

CAMDEN'S PROMISE CHARTER SCHOOL MINUTES – October 3, 2019

The regular meeting of the Camden's Promise Charter School Board of Trustees, County of Camden, State of New Jersey, was held at 3098 Pleasant, Camden on October 3, 2019 at 5:03 pm.

Members present: Ms. Maldonado, Mr. Loyola, Ms. Hinson and Ms. Lombardo

Members absent: Ms. Figueroa and Ms. Nieves

Also present: Dr. Conway, Mr. Helmbrecht, Ms. Baughn, Ms. Arasim, Ms. Ash and Dr. Derrick Campbell

The pledge to the flag was led by Ms. Lombardo

Open
Meeting

The meeting opened at 5:03 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. "

Open
Meeting

Motion by Mr. Loyola and seconded by Ms. Hinson recommend that the Board of Trustees open the meeting to receive comment from the public present.

Unanimously Approved

Campbell Letter (See Page 11443)

Close
Meeting

Motion by Mr. Loyola and seconded by Ms. Hinson that the Board of Trustees close the meeting for public comment and return to session.

Unanimously Approved

Minutes

Motion by Mr. Loyola and seconded by Ms. Hinson that the Board of Trustees approve the regular minutes of September 5, 2019.

Unanimously Approved

BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORTS:

Cash Reconciliation Report

Treasurer's
Reports

Motion by Mr. Loyola and seconded by Ms. Maldonado that the Board of Trustees approve the Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the months of July (revised) and August 2019. The Cash Reconciliation Report and Secretary's Reports are in agreement for the months of July (revised) and August 2019. (See Pages 11444-11463)

Unanimously Approved

CAMDEN'S PROMISE CHARTER SCHOOL MINUTES – October 3, 2019

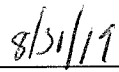
Secretary's
Report

Board Secretary's Report:

Motion by Mr. Loyola and seconded by Ms. Maldonado that the Board of Trustees approve the Board Secretary's Report that as of July (revised) and August 2019 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 11464-11495)



Richelle H. Baughn, Board Secretary



Date

Certification

Certification

Motion by Mr. Loyola and seconded by Ms. Maldonado 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 have 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

Warrants

Motion by Ms. Hinson and seconded by Mr. Loyola that the Board of Trustees approve the following warrants. (See Pages 11496-11500)

- September Warrant, Food Service and Student Account

Unanimously Approved

Consolidated
School
Nutrition
Program

Motion by Ms. Hinson and seconded by Ms. Maldonado that the Board of Trustees approve the Consolidation school nutrition program agreement for September 1, 2019 to June 30, 2020. (See Pages 11501-11504)

Unanimously Approved

Brookfield

Motion by Ms. Hinson and seconded by Mr. Loyola that the Board of Trustees approve the 2019 – 2020 Brookfield Agreement for instruction. (See Page 11505)

Unanimously Approved

Bayada

Motion by Ms. Maldonado and seconded by Ms. Hinson that the Board of Trustees approve the Bayada nursing agreement for September 19, 2019 to July 1, 2020. (See Pages 11506-11509)

Unanimously Approved

Commodity

Motion by Mr. Loyola and seconded by Ms. Hinson that the Board of Trustees approve the Commodity Drawdown and Carryover inventory Policy. (See Pages 11510-11511)

Unanimously Approved

CAMDEN'S PROMISE CHARTER SCHOOL MINUTES – October 3, 2019

Martinez Contract Motion by Ms. Maldonado and seconded by Ms. Hinson that the Board of Trustees approve Ms. Martinez degrees step increase due to an undefined deadline from BA7 to MA7.
 Ayes – (4)
 Noes – (0)
 Abstained – (0)

Handbook Update Motion by Mr. Loyola and seconded by Ms. Hinson that the Board of Trustees approve the Contract Handbook Update. The parties to this contract must mutually inform each other of their intention to renew the Contract no later than the first Monday in June of each year in which the contract is set to terminate. Any request for degree changes must be uploaded into the employee navigator by June 30 to be considered for a Degree step increase effective the following school year. Please send all contracts that need modification, for example, because you noticed a typo, to the business office for modification before June 30th.
 Unanimously Approved

School Bus Donation Motion by Ms. Hinson and seconded by Mr. Loyola that the Board of Trustees approve the donation of the 2001 school bus to Thomas Coar.
 Unanimously Approved

Treadmills Motion by Ms. Hinson and seconded by Mr. Loyola that the Board of Trustees accept the donation for (5) treadmills, all proceeds given to the ARK for student scholarships.
 Unanimously Approved

CHIEF SCHOOL ADMINISTRATOR'S REPORT

Board Correspondence

R Pressler Associates Motion by Ms. Maldonado and seconded by Mr. Loyola that the Board of Trustees approve the Camden Promise Charter Consulting Services agreement of R Pressler Associates as presented. (See Pages 11512-11515)
 Unanimously Approved

ICISA Motion by Mr. Loyola and seconded by Ms. Hinson that the Board of Trustees approve the Instructional Culture Insight Services Agreement as presented pending legal review. (See Pages 11516-11523)
 Unanimously Approved

Board Goals and Objectives Motion by Mr. Loyola and seconded by Ms. Maldonado that the Board of Trustees accept the Board Goals and Objectives as a second and final read. (See Pages 11524-11526)
 Unanimously Approved

Business and Facility

HIB Policy Motion by Ms. Hinson and seconded by Mr. Loyola that the Board of Trustees approve the NJ Dept of Education School Self-Assessment and HIB Policy for the 2018 school year. (See Pages 11527-11550)
 Unanimously Approved

CAMDEN'S PROMISE CHARTER SCHOOL MINUTES – October 3, 2019

Personnel

New Hires

Motion by Ms. Hinson and seconded by Mr. Loyola that the Board of Trustees accept the following new hires for the 2019-2020 school year contingent upon criminal history background checks.

a. Jasmine Cruz Rosedale Grade 3 52K 9-16-19

Ayes – (4)

Noes – (0)

Abstained – (0)

Spanish
Merit Pay

Motion by Mr. Loyola and seconded by Ms. Hinson that the Board of Trustees approve the Spanish merit pay continuation program as presented. (See Page 11551-11552)
Unanimously Approved

Student Programs

HIB Report

Motion by Ms. Hinson and seconded by Mr. Loyola that the Board of Trustees approve the HIB report as presented. (See Pages 11553-11554)
Unanimously Approved

Fire Drill
and
Lockdown

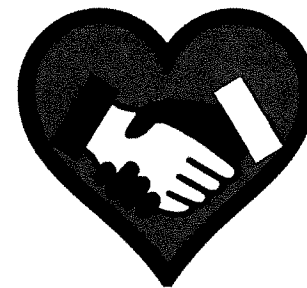
Motion by Mr. Loyola and seconded by Ms. Hinson that the Board of Trustees approve the Fire Drill and Lockdown Report as presented. (See Page 11555)
Unanimously Approved

Propel
Program

Motion by Ms. Hinson and seconded by Mr. Loyola that the Board of Trustees approve the propel program as presented. (See Pages 11556-11562)
Unanimously Approved

Adjournment

Motion by Ms. Maldonado and seconded by Ms. Hinson that the Board of Trustees adjourn at 6:30pm.
Unanimously Approved



Promoting Racial Harmony

PROFESSIONAL DEVELOPMENT TRAINING

I have the perfect program that will help you to meet your yearly professional development requirements.

The New Jersey Department of education reported in 2018 that White students outperformed Black and Hispanic students in the areas of Language Arts and Mathematics. The department has an administrative code that requires schools to become responsive to this challenge.

According to New Jersey Administrative Code (N.J.A.C.) 6A:7-1.6, district boards of education must provide training for all school personnel on a continuing basis to identify and resolve problems associated with the student achievement gap and other inequities arising from prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status. The penalty for non-compliance could result in the loss of school funding.

My area of expertise involves identifying and resolving problems associated with the student achievement gap and other inequities arising from prejudice on the basis of race, creed, and color.

My programs help to overcome the student achievement gap and race related problems and the program meets the requirements for cultural competency training outlined by the nationally recognized National Education Association.

I am here today because I want to help your school district. I would like to meet with you either individually or collectively to provide additional information regarding my programs and how they will benefit the community that you serve.

In the interim, if you have any questions, you can reach me by phone at (856) 566-3267. You can also visit our website at racismexterminator.com.

I look forward to meeting with you.

Dr. Derrick L. Campbell

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

Camden's Promise Charter School
All Funds
For the Month Ending July 31, 2019 (Revised)

Cash Report				
FUNDS	(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balances
Governmental Funds	2,619,799.96	281,067.90	1,944,135.32	956,732.54
2 Special Revenue Fund - 20 (see page 2)	59,642.65	486,877.00	381,614.61	164,905.04
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)	2,679,442.61	767,944.90	2,325,749.93	1,121,637.58
6 Enterprise Fund Cafeteria	26,785.48	188,945.61	49,761.46	165,969.63
Student Activities	1,432.27	2,886.26	0.00	4,318.53
7 Total Governmental & Enterprise Funds	2,707,660.36	959,776.77	2,375,511.39	1,291,925.74
Payroll	2,975.93	508,857.14	508,851.58	2,981.49
10 Payroll Agency	22,426.89	261,527.39	236,668.07	47,286.21
11 Unemployment Trust	6,339.00	0.54	0.00	6,339.54
12 Total Trust & Agency Funds (Lines 9 thru 10)	31,741.82	770,385.07	745,519.65	56,607.24
13 Total All Funds (Lines 5, 6 and 10)	2,739,402.18	1,730,161.84	3,121,031.04	1,348,532.98

Prepared and Submitted By:



10/1/2019

Prepared By:	e dipietro
Date:	10/01/19

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

Bank Name		TD Bank	
Account Number		3864386	
Statement Date		07/31/19	
Fund/Funds		WARRANT ACCOUNT	

1	Balance per Bank				1,902,125.15
	Reconciling Items				
	Additions				
	Deposits in Transit				
	Jun ck 17654 from café	1,571.00			
2					
3		1,571.00			
	Total Additions		1,571.00		
	Deductions				
	Outstanding Checks				
4	(Attach List)	776,099.59			
6	Total Deductions		776,099.59		
7	Net Reconciling Items				(774,528.59)
8	Adjusted Balance per Bank as of		7/31/19	*	1,127,596.56
9	Balance per Board Secretary's Records as of		7/31/19	* *	1,121,637.58
	Reconciling Items				
	Additions				
10	Interest Earned				
	Mentor	5,975.00			
11	Other (Explain)				
12	Total Additions		5,975.00		
	Deductions				
	Check 16485	16.00			
	from jun '18 treas report	0.02			
14	Other (Explain)				
15	Total Deductions		16.02		
16	Net Reconciling Items				5,958.98
17	Adjusted Board Secretary's Balance as of		7/31/19	*	1,127,596.56

Prepared By:	e dipietro
Date:	10/01/19

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

List of Outstanding Checks

Warrant Account

7/31/2019

Camden's Promise Charter School

Check #	Check Date	Payable to	Amount
17008	12/12/18	Evelin Martinez	500.00
17115	1/11/19	Vineland Board of Education	16,602.00
17135	1/17/19	Steven Fuller	82.00
17257	2/13/19	Steven Fuller	58.00
17439	4/10/19	David Gould	78.00
17660	6/3/19	NJMVC	125.00
17684	6/7/19	Dara Ash	103.50
17777	7/23/19	All in One Balloons	1,520.00
17779	7/23/19	Apptegy, Inc.	22,000.00
17780	7/23/19	Barnes and Noble	399.00
17782	7/23/19	Canyon Creek	453.00
17787	7/23/19	Connor Strong	10,415.00
17788	7/23/19	Constellation New Energy	3,658.40
17790	7/23/19	Edmentum	4,959.00
17801	7/23/19	Logic Monitor	11,720.00
17802	7/23/19	Mastery EducAtion	8,633.60
17805	7/23/19	NJMVC	50.00
17807	7/23/19	NJSIAA	2,150.00
17809	7/23/19	Philadelphia Zoo	285.00
17810	7/23/19	Pitneu Bowes	513.62
17814	7/23/19	Purchase Power	1,091.26
17828	7/23/19	Urnab Promise - Experiential Learning	6,000.00
17831	7/23/19	YMCA Camp of Medford	1,500.00
17832	7/24/19	ARK	5,670.00
17837	7/24/19	Collingswood Board of Education	300.00
17841	7/24/19	Holcomb Bus Service	1,190.00
17846	7/24/19	Maryland Transportation Authority	12.00
17847	7/24/19	NJ EZ Pass	255.25
17849	7/24/19	Proforma Dynamic Resources	7,374.25
17853	7/24/19	Yellow Bus Leasing	1,500.00
17855	7/31/19	Camden City BOE	537,307.00
17856	7/31/19	Deptford Township BOE	6,681.00
17857	7/31/19	AP Plumbing Drains LLC	660.00
17858	7/31/19	Barnes and Noble	14,972.23
17859	7/31/19	CASA Payroll Service	391.35
17860	7/31/19	Casa reporting service	413.10
17861	7/31/19	CIGNA Healthcare	32,312.10
17862	7/31/19	Connor Strong	1,117.00
17863	7/31/19	Constellation New Energy	12,245.65
17864	7/31/19	George Miller & Son	270.00
17865	7/31/19	Lakeshore Learning Material	6,269.32
17866	7/31/19	Liz Design and More	3,508.35
17867	7/31/19	Lloyds of Millville LLC	2,950.00
17868	7/31/19	Nasco Arts & Crafts	467.85
17870	7/31/19	Olympic Conference	700.00
17871	7/31/19	Proforma Dynamic Resources	4,847.00
17872	7/31/19	Quaver Music.com LLC	3,360.00
17873	7/31/19	Scholastic Magazine	12,410.57
17874	7/31/19	School Datebooks	1,847.40
17875	7/31/19	School Nurse Supply Inc.	1,425.90
17876	7/31/19	School Outfitters	341.40
17877	7/31/19	Staples Advantage	624.31
17879	7/31/19	Staples Advantage	20,822.22
17880	7/31/19	Steve Weiss Music	957.96

