comments, interpretation of individual standardized test scores and other pertinent data. Works with students in evolving educational and career plans in terms of such evaluation.
2. Provides information and prepares recommendations to colleges for admissions and scholarships, as well as to potential employers and other agencies.
3. Maintains a close relationship with the child study team following directives and recommendations as needed.
4. Maintains a close relationship with the student assistance coordinator and the anti-bullying specialist following directives and recommendations as needed.



## NJSBA MANUAL FOR DEVELOPMENT OF JOB DESCRIPTIONS

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### GUIDANCE COUNSELOR (continued)

5. Registers students new to the school, provides orientation and information relative to school procedures, curriculum and extracurricular opportunities.
6. Arranges for summer work and/or enrollment in summer school programs to make up noted deficiencies.
7. Provides for a smooth transition from elementary school to high school/middle school, which may include orientation programs for students and parents.

#### Transition to College and Career

1. Works closely with and involves parents in planning students' career plans, and assists in the resolution of school-related problems.
2. Assists in the organization and administration of standardized test programs. Provides timely notice and information to students and parents of opportunities to take SAT, ACT and AP exams.
3. Works to prevent students from dropping out of school, and assists those that do in finding alternative educational programs and/or employment.

#### Office Management

1. Maintains a professional office environment.
2. When a co-worker is unavailable, whenever possible provides interim assistance to students or parents with urgent needs.
3. Maintains student records and ensures their confidentiality.
4. Works closely with teachers, administrators and other professional staff members, providing information and assistance where needed for the ultimate benefit of students.
5. Gathers information on colleges and careers. Keeps this information accessible to students and parents in an organized arrangement.
6. Deals with confusion and emergencies in a friendly, supportive, calm manner. Assists agitated or confused students in re-composing themselves during situations where the student has a problem or personal setback.
7. Notifies students of upcoming opportunities to meet with college recruiters, job fairs, and outside career counselors.

#### Program Evaluation

1. Assists in the evaluation of current curriculum offerings and in the planning, selection and implementation of new course offerings.
2. Participates in follow-up studies of former students for the purpose of improving services and evaluating the effectiveness of the educational program being offered by the school.



## NJSBA MANUAL FOR DEVELOPMENT OF JOB DESCRIPTIONS

E-6

### GUIDANCE COUNSELOR (continued)

3. Uses the internet to gather current information about colleges and career programs. Compares on-line and published information with first-hand accounts from returning graduates in order to gain a full, current picture of the actual situation, rather than relying on outdated impressions.
4. Retains essential information for parents and students such as college graduation rates.
5. Shares research and findings with colleagues and students in order to improve counseling services.

### Other

1. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
2. Performs other duties within the scope of his/her employment and certification as may be assigned.

### **TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board.

### **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

Approved by:

Date:

Revised:

### **LEGAL REFERENCES:**

|                            |   |
|----------------------------|---|
| <u>N.J.S.A.</u> 18A:6-7.1  | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| <u>N.J.S.A.</u> 18A:6-10   | Tenure Employees Hearing Law  |
| <u>N.J.S.A.</u> 18A:16-1   | Officers and employees in general   |
| <u>N.J.S.A.</u> 18A:16-2   | Physical examinations; requirement  |
| <u>N.J.S.A.</u> 18A:25-2   | Authority of pupils   |
| <u>N.J.S.A.</u> 18A:26-1   | Citizenship of teachers, etc.   |
| <u>N.J.S.A.</u> 18A:26-1.1 | Residence requirements prohibited   |
| <u>N.J.S.A.</u> 18A:26-2   | Certificates required; exception  |
| <u>N.J.S.A.</u> 18A:27     | Employment and contracts  |
| <u>N.J.S.A.</u> 18A:28-3   | No tenure for noncitizens   |
| <u>N.J.S.A.</u> 18A:28-5   | Tenure of teaching staff members  |
| <u>N.J.S.A.</u> 18A:28-8   | Notice of intention to resign required  |
| <u>N.J.S.A.</u> 18A:40A    | Substance abuse   |
| <u>N.J.A.C.</u> 6A:7       | Managing for equality and equity in education   |
| <u>N.J.A.C.</u> 6A:8       | Standards and assessment  |
| <u>N.J.A.C.</u> 6A:9       | Professional licensure and standards  |



# NJSBA MANUAL FOR DEVELOPMENT OF JOB DESCRIPTIONS

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## GUIDANCE COUNSELOR (continued)

See particularly:

N.J.A.C. 6A:9-3.3

Professional standards for teachers

N.J.A.C. 6A:9B

State board of examiners and certification

See particularly:

N.J.A.C. 6A:9B-5

General certification policies

N.J.A.C. 6A:9B-8

Requirements for instructional certificate

N.J.A.C. 6A:9B-12.8

School counselor

N.J.A.C. 6A:9C-3

Required professional development for teachers and school leaders

N.J.A.C. 6A:10

Educator effectiveness

See particularly:

N.J.A.C. 6A:10-2.1 et seq.

Evaluation of teaching staff members

N.J.A.C. 6A:10-4.1 et seq.

Components of teacher evaluation

N.J.A.C. 6A:10-6.1 et seq.

Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals

N.J.A.C. 6A:16

Programs to support student development

N.J.A.C. 6A:17

Students at risk of not receiving a public education

N.J.A.C. 6A:30

Evaluation of the performance of school districts

N.J.A.C. 6A:32-4

Employment of teaching staff

N.J.A.C. 6A:32-5.1

Standards for determining seniority

N.J.A.C. 6A:32-6

School employee physical examinations

N.J.A.C. 6A:32-7

Student records

N.J.A.C. 6A:32-8

Attendance and pupil accounting

N.J.A.C. 6A:32-12

Student behavior

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.



**NJSBA MANUAL FOR DEVELOPMENT OF JOB DESCRIPTIONS**

Instruction/Curriculum

**D-7  
CERTIFIED****TITLE: K-12 SUBJECT AREA TEACHER\***\*As defined in N.J.A.C. 6A:9B-9 Instructional certificates**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate and Subject Area Endorsement or eligibility
2. Demonstrated knowledge of subject specialty and effective teaching methods
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO:** Principal/Designated Administrator**SUPERVISES:** Pupils, and when assigned, student teachers and classroom aides**JOB GOAL:**

To provide an approved education program and establish a class environment that fosters learning and personal growth; to help pupils to develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and to maintain good relationships with parents and other staff members.

**PERFORMANCE RESPONSIBILITIES:**Develops lesson plans and classroom learning activities

1. Works to achieve the New Jersey Student Learning Standards and district educational goals and objectives by promoting active learning in the classroom using board-adopted curriculum, board-adopted curricula and textbooks, and other appropriate learning activities.
2. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
3. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
4. Plans class activities and lesson presentations that are age-appropriate for the class and meet the individual needs, interests and ability levels of all pupils.

Instruction and pupil contact

1. Monitors pupil academic progress and personal growth toward stated objectives of instruction.
2. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
3. Identifies pupil needs and provides instruction appropriate to those needs.
4. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
5. Budgets class time effectively.
6. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.



**NJSBA MANUAL FOR DEVELOPMENT OF JOB DESCRIPTIONS****D-7****K-12 SUBJECT AREA TEACHER\*** (continued)

7. Supervises pupils in out-of-classroom activities as assigned.

**Contact with parents and community**

1. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
2. Makes effective use of community resources to enhance the instructional program.

**Professional contacts and activities**

1. Cooperates with other professional staff members in assessing and resolving learning problems.
2. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
3. Participates in school-level planning, faculty meetings/committees and other school system groups.

**Other**

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as may be assigned.

**TERMS OF**

**EMPLOYMENT:** Work year and salary to be determined by the board.

**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.

**NOTE: Pursuant to NJSA 18A:25-3. Teaching etc., on holidays not required**

"No teaching staff member shall be required to perform his duties on any day declared by law to be a public holiday and no deduction shall be made from such member's salary by reason of the fact that such a public holiday happens to be a school day and any term of any contract made with any such member which is in violation of this section shall be void."

Approved by:

Date:

Revised:

**LEGAL REFERENCES:**

|                            |   |
|----------------------------|---|
| <u>N.J.S.A. 7F</u>         | Comprehensive Educational Improvement and Financing Act   |
| <u>N.J.S.A. 18A:6-7.1</u>  | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| <u>N.J.S.A. 18A:6-10</u>   | Dismissal and reduction in compensation of persons under tenure in public school system                                   |
| <u>N.J.S.A. 18A:16-2</u>   | Physical examinations; requirement  |
| <u>N.J.S.A. 18A:25-2</u>   | Authority over pupils   |
| <u>N.J.S.A. 18A:25-4</u>   | School register; keeping  |
| <u>N.J.S.A. 18A:26-1</u>   | Citizenship of teachers, etc.   |
| <u>N.J.S.A. 18A:26-1.1</u> | Residence requirement prohibited  |
| <u>N.J.S.A. 18A:26-2</u>   | Certificates required; exception  |
| <u>N.J.S.A. 18A:27</u>     | Employment and contracts  |
| <u>N.J.S.A. 18A:28-3</u>   | No tenure for noncitizens   |



# NJSBA MANUAL FOR DEVELOPMENT OF JOB DESCRIPTIONS

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## K-12 SUBJECT AREA TEACHER\* (continued)

|                                   |   |
|-----------------------------------|---|
| <u>N.J.S.A. 18A:28-5</u>          | Tenure of teaching staff members                                  |
| <u>N.J.S.A. 18A:28-8</u>          | Notice of intention to resign required                            |
| <u>N.J.A.C. 18A:37</u>            | Discipline of pupils  |
| <u>N.J.A.C. 6A:7</u>              | Managing for equality and education in education                  |
| <u>N.J.A.C. 6A:8</u>              | Standards and assessment  |
| <u>N.J.A.C. 6A:9</u>              | Professional licensure and standards                              |
| See particularly:                 |   |
| <u>N.J.A.C. 6A:9-3.3</u>          | Professional standards for teachers                               |
| <u>N.J.A.C. 6A:9B</u>             | State board of examiners and certification                        |
| See particularly:                 |   |
| <u>N.J.A.C. 6A:9B-5</u>           | General certification policies                                    |
| <u>N.J.A.C. 6A:9B-8</u>           | Requirements for instructional certificate                        |
| <u>N.J.A.C. 6A:9B-9.1</u>         | Authorizations-general  |
| <u>N.J.A.C. 6A:9B-9.2</u>         | Endorsements and authorizations                                   |
| <u>N.J.A.C. 6A:9C-3</u>           | Required professional development for teachers and school leaders |
| <u>N.J.A.C. 6A:10</u>             | Educator effectiveness  |
| See particularly:                 |   |
| <u>N.J.A.C. 6A:10-2.1 et seq.</u> | Evaluation of teaching staff members                              |
| <u>N.J.A.C. 6A:10-4.1 et seq.</u> | Components of teacher evaluation                                  |
| <u>N.J.A.C. 6A:16</u>             | Programs to support student development                           |
| <u>N.J.A.C. 6A:32-5.1</u>         | Standards for determining seniority                               |
| <u>N.J.A.C. 6A:32-6</u>           | School employee physical examinations                             |
| <u>N.J.A.C. 6A:32-7</u>           | Student records   |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.