776,099.59

Prepared By:	e dipietro
	10/01/19

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

Bank Name	TD Bank
Account Number	3865292
Statement Date	07/31/19
Fund/Funds	Food Services

1	Balance per Bank				168,565.13
	Reconciling Items				
	Additions				
	Deposits in Transit				
	Date	Amount			
2a					
2b					
2c					
2d					
2	Total D.I.T.'s	0.00			
3	Total Additions		0.00		
	Deductions				
	Outstanding Checks				
4	1603	450.00			
	1604	574.50			
	Jun Ck 17654 xfer to warrant	1,571.00			
5					
6	Total Deductions		2,595.50		
7	Net Reconciling Items				(2,595.50)
8	Adjusted Balance per Bank as of	7/31/19	*		165,969.63
9	Balance per Board Secretary's Records as of	7/31/19	**		165,969.63
	Reconciling Items				
	Additions				
10					
11					
12	Total Additions		0.00		
	Deductions				
13					
14					
	Total Deductions		0.00		
16	Net Reconciling Items				0.00
17	Adjusted Board Secretary's Balance as of	7/31/19	*		165,969.63

* 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:	10/01/19

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

Bank Name	TD Bank
Account Number	3865276
Statement Date	7/31/19
Fund/Funds	Payroll

1	Balance per Bank				29,465.90
	Reconciling Items				
	Additions				
	Deposits in Transit				
	Date		Amount		
	ck 15804 clrd 1 cent higher				
2b			0.01		
2c					
	ck 16263 clrd 10 cents higher				
2d			0.10		
2					
	Total D.I.T.'s		0.11		
3					
	Total Additions			0.11	
	Deductions				
	Outstanding Checks				
4					
	(Attach List)		26,422.54		
	ck 15680 clrd bank 5 cents less		0.05		
6					
	Total Deductions			26,422.59	
7					
	Net Reconciling Items				(26,422.48)
8	Adjusted Balance per Bank as of	7/31/19	*		3,043.42

9	Balance per Board Secretary's Records as of		7/31/19	* *	2,981.49
	Reconciling Items				
	Additions				
11			0.00		
12					
	Total Additions			0.00	
	Deductions				
14					
	Sep '18 unknown		(0.02)		
	Jul '18 unknown		(61.91)		
15					
	Total Deductions			(61.93)	
16					
	Net Reconciling Items				61.93
17	Adjusted Board Secretary's Balance as of	7/31/19	*		3,043.42

* 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:	10/01/19

Camden's Promise Charter School

Bank Reconciliation

List of Outstanding Checks

Payroll Account

7/31/2019

Camden's Promise Charter School

Check #	Check Date	Payable to	Amount
15559	12/15/2018	Lauren Burke	1,088.10
15697	2/28/2019	Dorothy Black	151.01
15711	2/28/2019	Robert McGriff Jr	1,328.76
15802	4/30/2019	Robert McGriff Jr.	958.25
15840	5/16/2019	Lianne Benevento	22.54
15852	5/16/2019	Deanna Casparro	22.93
15854	5/16/2019	Esther Coar	114.60
15887	5/16/2019	Jolene Ivey	22.55
15890	5/16/2019	Amy Johnson	78.90
15917	5/16/2019	Amber Parker	78.91
15931	5/16/2019	Thomas Santone	135.26
15934	5/16/2019	Julia Senski	22.93
15942	5/16/2019	Amber Stovall	45.70
15952	5/16/2019	Rebecca Wagner	22.92
15957	5/16/2019	Ashley Wilson	22.54
16007	6/7/2019	Dorothy Black	119.94
16014	6/7/2019	Tiffany Brnich	1,600.14
16144	6/7/2019	Morgan Madjeski	1,452.80
16188	6/7/2019	Amber Parker	753.56
16285	6/7/2019	Robert McGriff Jr.	1,344.98
16329	6/28/2019	Michael Kerns	22.54
16342	7/15/2019	Cameron Miller	1,547.44
16352	7/31/2019	Lauren Burke	1,140.53
16353	7/31/2019	Kelci Flynn	1,547.44
16354	7/31/2019	Cameron Miller	1,547.44
16355	7/31/2019	Louis Piscopo	1,547.44
16356	7/31/2019	Amber Stovall	1,588.48
16357	7/31/2019	Joji Thompson	1,128.15
16358	7/31/2019	Frederick Alden III	2,555.14
16359	7/31/2019	Migdalia Rodriguez	916.48
16361	7/31/2019	Anthony Davenport	1,144.07
16362	7/31/2019	Gregory Young	1,949.21
16363	7/31/2019	Gregory Young	400.86
		Total	26,422.54

Prepared By:	e dipietro
Date:	10/01/19

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

Bank Name		TD Bank	
Account Number		00-3865284	
For the Month Ending		7/31/19	
Fund/Funds		Agency	

1	Balance per Bank				152,855.37
	Reconciling Items				
	Additions				
		Deposits in Transit			
		Date			
2a		Swedesboro	50.00		
2b					
2c					
2		Total D.I.T.'s	50.00		
3		Total Additions		50.00	
	Deductions				
		Outstanding Checks			
4		(Attach List)	105,619.16		
6		Total Deductions		105,619.16	
7		Net Reconciling Items			(105,569.16)
8	Adjusted Balance per Bank as of	7/31/19	*		47,286.21
9	Balance per Board Secretary's Records as of	7/31/19			47,286.21
	Reconciling Items				
	Additions				
10		Interest Earned			
12		Total Additions		0.00	
	Deductions				
13		Bank Charges			
14		Other (Explain)			
15		Total Deductions		0.00	
16		Net Reconciling Items			0.00
17	Adjusted Board Secretary's Balance as of	7/31/19 *			47,286.21

* 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:	10/01/19

Camden's Promise Charter School

Bank Reconciliation

List of Outstanding Checks

Agency Payroll Account

7/31/2019

Page 13 (a)

Check #	Check Date	Amount	Payable To
3779	7/15/19	72.80	met life
3782	7/31/2019	3,170.00	AXA Equitable
3783	7/31/2019	2,000.00	VOYA
3784	7/31/2019	309.00	ark
3785	7/31/2019	72.80	met life
3787	7/31/2019	243.56	Allstate Benefits
3788	7/31/2019	168.98	SJFCU
eft	7/31/2019	89,210.07	941
eft	7/31/2019	9,885.28	njit
eft	7/31/2019	486.67	pait
		105,619.16	

Prepared by	e dipietro
Date:	10/01/19

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

Bank Name	TD Bank
Account Number	00-3864436
For the Month End	07/31/19
Fund/Funds	Student

1	Balance per Bank				4,398.53
	Reconciling Items				
	Additions				
	Deposits in Transit				
	Date				
2a					
2b					
2c					
2	Total D.I.T.'s	0.00			
3	Total Additions		0.00		
	Deductions				
	Outstanding Checks				
4	(Attach List)	196.54			
	july '18 cleared	(136.54)			
	2395	20.00			
6	Total Deductions		80.00		
7	Net Reconciling Items				(80.00)
8	Adjusted Balance per Bank as of	7/31/19	*		4,318.53

9	Balance per Board Secretary's Records as of	7/31/19			4,318.53
	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	7/31/19	*		4,318.53

* 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
	10/01/19

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

Bank Name	TD Bank
Account Number	5883095
For the Month Ending	7/31/19
Fund/Funds	Unemploy. Trust

1	Balance per Bank					6,339.54
	Reconciling Items					
	Additions					
	Deposits in Transit					
	Date					
2a						
2b						
2c						
2d						
2	Total D.I.T.'s					
3	Total Additions				0.00	
	Deductions					
	Outstanding Checks					
6	Total Deductions				0.00	
7	Net Reconciling Items					0.00
8	Adjusted Balance per Bank as of	7/31/19	*			6,339.54
9	Balance per Board Secretary's Records as of	7/31/19				6,339.54
	Reconciling Items					
	Additions					
10	Interest Earned					
11	Other (Explain)					
12	Total Additions				0.00	
	Deductions					
13	Bank Charges					
14	Other (Explain)					
15	Total Deductions				0.00	
16	Net Reconciling Items					0.00
17	Adjusted Board Secretary's Balance as of	7/31/19	*			6,339.54

* 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.

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

Camden's Promise Charter School
All Funds
For the Month Ending August 31, 2019

Cash Report					
FUNDS		(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balances
	Governmental Funds	956,732.54	933,706.82	1,612,024.02	278,415.34
2	Special Revenue Fund - 20 (see page 2)	164,905.04	15,030.00	37,391.60	142,543.44
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)	1,121,637.58	948,736.82	1,649,415.62	420,958.78
6	Enterprise Fund Cafeteria	165,969.63	89.27	9,370.82	156,688.08
	Student Activities	4,318.53	15.37	0.00	4,333.90
7	Total Governmental & Enterprise Funds	1,291,925.74	948,841.46	1,658,786.44	581,980.76
	Payroll	2,981.49	664,247.44	664,242.66	2,986.27
10	Payroll Agency	47,286.21	379,240.82	347,332.09	79,194.94
11	Unemployment Trust	6,339.54	0.00	0.00	6,339.54
12	Total Trust & Agency Funds (Lines 9 thru 10)	56,607.24	1,043,488.26	1,011,574.75	88,520.75
13	Total All Funds (Lines 5, 6 and 10)	1,348,532.98	1,992,329.72	2,670,361.19	670,501.51

Prepared and Submitted By:

Elizabeth A. Davis

10/2/2019

Prepared By:	e dipietro
Date:	10/02/19

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

Bank Name		TD Bank	
Account Number		3864386	
Statement Date		08/31/19	
Fund/Funds		WARRANT ACCOUNT	

1	Balance per Bank				659,234.52
	Reconciling Items				
	Additions				
	Deposits in Transit				
	Jun ck 17654 from café	1,571.00			
2			1,571.00		
3	Total Additions		1,571.00		
	Deductions				
4	Outstanding Checks (Attach List)	233,887.76			
6	Total Deductions		233,887.76		
7	Net Reconciling Items				(232,316.76)
8	Adjusted Balance per Bank as of		8/31/19	*	426,917.76

9	Balance per Board Secretary's Records as of		8/31/19	**	420,958.78
	Reconciling Items				
	Additions				
10	Interest Earned				
	mentor	5,975.00			
11	Other (Explain)				
12	Total Additions		5,975.00		
	Deductions				
	Check 16485	16.00			
	from jun '18 treas report	0.02			
14	Other (Explain)				
15	Total Deductions		16.02		
16	Net Reconciling Items				5,958.98
17	Adjusted Board Secretary's Balance as of		8/31/19	*	426,917.76

Prepared By:	e dipietro
Date:	10/02/19

Camden's Promise Charter School

Bank Reconciliation

List of Outstanding Checks

Warrant Account

8/31/2019

Camden's Promise Charter School

Check #	Check Date	Payable to	Amount
17008	12/12/18	Evelin Martinez	500.00
17115	1/11/19	Vineland Board of Education	16,602.00
17135	1/17/19	Steven Fuller	82.00
17257	2/13/19	Steven Fuller	58.00
17684	6/7/19	Dara Ash	103.50
17860	7/31/19	Casa reporting service	413.10
17887	8/19/19	Barnes and Nobles	26.36
17897	8/19/19	Chubb Insurance Co	720.00
17899	8/19/19	Corwin	190.00
17903	8/19/19	Ed Helper	199.90
17904	8/19/19	Fabrizio Pizza	262.39
17911	8/19/19	Kroc Center	1,720.00
17915	8/19/19	Marta Cruz	2,376.00
17917	8/19/19	Math Worksheets 4 kids	200.00
17921	8/19/19	Overdrive	3,000.00
17923	8/19/19	Pittsgrove Twp Schools	3,719.43
17927	8/19/19	Safeguard Business Systems	512.81
17935	8/19/19	Walnut Street Theatre	100.00
17937	8/23/19	Cape May County Park & Zoo	400.00
17939	8/23/19	Mascot Junction	5,645.00
17943	8/30/19	Alumni Channel	699.00
17944	8/30/19	American Reading Company	11,260.00
17945	8/30/19	AP Plumbing Drains LLC	325.00
17946	8/30/19	Blick Art Materials	1,552.48
17947	8/30/19	Dara Ash	382.08
17948	8/30/19	Dell Computers	50,117.69
17949	8/30/19	Dell Latitude	9,125.00
17950	8/30/19	DocuSign	2,875.00
17951	8/30/19	Elenco Electronic, Inc.	958.00
17952	8/30/19	Gopher	657.79
17953	8/30/19	Kroc Center	2,400.00
17954	8/30/19	Learning A to Z	174.95
17955	8/30/19	Line Systems	22,462.53
17956	8/30/19	Lloyds of Millville	2,950.00
17957	8/30/19	NASSP	95.00
17958	8/30/19	NJSIG	79,418.93
17959	8/30/19	Noodletools	344.00
17960	8/30/19	Old Barracks Museum	390.00
17962	8/30/19	Shatirah Harvey	300.00
17963	8/30/19	Teaching Strategies	600.00
17964	8/30/19	The Culture Piece	3,200.00
17965	8/30/19	Wex Bank	1,111.82
17966	8/30/19	Wireless Communication & Electronics	1,240.00
17967	8/30/19	Writable	1,620.00
17968	8/30/19	Zoom, inc	2,798.00
			233,887.76

Prepared By:	e dipietro
	10/02/19

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

Bank Name	TD Bank
Account Number	3865292
Statement Date	08/31/19
Fund/Funds	Food Services

1	Balance per Bank					159,283.58
	Reconciling Items					
	Additions					
	Deposits in Transit					
	Date		Amount			
2a						
2b						
2c						
2d						
2	Total D.I.T.'s		0.00			
3	Total Additions				0.00	
	Deductions					
	Outstanding Checks					
4	1603		450.00			
	1604		574.50			
	Jun Ck 17654 xfer to warrant		1,571.00			
5						
6	Total Deductions				2,595.50	
7	Net Reconciling Items					(2,595.50)
8	Adjusted Balance per Bank as of	8/31/19		*		156,688.08
9	Balance per Board Secretary's Records as of		8/31/19 * *			156,688.08
	Reconciling Items					
	Additions					
10						
11						
12	Total Additions				0.00	
	Deductions					
13						
14						
	Total Deductions				0.00	
16	Net Reconciling Items					0.00
17	Adjusted Board Secretary's Balance as of		8/31/19 *			156,688.08

* 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:	10/02/19

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

Bank Name		TD Bank			
Account Number		3865276			
Statement Date		8/31/19			
Fund/Funds		Payroll			
1	Balance per Bank				51,757.49
	Reconciling Items				
	Additions				
	Deposits in Transit				
	Date	Amount			
	ck 15804 clrd 1 cent higher				
2b			0.01		
2c	ck 16263 clrd 10 cents higher				
2d			0.10		
2	Total D.I.T.'s		0.11		
3	Total Additions			0.11	
	Deductions				
	Outstanding Checks				
4	(Attach List)		48,709.35		
	ck 15680 clrd bank 5 cents less				
			0.05		
6	Total Deductions			48,709.40	
7	Net Reconciling Items				(48,709.29)
8	Adjusted Balance per Bank as of		8/31/19	*	3,048.20
9	Balance per Board Secretary's Records as of		8/31/19	* *	2,986.27
	Reconciling Items				
	Additions				
11			0.00		
12	Total Additions			0.00	
	Deductions				
14	Sep '18 unknown		(0.02)		
15	Jul '18 unknown		(61.91)		
15	Total Deductions			(61.93)	
16	Net Reconciling Items				61.93
17	Adjusted Board Secretary's Balance as of		8/31/19	*	3,048.20

* 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:	10/02/19

Camden's Promise Charter School
Bank Reconciliation

List of Outstanding Checks
Payroll Account
8/31/2019

Camden's Promise Charter School

Check #	Check Date	Payable to	Amount
15559	12/15/2018	Lauren Burke	1,088.10
15697	2/28/2019	Dorothy Black	151.01
15711	2/28/2019	Robert McGriff Jr	1,328.76
15802	4/30/2019	Robert McGriff Jr.	958.25
15840	5/16/2019	Lianne Benevento	22.54
15852	5/16/2019	Deanna Casparro	22.93
15887	5/16/2019	Jolene Ivey	22.55
15890	5/16/2019	Amy Johnson	78.90
15917	5/16/2019	Amber Parker	78.91
15931	5/16/2019	Thomas Santone	135.26
15934	5/16/2019	Julia Senski	22.93
15942	5/16/2019	Amber Stovall	45.70
15952	5/16/2019	Rebecca Wagner	22.92
15957	5/16/2019	Ashley Wilson	22.54
16007	6/7/2019	Dorothy Black	119.94
16370	8/30/2019	Walvis Abreu	1,218.20
16372	8/30/2019	Lauren Burke	1,706.14
16373	8/30/2019	Daniel Coffin	1,499.77
16374	8/30/2019	Allison Deschler	2,075.26
16377	8/30/2019	Yarelis Foy	1,244.46
16378	8/30/2019	Erica Frederico	2,145.96
16379	8/30/2019	Kiersten Fuchs	1,126.46
16381	8/30/2019	Michael Kerns	1,891.25
16382	8/30/2019	Lisa Kopp	1,971.19
16384	8/30/2019	Shalini Manojkumar	1,700.80
16386	8/30/2019	Benjamin Mitchell	1,699.16
16387	8/30/2019	Jeff Monjack	1,810.22
16389	8/30/2019	Christina Pulaski	1,865.32
16390	8/30/2019	Andrea Robinson	1,797.85
16391	8/30/2019	Amber Stovall	1,796.27
16392	8/30/2019	Andrea Tartaglia	1,513.01
16393	8/30/2019	Joji Thompson	2,127.18
16394	8/30/2019	Natasha Thornton	2,062.80
16395	8/30/2019	Kelci Wells	1,778.70
16396	8/30/2019	Walter Zakrezewski	1,857.42
16397	8/30/2019	Frederick Alden III	2,543.62
16399	8/30/2019	Migdalia Rodriguez	916.48
16401	8/30/2019	Anthony Davenport	1,253.68
16402	8/30/2019	Gregory Young	2,238.14
16403	8/30/2019	Gregory Young	510.02
16406	8/30/2019	Jennifer Greco	2,238.75
		Total	48,709.35

Prepared By:	e dipietro
Date:	10/02/19

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

Bank Name		TD Bank			
Account Number		00-3865284			
For the Month Ending		8/31/19			
Fund/Funds		Agency			
1	Balance per Bank				328,664.21
	Reconciling Items				
	Additions				
	Deposits in Transit				
	Date				
2a	Swedesboro	50.00			
2b					
2c					
2	Total D.I.T.'s		50.00		
3	Total Additions			50.00	
	Deductions				
	Outstanding Checks				
4	(Attach List)		249,519.27		
6	Total Deductions			249,519.27	
7	Net Reconciling Items				(249,469.27)
8	Adjusted Balance per Bank as of 8/31/19 *				79,194.94
9	Balance per Board Secretary's Records as of 8/31/19				79,194.94
	Reconciling Items				
	Additions				
10	Interest Earned				
12	Total Additions			0.00	
	Deductions				
13	Bank Charges				
14	Other (Explain)				
15	Total Deductions			0.00	
16	Net Reconciling Items				0.00
17	Adjusted Board Secretary's Balance as of 8/31/19 *				79,194.94
<p>* 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.</p>					
Page 13					

Prepared By:	e dipietro
Date:	10/02/19

Camden's Promise Charter School

Bank Reconciliation

List of Outstanding Checks

Agency Payroll Account

8/31/2019

Page 13 (a)

Check #	Check Date	Amount	Payable To
3791	8/15/19	72.80	met life
3794	8/30/2019	345.00	superior court of NJ
3795	8/30/2019	470.58	US Dept of Higher EDUCATION
3796	8/30/2019	319.12	Higher Education Student Assist
3797	8/30/2019	13,176.00	the equitable - AXA
3798	8/30/2019	5,552.00	VOYA
3799	8/30/2019	608.00	ARK
3800	8/30/2019	288.80	Met Life
3802	8/30/2019	673.20	Assoc of American Educators
3803	8/30/2019	176.34	Allstae benefits
3804	8/30/2019	2,045.60	SJFCU
eft	8/30/2019	200,430.56	941
eft	8/30/2019	24,266.63	njit
eft	8/30/2019	1,094.64	pait

249,519.27

Prepared by	e dipietro
Date:	10/02/19

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

Bank Name		TD Bank		
Account Number		00-3864436		
For the Month End		08/31/19		
Fund/Funds		Student		
1	Balance per Bank			4,413.90
Reconciling Items				
Additions				
Deposits in Transit				
	Date			
2a				
2b				
2c				
2	Total D.I.T.'s	0.00		
3	Total Additions		0.00	
Deductions				
Outstanding Checks				
4	(Attach List)	196.54		
	july '18 cleared	(136.54)		
	2395	20.00		
6	Total Deductions		80.00	
7	Net Reconciling Items			(80.00)
8	Adjusted Balance per Bank as of	8/31/19	*	4,333.90
9	Balance per Board Secretary's Records as of	8/31/19		4,333.90
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	8/31/19	*	4,333.90
* 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
	10/02/19

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

Bank Name		TD Bank			
Account Number		5883095			
For the Month Ending		8/31/19			
Fund/Funds		Unemploy. Trust			
1	Balance per Bank				6,339.54
	Reconciling Items				
	Additions				
	Deposits in Transit				
	Date				
2a					
2b					
2c					
2d					
2	Total D.I.T.'s				
3	Total Additions				0.00
	Deductions				
	Outstanding Checks				
6	Total Deductions				0.00
7	Net Reconciling Items				0.00
8	Adjusted Balance per Bank as of 8/31/19 *				6,339.54
9	Balance per Board Secretary's Records as of 8/31/19				6,339.54
	Reconciling Items				
	Additions				
10	Interest Earned				
11	Other (Explain)				
12	Total Additions				0.00
	Deductions				
13	Bank Charges				
14	Other (Explain)				
15	Total Deductions				0.00
16	Net Reconciling Items				0.00
17	Adjusted Board Secretary's Balance as of 8/31/19 *				6,339.54
<p>* 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.</p>					
Page 15					

Starting date 7/1/2019 Ending date 7/31/2019 Fund: 10 GENERAL FUND

Assets and Resources

Assets:			
101	Cash in bank		\$956,732.54
102 - 106	Cash Equivalents		\$0.00
111	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		\$2,754,629.00
Accounts Receivable:			
132	Interfund	\$546,551.45	
141	Intergovernmental - State	\$32,361,560.86	
142	Intergovernmental - Federal	\$378.96	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$ _____)	\$0.00	\$32,908,491.27
Loans Receivable:			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$ _____)	\$0.00	\$0.00
Other Current Assets			(\$30,704.28)
Resources:			
301	Estimated revenues	\$35,189,456.00	
302	Less revenues	(\$35,256,762.09)	(\$67,306.09)
Total assets and resources			<u>\$36,521,842.44</u>

Starting date 7/1/2019 Ending date 7/31/2019 Fund: 10 GENERAL FUND

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$364,314.10
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		(\$130,190.70)
	Total liabilities		\$234,123.40

Fund Balance:

Appropriated:

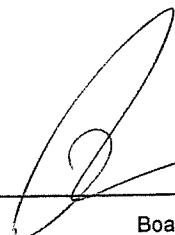
753,754	Reserve for encumbrances		\$27,558,622.52
761	Capital reserve account - July	(\$434,582.00)	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	(\$434,582.00)
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$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
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$34,806,413.93	
602	Less: Expenditures	(\$1,107,482.53)	
	Less: Encumbrances	(\$27,528,713.46)	(\$28,636,195.99)
	Total appropriated		\$33,294,258.46
	Unappropriated:		
770	Fund balance, July 1		\$2,553,615.64
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$439,844.94
	Total fund balance		\$36,287,719.04
	Total liabilities and fund equity		<u>\$36,521,842.44</u>

Starting date 7/1/2019 Ending date 7/31/2019 Fund: 10 GENERAL FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$34,806,413.93	\$28,636,195.99	\$6,170,217.94
Revenues	(\$35,189,456.00)	(\$35,256,762.09)	\$67,306.09
Subtotal	<u>(\$383,042.07)</u>	<u>(\$6,620,566.10)</u>	<u>\$6,237,524.03</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$434,582.00	(\$434,582.00)
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>(\$383,042.07)</u>	<u>(\$6,185,984.10)</u>	<u>\$5,802,942.03</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>(\$383,042.07)</u>	<u>(\$6,185,984.10)</u>	<u>\$5,802,942.03</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>(\$383,042.07)</u>	<u>(\$6,185,984.10)</u>	<u>\$5,802,942.03</u>
Less: Adjustment for prior year	(\$56,802.87)	(\$56,802.87)	\$0.00
Budgeted fund balance	<u>(\$439,844.94)</u>	<u>(\$6,242,786.97)</u>	<u>\$5,802,942.03</u>

Prepared and submitted by :



Board Secretary

7/31/19

Date

Starting date 7/1/2019 Ending date 7/31/2019 Fund: 10 GENERAL FUND

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	2,829,862	0	2,829,862	2,901,113		(71,251)
00520	SUBTOTAL – Revenues from State Sources	32,359,594	0	32,359,594	32,355,649	Under	3,945
	Total	35,189,456	0	35,189,456	35,256,762		(67,306)

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	(Total of Accounts W/O a Grid# Assigned)	0	0	0	20,770	669	(21,439)
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	17,797,920	(251,437)	17,546,483	311,505	14,371,615	2,863,364
45300	Support Serv. - General Admin	4,315,620	211,420	4,527,040	277,721	2,813,629	1,435,689
46160	Support Serv. - School Admin	1,118,690	234,665	1,353,355	64,539	967,489	321,326
51120	Total Undist. Expend. – Oper. & Maint. O	5,952,952	41,337	5,994,289	94,905	5,772,966	126,418
52480	Total Undist. Expend. – Student Transpor	200,000	0	200,000	50	112,489	87,461
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	4,103,200	(167,952)	3,935,248	337,993	3,489,856	107,400
76260	Total Facilities Acquisition and Constru	1,250,000	0	1,250,000	0	0	1,250,000
	Total	34,738,382	68,032	34,806,414	1,107,483	27,528,713	6,170,218

Starting date 7/1/2019 Ending date 7/31/2019 Fund: 20 SPECIAL REVENUE FUNDS

Assets and Resources

Assets:			
101	Cash in bank		\$164,905.04
102 - 106	Cash Equivalents		\$0.00
111	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	(\$848,967.00)	
142	Intergovernmental - Federal	\$2,851,784.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$2,002,817.00
Loans Receivable:			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
Other Current Assets			\$0.00
Resources:			
301	Estimated revenues	\$2,113,254.00	
302	Less revenues	(\$2,056,344.00)	\$56,910.00
Total assets and resources			<u>\$2,224,632.04</u>

Starting date 7/1/2019 Ending date 7/31/2019 Fund: 20 SPECIAL REVENUE FUNDS

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$362,044.01
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$9,664.00
	Other current liabilities		\$532,922.99
	Total liabilities		\$904,631.00

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$1,201,403.62
761	Capital reserve account - July	\$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	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$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
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$2,214,013.93	
602	Less: Expenditures	(\$377,318.11)	
	Less: Encumbrances	(\$1,201,403.62)	(\$1,578,721.73)
	Total appropriated		\$1,836,695.82
	Unappropriated:		
770	Fund balance, July 1		(\$415,934.85)
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$100,759.93)
	Total fund balance		\$1,320,001.04
	Total liabilities and fund equity		<u>\$2,224,632.04</u>

Starting date 7/1/2019 Ending date 7/31/2019 Fund: 20 SPECIAL REVENUE FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$2,214,013.93	\$1,578,721.73	\$635,292.20
Revenues	(\$2,113,254.00)	(\$2,056,344.00)	(\$56,910.00)
Subtotal	<u>\$100,759.93</u>	<u>(\$477,622.27)</u>	<u>\$578,382.20</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>\$100,759.93</u>	<u>(\$477,622.27)</u>	<u>\$578,382.20</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>\$100,759.93</u>	<u>(\$477,622.27)</u>	<u>\$578,382.20</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>\$100,759.93</u>	<u>(\$477,622.27)</u>	<u>\$578,382.20</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$100,759.93</u>	<u>(\$477,622.27)</u>	<u>\$578,382.20</u>