Camden's Promise Charter School Certified Staff 2023-2024

| LAST NAME      | FIRST NAME | POSITION                    | LOCATION    | HIRE DATE  | MONTHS | TENURE | CATEG | STEP | SAL SCALE | LONGEVITY | SAL ADJUST | SAL TOTAL |
|----------------|------------|-----------------------------|-------------|------------|--------|--------|-------|------|-----------|-----------|------------|-----------|
| Alberto        | Elizabeth  | Teachers                    | KATZ        | 8/20/2012  | 10 T   |        | BA    | 12   | 69,000    | 5,000     | -          | 74,000    |
| Albright       | Tyler J    | Teachers                    | ACADEMY     | 8/17/2015  | 10 T   |        | BA    | 10   | 67,000    | 3,000     | -          | 70,000    |
| Albright       | Brooke     | Teachers                    | PRIDE       | 8/17/2020  | 10 C   |        | BA    | 4    | 61,000    | 1,000     |            | 62,000    |
| Ali            | Nykea      | Guidance Counselor          | ACADEMY     | 12/17/2018 | 10 C   |        | MA2   | 10   | 71,000    | 1,000     |            | 72,000    |
| Alimario       | Erica A    | CST                         | ALL         | 8/22/2011  | 10 T   |        | MA    | 14   | 73,000    | 5,000     | -          | 78,000    |
| Alt            | Jason      | Teachers                    | PROMISE     | 8/12/2019  | 10 C   |        | BA    | 6    | 63,000    | 1,000     | -          | 64,000    |
| Angeloizzi     | Lauren     | Teachers                    | KATZ        | 3/1/2017   | 10 T   |        | BA    | 8    | 65,000    | 1,000     | -          | 66,000    |
| Anthony        | Choy       | Teachers                    | Pride       | 5/3/2022   | 10 C   |        | BA    | 3    | 60,000    |           |            | 60,000    |
| Arasim         | Jennifer   | Co PRINCIPAL                | PROMISE     | 8/28/1998  | 12 T   |        | MA    | 16   | 118,000   | -         | 20,000     | 138,000   |
| Ardis          | Patrick K  | Dean                        | ACADEMY     | 8/14/2017  | 12 T   |        | BA    | 8    | 65,000    | 1,000     | 13,200     | 79,200    |
| Ash            | Dara       | Co Principal                | ACADEMY     | 8/20/2001  | 12 T   |        | MA    | 13   | 112,000   | -         | 16,000     | 128,000   |
| Atzinger       | Caitlyn    | Teachers                    | PROMISE     | 8/12/2019  | 10 C   |        | BA    | 7    | 64,000    | 1,000     |            | 65,000    |
| Aurelius       | Woodly     | Teachers                    | Academy     | 8/22/2022  | 10 C   |        | MA    | 23   | 82,000    |           |            | 82,000    |
| Baker          | Allison    | Teachers                    | KATZ        | 8/23/2021  | 10 C   |        | BA    | 3    | 60,000    |           | -          | 60,000    |
| Baughn         | Richelle H | Business Administrator      | ALL         | 8/1/2004   | 12 T   |        | MA    |      | 148,000   | -         | -          | 148,000   |
| Beard          | William H  | TECH                        | ALL         | 2/1/2014   | 12 T   |        |       |      | 109,000   | -         | -          | 109,000   |
| Beatty         | Jasmine    | Teachers                    | Promise     | 7/5/2022   | 10 C   |        | BA    | 2    | 59,000    |           |            | 59,000    |
| Benedetti      | Corina     | Teachers                    | ACADEMY     | 1/30/2019  | 10 C   |        | MA    | 10   | 69,000    | 1,000     |            | 70,000    |
| Benitez-Cuevas | Nazalia    | Nurse                       | PRIDE       | 6/1/2015   | 12 T   |        | MA    | 6    | 65,833    | 3,000     | 23,567     | 92,000    |
| Bermudez       | Melanie    | Teachers                    | KATZ        | 2/7/2019   | 10 C   |        | BA    | 6    | 63,000    | 1,000     |            | 64,000    |
| Bint-Habib     | Haliya     | Teachers                    | KATZ        | 10/25/2021 | 10 C   |        | MA    | 9    | 68,000    |           |            | 68,000    |
| Borrelli       | Joshua     | Team Leader                 | PROMISE     | 8/12/2019  | 12 C   |        | MA    | 7    | 66,000    | 1,000     | 13,400     | 80,400    |
| Bradley        | Kelly      | Teachers                    | KATZ        | 3/15/2010  | 10 T   |        | BA    | 14   | 71,000    | 5,000     | -          | 76,000    |
| Brandt         | Andrew T   | Site Leader                 | KATZ        | 8/18/2014  | 12 T   |        | MA2   | 10   | 71,000    | 3,000     | 14,800     | 88,800    |
| Brammigan      | Valerie    | Teachers                    | ACADEMY     | 10/1/2020  | 10 C   |        | MA    | 14   | 73,000    |           |            | 73,000    |
| Briggs         | Kelly      | HR Director                 | ALL         | 7/1/2022   | 12 C   |        | MA    | 4    | 94,000    |           |            | 94,000    |
| Bnich          | Tiffany L  | Teachers                    | KATZ        | 2/2/2015   | 10 T   |        | MA    | 10   | 69,000    | 3,000     | -          | 72,000    |
| Brown          | Aaron L    | Librarian                   | PROMISE     | 1/3/2001   | 12 T   |        | MA    | 25   | 84,000    | 12,000    | 19,200     | 115,200   |
| Brown          | Julie      | Teachers                    | KATZ        | 8/18/2014  | 10 T   |        | BA    | 11   | 68,000    | 3,000     | -          | 71,000    |
| Brown          | Eugene     | Teachers                    | ACADEMY     | 12/1/2005  | 10 T   |        | BA    | 23   | 80,000    | 12,000    | -          | 92,000    |
| Brown          | Marissa    | Teachers                    | KATZ        | 8/23/2021  | 10 C   |        | BA    | 3    | 60,000    |           |            | 60,000    |
| Brown-Harris   | Tamika     | Team Leader                 | PROMISE     | 8/21/2000  | 12 T   |        | MA    | 24   | 83,000    | 12,000    | 19,000     | 114,000   |
| Bryant         | Leslie     | Teachers                    | PRIDE       | 6/26/2017  | 10 T   |        | BA    | 9    | 66,000    | 1,000     | -          | 67,000    |
| Burd           | Caitlin    | Teachers                    | Pride       | 8/22/2022  | 10 C   |        | BA    | 2    | 59,000    |           |            | 59,000    |
| Caba           | Kelvin     | Asst Business Administrator | ALL         | 10/6/2022  | 12 C   |        | MA    |      | 84,000    |           |            | 84,000    |
| Canino         | Melissa    | Teachers                    | ACADEMY     | 8/20/2003  | 10 T   |        | MA    | 22   | 81,000    | 12,000    | -          | 93,000    |
| Carmody        | Brigid     | Teachers                    | PROMISE     | 8/13/2018  | 10 T   |        | BA    | 5    | 62,000    | 1,000     |            | 63,000    |
| Carpenter      | John       | Teachers                    | Academy     | 8/22/2022  | 10 C   |        | BA    | 5    | 62,000    |           |            | 62,000    |
| Carter         | Jason      | Teachers                    | Pride       | 8/22/2022  | 10 C   |        | BA    | 2    | 59,000    |           |            | 59,000    |
| Casparro       | Deanna V   | Teachers                    | KATZ        | 8/23/2010  | 10 T   |        | BA    | 14   | 71,000    | 5,000     | -          | 76,000    |
| Cassell        | Helen S    | Social Worker               | ALL         | 8/26/2008  | 10 T   |        | MA    | 18   | 77,000    | 8,000     | -          | 85,000    |
| Cassidy        | Kathleen   | Site Leader                 | PRIDE       | 8/17/2015  | 10 T   |        | BA    | 11   | 68,000    | 3,000     | -          | 71,000    |
| Cassidy        | Chelsel    | Teachers                    | KATZ        | 8/23/2021  | 10 C   |        | BA    | 3    | 60,000    |           |            | 60,000    |
| Cavanagh       | Charmian   | Teachers                    | Promise     | 7/5/2022   | 10 C   |        | BA    | 7    | 64,000    |           |            | 64,000    |
| Cavanagh       | Brian      | Teachers                    | Promise     | 8/22/2022  | 10 C   |        | BA    | 7    | 64,000    |           |            | 64,000    |
| Chambers       | Brianna    | Teachers                    | Promise     | 1/17/2023  | 10 C   |        | BA    | 1    | 54,000    |           |            | 54,000    |
| Chellev        | Julia      | Teachers                    | PRIDE       | 8/15/2016  | 10 T   |        | BA    | 8    | 65,000    | 1,000     | -          | 66,000    |
| Ciervo         | Natalie    | Vice Principal              | ACADEMY     | 8/22/2011  | 12 T   |        | MA2   | 6    | 102,000   | -         | -          | 102,000   |
| Clark          | Ashley     | Social Worker               | Promise     | 8/23/2021  | 12 C   |        | MA    | 9    | 68,000    |           | 13,600     | 81,600    |
| Clark Baxter   | Sharon     | Teachers                    | PRIDE       | 8/20/2012  | 10 T   |        | BA    | 16   | 73,000    | 5,000     | -          | 78,000    |
| Cloud          | Veda L     | Social Worker               | PRIDE       | 8/15/2016  | 10 T   |        | MA    | 9    | 68,000    | 3,000     | -          | 71,000    |
| Coar           | Esther R   | Teachers                    | PROMISE     | 10/24/2011 | 10 T   |        | BA    | 16   | 73,000    | 5,000     | -          | 78,000    |
| Coffin         | Daniel     | Teachers                    | PROMISE     | 8/22/2019  | 10 C   |        | MA    | 11   | 70,000    | 1,000     |            | 71,000    |
| Conway         | Ana Paula  | Principal                   | KATZ        | 9/1/2008   | 12 T   |        | MA    | 7    | 100,000   | -         | 12,000     | 112,000   |
| Conway         | Joseph V   | SUPERINTENDENT/Co Principal | ALL/Promise | 8/30/1998  | 12 T   |        | DOC   |      | 179,500   | -         | -          | 179,500   |



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|-------------|-------------|----------------------|----------|------------|--------|--------|-------|------|-----------|-----------|------------|-----------|
| Cossaboom   | Andrew J    | Teachers             | KATZ     | 8/18/2014  | 10 T   | 10 T   | BA    | 11   | 68,000    | 3,000     | -          | 71,000    |
| Costa       | Jane        | Teachers             | PROMISE  | 8/15/2003  | 10 T   | 10 T   | MA    | 21   | 80,000    | 12,000    | -          | 92,000    |
| Cragin      | Taylor      | Teachers             | PROMISE  | 8/22/2013  | 10 T   | 10 T   | BA    | 11   | 68,000    | 3,000     | -          | 71,000    |
| Crozler     | James       | Teachers             | PROMISE  | 10/20/2005 | 10 T   | 10 T   | MA    | 17   | 76,000    | 8,000     | -          | 84,000    |
| Cruz        | Jonathan    | Teachers             | PROMISE  | 8/15/2016  | 10 T   | 10 T   | BA    | 7    | 64,000    | 3,000     | -          | 67,000    |
| Cruz        | Jasmine     | Teachers             | KATZ     | 9/16/2019  | 10 C   | 10 C   | MA    | 8    | 67,000    | 1,000     | -          | 68,000    |
| Cruz        | Yanitza     | Teachers             | PRIDE    | 2/14/2020  | 10 C   | 10 C   | BA    | 4    | 61,000    | 1,000     | -          | 62,000    |
| DeJesus     | Mariely     | Teachers             | PRIDE    | 12/5/2014  | 10 C   | 10 C   | BA    | 3    | 60,000    | 1,000     | -          | 60,000    |
| Delany      | Allison     | Teachers             | KATZ     | 8/12/2019  | 10 C   | 10 C   | BA    | 6    | 63,000    | 1,000     | -          | 64,000    |
| Delgado     | Nancy       | Nurse                | KATZ     | 8/18/2014  | 10 C   | 10 C   | BA    | 16   | 73,000    | 3,000     | 12,000     | 88,000    |
| Demedio     | Crystal V   | Teachers             | KATZ     | 8/14/2017  | 10 T   | 10 T   | BA    | 10   | 67,000    | 1,000     | -          | 68,000    |
| Desilvio    | Heather     | Teachers             | PROMISE  | 8/22/2019  | 10 C   | 10 C   | BA    | 12   | 69,000    | 1,000     | -          | 70,000    |
| Diaz        | Kayla M     | Teachers             | PRIDE    | 8/18/2014  | 10 T   | 10 T   | BA    | 10   | 67,000    | 3,000     | -          | 70,000    |
| Donahue     | Marybeth    | Teachers             | KATZ     | 8/13/2018  | 10 C   | 10 C   | MA2   | 9    | 70,000    | 1,000     | -          | 71,000    |
| Donnelly    | Gina        | Teachers             | KATZ     | 8/12/2019  | 10 C   | 10 C   | BA    | 6    | 63,000    | 1,000     | -          | 64,000    |
| Downs,      | Edward C    | Teachers             | ACADEMY  | 6/17/2002  | 10 T   | 10 T   | MA    | 26   | 84,000    | 12,000    | -          | 96,000    |
| Duffy       | Faith       | Teachers             | PRIDE    | 8/23/2021  | 10 C   | 10 C   | BA    | 3    | 60,000    | 1,000     | -          | 60,000    |
| Dzhurbiy    | Liliya V    | Teachers             | PROMISE  | 8/14/2017  | 10 T   | 10 T   | BA    | 17   | 74,000    | 1,000     | -          | 75,000    |
| Easterday   | Amy         | Teachers             | PROMISE  | 1/13/2016  | 10 T   | 10 T   | BA    | 9    | 66,000    | 3,000     | -          | 69,000    |
| Edmonds     | Staci       | Team Leaders         | Promise  | 7/1/2022   | 12 C   | 12 C   | MA    | 10   | 69,000    | 13,800    | -          | 82,800    |
| Ehrgood     | Tamara      | Team Leader          | PROMISE  | 8/22/2010  | 11 T   | 11 T   | MA    | 14   | 73,000    | 5,000     | 7,800      | 85,800    |
| Fagnani     | Carly M     | Teachers             | KATZ     | 8/15/2016  | 10 T   | 10 T   | BA    | 10   | 67,000    | 3,000     | -          | 70,000    |
| Farley      | Shannon     | Teachers             | Promise  | 7/5/2022   | 10 C   | 10 C   | BA    | 17   | 74,000    | -         | -          | 74,000    |
| Farmer      | George      | CO Principal         | PROMISE  | 8/15/2016  | 12 C   | 12 C   | DOC   | 3    | 100,000   | -         | 16,000     | 116,000   |
| Fenner      | Madeline A  | Teachers             | ACADEMY  | 8/15/2004  | 10 T   | 10 T   | DOC   | 25   | 88,000    | 12,000    | -          | 100,000   |
| Fleig       | Joshua M    | TECH                 | ALL      | 2/1/2014   | 12 T   | 12 T   | MA    | -    | 112,000   | -         | -          | 112,000   |
| Foley       | Emily       | Teachers             | PRIDE    | 4/11/2022  | 10 C   | 10 C   | BA    | 3    | 60,000    | 1,000     | -          | 60,000    |
| Foley       | Monica      | Teachers             | PRIDE    | 8/23/2021  | 10 C   | 10 C   | BA    | 3    | 60,000    | 1,000     | -          | 60,000    |
| Frederico   | Erica       | Teachers             | PRIDE    | 8/12/2019  | 10 C   | 10 C   | BA    | 10   | 67,000    | 1,000     | -          | 68,000    |
| Galbraith   | Sean        | Teachers             | KATZ     | 8/20/2012  | 10 T   | 10 T   | BA    | 12   | 69,000    | 5,000     | -          | 74,000    |
| Garcia      | Jose I      | Teachers             | ACADEMY  | 8/1/2002   | 10 T   | 10 T   | MA    | 26   | 84,000    | 12,000    | -          | 96,000    |
| Gargiule    | Morris      | Teachers             | ACADEMY  | 9/15/2008  | 10 T   | 10 T   | BA    | 17   | 74,000    | 5,000     | -          | 79,000    |
| Garlic      | Kimberly A  | Teachers             | PROMISE  | 11/12/2002 | 10 T   | 10 T   | BA    | 22   | 79,000    | 12,000    | -          | 91,000    |
| Geiger      | Frank J     | Dean                 | ACADEMY  | 8/14/2017  | 12 T   | 12 T   | BA    | 9    | 66,000    | 1,000     | 13,400     | 80,400    |
| Gendron     | Jill        | Teachers             | KATZ     | 8/20/2012  | 10 T   | 10 T   | BA    | 14   | 71,000    | 5,000     | -          | 76,000    |
| Gentile     | Nicholas    | Teachers             | Promise  | 7/5/2022   | 10 C   | 10 C   | BA    | 7    | 64,000    | 3,000     | -          | 67,000    |
| Gillette    | Brittney N  | Teachers             | PROMISE  | 8/15/2016  | 10 T   | 10 T   | BA    | 9    | 66,000    | 3,000     | -          | 69,000    |
| Giunta      | Frank       | Teachers             | Academy  | 8/22/2022  | 10 C   | 10 C   | MA    | 7    | 66,000    | 12,000    | -          | 78,000    |
| Gonzalez    | Walkiria    | Nurse                | Promise  | 11/1/2022  | 12 C   | 12 C   | BA    | 3    | 60,000    | 3,000     | -          | 63,000    |
| Goode       | Ian         | Teachers             | Academy  | 1/9/2018   | 10 C   | 10 C   | BA    | 3    | 60,000    | 3,000     | -          | 63,000    |
| Gorski      | Amy         | Teachers             | Promise  | 8/22/2022  | 10 C   | 10 C   | BA    | 12   | 69,000    | 3,000     | -          | 72,000    |
| Grant       | Nadia       | Teachers             | PRIDE    | 8/15/2016  | 10 T   | 10 T   | BA    | 9    | 66,000    | 3,000     | -          | 69,000    |
| Grant       | Marquise    | Teachers             | PROMISE  | 8/23/2021  | 10 C   | 10 C   | BA    | 3    | 60,000    | 1,000     | -          | 60,000    |
| Grice       | Ernest      | Teachers             | Academy  | 9/24/2018  | 10 C   | 10 C   | BA    | 3    | 60,000    | 12,000    | 18,000     | 90,000    |
| Grochal     | Robert L    | Athletic Coordinator | ACADEMY  | 8/20/2003  | 12 T   | 12 T   | BA    | 21   | 78,000    | 1,000     | -          | 79,000    |
| Guzman-Caba | Yuderquis   | Social Worker        | KATZ     | 8/14/2017  | 10 T   | 10 T   | MA    | 10   | 69,000    | 1,000     | -          | 70,000    |
| Hahn        | Christa     | Principal            | PRIDE    | 8/18/2008  | 12 T   | 12 T   | MA    | 8    | 102,000   | -         | 12,000     | 114,000   |
| Hamilton    | Shelyna L   | Dean                 | ACADEMY  | 12/17/2007 | 12 T   | 12 T   | MA2   | 14   | 75,000    | 8,000     | 16,600     | 99,600    |
| Hanson      | Henrietta Y | Teachers             | PRIDE    | 8/17/2015  | 10 C   | 10 C   | BA    | 8    | 65,000    | 3,000     | -          | 68,000    |
| Harris      | Nicole Y    | Team Leader          | PROMISE  | 9/17/2001  | 12 T   | 12 T   | MA    | 24   | 83,000    | 12,000    | 19,000     | 114,000   |
| Harrison    | Samuel      | Teachers             | Promise  | 8/22/2022  | 10 C   | 10 C   | BA    | 4    | 61,000    | 1,000     | -          | 62,000    |
| Hernandez   | Natasha B   | Teachers             | PRIDE    | 8/14/2017  | 10 T   | 10 T   | MA    | 7    | 66,000    | 3,000     | -          | 69,000    |
| Hernandez   | Christopher | Teachers             | Promise  | 8/23/2021  | 10 C   | 10 C   | BA    | 4    | 61,000    | 3,000     | -          | 64,000    |
| Hinton      | Laura W     | Teachers             | PROMISE  | 11/30/2015 | 10 T   | 10 T   | BA    | 15   | 72,000    | 3,000     | -          | 75,000    |
| Hipp        | Chelsea     | Social Worker        | Academy  | 8/23/2021  | 10 C   | 10 C   | MA    | 7    | 66,000    | 3,000     | -          | 69,000    |