Prepared and submitted by :  _____ Date 7/21/19

Board Secretary Date

Starting date 7/1/2019 Ending date 7/31/2019 Fund: 20 SPECIAL REVENUE FUNDS

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00830	Total Revenues from Federal Sources	2,113,254	0	2,113,254	2,056,344	Under	56,910
	Total	2,113,254	0	2,113,254	2,056,344		56,910
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	(Total of Accounts W/O a Grid# Assigned)	0	100,760	100,760	9,996	116,000	(25,236)
88740	Total Federal Projects	2,113,254	0	2,113,254	367,322	1,085,404	660,528
	Total	2,113,254	100,760	2,214,014	377,318	1,201,404	635,292

Starting date 7/1/2019 Ending date 7/31/2019 Fund: 60 ENTERPRISE FUNDS

Assets and Resources

Assets:			
101	Cash in bank		\$165,969.63
102 - 106	Cash Equivalents		\$0.00
111	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	(\$222,619.82)	
142	Intergovernmental - Federal	\$41,618.34	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	(\$181,001.48)
Loans Receivable:			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
Other Current Assets			\$107,157.92
Resources:			
301	Estimated revenues	\$0.00	
302	Less revenues	(\$33,311.46)	(\$33,311.46)
Total assets and resources			<u>\$58,814.61</u>

Starting date 7/1/2019 Ending date 7/31/2019 Fund: 60 ENTERPRISE FUNDS

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$169,612.42
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$138,617.58
	Total liabilities		\$308,230.00

Fund Balance:

Appropriated:

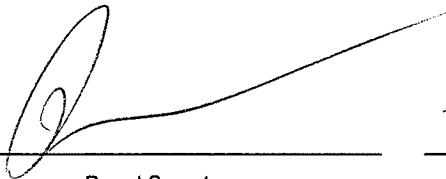
753,754	Reserve for encumbrances		\$1,939,033.55
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$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
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$0.00	
602	Less: Expenditures	(\$7,083.32)	
	Less: Encumbrances	(\$1,853,787.55)	(\$1,860,870.87)
	Total appropriated		\$78,162.68
	Unappropriated:		
770	Fund balance, July 1		(\$327,578.07)
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		(\$249,415.39)
	Total liabilities and fund equity		<u>\$58,814.61</u>

Starting date 7/1/2019 Ending date 7/31/2019 Fund: 60 ENTERPRISE FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$1,860,870.87	(\$1,860,870.87)
Revenues	\$0.00	(\$33,311.46)	\$33,311.46
Subtotal	<u>\$0.00</u>	<u>\$1,827,559.41</u>	<u>(\$1,827,559.41)</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>\$1,827,559.41</u>	<u>(\$1,827,559.41)</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>\$1,827,559.41</u>	<u>(\$1,827,559.41)</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>\$1,827,559.41</u>	<u>(\$1,827,559.41)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$1,827,559.41</u>	<u>(\$1,827,559.41)</u>

Prepared and submitted by :



Board Secretary

7/31/19

Date

Starting date 7/1/2019 Ending date 7/31/2019 Fund: 60 ENTERPRISE FUNDS

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	0	0	33,311		(33,311)
Total		0	0	0	33,311		(33,311)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	0	0	7,083	1,853,788	(1,860,871)
Total		0	0	0	7,083	1,853,788	(1,860,871)

Starting date 7/1/2019 Ending date 7/31/2019 Fund: 95 STUDENT ACTIVITY FUNDS

Assets and Resources

Assets:

101	Cash in bank		\$4,318.53
102 - 106	Cash Equivalents		\$0.00
111	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	\$1,318.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	(\$1,935.06)	(\$617.06)

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$0.00	
302	Less revenues	(\$2,886.26)	(\$2,886.26)

Total assets and resources

\$815.21

Starting date 7/1/2019 Ending date 7/31/2019 Fund: 95 STUDENT ACTIVITY FUNDS

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$0.00
	Total liabilities		\$0.00

Fund Balance:

Appropriated:

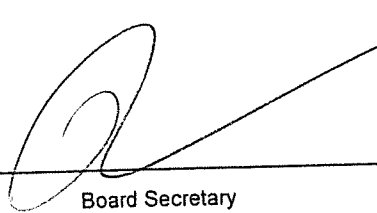
753,754	Reserve for encumbrances		\$0.00	
761	Capital reserve account - July	\$0.00		
604	Add: Increase in capital reserve	\$0.00		
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00		
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00	
764	Maintenance reserve account - July	\$0.00		
606	Add: Increase in maintenance reserve	\$0.00		
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00	
766	Reserve for Cur. Exp. Emergencies - July	\$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	
762	Adult education programs		\$0.00	
750-752,76x	Other reserves		\$0.00	
601	Appropriations	\$0.00		
602	Less: Expenditures	\$0.00		
	Less: Encumbrances	\$0.00	\$0.00	\$0.00
	Total appropriated			\$0.00
	Unappropriated:			
770	Fund balance, July 1		\$815.21	
771	Designated fund balance		\$0.00	
303	Budgeted fund balance		\$0.00	
	Total fund balance			\$815.21
	Total liabilities and fund equity			<u>\$815.21</u>

Starting date 7/1/2019 Ending date 7/31/2019 Fund: 95 STUDENT ACTIVITY FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	(\$2,886.26)	\$2,886.26
Subtotal	<u>\$0.00</u>	<u>(\$2,886.26)</u>	<u>\$2,886.26</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>(\$2,886.26)</u>	<u>\$2,886.26</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>(\$2,886.26)</u>	<u>\$2,886.26</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>(\$2,886.26)</u>	<u>\$2,886.26</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$2,886.26)</u>	<u>\$2,886.26</u>

Prepared and submitted by :


Board Secretary

7/31/19
Date

Starting date 7/1/2019 Ending date 7/31/2019 Fund: 95 STUDENT ACTIVITY FUNDS

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)	0	0	0	2,886		(2,886)
Total	0	0	0	2,886		(2,886)

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 10 GENERAL FUND

Assets and Resources

Assets:

101	Cash in bank		\$278,415.34
102 - 106	Cash Equivalents		\$0.00
111	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		\$2,430,122.00

Accounts Receivable:

132	Interfund	\$546,551.45	
141	Intergovernmental - State	\$32,401,451.38	
142	Intergovernmental - Federal	\$378.96	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$32,948,381.79

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Other Current Assets

(\$30,704.28)

Resources:

301	Estimated revenues	\$35,189,456.00	
302	Less revenues	(\$35,289,759.28)	(\$100,303.28)

Total assets and resources

\$35,525,911.57

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 10 GENERAL FUND

Liabilities and Fund Equity

Liabilities:

			\$0.00
411	Intergovernmental accounts payable - state		\$855,686.54
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		(\$130,190.70)
	Other current liabilities		
	Total liabilities		\$725,495.84

Fund Balance:

Appropriated:

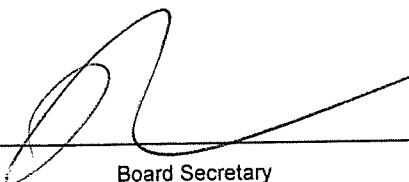
			\$26,239,259.13
753,754	Reserve for encumbrances		
		(\$434,582.00)	
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	(\$434,582.00)
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	\$0.00
310	Less: Bud. w/d from maintenance reserve	\$0.00	
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	\$0.00
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		
601	Appropriations	\$34,806,413.93	
602	Less: Expenditures	(\$2,594,785.84)	\$6,002,278.02
	Less: Encumbrances	(\$26,209,350.07)	(\$28,804,135.91)
	Total appropriated		\$31,806,955.15
	Unappropriated:		\$2,553,615.64
770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$439,844.94
303	Budgeted fund balance		
	Total fund balance		\$34,800,415.73
	Total liabilities and fund equity		<u>\$35,525,911.57</u>

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 10 GENERAL FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$34,806,413.93	\$28,804,135.91	\$6,002,278.02
Revenues	(\$35,189,456.00)	(\$35,289,759.28)	\$100,303.28
Subtotal	<u>(\$383,042.07)</u>	<u>(\$6,485,623.37)</u>	<u>\$6,102,581.30</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$434,582.00	(\$434,582.00)
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>(\$383,042.07)</u>	<u>(\$6,051,041.37)</u>	<u>\$5,667,999.30</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>(\$383,042.07)</u>	<u>(\$6,051,041.37)</u>	<u>\$5,667,999.30</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>(\$383,042.07)</u>	<u>(\$6,051,041.37)</u>	<u>\$5,667,999.30</u>
Less: Adjustment for prior year	(\$56,802.87)	(\$56,802.87)	\$0.00
Budgeted fund balance	<u>(\$439,844.94)</u>	<u>(\$6,107,844.24)</u>	<u>\$5,667,999.30</u>

Prepared and submitted by :


Board Secretary

8/31/19
Date

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 10 GENERAL FUND

		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
Revenues:							
00370	SUBTOTAL – Revenues from Local Sources	2,829,862	0	2,829,862	2,928,368		(98,506)
00520	SUBTOTAL – Revenues from State Sources	32,359,594	0	32,359,594	32,355,649	Under	3,945
00570	SUBTOTAL – Revenues from Federal Sources	0	0	0	5,742		(5,742)
	Total	35,189,456	0	35,189,456	35,289,759		(100,303)
Expenditures:							
	(Total of Accounts W/O a Grid# Assigned)	0	49,348	49,348	28,215	4,880	16,253
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	17,797,920	(471,437)	17,326,483	1,224,610	13,524,758	2,577,115
45300	Support Serv. - General Admin	4,315,620	211,420	4,527,040	622,575	2,473,762	1,430,703
46160	Support Serv. - School Admin	1,118,690	343,279	1,461,969	145,005	1,032,171	284,793
51120	Total Undist. Expend. – Oper. & Maint. O	5,952,952	119,694	6,072,646	266,331	5,601,524	204,790
52480	Total Undist. Expend. – Student Transpor	200,000	0	200,000	11,318	95,720	92,962
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	4,103,200	(184,272)	3,918,928	296,732	3,476,534	145,663
76260	Total Facilities Acquisition and Constr	1,250,000	0	1,250,000	0	0	1,250,000
	Total	34,738,382	68,032	34,806,414	2,594,786	26,209,350	6,002,278

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 20 SPECIAL REVENUE FUNDS

Assets and Resources

Assets:			
101	Cash in bank		\$142,543.44
102 - 106	Cash Equivalents		\$0.00
111	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	(\$848,967.00)	
142	Intergovernmental - Federal	\$2,851,784.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$2,002,817.00
Loans Receivable:			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
Other Current Assets			\$0.00
Resources:			
301	Estimated revenues	\$2,056,097.00	
302	Less revenues	(\$2,071,374.00)	(\$15,277.00)
Total assets and resources			<u>\$2,130,083.44</u>

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 20 SPECIAL REVENUE FUNDS

Liabilities and Fund Equity

Liabilities:

			\$0.00
411	Intergovernmental accounts payable - state		\$360,404.01
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$9,664.00
481	Deferred revenues		\$532,922.99
	Other current liabilities		
	Total liabilities		\$902,991.00

Fund Balance:

Appropriated:

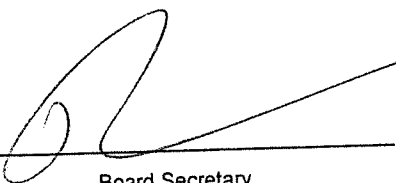
				\$1,129,710.40
753,754	Reserve for encumbrances			
761	Capital reserve account - July	\$0.00		
604	Add: Increase in capital reserve	\$0.00		
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00		
764	Maintenance reserve account - July	\$0.00		
606	Add: Increase in maintenance reserve	\$0.00	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00		
766	Reserve for Cur. Exp. Emergencies - July	\$0.00		
607	Add: Increase in cur. exp. emer. reserve	\$0.00	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00	
762	Adult education programs		\$0.00	
750-752,76x	Other reserves		\$0.00	
601	Appropriations	\$2,156,856.93		
602	Less: Expenditures	(\$413,069.71)		\$614,076.82
	Less: Encumbrances	(\$1,129,710.40)	(\$1,542,780.11)	\$1,743,787.22
	Total appropriated			
	Unappropriated:			(\$415,934.85)
770	Fund balance, July 1			\$0.00
771	Designated fund balance			(\$100,759.93)
303	Budgeted fund balance			\$1,227,092.44
	Total fund balance			<u>\$2,130,083.44</u>
	Total liabilities and fund equity			

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 20 SPECIAL REVENUE FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$2,156,856.93	\$1,542,780.11	\$614,076.82
Revenues	(\$2,056,097.00)	(\$2,071,374.00)	\$15,277.00
Subtotal	<u>\$100,759.93</u>	<u>(\$528,593.89)</u>	<u>\$629,353.82</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>\$100,759.93</u>	<u>(\$528,593.89)</u>	<u>\$629,353.82</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>\$100,759.93</u>	<u>(\$528,593.89)</u>	<u>\$629,353.82</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>\$100,759.93</u>	<u>(\$528,593.89)</u>	<u>\$629,353.82</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$100,759.93</u>	<u>(\$528,593.89)</u>	<u>\$629,353.82</u>

Prepared and submitted by :


 Board Secretary

Date

8/31/19

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 20 SPECIAL REVENUE FUNDS

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	(Total of Accounts W/O a Grid# Assigned)	0	49,187	49,187	13,630	Under	35,557
00745	Total Revenues from Local Sources	0	0	0	1,400		(1,400)
00830	Total Revenues from Federal Sources	2,113,254	(106,344)	2,006,910	2,056,344		(49,434)
	Total	2,113,254	(57,157)	2,056,097	2,071,374		(15,277)