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|-------------------|-------------|---------------------|---------------|-----------|--------|--------|-------|------|-----------|-----------|------------|-----------|
| Hoag              | Alison      | Teachers            | KATZ          | 8/31/2020 | 10     | C      | BA    | 4    | 61,000    |           |            | 61,000    |
| Hoagland          | Felicia     | Teachers            | PROMISE       | 7/6/1999  | 10     | T      | BA    | 25   | 82,000    | 12,000    | -          | 94,000    |
| Hocko             | Melissa D   | CST                 | ALL           | 8/19/2013 | 12     | T      | MA2   | 15   | 101,000   |           | 10,000     | 111,000   |
| Hoffman           | Rebecca     | Teachers            | KATZ          | 8/17/2015 | 10     | T      | MA    | 9    | 68,000    | 3,000     | -          | 71,000    |
| Hong              | Alex        | Teachers            | ACADEMY       | 8/13/2018 | 10     | C      | BA    | 6    | 63,000    | 1,000     |            | 64,000    |
| Honorio           | Maria       | Athletic Trainer    | Academy       | 8/22/2022 | 10     | C      | MA    | 17   | 76,000    |           |            | 76,000    |
| Hough             | Jillian     | Teachers            | Promise       | 8/22/2022 | 10     | C      | MA    | 10   | 69,000    |           |            | 69,000    |
| Iannuzzi          | Francis A   | Teachers            | ACADEMY       | 8/15/2002 | 10     | T      | BA    | 22   | 79,000    | 12,000    | -          | 91,000    |
| Ivey              | Jolene N    | Teachers            | PRIDE         | 8/18/2009 | 10     | T      | BA    | 16   | 73,000    | 5,000     | -          | 78,000    |
| Jackson           | Ronald      | Teachers            | ACADEMY       | 8/24/2009 | 10     | T      | MA    | 18   | 77,000    | 5,000     | -          | 82,000    |
| Johnson           | Dean        | Teachers            | ACADEMY       | 8/1/2002  | 10     | T      | MA    | 27   | 84,000    | 12,000    | -          | 96,000    |
| Jones             | Janelle     | Teachers            | KATZ          | 8/23/2021 | 10     | C      | BA    | 11   | 68,000    |           |            | 68,000    |
| Joseph            | Natasha     | Teachers            | KATZ          | 2/7/2022  | 10     | C      | BA    | 1    | 54,000    |           |            | 54,000    |
| Joseph            | Anthony     | Teachers            | ACADEMY       | 8/23/2021 | 10     | C      | BA    | 3    | 60,000    |           |            | 60,000    |
| Julian            | Harry       | Social Worker       | Promise       | 3/28/2022 | 12     | C      | MA    | 7    | 66,000    |           | 13,200     | 79,200    |
| Kaczor            | Cameron     | Teachers            | PROMISE       | 8/17/2020 | 10     | C      | BA    | 3    | 60,000    | 1,000     |            | 61,000    |
| Kalitan           | Kimberly    | Teachers            | PROMISE       | 6/26/2017 | 10     | T      | MA    | 10   | 69,000    | 1,000     | -          | 70,000    |
| Kappra Illuminati | Valerie D   | Teachers            | ACADEMY       | 8/15/2016 | 10     | T      | MA    | 12   | 71,000    | 3,000     | -          | 74,000    |
| Kelleher          | Robert J    | Teachers            | PRIDE         | 8/15/2016 | 10     | T      | BA    | 9    | 66,000    | 3,000     | -          | 69,000    |
| Kelley            | Victoria A  | Teachers            | PRIDE         | 5/7/2012  | 10     | T      | MA    | 12   | 71,000    | 5,000     | -          | 76,000    |
| Kelly             | John        | Teachers            | PROMISE       | 8/22/2011 | 10     | T      | MA    | 13   | 72,000    | 5,000     | -          | 77,000    |
| Kerns             | Michael     | Teachers            | ACADEMY       | 8/13/2018 | 10     | C      | BA    | 10   | 67,000    | 1,000     |            | 68,000    |
| Kerrigan          | Ashley      | Teachers            | Promise       | 2/22/2022 | 10     | C      | BA    | 5    | 62,000    |           |            | 62,000    |
| Kirchton          | Frances     | Teachers            | KATZ          | 8/23/2021 | 10     | C      | MA    | 13   | 72,000    |           |            | 72,000    |
| Klimberg          | Jenna L     | Teachers            | PRIDE         | 8/15/2016 | 10     | T      | BA    | 9    | 66,000    | 3,000     | -          | 69,000    |
| Kohler            | Katherine M | Teachers            | KATZ          | 8/15/2016 | 10     | T      | BA    | 11   | 68,000    | 1,000     | -          | 69,000    |
| Kopp              | Lisa M      | Teachers            | PROMISE       | 8/20/2012 | 10     | T      | MA2   | 14   | 75,000    | 5,000     | -          | 80,000    |
| Koppen            | Jennifer L  | Teachers            | PROMISE       | 8/14/2017 | 10     | T      | BA    | 16   | 73,000    | 1,000     | -          | 74,000    |
| Krebs             | Zumara      | Teachers            | Katz Rosedale | 12/1/2022 | 10     | C      | MA    | 1    | 59,000    |           |            | 59,000    |
| Lantisman         | Alla A      | Teachers            | ACADEMY       | 8/24/2009 | 10     | T      | BA    | 17   | 74,000    | 5,000     | -          | 79,000    |
| LeBlanc           | Frantz      | Teachers            | Academy       | 1/3/2023  | 10     | C      | BA    |      | 54,000    |           |            | 54,000    |
| Lee               | Brittany    | Teachers            | Promise       | 8/22/2022 | 10     | C      | BA    | 1    | 58,000    |           |            | 58,000    |
| Leonelli-Clark    | Lisa M      | Teachers            | KATZ          | 8/17/2015 | 10     | T      | BA    | 21   | 78,000    | 3,000     | -          | 81,000    |
| Levay             | Kelli       | Teachers            | KATZ          | 8/13/2018 | 10     | C      | BA    | 6    | 63,000    | 1,000     |            | 64,000    |
| Lindsay           | Tiffany     | Teachers            | Katz Rosedale | 8/22/2022 | 10     | C      | BA    | 1    | 58,000    |           |            | 58,000    |
| Lorjuste-Gonzalez | Marie       | Guidance Counselor  | ACADEMY       | 8/22/2005 | 12     | T      | MA2   | 18   | 79,000    | 8,000     | 17,400     | 104,400   |
| Maddonna          | Barbara     | Teachers            | KATZ          | 8/20/2012 | 10     | T      | MA2   | 18   | 79,000    | 5,000     | -          | 84,000    |
| Mahon             | Carly A     | Teachers            | KATZ          | 8/22/2017 | 10     | T      | BA    | 11   | 68,000    | 1,000     | -          | 69,000    |
| Major             | Marcus      | Assistant Principal | ACADEMY       | 7/5/2005  | 12     | T      | MA    | 10   | 106,000   |           |            | 106,000   |
| Maldonado         | Ana         | Teachers            | KATZ          | 2/26/2018 | 10     | T      | BA    | 11   | 68,000    | 1,000     |            | 69,000    |
| Maloney           | Lianne      | Teachers            | PRIDE         | 8/17/2015 | 10     | T      | BA    | 10   | 67,000    | 3,000     | -          | 70,000    |
| Marino            | Joanna      | Teachers            | PROMISE       | 8/12/2019 | 10     | C      | MA    | 5    | 64,000    | 1,000     |            | 65,000    |
| Mattei            | Tania       | Teachers            | KATZ          | 8/13/2018 | 10     | C      | BA    | 13   | 70,000    | 1,000     |            | 71,000    |
| Mattei            | Raul        | Teachers            | KATZ          | 8/12/2019 | 10     | C      | BA    | 13   | 70,000    | 1,000     |            | 71,000    |
| Mauger            | Blair       | Teachers            | Pride         | 8/23/2021 | 10     | C      | BA    | 5    | 62,000    |           |            | 62,000    |
| Mazahreh          | Samar       | Teachers            | ACADEMY       | 1/26/2009 | 10     | T      | BA    | 20   | 77,000    | 5,000     | -          | 82,000    |
| Mazzarella        | Brenda      | Teachers            | PRIDE         | 11/7/2005 | 10     | T      | MA2   | 17   | 78,000    | 8,000     | -          | 86,000    |
| McCloskey         | Tom         | Teachers            | Academy       | 8/22/2022 | 10     | C      | BA    | 7    | 64,000    |           |            | 64,000    |
| McDermott         | Kellie      | Teachers            | PROMISE       | 8/17/2020 | 10     | C      | BA    | 3    | 60,000    | 1,000     |            | 61,000    |
| McDougald         | Kevin       | Team Leader         | PROMISE       | 8/20/2012 | 12     | T      | BA    | 22   | 79,000    | 5,000     | 16,800     | 100,800   |
| McDougald         | Nell        | Teachers            | ACADEMY       | 8/22/2001 | 10     | T      | MA    | 23   | 82,000    | 12,000    | -          | 94,000    |
| McGlinchey        | Thomas      | Teachers            | Katz Rosedale | 8/22/2022 | 10     | C      | MA1   | 5    | 66,000    |           |            | 66,000    |
| Meath             | Molly       | Teachers            | Pride         | 8/23/2021 | 10     | C      | BA    | 3    | 60,000    |           |            | 60,000    |
| Medori            | Gina        | Teachers            | PRIDE         | 8/22/2011 | 10     | T      | MA    | 15   | 74,000    | 5,000     | -          | 79,000    |
| Merrigan          | Amber       | Teachers            | PROMISE       | 1/29/2001 | 10     | T      | BA    | 24   | 81,000    | 12,000    | -          | 93,000    |



Camden's Promise Charter School Certified Staff 2023-2024

| LAST NAME       | FIRST NAME     | POSITION           | LOCATION      | HIRE DATE  | MONTHS | TENURE | CATEG | STEP | SAL SCALE | LONGEVITY | SAL ADJUST | SAL TOTAL |
|-----------------|----------------|--------------------|---------------|------------|--------|--------|-------|------|-----------|-----------|------------|-----------|
| Meitz           | Erin           | Teachers           | PRIDE         | 8/17/2020  | 10 C   | 10 C   | BA    | 5    | 62,000    | 1,000     |            | 63,000    |
| Miller          | Randy          | DEI                | ACADEMY       | 8/23/2021  | 10 C   | 10 C   | MA1   |      | 98,000    |           |            | 98,000    |
| Mills           | Jessica R      | Teachers           | ACADEMY       | 8/14/2017  | 10 T   | 10 T   | BA    | 10   | 67,000    | 1,000     | -          | 68,000    |
| Mitchell        | Nicholas A     | Teachers           | PROMISE       | 8/17/2015  | 10 T   | 10 T   | MA2   | 9    | 70,000    | 3,000     | -          | 73,000    |
| Mitchell        | Benjamin       | Teachers           | Pride         | 8/12/2019  | 10 C   | 10 C   | BA    | 4    | 61,000    | 1,000     |            | 62,000    |
| Mitchell        | Lauren         | Teachers           | PRIDE         | 2/1/2017   | 10 T   | 10 T   | BA    | 9    | 66,000    | 1,000     | -          | 67,000    |
| Monjack         | Jeff           | Teachers           | Academy       | 8/12/2019  | 10 C   | 10 C   | BA    | 10   | 67,000    | 1,000     |            | 68,000    |
| Monte           | Lauren         | Teachers           | Academy       | 10/4/2021  | 10 C   | 10 C   | BA    | 5    | 62,000    |           |            | 62,000    |
| Morales         | Roberto        | Team Leader        | PROMISE       | 4/30/2018  | 12 T   | 12 T   | MA    | 6    | 65,000    | 1,000     | 13,200     | 79,200    |
| Morgan          | Enrique        | Teachers           | PROMISE       | 8/13/2018  | 10 C   | 10 C   | BA    | 3    | 60,000    |           |            | 60,000    |
| Morrison        | Joseph R       | Teachers           | ACADEMY       | 8/21/2006  | 10 T   | 10 T   | BA    | 20   | 77,000    | 8,000     | -          | 85,000    |
| Murray          | Brigid K       | Teachers           | PRIDE         | 8/18/2014  | 10 T   | 10 T   | BA    | 10   | 67,000    | 3,000     | -          | 70,000    |
| Muzyk           | Scott          | Teachers           | Pride         | 9/3/2019   | 10 C   | 10 C   | BA    | 5    | 62,000    | 1,000     |            | 63,000    |
| Naylor          | Matthew G      | Teachers           | ACADEMY       | 8/21/2006  | 10 T   | 10 T   | BA    | 24   | 81,000    | 8,000     | -          | 89,000    |
| Neckonchuk      | Courtney       | Teachers           | KATZ          | 8/18/2014  | 10 T   | 10 T   | BA    | 10   | 67,000    | 3,000     | -          | 70,000    |
| News            | Mary Katherine | Teachers           | KATZ          | 2/1/2021   | 10 C   | 10 C   | BA    | 3    | 60,000    |           |            | 60,000    |
| Nigro           | Carmine        | Dean               | ACADEMY       | 8/24/1998  | 12 T   | 12 T   | MA    | 26   | 84,000    | 12,000    | 19,200     | 115,200   |
| Nocito          | Abigail        | Teachers           | Katz Rosedale | 1/3/2023   | 10 C   | 10 C   | BA    | 7    | 64,000    |           |            | 64,000    |
| Nop             | Alexis         | Teachers           | KATZ          | 10/15/2019 | 10 C   | 10 C   | BA    | 5    | 62,000    | 1,000     |            | 63,000    |
| Nop             | Brian          | Teachers           | PROMISE       | 8/22/2016  | 10 T   | 10 T   | BA    | 6    | 63,000    | 3,000     |            | 66,000    |
| Novoa           | Mary           | Teachers           | KATZ          | 8/20/2012  | 10 T   | 10 T   | BA    | 14   | 71,000    | 5,000     | -          | 76,000    |
| O'Brien         | Kyra           | Guidance Counselor | ACADEMY       | 8/18/2003  | 12 T   | 12 T   | DOC   | 21   | 84,000    | 12,000    | 19,200     | 115,200   |
| O'Connell       | George         | Teachers           | Promise       | 7/15/2022  | 10 C   | 10 C   | BA    | 3    | 60,000    |           |            | 60,000    |
| O'Sullivan      | Bridget        | Teachers           | Academy       | 8/23/2021  | 10 C   | 10 C   | MA1   | 9    | 70,000    |           |            | 70,000    |
| O'Sullivan      | Brittany       | Teachers           | PRIDE         | 8/20/2019  | 10 C   | 10 C   | MA    | 4    | 63,000    |           |            | 64,000    |
| Pannell         | Amber          | Teachers           | Academy       | 4/18/2018  | 10 C   | 10 C   | BA    | 3    | 60,000    | 1,000     |            | 60,000    |
| Parker          | Loretta E.     | Teachers           | KATZ          | 2/4/2013   | 10 T   | 10 T   | MA    | 12   | 71,000    | 3,000     | -          | 74,000    |
| Peischl         | Cynthia        | Teachers           | PROMISE       | 7/12/2018  | 10 C   | 10 C   | BA    | 7    | 64,000    | 1,000     |            | 65,000    |
| Peteway         | Jessica        | Teachers           | ACADEMY       | 10/20/2014 | 10 T   | 10 T   | BA    | 15   | 72,000    | 3,000     | -          | 75,000    |
| Petting         | Edwin          | Teachers           | ACADEMY       | 8/18/2008  | 10 T   | 10 T   | BA    | 24   | 81,000    | 8,000     | -          | 89,000    |
| Phillips        | Angela         | Teachers           | KATZ          | 12/12/2018 | 10 C   | 10 C   | BA    | 6    | 63,000    | 1,000     |            | 64,000    |
| Polanco         | Asia-US        | Teachers           | PROMISE       | 3/7/2014   | 10 T   | 10 T   | BA    | 10   | 67,000    | 3,000     | -          | 70,000    |
| Pollard         | Breanne R      | Asst Principal     | PRIDE         | 8/18/2014  | 12 T   | 12 T   | MA    | 3    | 92,000    | -         |            | 92,000    |
| Pompei          | Melissa        | Teachers           | Promise       | 7/19/2021  | 10 C   | 10 C   | BA    | 8    | 65,000    |           |            | 65,000    |
| Porter          | Christina      | Teachers           | PROMISE       | 8/12/2019  | 10 C   | 10 C   | MA    | 6    | 65,000    | 1,000     |            | 66,000    |
| Pulaski         | Tamika         | Dean               | ACADEMY       | 3/15/2010  | 10 T   | 10 T   | MA2   | 22   | 83,000    | 5,000     |            | 88,000    |
| Quao            | Erin N         | Teachers           | PRIDE         | 8/14/2017  | 10 T   | 10 T   | BA    | 9    | 66,000    | 1,000     | -          | 67,000    |
| Rambo           | Michael P      | Teachers           | PROMISE       | 8/15/2016  | 10 T   | 10 T   | BA    | 9    | 66,000    | 3,000     | -          | 69,000    |
| Rankin          | Susan P        | Teachers           | ACADEMY       | 6/26/2017  | 10 T   | 10 T   | BA    | 21   | 78,000    | 1,000     | -          | 79,000    |
| Rathgeber       | Harold         | Teachers           | PROMISE       | 8/21/2000  | 10 T   | 10 T   | MA    | 24   | 83,000    | 12,000    | -          | 95,000    |
| Reed            | Brian          | Teachers           | PRIDE         | 9/1/2010   | 10 T   | 10 T   | BA    | 15   | 72,000    | 5,000     | -          | 77,000    |
| Reiter          | John           | Teachers           | Katz Rosedale | 8/22/2022  | 10 C   | 10 C   | BA    | 2    | 59,000    |           |            | 59,000    |
| Repici          | Meghan         | Teachers           | KATZ          | 8/13/2018  | 10 T   | 10 T   | MA    | 6    | 65,000    | 1,000     |            | 66,000    |
| Repici          | Stephanie      | Teachers           | KATZ          | 9/10/2020  | 10 C   | 10 C   | BA    | 3    | 60,000    |           |            | 60,000    |
| Reyes-Hernandez | Jennifer       | Teachers           | PROMISE       | 8/12/2019  | 10 C   | 10 C   | BA    | 12   | 69,000    | 1,000     |            | 70,000    |
| Rickert         | Kathleen F     | Teachers           | KATZ          | 8/18/2014  | 10 T   | 10 T   | MA    | 11   | 70,000    | 3,000     | -          | 73,000    |
| Riess           | Heydie Y       | Teachers           | PROMISE       | 8/14/2017  | 10 T   | 10 T   | MA    | 8    | 67,000    | 1,000     | -          | 68,000    |
| Rios            | Charmella      | Teachers           | Academy       | 3/16/2023  | 10 C   | 10 C   | BA    | 12   | 69,000    |           |            | 69,000    |
| Roark           | Shantel        | Guidance Counselor | Academy       | 8/23/2021  | 10 C   | 10 C   | MA    | 7    | 66,000    |           |            | 66,000    |
| Robinson        | Andrea         | Teachers           | ACADEMY       | 8/22/2019  | 10 C   | 10 C   | MA    | 16   | 75,000    | 1,000     |            | 76,000    |
| Robinson        | Jessica        | Teachers           | PROMISE       | 8/12/2019  | 10 C   | 10 C   | BA    | 8    | 65,000    | 1,000     |            | 66,000    |
| Rosenberg       | Keanna M       | CST                | ALL           | 8/15/2016  | 12 T   | 12 T   | MA1   | 9    | 70,000    | 3,000     | 14,600     | 87,600    |
| Ross            | Louetta        | Teachers           | ACADEMY       | 2/18/2014  | 10 T   | 10 T   | MA    | 32   | 84,000    | 3,000     | -          | 87,000    |
| Rossi           | Wandette       | Teachers           | Katz Rosedale | 7/15/2022  | 10 C   | 10 C   | MA    | 3    | 62,000    |           |            | 62,000    |
| Sanders         | Thomas         | Teachers           | PROMISE       | 8/14/2017  | 10 T   | 10 T   | DOC   | 14   | 77,000    | 1,000     | -          | 78,000    |



Camden's Promise Charter School Certified Staff 2023-2024

| LAST NAME      | FIRST NAME  | POSITION              | LOCATION      | HIRE DATE  | MONTHS | TENURE | CATEG | STEP | SAL SCALE | LONGEVITY | SAL ADJUST | SAL TOTAL |
|----------------|-------------|-----------------------|---------------|------------|--------|--------|-------|------|-----------|-----------|------------|-----------|
| Santos         | Daniela     | Teachers              | Pride         | 8/23/2021  | 10 C   |        | BA    | 3    | 60,000    |           |            | 60,000    |
| Satchell       | Daneen J    | Team Leader           | PROMISE       | 8/1/2002   | 12 T   |        | MA    | 26   | 84,000    | 12,000    | 19,200     | 115,200   |
| Schoonmaker    | Justin      | Teachers              | PROMISE       | 8/1/2002   | 10 T   |        | MA    | 23   | 82,000    | 12,000    |            | 94,000    |
| Scirrotto      | Amanda      | Teachers              | Pride         | 8/23/2021  | 10 C   |        | MA    | 4    | 63,000    |           |            | 63,000    |
| Shaw           | Harold      | Asst Superintendent   | Promise       | 2/6/2023   | 12 C   |        | DOC   |      | 135,000   |           |            | 135,000   |
| Shephard       | Christina   | Dean                  | ACADEMY       | 1/2/2014   | 12 T   |        | BA    | 13   | 70,000    | 3,000     | 14,600     | 87,600    |
| Shute          | Thomas      | Teachers              | ACADEMY       | 12/9/2019  | 10 C   |        | BA    | 7    | 64,000    | 1,000     |            | 65,000    |
| Singh          | Simrit K    | Teachers              | PRIDE         | 8/14/2017  | 10 T   |        | BA    | 10   | 67,000    | 1,000     | -          | 68,000    |
| Smith          | Thomas      | Teachers              | PROMISE       | 12/1/2005  | 10 T   |        | BA    | 23   | 80,000    | 8,000     | -          | 88,000    |
| Smith          | Caroline    | Acting Asst Principal | KATZ          | 8/19/2013  | 12 T   |        | MA    | 3    | 92,000    | -         |            | 92,000    |
| Snell          | Mariel A    | Teachers              | PRIDE         | 8/18/2008  | 10 T   |        | BA    | 16   | 73,000    | 8,000     | -          | 81,000    |
| Spain          | William     | Teachers              | Academy       | 2/1/2023   | 10 C   |        | MA    | 13   | 72,000    |           |            | 72,000    |
| Steiner        | Amanda      | Teachers              | KATZ          | 8/26/2015  | 10 T   |        | BA    | 11   | 68,000    | 3,000     | -          | 71,000    |
| Strockbine     | Michelle    | Teachers              | Katz Rosedale | 8/22/2022  | 10 C   |        | MA    | 6    | 65,000    |           |            | 65,000    |
| Sunkett-Bakr   | Claudia     | Social Worker         | Promise       | 3/21/2022  | 12 C   |        | MA    | 4    | 63,000    |           | 12,600     | 75,600    |
| Swartz         | Jessica     | Teachers              | PRIDE         | 8/17/2009  | 10 T   |        | BA    | 15   | 72,000    | 5,000     | -          | 77,000    |
| Tamagni        | Michael     | Teachers              | PROMISE       | 8/22/2005  | 10 T   |        | DOC   | 23   | 86,000    | 8,000     | -          | 94,000    |
| Tavel          | Erik P      | Teachers              | ACADEMY       | 8/17/2015  | 10 C   |        | MA    | 10   | 69,000    | 3,000     | -          | 72,000    |
| Teschko        | Nicole      | Teachers              | KATZ          | 8/23/2021  | 10 C   |        | MA    | 4    | 63,000    |           |            | 63,000    |
| Thomas         | Rosemarie D | Teachers              | PRIDE         | 8/15/2016  | 10 T   |        | BA    | 10   | 67,000    | 3,000     | -          | 70,000    |
| Thomas         | Shammond    | Teachers              | Katz Rosedale | 12/6/2022  | 10 C   |        | BA    | 1    | 54,000    |           |            | 54,000    |
| Thompson       | Joji A      | Teachers              | ACADEMY       | 8/17/2015  | 10 T   |        | MA    | 24   | 83,000    | 3,000     | -          | 86,000    |
| Thompson       | Allison     | Teachers              | ACADEMY       | 8/13/2018  | 10 T   |        | MA    | 6    | 65,000    | 1,000     |            | 66,000    |
| Thorne         | Robin F     | CST                   | ALL           | 8/22/2005  | 10 T   |        | MA2   | 20   | 81,000    | 8,000     | -          | 89,000    |
| Thornton       | Natasha     | Teachers              | PROMISE       | 8/12/2019  | 10 C   |        | MA    | 6    | 65,000    | 1,000     |            | 66,000    |
| Torres         | Jamie L     | Teachers              | KATZ          | 8/18/2014  | 10 T   |        | BA    | 10   | 67,000    | 3,000     | -          | 70,000    |
| Torres         | Jessica     | Teachers              | Pride         | 12/16/2021 | 10 C   |        | BA    | 3    | 60,000    |           |            | 60,000    |
| Traeger        | Adam I      | Teachers              | KATZ          | 8/18/2008  | 10 T   |        | BA    | 16   | 73,000    | 8,000     | -          | 81,000    |
| Urena          | Joselyn     | Social Worker         | Academy       | 2/22/2022  | 12 C   |        | MA    | 10   | 69,000    |           | 13,800     | 82,800    |
| Valisno        | Shereal     | Teachers              | Promise       | 8/22/2022  | 10 C   |        | MA    | 6    | 65,000    |           |            | 65,000    |
| Vanderpuye     | Raven       | Guidance Counselor    | Academy       | 8/23/2021  | 10 C   |        | MA    | 5    | 64,000    |           |            | 64,000    |
| Vazquez-Garcia | Neisha      | Teachers              | KATZ          | 8/23/2021  | 10 C   |        | BA    | 3    | 60,000    |           |            | 60,000    |
| Vega (Tran)    | Jennifer K  | PreK Coordinator      | KATZ          | 8/15/2016  | 12 T   |        | MA    | 14   | 73,000    | 3,000     | 15,200     | 91,200    |
| Vega Cardona   | Ananda      | Teachers              | KATZ          | 7/19/2021  | 10 C   |        | BA    | 3    | 60,000    |           |            | 60,000    |
| Velez          | Wanda P     | Social Worker         | ACADEMY       | 3/27/2017  | 10 T   |        | MA    | 20   | 79,000    | 1,000     |            | 80,000    |
| Villanueva     | Arlene      | Social Worker         | ACADEMY       | 8/14/2017  | 10 T   |        | MA    | 13   | 72,000    | 1,000     |            | 73,000    |
| Waggoner       | Evan        | Teachers              | PROMISE       | 4/13/2017  | 10 T   |        | MA    | 6    | 65,000    | 1,000     |            | 66,000    |
| Wagner         | Jillian E   | Teachers              | PRIDE         | 8/15/2016  | 10 T   |        | BA    | 9    | 66,000    | 3,000     | -          | 69,000    |
| Wagner         | Rebecca A   | Teachers              | PRIDE         | 8/15/2016  | 10 T   |        | MA    | 9    | 68,000    | 3,000     | -          | 71,000    |
| Waller         | Sharon M    | Teachers              | ACADEMY       | 9/28/2016  | 10 T   |        | BA    | 9    | 66,000    | 1,000     | -          | 67,000    |
| Wallowitch     | Joshua P    | Teachers              | PROMISE       | 8/14/2017  | 10 T   |        | BA    | 7    | 64,000    | 1,000     | -          | 65,000    |
| Warren         | Anthony     | Teachers              | ACADEMY       | 2/12/2018  | 10 T   |        | BA    | 6    | 63,000    | 1,000     | -          | 64,000    |
| Washington     | Tangier     | Team Leader           | PROMISE       | 9/14/2011  | 12 T   |        | BA    | 14   | 71,000    | 5,000     | 15,200     | 91,200    |
| Watson         | Norman L    | Counselor             | ACADEMY       | 7/1/2015   | 12 T   |        | BA    | 33   | 82,000    | 3,000     | 17,000     | 102,000   |
| Webster        | Megan       | Teachers              | KATZ          | 8/12/2019  | 10 C   |        | BA    | 5    | 62,000    | 1,000     |            | 63,000    |
| Wegfahrt       | Melissa     | Teachers              | Pride         | 7/5/2022   | 10 C   |        | BA    | 5    | 62,000    |           |            | 62,000    |
| Weinert        | Christie    | Nurse                 | PROMISE       | 12/20/2010 | 10 T   |        | BA    | 12   | 69,000    | 5,000     | 20,000     | 94,000    |
| Whomsley       | Sarah L     | Teachers              | KATZ          | 8/17/2015  | 10 T   |        | BA    | 10   | 67,000    | 3,000     | -          | 70,000    |
| Winfrey        | Omar        | Lead CTE teacher      | ACADEMY       | 7/2/2018   | 12 T   |        | BA    | 14   | 71,000    | 1,000     | 14,400     | 86,400    |
| Xoxe           | Eva         | Teachers              | PROMISE       | 1/24/2022  | 10 C   |        | BA    | 3    | 60,000    |           |            | 60,000    |
| Zakrewski      | Walter      | Teachers              | ACADEMY       | 9/24/2018  | 10 C   |        | BA    | 5    | 62,000    | 1,000     |            | 63,000    |
| Zmuda          | Daniel      | Teachers              | KATZ          | 8/23/2021  | 10 C   |        | MA    | 9    | 68,000    |           |            | 68,000    |



**CHARTER EDUCATIONAL PROFESSIONAL SERVICES AGREEMENT**  
**BETWEEN**  
**TEACH FOR AMERICA, INC AND**  
**Camden Charter School Network**

This educational professional services agreement ("Agreement") is dated \_\_\_\_\_, 2023 and is between Teach For America, Inc. ("Teach For America"), a Connecticut non-profit with regional office located at 50 Park Place, 2<sup>nd</sup> Floor, Newark, NJ 07102 and Camden Charter School Network ("Charter School") located at 879 Beideman Ave, Camden, NJ 08105 (each, a "Party" and collectively "the Parties").