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	(Total of Accounts W/O a Grid# Assigned)	0	239,287	239,287	9,996	116,000	113,291
88740	Total Federal Projects	2,113,254	(195,684)	1,917,570	403,074	1,013,710	500,786
	Total	2,113,254	43,603	2,156,857	413,070	1,129,710	614,077

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 60 ENTERPRISE FUNDS

Assets and Resources

Assets:			
101	Cash in bank		\$156,688.08
102 - 106	Cash Equivalents		\$0.00
111	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	(\$222,619.82)	
142	Intergovernmental - Federal	\$41,618.34	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	(\$181,001.48)
Loans Receivable:			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
Other Current Assets			\$107,157.92
Resources:			
301	Estimated revenues	\$0.00	
302	Less revenues	(\$33,400.73)	(\$33,400.73)
Total assets and resources			<u>\$49,443.79</u>

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 60 ENTERPRISE FUNDS

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$169,612.42
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$138,617.58
	Other current liabilities		
	Total liabilities		\$308,230.00

Fund Balance:

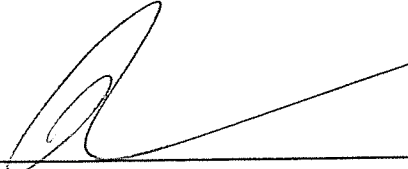
Appropriated:

753,754	Reserve for encumbrances		\$1,929,662.73
761	Capital reserve account - July	\$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	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$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
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$0.00	
602	Less: Expenditures	(\$16,454.14)	
	Less: Encumbrances	(\$1,844,416.73)	(\$1,860,870.87)
	Total appropriated		\$68,791.86
	Unappropriated:		
770	Fund balance, July 1		(\$327,578.07)
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		(\$258,786.21)
	Total liabilities and fund equity		<u>\$49,443.79</u>

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 60 ENTERPRISE FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$1,860,870.87	(\$1,860,870.87)
Revenues	\$0.00	(\$33,400.73)	\$33,400.73
Subtotal	<u>\$0.00</u>	<u>\$1,827,470.14</u>	<u>(\$1,827,470.14)</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>\$1,827,470.14</u>	<u>(\$1,827,470.14)</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>\$1,827,470.14</u>	<u>(\$1,827,470.14)</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>\$1,827,470.14</u>	<u>(\$1,827,470.14)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$1,827,470.14</u>	<u>(\$1,827,470.14)</u>

Prepared and submitted by :  _____ Date 8/31/19

Board Secretary Date

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 60 ENTERPRISE FUNDS

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	0	0	33,401		(33,401)
Total		0	0	0	33,401		(33,401)

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	0	0	16,454	1,844,417	(1,860,871)
Total		0	0	0	16,454	1,844,417	(1,860,871)

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 95 STUDENT ACTIVITY FUNDS

Assets and Resources

Assets:			
101	Cash in bank		\$4,333.90
102 - 106	Cash Equivalents		\$0.00
111	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	\$1,318.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$ _____)	(\$1,935.06)	(\$617.06)
Loans Receivable:			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$ _____)	\$0.00	\$0.00
Other Current Assets			\$0.00
Resources:			
301	Estimated revenues	\$0.00	
302	Less revenues	(\$2,901.63)	(\$2,901.63)
Total assets and resources			<u>\$815.21</u>

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 95 STUDENT ACTIVITY FUNDS

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$0.00
	Total liabilities		\$0.00

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$12,535.66
761	Capital reserve account - July	\$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	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$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
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$0.00	
602	Less: Expenditures	\$0.00	
	Less: Encumbrances	(\$12,535.66)	(\$12,535.66)
	Total appropriated		\$0.00

Unappropriated:

770	Fund balance, July 1		\$815.21
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$815.21
	Total liabilities and fund equity		<u>\$815.21</u>

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 95 STUDENT ACTIVITY FUNDS

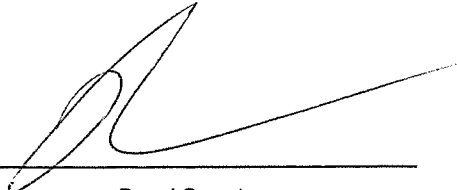
Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	0	0	2,902		(2,902)
Total		0	0	0	2,902		(2,902)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	0	0	0	12,536	(12,536)
Total		0	0	0	0	12,536	(12,536)

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 95 STUDENT ACTIVITY FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$12,535.66	(\$12,535.66)
Revenues	\$0.00	(\$2,901.63)	\$2,901.63
Subtotal	<u>\$0.00</u>	<u>\$9,634.03</u>	<u>(\$9,634.03)</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>\$9,634.03</u>	<u>(\$9,634.03)</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>\$9,634.03</u>	<u>(\$9,634.03)</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>\$9,634.03</u>	<u>(\$9,634.03)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$9,634.03</u>	<u>(\$9,634.03)</u>

Prepared and submitted by :



Board Secretary

8/31/19

Date

Starting date 9/1/2019 Ending date 9/30/2019

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
001623	09/06/19		1230	SODEXO, INC & ASSOCIATES	\$20,477.56
017917 V	08/19/19	09/05/19	0396	Educurve Learning LLC	(\$200.00)
017937 V	08/23/19	09/27/19	1426	CAPE MAY COUNTY PARK & ZOO	(\$400.00)
017949 V	08/30/19	09/30/19	0377	CDI Technologies	(\$9,125.00)
017962 V	08/30/19	09/16/19	1957	SHATIRAH HARVEY	(\$300.00)
017966 V	08/30/19	09/18/19	9381	Wireless Communications and Electronics	(\$1,240.00)
017969 H	09/05/19		1057	SAM'S CLUB	\$101.94
017970	09/05/19		1841	AP PLUMBING DRAINS LLC	\$375.00
017971	09/05/19		1173	ARK	\$349.26
017972	09/05/19		1846	BARNES AND NOBLE	\$1,185.08
017973	09/05/19		1036	BECKERS SCHOOL SUPPLIES	\$246.32
017974	09/05/19		1218	CASA PAYROLL SERVICE	\$559.75
017975	09/05/19		1861	CDWG	\$1,557.79
017976	09/05/19		1346	CENTER FOR AQUATIC SCIENCES	\$37,468.00
017977	09/05/19		1328	CIGNA HEALTHCARE	\$339,979.64
017978	09/05/19		1719	CONSTELLATION NEW ENERGY	\$3,274.90
017979	09/05/19		1124	DEMCO	\$971.57
017980	09/05/19		1186	DICK BLICK	\$893.95
017981	09/05/19		1819	FLEXFACTS	\$188.00
017982	09/05/19		1564	FOLLETT SCHOOL SOLUTIONS	\$1,884.37
017983	09/05/19		0397	Fun and Function	\$520.79
017984	09/05/19		2218	GCA SERVCIES	\$68,017.21
017985	09/05/19		1304	LAKESHORE LEARNING MARTHRIALS	\$4,534.16
017986 V	09/05/19	09/05/19	0396	Educurve Learning LLC	
017987	09/05/19		1135	NASCO ARTS & CRAFTS	\$1,877.06
017988	09/05/19		2156	NJASBO	\$990.00
017989	09/05/19		1678	NJSIG	\$123,810.24
017990	09/05/19		1717	PEARSON CLINICAL ASSESSMENT	\$266.08
017991	09/05/19		1200	PEARSON EDUCATION	\$8,131.20
017992	09/05/19		1032	PITTS GROVE TWP SCHOOLS	\$2,192.64
017993	09/05/19		1236	PROFORMA DYNAMIC RESOURCES	\$879.00
017994	09/05/19		1017	Prudential Insurance Company of America	\$2,930.56
017995	09/05/19		1587	ROCHESTER 100 INC.	\$40.50
017996	09/05/19		1305	SCHOLASTIC	\$22.77
017997	09/05/19		0653	School Fix	\$275.16
017998	09/05/19		2333	SCHOOL MATE	\$590.00
017999	09/05/19		1014	STAPLES ADVANTAGE	\$2,031.07
018000	09/05/19		2415	STAPLES ADVANTAGE	\$1,240.84
018001	09/05/19		1349	STEMFINITY	\$5,512.55

11,065.00
Last yr
write off

Starting date 9/1/2019 Ending date 9/30/2019

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
018002	V 09/18/19	09/18/19	1057	SAM'S CLUB	
018003	H 09/10/19		1057	SAM'S CLUB	\$19.98
018004	H 09/16/19		1057	SAM'S CLUB	\$935.76
018005	09/13/19		1841	AP PLUMBING DRAINS LLC	\$345.00
018006	09/13/19		1068	AT & T	\$573.68
018007	09/13/19		1846	BARNES AND NOBLE	\$379.05
018008	09/13/19		1425	BLICK ART MATERIALS	\$192.00
018009	09/13/19		1327	CAMDEN COUNTY COLLEGE	\$20,604.00
018010	09/13/19		0344	Daniel Szymanski	\$750.00
018011	09/13/19		2282	DAVID GOULD	\$78.00
018012	09/13/19		1211	DELL COMPUTER CORPORATION	\$49,478.58
018013	09/13/19		1630	DELL COMPUTERS	\$51,516.20
018014	09/13/19		0396	Educurve Learning LLC	\$200.00
018015	09/13/19		3440	Edward Marion	\$102.00
018016	09/13/19		1923	FLOYD MARTELL	\$123.00
018017	09/13/19		1378	INFOBASE PUBLISHING	\$960.17
018018	09/13/19		1482	JC TOURS	\$462.00
018019	09/13/19		1304	LAKESHORE LEARNING MARTERIALS	\$1,047.91
018020	09/13/19		9490	Luciens Distinguished Catering	\$1,000.00
018021	09/13/19		1650	MCGRAW HILL EDUCATION	\$21,011.52
018022	09/13/19		1703	MELISSA HOCKO	\$446.27
018023	09/13/19		1135	NASCO ARTS & CRAFTS	\$287.32
018024	09/13/19		1882	PAUL RUGARBER	\$246.00
018025	09/13/19		1192	PROQUEST	\$968.20
018026	09/13/19		2083	SCHOLASTIC BOOK FAIRS-14	\$3,251.92
018027	09/13/19		3449	Sonny Pompilii	\$102.00
018028	09/13/19		1014	STAPLES ADVANTAGE	\$2,221.77
018029	09/13/19		2415	STAPLES ADVANTAGE	\$7,200.88
018030	09/13/19		1878	THOMAS MOONEY	\$123.00
018031	09/13/19		3577	US Regional II of NJ DBA Worknet, OBOM	\$72.25
018032	09/13/19		F540	Vineland Board of Education	\$16,602.00
018033	09/13/19		1484	WB MASON	\$4,399.00
018034	09/19/19		1261	AMERICAN RED CROSS	\$30.00
018035	09/19/19		1036	BECKERS SCHOOL SUPPLIES	\$76.96
018036	09/19/19		1425	BLICK ART MATERIALS	\$172.00
018037	09/19/19		1218	CASA PAYROLL SERVICE	\$539.25
018038	09/19/19		1439	CHRISTINA MYERS	\$1,635.00
018039	09/19/19		1328	CIGNA HEALTHCARE	\$16,005.54
018040	09/19/19		1683	CINEMARK SOMERDALE	\$2,157.75

Starting date 9/1/2019 Ending date 9/30/2019

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
018041	09/19/19		1719	CONSTELLATION NEW ENERGY	\$17,366.91
018042	09/19/19		0278	DLT Solutions, Inc.	\$1,337.00
018043	09/19/19		1819	FLEXFACTS	\$375.00
018044	09/19/19		1931	GO GUARDIAN	\$16,296.00
018045	09/19/19		1304	LAKESHORE LEARNING MARTERIALS	\$346.23
018046	09/19/19		1749	LOTI	\$18,615.00
018047	09/19/19		1872	LOUIS MCCALL	\$875.00
018048	09/19/19		1769	MADLEINE FENNER	\$84.60
018049	09/19/19		0183	Maryland Transportation Authority	\$50.00
018050	09/19/19		1490	NJDEP	\$85.00
018051	09/19/19		2115	NJSBGA	\$385.00
018052	09/19/19		1262	ORIENTAL TRADING CO.	\$229.63
018053	09/19/19		0920	Pothole Repair Metro DC, LLC	\$1,231.00
018054	09/19/19		1017	Prudential Insurance Company of America	\$2,866.83
018055	09/19/19		1658	ROOT24 INC	\$6,192.87
018056	09/19/19		9238	Scholars in Print	\$506.73
018057	09/19/19		1264	SCHOLASTICA TRAVEL	\$7,800.00
018058	09/19/19		1349	STEMFINITY	\$503.85
018059	09/19/19		1570	USPS-WINDOW SERVICE	\$54.90
018060	09/19/19		1347	WALNUT STREET THEATRE	\$865.00
018061	09/19/19		1539	WILLIAM H. SADLIER, INC	\$2,551.47
018062 H	09/24/19		1057	SAM'S CLUB	\$811.41
018063	09/19/19		1520	YELLOW BUS LEASING	\$750.00
018064	09/19/19		1418	ZANER-BLOSER	\$1,363.40
018067	09/23/19		1751	MAKE MUSIC	\$760.00
018068	09/23/19		2315	MAN-HOW	\$530.00
018069	09/23/19		1099	TREASURER STATE OF NEW JERSEY	\$351,992.00
018070	09/23/19		1168	XTEL COMMUNICATIONS	\$3,671.39
018071	09/23/19		1476	YMCA CAMP OF MEDFORD	\$5,304.00
018072 H	09/25/19		1057	SAM'S CLUB	\$596.20
018073	09/25/19		2396	ADVENTURE AQUARIUM	\$930.00
018074	09/25/19		9541	Axel Rad Screen Printing	\$693.00
018075	09/25/19		1036	BECKERS SCHOOL SUPPLIES	\$772.42
018076	09/25/19		1425	BLICK ART MATERIALS	\$356.03
018077	09/25/19		1328	CIGNA HEALTHCARE	\$311,114.59
018078	09/25/19		1186	DICK BLICK	\$264.34
018079	09/25/19		2330	EDMENTUM	\$400.00
018080	09/25/19		1156	FRANKLIN INSTITUTE	\$2,710.00
018081	09/25/19		2399	GROUNDS FOR SCULPTURE	\$1,100.00

Starting date 9/1/2019

Ending date 9/30/2019

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
018082	09/25/19		1152	HOME DEPOT	\$3,550.17
018083	09/25/19		1600	J DOGS, INC.	\$6,507.00
018084	09/25/19		6666	James Kenney	\$50.00
018085	09/25/19		2335	KSSTATEBANK	\$44,759.73
018086	09/25/19		0923	McCormicks Group LLC	\$1,117.32
018087	09/25/19		1678	NJSIG	\$46,387.80
018088	09/25/19		1553	OLD BARRACKS MUSEUM	\$1,170.00
018089	09/25/19		1927	PLEASE TOUCH MUSEUM	\$1,800.00
018090	09/25/19		1915	POSITIVE PROMOTIONS	\$91.91
018091	09/25/19		1914	PURCHASE POWER	\$520.99
018092	09/25/19		9320	School Outfitters	\$12,888.49
018093	09/25/19		1347	WALNUT STREET THEATRE	\$2,206.00
018094	09/25/19		2068	WENGER CORPORATION	\$9,361.00
018095	09/25/19		1463	WEX BANK	\$2,919.53
018096	09/25/19		0922	Yuderquis Guzman-Caba	\$43.72
B31691	09/04/19		1627	TD WEALTH OPERATIONS	\$27,494.57
F31723	09/17/19		9999	PAYROLL VENDOR	\$875,708.37
F31786	09/27/19		9999	PAYROLL VENDOR	\$925,943.60

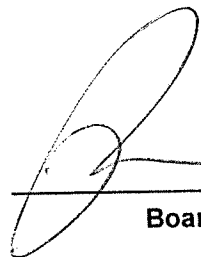
Starting date 9/1/2019

Ending date 9/30/2019

Fund Totals

10	GENERAL FUND	\$117,149.70
11	GENERAL CURRENT EXPENSE	\$2,904,569.14
20	SPECIAL REVENUE FUNDS	\$495,576.28
60	ENTERPRISE FUNDS	\$32,135.88
95	STUDENT ACTIVITY FUNDS	\$4,251.92
	Total for all checks listed	\$3,553,682.92

Prepared and submitted by:



Board Secretary

9/30/19
Date

**AGREEMENT FOR SCHOOL FOOD AUTHORITIES (SFAs)
CONSOLIDATION OF SCHOOL NUTRITION PROGRAMS**

1. Creativity Co Laboratory Charter School (**Relinquishing SFA**) hereby transfers and relinquishes its authority, duties, and obligations associated with the programs designated below to Camden's Promise Charter School, (**Sponsor SFA**), for the 2019 - 2020 school year.
2. **Relinquishing SFA** address: 457 Shirley Road
Elmer, NJ 08318
3. **Sponsor SFA** address: 879 Beideman Ave
Camden, NJ 08105
4. **Sponsor SFA** Agreement Number: 08006215
5. **Sponsor SFA** is (check the appropriate box below):
 Public School
 Non-Public School
6. **Relinquishing SFA** is (check the appropriate box below):
 Public School
 Non-Public School. New Jersey Department of Education Identification
No. _____
7. **Sponsor SFA** shall assume **Relinquishing SFA's** authority, duties, and obligations for the following School Nutrition Programs (check the appropriate box (es) below):
National School Lunch Program (NSLP) 7 CFR Part 210
School Breakfast Program (SBP) 7 CFR Part 220
After School Snack Program (ASSP) 7 CFR Part 210
Special Milk Program (SMP) 7 CFR Part 215
At-Risk Afterschool Meals Program (ARAMP) 7 CFR Part 226
8. A list of the **Relinquishing SFA's** schools and addresses is attached hereto as "Exhibit A".
9. All legal and financial authority, duties, and obligations associated with operating the School Nutrition Programs designated above are hereby transferred from the **Relinquishing SFA** to the **Sponsor SFA**.

10. The **Sponsor SFA** accepts all legal and financial authority, duties, and obligations associated with operating the **Relinquishing SFA's** School Nutrition Programs designated above including, but not limited to:
- a. Distributing the household free and reduced-price meal eligibility applications.
 - b. Processing the free and reduced-price meal eligibility applications and determining student eligibility, performing direct certification, notifying applicants of eligibility, completing verification requirements, providing a hearing official, updating eligibility changes, and generating and revising the master eligibility list and benefit issuance documents.
 - c. Maintaining all School Nutrition Program records and direct certification documentation.
 - d. Planning all menus and maintaining production records.
 - e. Determining the meal and a la carte meal prices.
 - f. Determining the method of collecting money and recording and reporting point of service meal counts by eligibility category.
 - g. Overseeing all fiscal aspects including, but not limited to, revenue and expenses associated with the School Nutrition Programs.
 - h. Completing edit check worksheets.
 - i. Submitting and certifying claims for reimbursement.
 - j. Maintaining all records relating to receipt of reimbursement.
 - k. Complying with federal and state mandated training requirements for food service and administrative personnel.
 - l. Paying overclaims as a result of administrative reviews.
 - m. Complying with USDA Smart Snacks requirements.
 - n. Distributing USDA commodities.
 - o. Performing on-site accountability reviews for the NSLP and, if applicable, the ASSP.
 - p. Complying with all state and federal laws, regulations and guidelines applicable to the School Nutrition Programs designated in paragraph 4 above.
 - q. Complying with Civil Rights requirements, including compiling data, maintaining records, and submitting reports as required to permit effective enforcement of nondiscrimination laws, regulations, policies, instructions, and guidelines to ensure that no person shall, on the grounds of, race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the SFA receives Federal financial assistance from USDA-FNS.
 - r. Submitting and certifying the annual documents and reports in the New Jersey Department of Agriculture (NJDA) SNEARS web based system.

11. Food Service Employees at the **Relinquishing SFA** will be employed by (check the appropriate box):

Relinquishing SFA

Sponsor SFA

Food Service Management Company Name:

12. In the event that **Sponsor SFA** is not in session and the **Relinquishing SFA** is in session, meals will be: (please indicate how meals will be obtained and served):

Relinquishing SFA will provide meals and record meal counts by eligibility category.

13. The Parties agree to cooperate fully with each other in the performance of this Agreement and will meet on a quarterly basis to discuss the status of, and to amicably resolve any issues associated with, the School Nutrition Programs designated above.

14. This agreement is effective for one year beginning September 1, 2019. It shall remain in effect until June 30, 2020 unless terminated by a prior notice of not less than sixty (60) days from one party to the other. The term of this Agreement can be extended annually upon mutual agreement of the parties and completion of a new Consolidation Agreement.

The Parties have expressed their mutual agreement to the foregoing, and in consideration thereof, the undersigned, as the duly-authorized representatives of their respective agencies, hereby execute this Agreement.

Relinquishing SFA:

Signature: _____

Name (Printed):

Lori Vilarly

Business Administrator/Chief School Administrator

Date:

10/3/2019

Sponsor SFA:

Signature: _____

Name (Printed):

Richelle H Baughn

Business Administrator/Chief School Administrator

Date:

10/3/2019

**EXHIBIT A RELINQUISHING
 SFA SCHOOLS Attach additional
 pages if needed**

School Name & Address	School Type	Meals Provided
Creativity Co Laboratory Charter School 457 Shirley Road Elmer, NJ 08318	<input type="checkbox"/> Elementary <input checked="" type="checkbox"/> Middle <input type="checkbox"/> High School	<input checked="" type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch <input type="checkbox"/> Afterschool Snack <input type="checkbox"/> Dinner
	<input type="checkbox"/> Elementary <input type="checkbox"/> Middle <input type="checkbox"/> High School	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Afterschool Snack <input type="checkbox"/> Dinner
	<input type="checkbox"/> Elementary <input type="checkbox"/> Middle <input type="checkbox"/> High School	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Afterschool Snack <input type="checkbox"/> Dinner
	<input type="checkbox"/> Elementary <input type="checkbox"/> Middle <input type="checkbox"/> High School	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Afterschool Snack <input type="checkbox"/> Dinner
	<input type="checkbox"/> Elementary <input type="checkbox"/> Middle <input type="checkbox"/> High School	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Afterschool Snack <input type="checkbox"/> Dinner
	<input type="checkbox"/> Elementary <input type="checkbox"/> Middle <input type="checkbox"/> High School	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Afterschool Snack <input type="checkbox"/> Dinner
	<input type="checkbox"/> Elementary <input type="checkbox"/> Middle <input type="checkbox"/> High School	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Afterschool Snack <input type="checkbox"/> Dinner

2019-2020 AGREEMENT FOR THE PROVISION OF INSTRUCTION WITH THE BROOKFIELD EDUCATIONAL SERVICES PROGRAM

The Candor Board of Education agrees that Brookfield Schools should provide educational services to the district students during their stay at our programs during the 2019-2020 school year.

Billing Address:

Phone Number: 856 365 7000 Fax Number: 856 365 1605
Contact Person (to obtain Approval for Educational Services Payment):

Current Homebound Instruction Rate approved by your District's Board of Education for 2019-2020 school year \$ 30 hourly

The district agrees to the following:

1. To provide all necessary information regarding the classification and course of instruction being provided to the student.
2. To furnish all textbooks, assignments, and related materials and lesson plans for
3. To make payment in the amount of \$ _____ (your current 2019-2020) rate per hour for instructional services.
4. If your district requires a voucher/PO, please provide copies so we may keep them in our files.

Brookfield Schools agrees to provide the following:

1. To employ properly certified teachers and to provide a course of instruction in compliance with all pertinent lesson plans and course material.
2. To advise pertinent district personnel regarding the assignment of grades, when needed
3. To provide written reports on student's progress as required.
4. To comply with the district policy for the number of hours per day for educational services the student.

We, the undersigned, agree to the terms indicated above for the provision of Educational Services.

By the school district:

[Signature]
Signature
Rizhelle H. Buzon
Name

SPA
Title
9/30/19
Date

[Signature]
Signature
Mrs. Nancy Moran
Name

Director of Special Projects/Principal
Title
5/8/19
Date

Thank you, please mail to Mrs. Debra L. Marthins
Brookfield Schools
1009 Berlin Road
Cherry Hill, NJ 08034

or Fax 856-547-3186
Phone: 856-547-3106
email: dmarthins@brookfieldschools.org

CONTRACT FOR IN SCHOOL NURSING SERVICES

This AGREEMENT is made and entered into this 19th day of September, 2019, by **BAYADA Home Health Care, Inc.**, with a service office located at 1810 Chapel Avenue West, Suite 100, Cherry Hill, New Jersey 08002 (hereinafter referred to as **BAYADA**) and **Camden's Charter School Network** (including the Promise, Pride, Academy and KATZ Academy Schools), located at 879 Beideman Avenue Camden, New Jersey 08105 (hereinafter referred to as **SCHOOL**).

BAYADA is a home health care agency, engaged in the business of providing professional nursing services and **SCHOOL** has identified a need for an in **SCHOOL** nurse to provide basic nursing care and teaching services to its students.

WHEREAS, it is the desire of both parties to make provision for on site, nursing services, in accordance with the terms of this Agreement.

THEREFORE, in consideration for the mutual covenants expressed herein, **BAYADA** and **SCHOOL** agree to the terms and conditions outlined herein:

I. RESPONSIBILITIES OF BAYADA

- A. Qualifications of Personnel. The Nurse supplied by **BAYADA** shall be a Registered Nurse (RN) who shall hold a current license, registration or certification to practice in the State of New Jersey, and shall provide services pursuant to the applicable state laws.
- B. Personnel Records Inspection. **BAYADA** shall make available for inspection, upon the request of **SCHOOL**, the personnel files of its nurse who is providing on site services. The contents of such file will include:
1. Verification of current licensure or certification as applicable; and
 2. Completed application for employment or resume; and
 3. Verified references; and
 4. Evidence of annual performance evaluation; and
 5. A criminal record check, conducted upon hire, if required by state law; and
 6. Evidence of at least one, annual in-service education or training in accordance with applicable state regulations.
- C. Service. **BAYADA** shall provide an RN to **SCHOOL** on a substitute basis. The RN will provide basic nursing services to **SCHOOL**'s students currently in grades kindergarten through twelve (K-12). A four (4) hour minimum is required. Upon execution of this Agreement, **SCHOOL** will provide **BAYADA** with a schedule of the **SCHOOL** calendar including all scheduled days off.
- D. Place of Performance. **BAYADA** will provide services primarily at **SCHOOL's** **Pride, Promise, Academy and Katz Academy Charter Schools**. **SCHOOL** acknowledges and understands that **BAYADA** cannot guarantee services. All services will be provided subject to the availability of a qualified nurse.

E. Insurance.

1. **BAYADA** shall maintain general liability and professional liability coverage for any negligent acts or omissions of **BAYADA** employees which may give rise to liability under this Agreement.
2. **BAYADA** shall maintain, at its sole expense, Workers' Compensation insurance for its employees.

F. Indemnification. **BAYADA** agrees to indemnify and hold harmless **SCHOOL** from all bodily injury and/or property damage claims arising out of the sole negligence of **BAYADA**, acting through its directors, agents, and employees.

G. Payment of Personnel. **BAYADA**, as an employer, shall remain responsible for the payment of wages and other compensation, reimbursement of expenses and compliance with Federal, State and local tax withholdings, Workers' Compensation, Social Security, employment and other insurance requirements for its personnel.

H. Equal Opportunity Employment. **BAYADA** agrees to comply with the New Jersey state requirements of N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27, and the Americans With Disabilities Act, where applicable, during the performance of this Agreement and will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. **BAYADA** will provide required reports as requested.

I. Policies and Procedures. **BAYADA** will follow the **SCHOOL's** policies and procedures while providing care in the **SCHOOL** setting.

II. RESPONSIBILITIES OF SCHOOL

A. Payment for Services. **SCHOOL** will remain responsible to compensate **BAYADA** for services rendered pursuant to this Agreement. Section III hereunder shall govern billing terms and compensation.

B. Insurance.

1. **SCHOOL** shall maintain at its sole expense valid policies of general liability insurance, covering the negligent acts or omissions of **SCHOOL** acting through its directors, agents, employees or other personnel which may give rise to liability under this Agreement.
2. **SCHOOL** shall maintain, at its sole expense, Workers' Compensation insurance for its employees.