**RECITALS**

WHEREAS, Teach For America is a national leader in recruiting, selecting, training and providing ongoing professional development to individuals committed to closing the achievement gap by serving as effective classroom teachers specifically equipped to enhance student achievement in under-resourced school systems.

WHEREAS, Charter School seeks to recruit new teachers who are trained to lead students to academic achievement and to equip said teachers with ongoing professional development and support to further develop and sustain their professional practice.

NOW THEREFORE, Charter School and Teach For America agree to be bound by the terms and conditions of this Agreement:

**AGREEMENT**

**I. TEACHER CANDIDATE RECRUITMENT, SELECTION AND HIRING**

*Charter School Responsibilities:*



- A. Charter School agrees to hire the following numbers of Teachers from the Teach For America program (the "Agreed Number"):  
 (i.) TBD Teachers for academic school years 2023-2024 and 2024-2025
- B. Charter School and Teach For America will collaborate to facilitate the hiring of individual Teachers, in accordance with Charter School's established hiring practices.
- C. Charter School agrees that Teach For America Teachers will not provide any religious instruction; Charter School attests that it is not a for-profit school.

Teach For America Responsibilities:

- D. Candidate Recruitment and Selection. Teach For America agrees to provide Charter School with the Agreed Number of Teachers, as defined in paragraph D below. While Teach For America will use reasonable efforts to supply the Agreed Number of Teachers, Teach For America does not guarantee its ability to do so.
- E. Teacher Sourcing. Teach For America warrants that it will recruit, select, and present to the Charter School for hire teacher candidates who meet applicable federal, state and/or local educational standards and requirements for teacher licensure (herein referred to as "Teachers") and who hold (or in the process of obtaining) appropriate certification. For the purposes of this Section, only those requirements in effect at the time that the Teacher is offered employment by Charter will be applicable.

## II. TEACHER PLACEMENT AND PROFESSIONAL DEVELOPMENT

Charter School Responsibilities:



A. Charter School acknowledges that there is an expectation that it will employ Teachers hired under this Agreement for a minimum of two (2) years, provided that the Teacher remains an employee in good standing within Charter School's sole discretion. Charter School may also continue to employ individual Teachers beyond the two year commitment by mutual agreement between Charter School and such Teacher.

- (i.) Charter School agrees that Teachers hired under this Agreement will function as full-time classroom teachers and will not serve as aides, assistants, or in another adjunct capacity.
- (ii.) Charter School will provide Teachers the same salary and benefits as it provides for other similarly-situated teachers employed by Charter School. This obligation extends to providing Teachers returning for their second year of service with at least the same seniority rights and salary as are provided to other full-time alternatively certified second-year teachers. Notwithstanding the above, Teach For America acknowledges it exercises no control of the salary and benefits offered to Teachers by Charter School per this Agreement.
- (iii.) During the term of this Agreement, and to the fullest extent permitted by applicable law and regulation, Charter School will maintain employment practices liability insurance in amounts sufficient to protect its interests.
- (iv.) To the fullest extent permitted by law, Charter School agrees to share Teacher performance data in a timely manner so that Teach For America may provide on targeted professional development. Both Parties acknowledge that sharing this data does not create a joint employment relationship between the Parties.
- (v.) Subject to any obligations under pre-existing labor agreements and applicable municipal and state laws and regulations, Charter School shall use reasonable efforts not to terminate any employed Teacher from their teaching position in the event of a reduction in force (RIF), layoffs, "leveling" or other elimination or consolidation of teaching positions within Charter School. Charter School shall treat any Teacher employed in connection with this Agreement whose teaching



position is eliminated at least as favorably as other teachers with the same job classification, certification status, and/or seniority rights.

- (vi.) Nothing in this Agreement shall be construed to grant additional employment rights to individual Teachers.
- (vii.) Nothing in this Agreement shall be construed to make Teach For America party to any Teacher employment agreement or permit Teach For America to interfere in the employment relationship between Charter School and an employed Teacher.
- (viii.) Nothing in this Agreement shall be construed to imply that an employer-employee relationship exists between Teach For America and any individual Teacher.

B. Compliance with Anti-Harassment and Non-Discrimination Regulations. Teach For America believes all Teachers should be able to work in a safe, inclusive and equitable environment free from all forms of unlawful discrimination based on a characteristic or a protected status. To that end, Charter School will provide a copy of their internal harassment policies and/or procedures prior to signing this Agreement. Charter School acknowledges that not consistently enforcing their policies and procedures constitutes a breach of this Agreement, and that such judgment is at the sole discretion of Teach For America.

C. Prohibited Activities and AmeriCorps Service Requirements. Charter School acknowledges that Teachers serving at district schools may be serving as members of AmeriCorps, and as such, are subject to the rules and requirements of AmeriCorps and the Serve America Act and are required to refrain from engaging, directly or indirectly in certain activities while teaching, accumulating service hours towards an education award or otherwise engaging in activities supported by the AmeriCorps program (45 CFR § 2520.65). These restrictions pertain to when Teachers are enrolled in the AmeriCorps program and are on the clock at their school, including teaching time, passing and planning periods and professional development sessions. A full list of prohibited activities can be found in attached **Attachment A** but in general, Teachers may not (1) attempt to influence legislation or (2) participate in or endorse political events or activities.



- a. Charter School will not require Teachers to engage in any Prohibited Activities and shall post a list of Prohibited Activities in all locations where Teachers serve, when possible.
- b. Charter School acknowledges they may be asked to complete AmeriCorps Service Verification forms for Teachers.
- c. For the avoidance of doubt, Teachers may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non- CNCS funds.

Teach For America Responsibilities

- D. Services. Prior to entering the classroom, all Teacher candidates will undergo pre-service training designed and delivered by Teach For America and/or a qualified educator preparation program. During the course of the academic year, Teach For America will provide professional development services and activities for Teachers. These services may include periodic classroom observations by regional program staff, videotaping of instruction with review of instructional technique, co-investigative discussions to facilitate Teacher capacity for self-reflection and evaluation of instructional practice using student achievement data, and content area/grade-level workshops facilitated by veteran teachers. If professional development services must be provided virtually, at Teach For America's discretion, Teach For America shall provide equivalent services to the extent possible.
- E. Resources. Teach For America will facilitate teacher access to an assortment of resources including sample lesson plans, assessments, grade tracking systems, and content area/grade level instructional materials. Professional development services will be available to all Teachers during their first two years in the classroom.
- F. Data Access



- (i.) During the course of the academic year, Teach For America shall provide on behalf of School District various professional development services and activities for participating Teachers as well as on-line data storage services to facilitate such professional development services (the "Professional Development and Data Storage Services"). These services may included periodic classroom observations by regional program staff, videotaping of instruction with review of instructional technique, co-investigative discussions to facilitate Teacher capacity for self-reflection and evaluation of instructional practices using student achievement data and content area/grade level workshops facilitated by veteran teachers. In addition, these professional development services will be available to all Teachers during their first two years in the classroom. To facilitate provision of these professional development services, Teach For America may provide on-line data storage services, including transfer and storage of identifiable student information on Teach For America's software and servers.
- (ii.) To facilitate provision of the Professional Development and Data Storage Services, Charter School may disclose to Teach For America student-related records and personally identifiable information contained in such records (collectively, "Student Records"). Pursuant to its obligations under the Family Educational Rights and Privacy Act, 20 USC §1232g, and its implementing regulations, 34 CFR pt. 99, as each may be amended from time to time ("FERPA"), Charter School hereby acknowledges that, in the course of providing the Professional Development and Data Storage Services, Teach For America is a school official with legitimate educational interests in the Student Records disclosed to Teach For America, pursuant to 34 CFR §99.31(a)(1).
- (iii.) Teach For America agrees to use, maintain, and redisclose Student Records only in accordance with the requirements of FERPA, as permitted by this Agreement and/or otherwise authorized by the Charter School and in compliance with the student data privacy requirements contained in the Data Sharing Agreement, a form of which is attached and incorporated hereto as, **Attachment B** to this Agreement, or by law, and only for the purposes for which the disclosure was made.



(iv.) Teach For America may re-disclose Student Records to third parties pursuant to Teach For America's provision of the Professional Development and Data Storage Services, as provided in 34 C.F.R. § 99.33(b), provided that Teach For America shall, in advance, provide to Charter School the names of such parties and a brief description of such parties' legitimate educational interest in receiving such information.

G. Certification. Teach For America will ensure that Teachers are enrolled in an alternative certification/licensure program that enables Teachers to obtain appropriate credentials to be a classroom teacher of record, according to the requirements of the Every Student Succeeds Act and applicable state regulations in existence at the time of signature of this Agreement.

H. Credentialing. Individual Teachers are responsible for completing all credential requirements. Teach For America is not responsible, and shall not be in breach of any provision of this Agreement, in the event of any failure by an individual Teacher to fulfill obligations to maintain their teaching credentials [or obtain necessary waiver(s) to remain a classroom teacher of record].

### III. GENERAL PROVISIONS

A. Fees-for-Service. In recognition of the costs incurred by Teach For America for the recruitment, selection, training, and professional development support of Teachers, Charter School agrees to pay Teach For America an annual fee of \$ 6,000 for each year that each Teacher is employed with Charter School under this Agreement.

B. Invoice and Payment. Teach For America will invoice Charter School for all amounts due under this Agreement and payment will be made no later than November 15 of each calendar year. A failure to provide an invoice does not constitute a breach on behalf of Teach For America nor does negate the Charter School's responsibility to pay.



- C. Non-Refund Policy. Teach For America has no obligation to refund to Charter School any amount paid by Charter School regarding any Teacher for any reason whatsoever.
- D. Term. The term of this Agreement will cover all Teachers who's employment begins with the Charter School during the 2023-2024 and 2024-2025 academic year. This Agreement will expire on the last day of the 2024-2025 academic year.
- E. Termination. This Agreement may be terminated as follows:
- (i.) at any time by mutual written agreement of the Parties;
  - (ii.) by either party, upon thirty (30) days prior written notice to the other Party, provided that the terminating Party provides notice no later than 120 days prior to the end of the current academic year; or
  - (iii.) by either Party upon written notice to other Party in the event of a material breach of this Agreement that is incapable of being cured or, if capable of being cured, is not cured within thirty (30) days following receipt by the breaching party of written notice of such breach from the non-breaching Party.
- In the event of termination, Teach For America will be entitled to all outstanding amounts due up to the date of termination.

- F. Survivability and Effect of Termination. Except as otherwise specifically provided, if this Agreement expires or is terminated by either party, it shall become void. In the event of the expiration or termination of this Agreement, Sections IIA, IIB and IIC (Charter School Responsibilities) shall survive and will remain in effect until such time as there are no Agreed Number of Teachers in their second year of employment with the Charter School. In addition, Sections IIIF (Survivability and Effect of Termination), IIIG (No Warranty), and IIHH (Mutual Indemnification) and III.I (Limitation of Liability) shall survive the expiration or termination of this Agreement indefinitely.



G. No Warranty. Charter School hereby agrees and acknowledges that Teach For America does not make and has not made any representation and warranty (express or implied) as to the fitness of any Teacher presented or provided by Teach For America and Charter School shall indemnify and hold harmless the TFA Indemnities (as defined below in the Section related to Mutual Indemnification) from and against any Losses (also defined below in the same Section below) resulting from any claim related to the services provided by Teach For America, including, but not limited to, claims that any Teacher presented or provided by Teach For America was unfit for the position for which he or she was hired by Charter School.

H. Mutual Indemnification

- (i) To the extent permitted by applicable state laws and regulations, each Party will indemnify and hold harmless the other Party and its officers, directors, employees and agents (the "Indemnitees") from and against any and all losses, liabilities, claims, damages, costs and expenses (including reasonable attorneys' fees) ("Losses") to which such Indemnitee may become a breach of this Agreement by the indemnifying party, (including without limitation the designation of Teachers), except to the extent such Losses result from the willful misconduct or gross negligence of such Indemnitee.

I. Limitation of Liability.

- (i.) Neither Party nor any of its officers, directors, employees or agents shall be liable to the other Party in connection with the matters to which this Agreement relates, except for a loss resulting from willful misconduct or gross negligence on the part of such Party; provided that in no event shall any such liability be in excess of the aggregate amount of the value of this Agreement.



- (ii.) To the extent permitted by applicable state laws and regulations, neither Party shall have any liability to the other Party for Losses asserted after 6 months of the expiration or termination of this Agreement, whichever is earliest.
- J. Employment Status. Teach For America and Charter School agree that none of the Teachers assigned to Charter School under this Agreement is an agent or employee of Teach For America, and no such Teacher has any right or authority to create or assume any obligation, express or implied, on behalf of Teach For America or to bind Teach For America in any respect whatsoever.
- K. Surveys. Charter School acknowledges that Teach For America may survey individual constituents, teachers, etc. at the school site regarding its programming and professional development of Teachers in the classroom.
- L. Amendment/Modification/Extension. No amendment or modification of this Agreement, and no waiver hereunder, will be valid or binding unless set forth in writing and signed by each Party.
- M. Counterparts. This Agreement may be executed in any number of counterparts (including by electronic transmission).
- N. Governing Law. This Agreement and all matters relating hereto shall be governed by, construed and interpreted in accordance with the laws of the State of [New York].
- O. Severability. If any term or provision of this Agreement is determined to be illegal, unenforceable or invalid in whole or in part for any reason, such provisions or part thereof shall be stricken from this Agreement, and such provision shall not affect the legality, enforceability or validity of the remainder of this Agreement. Such stricken provision shall be replaced, to the extent possible, with a legal, enforceable and valid provision that is as similar in tenor to the stricken provision as is legally possible.



- P. Notices. Any notices to either Party under this Agreement shall be in writing and delivered by hand or sent by nationally recognized messenger service, or by registered or certified mail, return receipt requested, to the addresses set forth below or to such other address as that Party may hereafter designate by notice.

**CHARTER SCHOOL  
CONTACT**

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 : \_\_\_\_\_  
 Email: \_\_\_\_\_

**TEACH FOR  
AMERICA:**

**\*With an electronic copy to:**

Name: Tahina Perez  
 Title: Executive Director  
 Address: 50 Park Place, 2<sup>nd</sup> Floor  
 : Newark, NJ 07102  
Tahina.perez@teachforam  
 Email: erica.org

Name: TFA Legal Affairs  
 Email: LegalAffairs@teachforamerica.org  
*\*Send only notices related to breach of contract and indemnity.*

- Q. Waiver. A waiver or a breach or default under this Agreement shall not be a waiver of any other subsequent breach or default. The failure or delay in enforcing compliance with any term or condition of this Agreement shall not constitute a waiver unless expressly waived in writing.