C. Indemnification. **SCHOOL** agrees to indemnify and hold harmless **BAYADA** from all bodily injury and/or property damage claims arising from any act or omission of **SCHOOL**, acting through its directors, agents, employees or other personnel.

- D. Equipment and Supplies. **SCHOOL** will supply **BAYADA's** RN with all necessary equipment, tools, materials and supplies (including teaching materials and supplies) necessary to perform services under this Agreement.
- E. Employment Status. **SCHOOL** understands and agrees that the RN is an employee of **BAYADA** and **SCHOOL** will not attempt to solicit the RN to work privately for **SCHOOL**, without written authorization from **BAYADA**, during the term of this Agreement and for one (1) year following its termination or expiration. **SCHOOL** recognizes the recruiting, training and retention expenses that **BAYADA** encounters as an employer and acknowledges that **BAYADA** is not a placement or referral service. Should **SCHOOL** desire to hire one of **BAYADA's** employees, **SCHOOL** agrees to provide **BAYADA** with written notice and pay a liquidated damages fee equal to four (4) months of the specific employee's annual gross salary or \$10,000.00 whichever is greater. This fee shall apply to any **BAYADA** employee **SCHOOL** wishes to hire.
- F. Compliance Program. **BAYADA** values honesty and confidentiality in all business interactions. In order to assure adherence to these values, **BAYADA** maintains a corporate compliance program, designed to detect and prevent illegal and unethical activities, including breaches of confidentiality. **SCHOOL** agrees to abide by this program, and understands its obligation to report questionable activities involving **BAYADA's** employees to the local office Director named below or to the Compliance Hotline at 1-866-665-4295.

III. BILLING AND COMPENSATION

- A. **SCHOOL** agrees to compensate **BAYADA** at a rate of \$55.00/hour for RN services provided under this Agreement.
- B. **BAYADA** shall forward to **SCHOOL** an itemized bill on a weekly basis.
- C. **SCHOOL** agrees to pay submitted bills within sixty (60) days of receipt. Any bill not paid within the sixty (60) day period will be considered delinquent. **BAYADA** reserves the right to pursue any collection remedies in an attempt to resolve a delinquent account. **SCHOOL** agrees to reimburse **BAYADA** for all collection costs, including attorneys' fees and expenses.

IV. TERM AND TERMINATION

- A. This Agreement will come into effect beginning on **September 19, 2019** and will remain in effect through **June 30, 2020**. This Agreement may be extended upon the written consent of each party outlining the terms and time for extension.
- B. Either party may terminate this Agreement, for any reason, upon thirty (30) days prior written notice.
- C. Either party may terminate this Agreement for cause due to the occurrence of one of the following events by giving ten (10) days prior written notice:
1. Dissolution or bankruptcy of either **BAYADA** or **SCHOOL**.
 2. Failure of either **BAYADA** or **SCHOOL** to maintain the insurance coverages required hereunder.

3. Breach by **BAYADA** or **SCHOOL** of any of the material provisions in this Agreement.

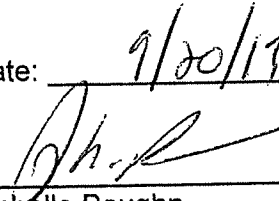
V. ADDITIONAL TERMS

- A. Governing Law. This Agreement will be construed and governed in all respects according to the laws of the State of New Jersey.
- B. Relationship to Parties. The parties enter into this Agreement as independent contractors. Nothing contained in this Agreement will be construed to create a partnership, joint venture, agency or employment relationship between the parties.
- C. Assignment. This Agreement may not be assigned by either party, in whole or in part.
- D. Modification of Terms. No amendments or modifications to the terms of this Agreement will be binding unless evidenced in writing and signed by an authorized representative of each party hereto.
- E. Notices. Any Notice given in connection with this Agreement will be given in writing and will be delivered either by hand or by certified mail, return receipt requested, to the other party, at the party's address stated below. Any party may change its address as stated herein by giving Notice of the change of address in accordance with this Paragraph.
- F. Confidentiality. Except for acknowledging the existence of this Agreement, the parties understand and agree that the terms of this Agreement, including all payment terms, shall be kept confidential unless disclosure is required by law or the parties agree, in writing, to such disclosure. All methods and mode of conduct of business for **SCHOOL** and **BAYADA** are to be kept confidential by **SCHOOL** and **BAYADA** and not disclosed to any other party or used in part or whole without the permission of **SCHOOL** and/or **BAYADA**.
- G. Entire Agreement. This writing evidences the entire Agreement between **BAYADA** and **SCHOOL**; there are no prior written or oral promises or representations incorporated herein. Each Attachment, Fee Schedule, Exhibit or other documents referenced herein and/or attached to this Agreement are incorporated herein as if the same was set out in full in the text of this Agreement. This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Delivery of an executed signature page of this Agreement by facsimile or electronic (email) transmission shall be effective as delivery of a manually executed counterpart hereof.

Date: _____

 Rose Sample
 Director
Signing with authority for
BAYADA Home Health Care, Inc.

Date: 9/20/13



 Richelle Baughn
 School Business Administrator
Signing with authority for
Camden's Charter School Network



State of New Jersey

DEPARTMENT OF AGRICULTURE
 DIVISION OF FOOD AND NUTRITION
 PO BOX 334
 TRENTON NJ 08625-0334

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

DOUGLAS H. FISHER
Secretary

September 27, 2019

TO: Recipient Agencies (RAs)
 Business Administrators (BAs)

FROM: Denise Liptak, Manager, Food Distribution Programs

POLICY #: FDP-P010 - Revised

SUBJECT: Processed Commodity Drawdown and Carryover Inventory Policy

The Food Distribution Program (FDP) has a Processed Commodity Drawdown and Carryover Inventory Policy to ensure New Jersey is compliant with Federal Regulations 7 CFR§250 and the United States Department of Agriculture (USDA) Policy Memorandum FD-064, Inventory Levels at Further Processors.

7 CFR §250 requires States to monitor commodity inventories with all Processors to ensure the quantity of donated foods is at the lowest cost-efficient level but not more than a 6-month inventory based on average monthly usage. Processor inventory levels in excess of 6-month usage could occur for several reasons; the most common being:

- Carryover inventory due to inefficient processed commodity drawdown by Recipient Agencies (RAs)
- RAs placing requests to a specific processor and then failing to use the inventory;
- RAs failing to apply for rebates in a timely manner or not filing at all;
- RAs failing to verify sales under the Net-Off Invoice (NOI) value pass-through system.

The USDA suggests States work proactively with processors to identify RAs that are not utilizing their processed commodity inventory efficiently, and notify RAs of the steps that will take place to maintain acceptable inventory levels. The benchmark dates to evaluate RA year-to-date processed commodity usage is January and May of each calendar year. Below you will find New Jersey's updated policy and procedures regarding this usage requirement.

Processed Commodity Drawdown and Carryover Inventory Policy

- It is the responsibility of the School's Business Office to monitor and work with the Food Service Department to ensure that all possible entitlement is being used effectively for the profitability and sustainability of the program.
- RA pounds will not be altered prior to the January Sweeps. The School's Business Administrator must approve all changes.
- RA year-to-date processed commodity usage must be **55%** by February 1st (based on July through January usage). If less than 55% has been used processors will then place the difference in the State account for reallocation. RA's can submit a waiver request with a plan of action on usage by January 30th to the FDP and the Processor. The FDP will instruct Processors on reallocation. Processors do not have to notify the RA of the deduction.
- RA year-to-date processed commodity usage must be at **95%** by May 31st (July through May 31st usage). Processors can deduct all the RAs remaining balance or bring the account down to 5% remaining and place the inventory in the State account for reallocation. RAs will not be allowed at this point to request a waiver of balance usage. Processors are required to submit notice of deduction to the RA within 10 days of balance reduction.
- On June 30th (January through June usage), Processors are required to deduct 100% of the remaining balance from the RAs account. All inventories will be rolled into the State account for usage in the following school year. There is no carryover of pounds allowed at the RA level.
- For FDP to manage RA usage and ensure regulatory thresholds, Processors are required to include a RA year-to-date usage report for each donated commodity as an attachment to their December and June monthly performance reports. The RA year-to-date usage report must be represented as a percentage.

Reminder that the commodity program is an entitlement program and the commodities being offered belong to the State of NJ Department of Agriculture until the product is utilized by the RA as menu items in the RA's school meal programs.

FDP maintains the option to approve processor written requests on a case by case basis to:

- Maintain inventory in excess of 6 months with adequate justification along with a written plan of action for draw down.

If you have any questions, please feel free to contact Denise Liptak at (609)292-8344.

Cc: Brokers/Sales Representatives
 Food Service Management Companies
 Rose Tricario, Director, Division of Food & Nutrition
 Justin Phifer, Assistant Manager, Food Distribution Programs

CONSULTING SERVICES AGREEMENT

This Agreement is entered into on this ___ day of September, 2019, between the Camden Charter CCSN Network (“CCSN”), located at 879 Beideman Ave., Camden, NJ 08105, and R. Pressler Associates (“RPA”), located at P.O. Box 69, Roosevelt, NJ 08555.

The work described herein is intended to serve as the first phase in completing a broader, organization-wide review of the Camden Charter CCSN Network (CCSN). In conjunction with this effort, CCSN will separately be completing the TNTP Instructor Insight Survey with the support of TNTP staff and resources. This scope of work does not include the work and costs associated with the Insight Survey; however, RPA will coordinate activities with TNTP staff and integrate the results of the Insight Survey into this effort.

In consideration of this Agreement and the payment provided herein, the parties agree that RPA shall provide the professional services to CCSN described below.

1. Scope of Work

This proposal addresses initial gathering and analysis of information that will inform the future direction of a network wide program review. It includes the following scope of work:

1. Identify collaboratively with CCSN the key questions that will be the focus of the data analysis.
2. Select (or develop) and administer a **family/guardian online survey**, and complete an analysis of responses that focuses on essential questions of interest to CCSN, including:
 - How do families feel about the CCSNs in general? Do families plan to remain enrolled?
 - Are families aware of the CCSN’s mission? Do they see it implemented in concrete ways?
 - How do families feel about their children’s teachers and the staff they interact with on a regular basis.
 - What are the families’ perceptions about leadership, operations, and CCSN climate?
3. Select (or develop) and administer a **student survey**, and complete an analysis of responses that focuses on essential questions of interest to CCSN, including:
 - How do students feel about their experience at CCSN?
 - How do students feel about their teachers, administrators, and other staff members?
 - Do students feel the CCSN has prepared them well for their future educational and career efforts?
 - Have students found the CCSN supportive when they have had struggles?
 - Do students feel safe and secure in and around the CCSN?
4. Collect information from **community stakeholders**, not directly involved with the CCSN. This information may be collected through interviews, email exchanges, short surveys, or other means. The list of community stakeholders will be assembled in conjunction with CCSN.

5. Conduct **three focus group sessions** to enable stakeholders to provide anecdotal information about their experiences in the CCSN, and then summarize the findings.
6. Collect and document data that demonstrates the network's success in the following:
 - Fulfillment of mission
 - Completing previous goals and objectives
 - Preparing students for post-secondary education and employment.
 - Retaining staff (with deference to the TNTP Instructor Insight Survey)

The goal of this data effort is to gather an accurate picture of stakeholder perceptions, assess the specified aspects of CCSN's progress, and begin the process of identifying potential objectives, activities, and resources that will enhance the CCSN's capacity to meet its goals and fulfill its mission.

2. Deliverables

The deliverable will be a **written report** on the results of student, family, and community surveys and data gathering that can be used in tandem with findings from the TNTP Insight Survey. The report will provide a description of significant trends related to key questions previously identified by CCSN.

Note: The TNTP Instructor Insight Survey provides a robust analysis and independent recommendations that address the findings from staff survey responses.

The CCSN will also provide access to the information and personnel identified by RPA, which are needed to complete the work.

3. Payment

In return for these services, CCSN will pay RPA a total fee of **\$10,725**. Payments shall be made on a net 30 basis, upon receipt of invoice, according to the following approximate schedule:

Upon Execution of this Agreement	\$ 3200
Upon Delivery of the Written Report	\$ 7525
TOTAL	\$10,725

4. Additional Terms

- a. The parties agree that RPA is an independent contractor, not an employee or agent of CCSN for federal, state or local tax purposes. Thus, RPA is free to perform services for a multiple of unrelated companies at the same time. It is expressly understood that RPA is not entitled to and irrevocably waives any rights to participate in any employee benefit program, including but not limited to salary, pension, severance, insurance or retirement plan, flexible spending accounts, or leave provided by CCSN to its employees. In addition, it is expressly understood that the compensation to be paid RPA under this Agreement shall consist, in its entirety, of the fees set forth in paragraph 3 of this Agreement.