- R. Authority. This Agreement supersedes all communications between the parties related to the subject matter of this Agreement.

[SIGNATURE PAGE FOLLOWS]



IN WITNESS WHEREOF, each of Charter School and Teach For America has caused its duly authorized representative to sign this Agreement in the space provided below.

**[NAME OF CHARTER  
SCHOOL]**

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

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

Address \_\_\_\_\_

: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Teach For America**

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

Name: Tahina Perez

Title: Executive Director

Address \_\_\_\_\_

: 50 Park Place, 2<sup>nd</sup> Floor

Newark, NJ 07102

**Teach For America**

**Contract Owner Attestation:**

☐ This contract required legal changes to the required terms and was reviewed/approved by TFA Legal Affairs in this final form.

☒ This contract did not require legal changes and was not reviewed by TFA Legal Affairs.

Name: Morgan Craig

Senior Managing Director,

Title: Network Impact



**ATTACHMENT A**  
**AMERICORS PROHIBITED ACTIVITIES**

Citation:

45CFR § 2520.65 - <https://www.ecfr.gov/current/title-45/subtitle-B/chapter-XXV/part-2520/section-2520.65>

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities:

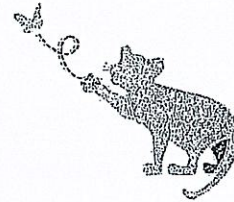
- a. Attempting to influence legislation;
- b. Organizing or engaging in protests, petitions, boycotts, or strikes;
- c. Assisting, promoting, or deterring union organizing;
- d. Impairing existing contracts for services or collective bargaining agreements;
- e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- g. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- h. Providing a direct benefit to—
  - i. A business organized for profit;
  - ii. A labor union;
  - iii. partisan political organization;
  - iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these 9 provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
  - v. An organization engaged in the religious activities described in paragraph 3.g. above, unless CNCS assistance is not used to support those religious activities;
- i. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- j. Providing abortion services or referrals for receipt of such services; and
- k. Such other activities as CNCS may prohibit.



Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.



Zumara Krebs  
10 Lake Drive  
Mount Laurel, NJ 08054  
(856)359-6849  
zmorla@yahoo.com



5/9/2023

Anapaula Conway  
Principal  
Katz Dalsey Academy Charter School  
3098 Pleasant St  
Camden, NJ 08105

Dear Mrs. Conway,

Please accept this letter as notice of my resignation from my position as Lead ELL teacher at Katz Dalsey Academy. My final day will be June 15th.

As I shared with you in person, I've had some unforeseen circumstances that have deeply affected my family in the previous weeks. Although I desire to stay and continue working with Katz Dalsey, the events have dictated differently.

The time spent in your school has taught me valuable skills. My favorite part of this job has been working with my ELL students and seeing them improve their language skills. Furthermore, I have enjoyed the student's warm greetings; it is encouraging. Lastly, I will miss the leadership staff who always shared a smile and delicious treats.

I appreciate your support and understanding as I embark on this new chapter. I wish Katz Dalsey Academy much success as it continues to make a difference in the lives of children and their families.

Please let me know if you have any questions or if there is anything I can do to help transfer my responsibility.

Sincerely,

*Zumara Krebs*

Zumara Krebs



## Angela Kelley's Resignation

Kelley, Angela <akelley@camdencsn.org>

Mon 5/1/2023 6:24 PM

To: Rosario, Wanda <wrosario@camdencsn.org>

To Whom It May Concern:

I, Angela Kelley, resign effectively and immediately from Camden's Promise Charter School. I want to thank you for the opportunity that you have graced me with during these several past months.

Thank you,

Miss Angela Kelley

Contact for Miss Kelley:

Email: [Akelley@camdencsn.org](mailto:Akelley@camdencsn.org)

Phone: 856 365 1000 ext 200

Google Voice: 856 369 0717

[chapterxiii.org](http://chapterxiii.org)



## Letter of gratitude

Rosario, Caleb <crosario@camdencsn.org>

Mon 4/24/2023 10:13 AM

To: Conway, Joseph <jconway@camdencsn.org>; Fleig, Joshua <jfleig@camdencsn.org>; Baughn, Richelle <rbaughn@camdencsn.org>; Arasin, Jennifer <jarasim@camdencsn.org>

Cc: Rosario, Wanda <wrosario@camdencsn.org>

Goodmorning, first and foremost I would like to thank you guys for giving me the opportunity to come back and work here this year. I have learned a lot and built great relationships over the past two years. This is not my resignation however, just a letter to inform you that I will be leaving for the next few months and hopefully leave the door open with a chance to come back and work next school year. As you might know I am part of a Professional baseball league and have been the last 3 years. The exact date of my last day has not been decided yet because I still need a bit more information from my manager but I do know that it will be between the dates of May 5th - May 12<sup>th</sup>, as soon as the date is provided to me I will let you know. I have gotten the opportunity to go play ball and its what I love to do and I want to take it in stride. I appreciate your support as well the past two years in giving me the opportunity to go play and come back and work during my offseason . If there is anything else you need from me in order to make this process easier you can let me know. Thank you guys again , it is much appreciated. If you have any questions for me I will gladly give you any other information you need. Thank you!



---

**Samantha Zayas**

290 Echelon Road Apt 2  
Voorhees, NJ 08043  
856-952-8531  
svillarini@gmail.com

March 3rd, 2023

**Jennifer Arasim**

Co-Principal, Camden's Promise Charter School  
879 Beldeman Ave  
Camden, NJ 08105

Dear Ms. Arasim:

Please accept this letter as notice of my resignation from Camden's Promise Charter School. I have accepted a position at another school for the remainder of the school year.

I am grateful for the opportunities that this school has provided me, as well as the professional guidance that has allowed me to grow as a teacher. I will truly miss this position, my colleagues, the students, and the school community.

If I can be of any assistance during this transition, please let me know. I would be happy to help.

Sincerely,

**Samantha Zayas**



| <i>Name</i>      | <i>Salary</i> | <i>Steps</i> | <i>Position/Campus</i>               | <i>Start Date</i> |
|------------------|---------------|--------------|--------------------------------------|-------------------|
| Danielle Kehoe   | 63,000        |              | Rosedale Prek Teacher                | August PD         |
| Jennifer Custer  | 62,000        |              | Pride Elementary 2nd Grade           | August PD         |
| Beatrice Black   | 60,000        |              | Social Worker at Rosedale Prek       | August PD         |
| Ashley Vernon    | 68,000        |              | 1st or 2nd Grade Teacher Pride       | August PD         |
| Sharon Scott     | 56,000        |              | Kindergarten at Pride                | August PD         |
| Miguel Adams     | \$26/hr       | Bus Driver   | Bus Driver at Promise                | April, 17th, 2023 |
| Madrid Matthews  | \$33/hr       | Officer      | Officer                              | April, 17th, 2023 |
| Jennifer Ianni   | 62,000        | BA/5         | Grade 2nd Rosedale                   | August PD         |
| Jameson Colbert  | 61,000        | MA/2         | Grade 1st grade Rosedale             | August PD         |
| Kate Cardente    | 62,000        | MA/3         | Social Worker Grades 3/5 Rosedale    | August PD         |
| Katie Coburn     | 62,000        | Ma/3         | Social Worker Grades 3/5 Pride       | August PD         |
| Kent Edwards     | 106,000       |              | Co-Principal at Academy              | May 8th, 2023     |
| Erica Warner     | 38,000        | Substitute   | Associate Teacher for Academy        | May 8th, 2023     |
| Julia Taylor     | 38,000        | Substitute   | Associate Teacher for Promise        | May 8th, 2023     |
| Tyler Hogan      | 38,000        | Substitute   | Associate Teacher at Promise         | May 8th, 2023     |
| Liza Lozada      | 64,000        |              | Social Worker Promise 8th Grade      | May 8th, 2023     |
| Gabriella Lugo   | 60,000        | BA/3         | Sped Teacher Promise 5-8             | May 16th, 2023    |
| Samantha Booker  | 60,000        | BA/3         | 5/6 Math Promise                     | May 8th, 2023     |
| Stephanie Barone | 61,000        | MA/2         | 3-8 Guidance Counselor               | August PD         |
| Nicholas Battee  | 38,000        | Substitute   | Associate Teacher at Pride           |                   |
| Renee Demiani    | 68,000        | BA/11        | 5-8th Grade Math and Science Promise | May 8th, 2023     |
| Eric Holmes      | 62,000        | BA/5         | 7th Grade Social Studies             | August PD         |
| Brianna Fisher   | 60,000        | BA/3         | Grade 5/6 Spec Ed/Social Stu         | August PD         |



| <i>10 or 12 Months</i> | <i>Summer</i>    |
|------------------------|------------------|
| 10 Month Position      | 4k and next year |
| 10 Month Position      | 4k and next year |
| 10 Month Position      | 4k and next year |
| 10 Month Position      | Interested       |
| 10 Month Position      |                  |
| 11 Month Position      |                  |
| 10 Month Position      |                  |
| 10 Month Position      | 4k and next year |
| 10 Month Position      | 4k and next year |
| 10 Month Position      | 4k and next year |
| 10 Month Position      | 4k and next year |
| 12 Month Position      |                  |
| 10 Month Position      |                  |
| 10 Month Position      |                  |
| 10 Month Position      |                  |
| 10 Month Position      |                  |
| 10 Month Position      |                  |
| 10 Month Position      |                  |
| 10 Month Position      |                  |
| 10 Month Position      |                  |
| 10 Month Position      | 4k and next year |
| 10 Month Position      |                  |
| 10 Month Position      |                  |
| 10 Month Position      |                  |



**CAMDEN'S PROMISE CHARTER SCHOOL**  
Camden, New Jersey, New Jersey

FILE CODE: 4112.8/4212.8

|          |               |
|----------|---------------|
| <u>X</u> | Monitored     |
| <u>X</u> | Mandated      |
| <u>X</u> | Other Reasons |

**Policy**

NEPOTISM

Definitions

For the purpose of this policy the following definitions shall apply:

"Nepotism" shall be defined as the showing of favoritism to an employee or candidate for employment based on the existence of a "conflicted relationship" with a board member or chief school administrator.

"Conflicted relationship" includes but is not limited to an immediate family member, a relative, and any other relationship that create a justifiable impression that the public trust may be violated.

"Conflicted board member/administrator" shall mean any board member or administrator with a conflict of interest, regardless of the source of conflict as identified in the definitions below.

"Relative" shall be defined as an individual's spouse, civil union partner, domestic partner, or the parent, child, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, of the individual or of the individual's spouse, civil union partner or domestic partner, whether the relative is related to the individual or the individual's spouse, civil union partner or domestic partner, by blood, marriage or adoption.

"Immediate family" shall be defined as board member or school administrator, their spouse, civil union partner, domestic partner, child, parent or sibling residing in the same household, whether related by blood, marriage or adoption.

"Other" when describing relationships between individuals and board members or the chief school administrator includes but is not limited to in-law, cousin, cohabitating partner, and step daughter-in-law and any other personal or professional relationship that creates the justifiable impression that the public trust is being violated.

Employment and Supervision of a Relative

The Camden's Promise Charter School Board of Trustees, in order to avoid both the reality and the appearance of conflict of interest in employment, will not initially appoint a relative of a board member or of the chief school administrator to any employment position in this school.

The chief school administrator shall not recommend to the board for initial hire any relative of a board member or of the chief school administrator, unless the person is subject to the exception below. Nor shall any person be considered for employment in any position in which he/she would come under the direct or indirect supervision of any relative. Where it is not feasible to eliminate such a direct or indirect supervisory relationship, appropriate screens and/or alternate supervision/reporting mechanisms shall be put in place.

No conflicted administrator shall supervise, or exercise authority over personnel matters in which the administrator has a conflict. No board member shall deliberate or vote on a matter involving the member's conflicted relationship. Nor should the board member be present for any confidential discussion of employment matters in which they have a conflict. Neither should the board member receive confidential information pertaining to a matter in which they have a conflict.

Exceptions Regarding Employment



NEPOTISM (continued)

Persons who are employees of the board on the date that this policy initially becomes effective or the date a relative becomes a board member or chief school administrator shall not be prohibited from continuing to be employed in the school. This includes employees who must be renewed annually by the board. The chief school administrator may recommend those employees for reemployment, transfer, promotion or removal.

A relative of a school board member or chief school administrator may be initially employed by the school provided that the school has obtained the approval from the executive county superintendent of schools. Such approval shall be granted only upon demonstration by the school that it conducted a thorough search for candidates and that the proposed candidate is the only qualified and available person for the position. Per diem substitutes and student employees may be excluded from the initial hiring aspects of this nepotism policy. \*

Participation in Employment Related Matters

Conflicted board members may not participate in employment matters concerning the chief school administrator, principal or any administrator or supervisor(s) in the chain of command between the employee and chief school administrator.

Prohibited activities for conflicted board members include hiring of the selection agency, criteria, job description, voting to advertise for applicants, search committee, vote to hire and any evaluation and contract discussion post-hire.

Conflicted board members may not be present in closed session when discussions regarding the administrators take place and should not be privy to executive session materials until such time as the minutes are made available to the general public.

Doctrine of Necessity

When a quorum of the board has conflicted interests, the doctrine of necessity may be invoked in order to allow conflicted board members to participate in the negotiation process and vote. The doctrine of necessity may be invoked for the negotiation team or superintendent search committee only when the board of trustees has fewer non-conflicted board members than are required, pursuant to statute, to take action. The board shall only invoke the doctrine of necessity after consultation with the board attorney. When invoking the doctrine of necessity the board shall state publically that it is invoking the doctrine of necessity with the reasons for doing so and the specific nature of the conflicts of interest. The board shall read the resolution invoking the doctrine of necessity at a regularly scheduled public meeting, post the notice of the resolution for 30 days and provide the School Ethics Commission with a copy of the resolution.

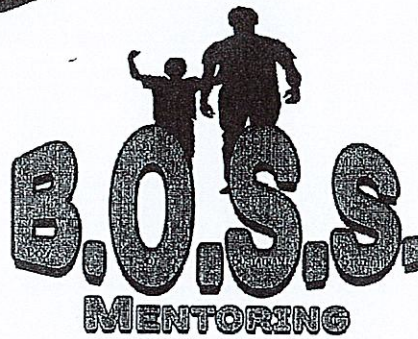
Implementation

The connections and relationships that create a conflict of interest for an individual board member's participation in board decisions are subject to changes that result from commissioner rulings or changes in law. Therefore the board shall consult with the board attorney as necessary and appropriate for guidance and clarification related to the implementation of this policy.

NJSBA Review/Update: April 2017

Adopted:





Wednesday March 29, 2023

Re: Excuse Letter for Mrs. Veda Cloud

To Camden Charter School Network,

As Board Chairwoman of BOSS Mentoring, it gives us great pleasure to have Mrs. Veda Cloud represent the board as we travel to South America. For the past 6 years, Mrs. Cloud has been dedicated to the mission and vision of BOSS Mentoring.

BOSS Mentoring has been working to educate and support young men ages 8-18 by providing mentoring, workshops, life skills, and college/career development. Our program has 5 pillars; Physical & Mental Awareness, Academic Success, Life Skills, Cultural Competency, and Financial Literacy.

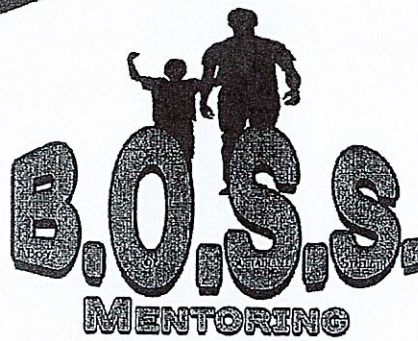
Our most recently added program that falls under Cultural Competency is Cultural Exploration Travel Program. Our inaugural trip will take place Thursday, May 18th - Wednesday, May 24, 2023 traveling to Ecuador!!

This year will afford 15 mentees the opportunity to travel internationally and explore other countries while gaining first hand experiences!.

Mrs. Cloud will support mentors and mentees while in Ecuador as we doing the following and more

- Visit the "Middle of the World" monument at the Equator that marks latitude 0°
- Stay in the Amazon region, the world's largest ecosystem
- A night tour in the jungle introduces you to the wonders and serenity of the Amazon
- Visit a local Quechua community to learn about their tribal customs and everyday Amazonian life





I would be grateful and appreciative if you would excuse Mrs. Cloud absence. This trip will be a great learning and leadership experience for our mentees who have been chosen to participate.

If you require additional information you may contact me via phone 856-295-2584 x1 or email [vspencer@bossmentoring.org](mailto:vspencer@bossmentoring.org)

Respectfully,

*Yaniece Spencer*

Yaniece S. Spencer, BSW, MS  
Executive Director



# Curriculum Associates®

Prepared For:  
Harold Shaw  
Camden's Charter Sch Network  
879 Beideman Ave,  
Camden, NJ 08105

5/5/2023

Dear Harold Shaw,

Thank you for requesting a price quote from Curriculum Associates. The chart below provides a summary of the products and i-Ready Partner Services included. If you have any questions or would like any changes, please contact us.

Implementation Starting: 2023-2024      Quote ID: 326755.1      Valid through: 12/31/2023

| Product  | List Price   | Net Price    |
|--|--------------|--------------|
| i-Ready  | \$219,630.00 | \$196,174.50 |
| Toolbox  | \$91,560.00  | \$77,826.00  |
| Professional Development   | \$46,400.00  | \$44,000.00  |
| i-Ready Partners Services  | \$0.00       | \$0.00       |
| <i>i-Ready Partners Services Includes:</i> <ul style="list-style-type: none"> <li><u>Initial Implementation Services:</u> Provisioning, Initial Rostering, Hosting, Technology Assessment</li> <li><u>Account Management:</u> Account Manager You Know On A First Name Basis, Implementation Guidance, Realtime Achievement Data After Every Assessment, Ongoing Data Management</li> <li><u>Staff Development Consultation and Resources:</u> Consultative services to help you plan and make the most of Professional Development sessions; Access to Online Educator Learning (OEL) Digital Courses, and i-Ready Central Self-Service Resources</li> <li><u>Technical Support:</u> Proactive Network Monitoring &amp; Issue Notification, Annual Health Check, Technical Support</li> </ul> |              |              |
| List Total:  |              | \$357,590.00 |
| Savings:   |              | \$39,589.50  |
| Shipping/Tax/Other:  |              | \$5,155.98   |
| Total:   |              | \$323,156.48 |

Thank you again for your interest in Curriculum Associates.

Sincerely

Elizabeth Schrader  
732-581-6460  
eschrader@cainc.com

Please submit this quote with your purchase order



# Curriculum Associates®

Quote ID: 326755.1 Date: 5/5/2023 Valid through: 12/31/2023

Prepared For:  
Harold Shaw  
Camden's Charter Sch Network  
879 Beideman Ave,  
Camden, NJ 08105  
hshaw@camdenccsn.org  
(856) 365-1000

Your Representative:  
Elizabeth Schrader  
732-581-6460  
eschrader@cainc.com

## Camden Acad Charter HS 879 Beideman Ave, Camden, NJ 08105

Total Building Enrollment: 720, Grade Range: 9 - 12

| Product Name   | Grade    | Item #  | Qty | List Price  | Net Price   | Total       |
|--|----------|---------|-----|-------------|-------------|-------------|
| Online Educator Learning Platform Site License Including Educator Prep Series (Compliments Onsite and Virtual Professional Development)      | Multiple | 28024.0 | 1   | \$600.00    | \$0.00      | \$0.00      |
| Professional Development i-Ready Assessment New User Package - Getting Good Data and Using Data to Plan Instruction                          | Multiple | 19985.0 | 1   | \$4,000.00  | \$4,000.00  | \$4,000.00  |
| Professional Development i-Ready Assessment Practicing User Package - Delivering Differentiated Instruction and Helping all Learners Succeed | Multiple | 19987.0 | 1   | \$4,000.00  | \$4,000.00  | \$4,000.00  |
| i-Ready Assessment Math Per Student License Grades 9-12 3 Years  | 9-12     | 14930.0 | 720 | \$21.75     | \$12.00     | \$8,640.00  |
| i-Ready Learning Teacher Toolbox Access Math and Reading + Writing Per Site 501-800 students 3 Years   | Multiple | 28438.0 | 1   | \$24,480.00 | \$20,808.00 | \$20,808.00 |
| i-Ready Assessment Reading Per Student License Grades 9-12 3 Years   | 9-12     | 14938.0 | 720 | \$21.75     | \$12.00     | \$8,640.00  |
| Subtotal:  |          |         |     |             |             | \$46,088.00 |
| Shipping:  |          |         |     |             |             | \$0.00      |
| Tax:   |          |         |     |             |             | \$1,378.53  |
| School Subtotal:   |          |         |     |             |             | \$47,466.53 |



**Camden's Pride CS 897 N 31st St, Camden, NJ 08105**

Total Building Enrollment: 454, Grade Range: PK - 4

| Product Name   | Grade    | Item #  | Qty | List Price  | Net Price   | Total       |
|--|----------|---------|-----|-------------|-------------|-------------|
| Online Educator Learning Platform Site License Including Educator Prep Series (Compliments Onsite and Virtual Professional Development)  | Multiple | 28024.0 | 1   | \$600.00    | \$0.00      | \$0.00      |
| Professional Development i-Ready Assessment and Personalized Instruction New User Package - Getting Good Data, Using Data to Plan Instruction, and Tailored Support                          | Multiple | 19979.0 | 1   | \$6,000.00  | \$6,000.00  | \$6,000.00  |
| Professional Development i-Ready Assessment and Personalized Instruction Practicing User Package - Delivering Differentiated Instruction, Helping all Learners Succeed, and Tailored Support | Multiple | 19980.0 | 1   | \$6,000.00  | \$6,000.00  | \$6,000.00  |
| i-Ready Assessment and Personalized Instruction Math and Reading Site License 351-500 Students 3 Years   | Multiple | 15015.0 | 1   | \$59,250.00 | \$56,287.50 | \$56,287.50 |
| i-Ready Learning Teacher Toolbox Access Math and Reading + Writing Per Site 351-500 students 3 Years   | Multiple | 28437.0 | 1   | \$21,300.00 | \$18,105.00 | \$18,105.00 |
| i-Ready Partners Implementation Support - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 3 Years                           | Multiple | 27941.0 | 1   | \$0.00      | \$0.00      | \$0.00      |
| Subtotal:  |          |         |     |             |             | \$86,392.50 |
| Shipping:  |          |         |     |             |             | \$0.00      |
| Tax:   |          |         |     |             |             | \$1,199.46  |
| School Subtotal:   |          |         |     |             |             | \$87,591.96 |

**Camden's Promise CS 879 Berdeman Ave, Camden, NJ 08105**

Total Building Enrollment: 760, Grade Range: 5 - 8

| Product Name   | Grade    | Item #  | Qty | List Price  | Net Price   | Total        |
|--|----------|---------|-----|-------------|-------------|--------------|
| Online Educator Learning Platform Site License Including Educator Prep Series (Compliments Onsite and Virtual Professional Development)  | Multiple | 28024.0 | 1   | \$600.00    | \$0.00      | \$0.00       |
| Professional Development i-Ready Assessment and Personalized Instruction New User Package - Getting Good Data, Using Data to Plan Instruction, and Tailored Support                          | Multiple | 19979.0 | 1   | \$6,000.00  | \$6,000.00  | \$6,000.00   |
| Professional Development i-Ready Assessment and Personalized Instruction Practicing User Package - Delivering Differentiated Instruction, Helping all Learners Succeed, and Tailored Support | Multiple | 19980.0 | 1   | \$6,000.00  | \$6,000.00  | \$6,000.00   |
| i-Ready Assessment and Personalized Instruction Math and Reading Site License 501-800 Students 3 Years   | Multiple | 15016.0 | 1   | \$69,810.00 | \$66,319.50 | \$66,319.50  |
| i-Ready Learning Teacher Toolbox Access Math and Reading + Writing Per Site 501-800 students 3 Years   | Multiple | 28438.0 | 1   | \$24,480.00 | \$20,808.00 | \$20,808.00  |
| i-Ready Partners Implementation Support - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 3 Years                           | Multiple | 27941.0 | 1   | \$0.00      | \$0.00      | \$0.00       |
| Subtotal:  |          |         |     |             |             | \$99,127.50  |
| Shipping:  |          |         |     |             |             | \$0.00       |
| Tax:   |          |         |     |             |             | \$1,378.53   |
| School Subtotal:   |          |         |     |             |             | \$100,506.03 |



**Katz Dalsey Academy 1725 Park Blvd, Camden, NJ 08103**

Total Building Enrollment: 462, Grade Range: PK - 4

| Product Name   | Grade    | Item #  | Qty | List Price  | Net Price   | Total       |
|--|----------|---------|-----|-------------|-------------|-------------|
| Online Educator Learning Platform Site License Including Educator Prep Series (Compliments Onsite and Virtual Professional Development)  | Multiple | 28024.0 | 1   | \$600.00    | \$0.00      | \$0.00      |
| Professional Development i-Ready Assessment and Personalized Instruction New User Package - Getting Good Data, Using Data to Plan Instruction, and Tailored Support                          | Multiple | 19979.0 | 1   | \$6,000.00  | \$6,000.00  | \$6,000.00  |
| Professional Development i-Ready Assessment and Personalized Instruction Practicing User Package - Delivering Differentiated Instruction, Helping all Learners Succeed, and Tailored Support | Multiple | 19980.0 | 1   | \$6,000.00  | \$6,000.00  | \$6,000.00  |
| i-Ready Assessment and Personalized Instruction Math and Reading Site License 351-500 Students 3 Years   | Multiple | 15015.0 | 1   | \$59,250.00 | \$56,287.50 | \$56,287.50 |
| i-Ready Learning Teacher Toolbox Access Math and Reading + Writing Per Site 351-500 students 3 Years   | Multiple | 28437.0 | 1   | \$21,300.00 | \$18,105.00 | \$18,105.00 |
| i-Ready Partners Implementation Support - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 3 Years                           | Multiple | 27941.0 | 1   | \$0.00      | \$0.00      | \$0.00      |
| Subtotal:  |          |         |     |             |             | \$86,392.50 |
| Shipping:  |          |         |     |             |             | \$0.00      |
| Tax:   |          |         |     |             |             | \$1,199.46  |
| School Subtotal:   |          |         |     |             |             | \$87,591.96 |

**Camden's Charter Sch Network 879 Beideman Ave, Camden, NJ 08105**

Total Building Enrollment: 1548, Grade Range:

| Product Name   | Grade    | Item #  | Qty | List Price | Net Price | Total  |
|--|----------|---------|-----|------------|-----------|--------|
| Professional Development i-Ready Assessment and Personalized Instruction Add on Leadership Session | Multiple | 19984.0 | 2   | \$0.00     | \$0.00    | \$0.00 |
| Subtotal:  |          |         |     |            |           | \$0.00 |
| Shipping:  |          |         |     |            |           | \$0.00 |
| Tax:   |          |         |     |            |           | \$0.00 |
| School Subtotal:   |          |         |     |            |           | \$0.00 |

**Total**

|                     |                     |
|---------------------|---------------------|
| List Total:         | \$357,590.00        |
| Savings:            | \$39,589.50         |
| Merchandise Total:  | \$318,000.50        |
| Voucher/Credit:     | \$0.00              |
| Estimated Tax:      | \$5,155.98          |
| Estimated Shipping: | \$0.00              |
| <b>Total:</b>       | <b>\$323,156.48</b> |

**Special Notes**

- 5% discount applied to i-Ready site license based on scope of quote. HS Assessment is \$4 per year/\$12 total for three years.
- 15% Blended Learning Discount applied to Toolbox contingent upon purchase of i-Ready.
- All i-Ready purchases require professional development.
- PD Yrs 3+ TBD. PO & payment req'd upfront for full value of sale.



F.O.B.: N. Billerica, MA 01862  
Shipping: Shipping based on MDSE total  
Terms: Net 30 days, pending credit approval  
Fed. ID: #26-3954988

Please submit this quote with your purchase order

Y5



# Curriculum Associates<sup>®</sup>

## Information on Professional Development Sessions and COVID-19

Protecting the health and safety of the educators we serve and their students, as well as the health and safety of our employees, is of paramount importance to Curriculum Associates. While it is our preference to deliver PD sessions in person, circumstances related to COVID-19 may require us to provide sessions virtually instead. Curriculum Associates' policy is to only provide PD sessions in person where one of our employees can reach the session site by car and where adequate safety measures are in place to protect the health of our session leaders and participants. Curriculum Associates reserves the right to switch any session from in-person to virtual if we cannot reach a session site by car, if adequate safety measures cannot be put in place, or if Curriculum Associates determines that it would otherwise put it employees at risk to provide an in-person session.

If your school or district will not permit visitors at the time of a scheduled session, Curriculum Associates would be happy to provide an equivalent live, virtual session via videoconference. Similarly, Curriculum Associates will comply with your school or district's health and safety requirements regarding on-site visitors if we are given adequate advance notice. Our PD Operations team will work with school or district personnel to hold sessions in a manner that protects the safety of educators and your school community as well as Curriculum Associates employees.

We are pleased to be able to serve you in these challenging times and look forward to providing productive learning sessions to your staff. Any questions regarding scheduling in-person or virtual training sessions should be directed to [pdoperations@cainc.com](mailto:pdoperations@cainc.com).



# Curriculum Associates<sup>®</sup>

## Notice for Usage of Teacher Toolbox Materials

Thank you for your interest in Teacher Toolbox! Teacher Toolbox is a digital collection of instructional materials, designed to support teachers in delivering research-based instruction, remediation, and enrichment to students in Grades K–8.

Your Teacher Toolbox subscription provides access to Teacher Toolbox content for Grades K–8. During this time, educators may use Teacher Toolbox materials during whole class and small group instruction, for individual assignments, and may post student-facing Teacher Toolbox PDFs on a password-protected learning management system (LMS). Please be aware that files expire on June 30 of each year for purposes of Teacher Toolbox maintenance and updates. If you add files to an LMS, this expiration date may require that you re-load these files after this date.





## Unparalleled Service and Educator Support

The *i-Ready Partners* team was born from our core value: the quality of our services is as important as the quality of our products. Know that when you implement our programs, your local *i-Ready Partners* will be there to support your team every step of the way.

### Service Components

Our *i-Ready Partners* team is tasked with helping you implement our programs to meet ambitious district goals. *i-Ready Partners* support includes:

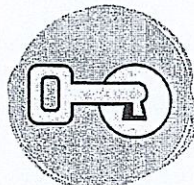
- **An Account Manager You Know on a First-Name Basis:** Dedicated account managers are your point of connection to a powerful network of *i-Ready* experts focused on making your implementation successful.
- **Consultative Professional Development Planning:** Tailored professional development plans ensure that PD is tied to your implementation goals and that educators are equipped to optimize the use of our programs from day one.
- **Real-Time Achievement Data after Every Assessment:** Detailed student achievement analytics to empower data-driven practices in classrooms.
- **Educational Consultants to Help You Know What's Coming Next:** Educational consultants to keep you up to speed on our latest research, development, and best practices.
- **Technical Support and Health Checks:** Proactive support that anticipates and heads off issues before they start—and is there for you should they arise.



Account  
Management



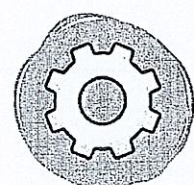
Professional  
Development



Educational  
Consultants



Achievement  
Analytics



Technical  
Support

### Your *i-Ready Partners* Team

Dedicated to helping you implement *i-Ready* programs and achieve your district goals



### Curriculum Associates

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# Curriculum Associates®

## Placing an Order

Email: [Orders@cainc.com](mailto:Orders@cainc.com)  
 Fax: 1-800-366-1158  
 Mail:  
 ATTN: CUSTOMER SERVICE DEPT.  
 Curriculum Associates LLC  
 153 Rangeway Rd  
 North Billerica, MA 01862-2013

Please visit [CurriculumAssociates.com](http://CurriculumAssociates.com) for more information about placing orders or contact CA's customer service department (1-800-225-0248) and reference quote number for questions. Please attach quote to all signed purchase orders. If tax exempt, please submit a valid exemption certificate with PO and quote in order to avoid processing delays. Exemption certificates can also be submitted to [exempt@cainc.com](mailto:exempt@cainc.com).

## Shipping Policy

Unless otherwise noted, shipping costs are calculated as follows:

| Order Amount          | Freight Amount        | Order Amount              | Freight Amount |
|-----------------------|-----------------------|---------------------------|----------------|
| \$74.99 or less       | Max charge of \$12.75 | \$5,000.00 to \$99,999.99 | 9% of order    |
| \$75.00 to \$999.99   | 12% of order          | \$100,000 and more        | 7% of order    |
| \$1,000 to \$4,999.99 | 10% of order          |                           |                |

Please contact your local CA representative or customer service (1-800-225-0248) for expedited shipping rates. The weight limit for an expedited order is 500lbs.

The enhanced shipping and handling services listed below are available upon request subject to the availability of our carrier partners. Please notify us of these delivery requests prior to submitting your PO so that we can include the service on your quote appropriately:

- Interior Location Delivery \$50/shipment location
- White Glove Delivery Service \$350/shipment location

If our carrier partners are unable to deliver to the location instructed on the PO or you need to change the time or location of delivery, one or more of the following fees may be applicable:

- Delivery Address Change \$100/shipment location
- Freight Storage \$150/day/shipment location
- Freight Carrier Redelivery \$100/shipment location

Unless otherwise expressly indicated, the shipping terms for all deliveries is FOB CA's Shipping Point (whether to a CA or third party facility). Risk of loss and title is passed to purchaser upon transfer of the goods to carrier, standard shipping charges (listed above) are added to the invoice or included in the unit price unless otherwise specified.

Supply chain challenges outside of Curriculum Associates' control may impact inventory availability for print product. We recommend submission of purchase orders as soon as possible to help ensure timely delivery.

## Payment Terms

Payment terms are as follows:

- With credit approval: Net 30 days
- Without credit approval: payment in full at time of order
- Accounts must be current before subsequent shipments are made

To ensure payment processing is timely and environmentally conscious, CA encourages ACH payments. If you would like to pay via ACH, please request remittance information by emailing [AR@cainc.com](mailto:AR@cainc.com).

Please send any payment notifications to [payments@cainc.com](mailto:payments@cainc.com). Credit card payments are only accepted for purchases under \$50,000.

## Invoice Receipt Preference

CA is pleased to offer electronic invoice delivery. Electronic invoice delivery allows CA to deliver your invoice in a timely and environmentally friendly manner. To request electronic invoice delivery please contact the CA Accounts Receivable team at [invoices@cainc.com](mailto:invoices@cainc.com) or by fax (1-800-366-1158). Please reference your quote number, provide a valid email address where the invoice should be directed, and indicate you would like to opt into electronic invoice delivery.

## Terms of Service

Customer's use of i-Ready® shall be subject to the i-Ready Terms and Conditions of Use, which can be found at [i-ready.com/support](http://i-ready.com/support). Customer's professional-development sessions will expire two years following the date of your purchase order and are subject to the Professional Development Terms of Service, which can be found at [i-ready.com/support](http://i-ready.com/support).

## Return Policy

Except for materials sold on a non-refundable basis, purchaser may return, at purchaser risk and expense, purchased materials with pre-approval from CA's Customer Service department within 12 months of purchase. Please examine your order upon receipt. Before returning material, call CA's Customer Service department (1-800-225-0248 option 4) for return authorization and documentation. When returning material, please include your return authorization number and the return form that will be provided to you by CA's Return department. i-Ready®, Toolbox®, and BRIGANCE® Online Management Systems may be returned for a pro-rated refund for the remaining time left on the contract. We do not accept returns on unused i-Ready or Toolbox licenses®, materials that have been used and/or are not in "saleable condition," and individual components of kits or sets including but not limited to BRIGANCE® Kits, Ready® student and teacher sets, Ready Classroom® student and teacher sets, and Magnetic Reading classroom kits.



## Camden's Promise Charter School | 2023-2024 CALENDAR

4 Independence Day  
5-28 Summer Program

| JULY '23 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       | 31 |    |    |    |    |    |

| JANUARY '24 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             | 1  | 2  | 3  | 4  | 5  | 6  |
| 7           | 8  | 9  | 10 | 11 | 12 | 13 |
| 14          | 15 | 16 | 17 | 18 | 19 | 20 |
| 21          | 22 | 23 | 24 | 25 | 26 | 27 |
| 28          | 29 | 30 | 31 |    |    |    |

1 Winter Break  
12 ½ Day Teacher PD  
15 NO SCHOOL  
25 End 2nd MP  
31 ½ Day Promise & Academy

21/94

21 NEW STAFF REPORT  
24 All Teaching Staff Virtual, Administration in person  
28-1 ALL STAFF RETURN

| AUGUST '23 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            |    | 1  | 2  | 3  | 4  | 5  |
| 6          | 7  | 8  | 9  | 10 | 11 | 12 |
| 13         | 14 | 15 | 16 | 17 | 18 | 19 |
| 20         | 21 | 22 | 23 | 24 | 25 | 26 |
| 27         | 28 | 29 | 30 | 31 |    |    |

| FEBRUARY '24 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    | 1  | 2  | 3  |
| 4            | 5  | 6  | 7  | 8  | 9  | 10 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 |
| 25           | 26 | 27 | 28 | 29 |    |    |

1 ½ Day Pride & KATZ  
16 NO SCHOOL  
19 NO SCHOOL

19/113

4 NO SCHOOL  
5 1st day of school  
19/19

| SEPTEMBER '23 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    |    |    |    | 1  | 2  |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 |
| 24            | 25 | 26 | 27 | 28 | 29 | 30 |

| MARCH '24 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    |    |    |    | 1  | 2  |
| 3         | 4  | 5  | 6  | 7  | 8  | 9  |
| 10        | 11 | 12 | 13 | 14 | 15 | 16 |
| 17        | 18 | 19 | 20 | 21 | 22 | 23 |
| 24        | 25 | 26 | 27 | 28 | 29 | 30 |
| 31        |    |    |    |    |    |    |

7 Progress Reports  
28 ½ Day All Schools  
29 Spring Break

20/133

6 ½ Day Teachers PD  
9 NO SCHOOL  
13 Progress Reports

| OCTOBER '23 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             |    |    |    |    |    |    |
| 1           | 2  | 3  | 4  | 5  | 6  | 7  |
| 8           | 9  | 10 | 11 | 12 | 13 | 14 |
| 15          | 16 | 17 | 18 | 19 | 20 | 21 |
| 22          | 23 | 24 | 25 | 26 | 27 | 28 |
| 29          | 30 | 31 |    |    |    |    |

| APRIL '24 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           | 1  | 2  | 3  | 4  | 5  | 6  |
| 7         | 8  | 9  | 10 | 11 | 12 | 13 |
| 14        | 15 | 16 | 17 | 18 | 19 | 20 |
| 21        | 22 | 23 | 24 | 25 | 26 | 27 |
| 28        | 29 | 30 |    |    |    |    |

1-5 Spring Break  
9 End 3rd Marking Period  
17 ½ Day Promise & Academy  
18 ½ Day Pride & KATZ

17/150

7 End 1 MP  
9 NO SCHOOL Teacher PD  
10 NO SCHOOL  
15 ½ Day Promise & Academy  
16 ½ Day Pride & KATZ  
22 ½ Day All Schools  
23-24 NO SCHOOL

| NOVEMBER '23 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    | 1  | 2  | 3  | 4  |
| 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 26           | 27 | 28 | 29 | 30 |    |    |

| MAY '24 |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | Th | F  | S  |
|         |    |    | 1  | 2  | 3  | 4  |
| 5       | 6  | 7  | 8  | 9  | 10 | 11 |
| 12      | 13 | 14 | 15 | 16 | 17 | 18 |
| 19      | 20 | 21 | 22 | 23 | 24 | 25 |
| 26      | 27 | 28 | 29 | 30 | 31 |    |

9 Progress Reports  
27 NO SCHOOL

22/172

19 Progress Reports  
21 Half Day All Schools  
22-29 Winter Break

| DECEMBER '23 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    |    | 1  | 2  |
| 3            | 4  | 5  | 6  | 7  | 8  | 9  |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 24           | 25 | 26 | 27 | 28 | 29 | 30 |
| 31           |    |    |    |    |    |    |

| JUNE '22 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       |    |    |    |    |    |    |

11-13 ½ Day  
14 Last Day



| Sun                | Mon   | Tue   | Wed  | Thu   | Fri   | Sat                        |
|--------------------|---|---|--|---|---|----------------------------|
| 30                 | 1<br>AP Chemistry<br>College Theme Week<br>First Day of Asian Pacific<br>Teacher Appreciation<br>Teacher Appreciation<br>Teacher Appreciation | 2<br>Aquarium Grade 4<br>BETA induction<br>College Theme Week   | 3<br>AP Lit and Comp<br>Battier luncheon<br>Career Fair at Parkside<br>College Theme Week<br>NJSLA Testing ELA         | 4<br>College Theme Week<br>NJSLA Testing ELA  | 5<br>AP US History<br>Cinco de Mayo<br>City Wide College Signing<br>College Theme Week<br>Washington DC Grade 8 | 6<br>Delta Gems            |
| 7                  | 8<br>NJSLA<br>NJSLA<br>NJSLA Testing Math<br>Teacher Appreciation   | 9<br>AP Lang And Comp<br>Camden County trip<br>Kayaking<br>NJSLA<br>NJSLA<br>NJSLA Testing Math<br>Principal's List | 10<br>AP Spanish<br>NJSLA<br>NJSLA<br>School Nurses Day<br>School Nurses Day<br>School Nurses Day<br>School Nurses Day | 11<br>Board meeting<br>Eastern Penitentiary<br>NJSLA<br>NJSLA<br>NJSLA testing Science<br>Progress Report<br>Progress Report<br>Progress Report<br>Spring Concert | 12<br>Blood Drive<br>College Now Graduation<br>NJSLA<br>NJSLA<br>NJSLA testing Science                          | 13<br>Bowling PTA          |
| 14<br>Mother's Day | 15<br>NJSLA<br>UPstream alliance  | 16<br>NJSLA<br>UPstream alliance  | 17<br>NJSLA<br>Storybook Land Kinder<br>UPstream alliance  | 18<br>Prom<br>Zoo Trip  | 19<br>Power in Pines<br>Literacy Day  | 20<br>Talent Show Practice |
| 21                 | 22<br>Career Now<br>Mutter Museum   | 23<br>Authors Village<br>Freshman Parent<br>Renaissance Trip<br>Wizard of Oz in School                              | 24<br>Sociology<br>Spring Concert<br>Wizard of Oz in School  | 25<br>Philly Zoo Grade 3<br>STEAM Night<br>Talent Show<br>Wizard of Oz  | 26<br>Dino Dig Grade 1<br>Literacy Day<br>Six Flags Great Adventure   | 27                         |
| 28                 | 29<br>Memorial Day<br>No School<br>No School<br>No School<br>No School  | 30<br>Senior Picnic   | 31<br>NJ Construction Expo<br>Senior Parent Meeting  | 1<br>Baltimore Grade 6<br>First Day of LGBTQ+ Pride<br>Hershey Trip<br>New York City Grade 7  | 2<br>Grade 3 Living Bio<br>Grade 3 Living Biography<br>Grade 8 Dance<br>Story Book Land                         | 3                          |



| Sun          | Mon   | Tue   | Wed  | Thu   | Fri  | Sat |
|--------------|---|---|--|---|--|-----|
| 28           | 29  | 30  | 31   | 1   | 2  | 3   |
|              | Memorial Day<br>No School<br>No School<br>No School<br>No School  | Senior Picnic   | NJ Construction Expo<br>Senior Parent Meeting  | Baltimore Grade 6<br>First Day of LGBTQ+ Pride<br>Hershey Trip<br>New York City Grade 7   | Grade 3 Living Bio<br>Grade 3 Living Biography<br>Grade 8 Dance<br>Story Book Land |     |
| 4            | 5   | 6   | 7  | 8   | 9  | 10  |
|              | MAP Reading   | MAP Language  | MAP Math<br>Ropes Rowan Program  | Dorney Park<br>State Project Grade 4<br>State Project Grade 4   | Baccalaureate<br>ELA Math Theme Day  |     |
| 11           | 12  | 13  | 14   | 15  | 16   | 17  |
|              | Field Day Grade K and 1<br>Field Day prek, k, 1st<br>Graduation<br>Project Graduation<br>Renaissance Trip<br>Social Studies Theme Day | 1/2 Day<br>1/2 Day<br>1/2 Day<br>1/2 Day<br>Field Day<br>Field Day Grade 2, 3, and<br>Field Day Grade 2, 3rd,<br>Grade 8 Graduation | 1/2 Day<br>1/2 Day<br>1/2 Day<br>1/2 Day<br>Flag Day<br>Grade 4 Breakfast<br>Grade 4 breakfast | Grade Level Awards 5,6,<br>Kinder Grad Ceremony<br>Kinder Graduation<br>Last Day of School<br>Last Day of School<br>Last Day of School<br>Last Day of School<br>Step Up Day |  |     |
| 18           | 19  | 20  | 21   | 22  | 23   | 24  |
| Father's Day | Juneteenth  |   |  |   |  |     |
| 25           | 26  | 27  | 28   | 29  | 30   | 1   |