- b. RPA shall have the right to engage one or more subcontractor(s) of its choosing to perform the services set forth in paragraph 1. Any subcontractors used by RPA after the effective date of this Agreement shall be subject to the terms of the Agreement, and RPA will obtain a written acknowledgment from such subcontractors that they agree to be bound by this Agreement. RPA shall provide CCSN with copies of such written acknowledgments.
- c. RPA shall be solely responsible for the costs of providing the services to the CCSN including but not limited to all costs of transportation, tools, equipment, materials, and all of RPA's other costs of performing the services.
- d. RPA, not CCSN, shall be responsible for paying all taxes and other governmental or required obligations due with respect to RPA's income under this Agreement and for filing all required returns as a self-employed independent contractor relating to its income. RPA shall be responsible for providing all insurance, retirement plans and other benefits for its employees. RPA also shall bear all risks and expenses associated with or resulting from RPA's rights and obligations under this Agreement.
- e. RPA shall perform its obligations under this Agreement in a manner consistent with the level of care and skill ordinarily exercised by members of the same profession under similar conditions. RPA agrees that with regard to the work submitted under this Agreement, it will take care to avoid conflicts of interest or even the appearance of conflict. In addition, RPA hereby warrants and agrees that the materials provided to the CCSN under this agreement shall meet with the CCSN's approval. The CCSN reserves the right to withhold payment until the materials provided by RPA are acceptable to the CCSN. Furthermore, the parties agree that if, after a reasonable period of time not to exceed 30 days, the materials provided by RPA to the CCSN are not acceptable to the CCSN, the CCSN shall have the right to treat such default as a material breach of this Agreement by RPA. CCSN shall thereby have the corresponding right to terminate this Agreement as outlined below in paragraphs g and h.
- f. RPA will perform the services in a professional manner; however RPA does not guarantee that the Deliverables or any other items or services provided to the CCSN by RPA will achieve a particular result or outcome.
- g. This Agreement shall have a term of beginning _____, 2019, and ending _____, 2019. However, CCSN may terminate this agreement prior to the end date, with or without cause, by providing written notice and satisfying all outstanding invoices.
- h. Upon a breach—material or otherwise—of this Agreement, the non-breaching party may terminate the Agreement by providing the breaching party written notice of the breach and of its intent to treat the Agreement as terminated after ten (10) days. Upon termination, the non-breaching party may exercise any other legal rights it may possess. Further, the failure of the non-breaching party to exercise its right to terminate shall not be construed as a waiver of any legal rights or remedies to which it is entitled.
- i. This Agreement states the entire agreement and understanding of the parties, and supersedes all prior Agreements of the parties, concerning the subject matter of this Agreement. This



Agreement cannot be modified or amended except in writing signed by the parties.

- j. Any notice to be given under this Agreement by either party to the other may be effected either by personal delivery or by registered or certified mail (effective upon receipt) as follows:

If to RPA:
 Rick Pressler
 P.O. Box 69
 Roosevelt, NJ 08555
 201.785.4490
rick@rpressler.com

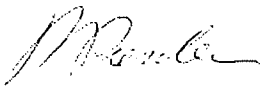
If to CCSN:

- k. Neither party shall be deemed in breach or default of this Agreement or any provision hereunder to the extent that any delay or failure in the performance of its obligations results from an act of God or public enemy, civil unrest, fire, flood, earthquake or unusually severe weather beyond its reasonable control and without its fault or negligence.
- l. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions nevertheless will continue in full force without being impaired or invalidated in any way.
- m. If any action or lawsuit is brought to enforce or interpret the provisions of this Agreement, the prevailing party will be entitled to recover from the other its costs and reasonable attorney's fees.
- n. The terms of this Agreement shall be governed by the applicable Federal laws of the United States and by the laws of the State of New Jersey.

Representing CCSN

Representing RPA

By: _____
 Name: _____
 Title: _____

By: 
 Name: Richard Pressler
 Federal Tax ID/SSN: 144-56-3243

**INSTRUCTIONAL CULTURE INSIGHT SERVICES AGREEMENT
BY AND BETWEEN
CAMDEN'S PROMISE CHARTER SCHOOL
AND
TNTP, INC.**

THIS SERVICES AGREEMENT (this "**Agreement**") is made by and between TNTP, Inc., a non-profit corporation organized under the laws of the State of Delaware, with its principal office at 500 Seventh Avenue, 8th Floor, New York, New York 10018 ("**TNTP**"), and Camden's Promise Charter School, with its principal office at 879 Beideman Avenue Camden, NJ 08105 (the "**Client**"). This Agreement is effective as of the later of the dates beneath the parties' signatures below (the "**Effective Date**").

RECITALS

- A. TNTP is a national nonprofit that develops people, policies, and practices to advance effective teaching.
- B. TNTP has developed the unique Instructional Culture Insight survey tool (the "**ICI Survey**") and the Instructional Culture Insight analysis methodology (the "**ICI Analysis**"), which helps school leaders improve the instructional culture at their schools. The ICI Survey and the ICI Analysis are collectively referred to herein as "**ICI**". The process of providing ICI to Client and its Participating Schools is referred to herein as the "**ICI Service**."
- C. The Client would like to engage TNTP to launch and execute the ICI Service within its school(s) (the "**Participating Schools**"), pursuant to the terms more particularly set forth below.

AGREEMENT

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE I

Term & Services

Section 1.1. **Term**. This Agreement will commence on the Effective Date and will terminate on September 30, 2022 (the "**Term**"), unless earlier terminated as set forth in this Agreement. The ICI Services shall occur in one (1) year increments (each a "**Subscription Period**") and shall be automatically renewed for successive one (1) year terms commencing on October 1st of each year and continuing through September 30th of the following year unless and until either Party provides the other Party with written notice of its intent not to renew the Agreement at least 30 days prior to the end of the then current Subscription Period.

Section 1.2 **TNTP's ICI Services**. During the Subscription Period, TNTP may do the following for the Client, subject to the terms and conditions herein:

- i. Launch the ICI Survey at the Participating Schools in one or two administrations during each Subscription Period.
- ii. Provide access to an online, response rate dashboard during the ICI Survey window to allow Client to monitor response rates.
- iii. Provide communication and strategies to maximize responses.
- iv. Launch the ICI Analysis following completion of each administration of the ICI Survey, and provide reporting and debriefs including:
 - a. Generate and provide to the Client and Client-designated school leaders at Participating Schools with access to their school-level data and analysis of their ICI Survey results via an online reporting platform ("**ICI Reporting Platform**").



- b. If applicable, generate and provide to the Client and Client-designated school leaders at Participating Schools with comparison analysis of their ICI Survey results and a summary of benchmarking data on the ICI Reporting Platform after the administration.
- v. Provide access to training and support materials to help school leaders at Participating Schools interpret and make use of their results, including webinars, resource portals, and reflection guides and templates.

Section 1.3 Client Obligations. As part of the implementation and execution of ICI Survey at the Participating Schools, the Client will:

- i. appoint a survey point person to interface with TNTP staff, collect and share rosters and teacher data from Participating Schools, monitor the response rate dashboard during the ICI Survey window, and support implementation.
- ii. designate and provide accurate contact information to TNTP for school leaders at Participating Schools who will receive their ICI Survey results.
- iii. make the Client's staff available to review the ICI Survey results with school leaders at Participating Schools and determine action steps from the results.
- iv. encourage its school leaders, teachers, and personnel, as applicable, to participate in the ICI Survey.
- v. abide by (and cause its Participating Schools to abide by) the ICI Reporting Platform's Terms of Use which may be updated from time to time at TNTP's sole discretion.
- vi. be responsible for its Participating Schools' compliance with this Agreement.
- vii. be responsible for the accuracy, quality and legality of Client Data and the means by which it acquired the Client Data. For purposes of this Agreement, "**Client Data**" means all data and information submitted by or for the Client to TNTP to enable TNTP to provide the ICI Service.
- viii. prevent unauthorized access to or use of the ICI Service, including the ICI Reporting Platform, and will promptly notify TNTP of any unauthorized access or use.

Section 1.4 Non-Exclusive. The Client acknowledges that the ICI Services are non-exclusive. TNTP is currently, and may in the future, perform the same, similar or other types services for other school districts, charter management organizations, charter schools, and/or state agencies, that involve the use, modification, and redistribution of ICI and the materials developed or provided by TNTP hereunder, and the Client agrees that TNTP may perform such services provided that such services do not conflict with the responsibilities or limitations set forth in this Agreement or involve the disclosure of non-public information that is provided to TNTP by the Client and designated as confidential by the Client at the time of disclosure by the Client.

ARTICLE II

Compensation & Payment

Section 2.1. Compensation. The fee for the ICI Service is \$1,100 for each of the Participating Schools during each Subscription Period (the "**Client Fee**"). The Client Fee is subject to increase in future Subscription Periods by no more than three percent (3%) each Subscription Period during the Term. The Client will be notified of any increase to the Client Fee on an annual basis.

Section 2.2 Payment.

- i. TNTP will invoice the Client annually in December of each Subscription Period for the total Client Fee for that Subscription Period. The Client Fee for each applicable Subscription Period will be payable in full unless the Client provides TNTP of timely written notice of non-renewal as set forth in Section 1.1 of this Agreement.
- ii. The Client shall have no responsibility for the Client Fee during the 2019-2020 Subscription Period. The Client Fee will be paid under a separate third-party funding agreement between National Alliance for Public Charter Schools and TNTP. Should other third-party funding



become available in future Subscription Periods, TNTP shall apply the appropriate credit toward the Client Fee as reflected in the Client's invoice for that Subscription Period.

- iii. In the event that a third-party funds the work, should TNTP's funding for the project be terminated or reduced at any time and for any reason, TNTP may elect to immediately terminate this Agreement, or, if TNTP does not elect to terminate this Agreement, the parties may renegotiate TNTP's Services and amend this Agreement accordingly.

Section 2.3 Invoices. TNTP's failure to timely invoice will not constitute a waiver of any of TNTP's rights hereunder or constitute a breach by TNTP of this Agreement. Payment of invoices submitted by TNTP shall be paid by the Client within thirty (30) calendar days of its receipt of such invoice. The Client will make all reasonable efforts to pay TNTP through Electronic Funds Transfer or Wire and shall provide TNTP with all necessary documents to facilitate the same. If there are disputed amounts on any invoice, the balance of such invoice, after deducting any disputed amounts, shall be paid in full when due and payable, and the disputed amounts shall be presented to TNTP for resolution as soon as such disputed amounts have been determined by the Client. Client agrees that any terms or conditions included in any purchase order terms rendered for the ICI Services are null and void. If any invoice is not paid in full within ten (10) days of the due date, the Client will pay a late fee equal to one percent (1%) of such late payment, and will pay an additional one percent (1%) for each thirty (30) day period that the invoice remains unpaid. If such invoice is not paid in full within 60 days after receipt, such failure will be deemed a material breach of this Agreement and TNTP may suspend provision of the ICI Services or terminate this Agreement, in addition to pursuing any other rights and remedies available to TNTP under applicable law.

ARTICLE III **Termination**

Section 3.1 Termination for Cause. If at any time either of the parties believes that the other party has materially breached its obligations hereunder, written notice shall be given setting forth in reasonable detail the asserted breach and providing an opportunity to cure the same within thirty (30) days after receipt of such written notice. If the asserted breach is not cured to the reasonable satisfaction of the party providing the written notice, but reasonable attempts to cure are claimed in writing by the party to whom the written notice of asserted breach was given, said party will have an additional opportunity to cure for a period of thirty (30) days following the expiration of the initial thirty (30) day cure period. If thereafter the asserted breach is not cured to the reasonable satisfaction of the party providing written notice of asserted breach, the party providing written notice of asserted breach may elect to terminate this Agreement upon written notice to the breaching party.

Section 3.2 Termination for Non-Renewal. Either party may terminate this Agreement or elect not to renew a Subscription Period by giving written notice of non-renewal to the other party as set forth in Section 1.1 of this Agreement.

Section 3.3 Effect of Termination. If this Agreement is terminated, the rights and obligations of each party hereunder will terminate, provided, however, that such termination will not terminate the rights and obligations of the parties that expressly survive the termination of this Agreement, including, without limitation, the obligation of the Client to pay TNTP for Client Fees and expenses incurred and for all services provided pursuant to this Agreement prior to the effective date of such termination.

Section 3.4 Surviving Provisions. Article II, Section 3.4, Section 4.3, Article V, Sections 6.1-6.6, Section 6.7(ii), Section 6.8, Article VII, Article VIII, and Article IX will survive any termination or expiration of this Agreement.

ARTICLE IV **Representations and Warranties**

Section 4.1 Mutual. Each party represents, warrants and covenants to the other that it:

- i. has the full right, power, legal capacity and authority to enter into this Agreement and to carry out its obligations hereunder;
- ii. will comply in all material respects with all applicable federal, state, and local laws, ordinances, codes, and regulations in performing its services hereunder; and
- iii. is not subject to and will not enter into any agreement or arrangements which preclude compliance with the provisions of this Agreement.

Section 4.2 By the Client. Client further represents, warrants and covenants to TNTP that Client:

- i. will obtain all consents, permissions and approvals that are necessary for TNTP to use the Client Data specifically as contemplated in this Agreement prior to providing such Client Data to TNTP.

Section 4.3 Disclaimers. EXCEPT AS EXPRESSLY PROVIDED HEREIN, TNTP MAKES NO WARRANTY OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, AND SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW. THE ICI SERVICES, TNTP TOOLS, WORK, AND ICI REPORTING PLATFORM ARE PROVIDED "AS-IS." TNTP DISCLAIMS ALL LIABILITY AND INDEMNIFICATION OBLIGATIONS FOR ANY HARM OR DAMAGES CAUSED BY ANY THIRD-PARTY HOSTING PROVIDERS.

ARTICLE V **Indemnification**

Section 5.1. By TNTP. TNTP will defend, indemnify and hold harmless the Client from and against any damages and expenses (including reasonable attorneys' fees and expenses) relating to any third party claims for personal injury or tangible property damage to the extent such claims result from the negligent acts or omissions or willful misconduct of TNTP while rendering the Services hereunder, provided the Client (i) promptly gives TNTP written notice of the claim, (ii) gives TNTP sole control of the defense and settlement of the claim (except that TNTP may not settle any claim unless it unconditionally releases the Client of all liability), and (iii) gives TNTP all reasonable assistance, at TNTP's expense.

Section 5.2. By the Client. The Client agrees that it will defend, indemnify and hold harmless TNTP from and against any and all damages, losses, claims, liabilities, demands, charges, suits, penalties, costs and expenses (including court costs and reasonable attorneys' fees and expenses incurred in investigating and preparing for any litigation or proceeding) TNTP may sustain to the extent such claims arise from the Client's use of the ICI Services in violation of this Agreement or the Client's provision of Client Data provided TNTP (i) promptly gives the Client written notice of the claim, (ii) gives the Client sole control of the defense and settlement of the claim (except that the Client may not settle any claim unless it unconditionally releases TNTP of all liability), and (iii) gives the Client all reasonable assistance, at the Client's expense.

ARTICLE VI **Intellectual Property Rights and Licenses**

Section 6.1 Ownership by TNTP. Title to and ownership of all work product, data, reports, and materials created by or on behalf of TNTP prior to the Effective Date of this Agreement or in the course of implementing and executing the ICI Services, whether partial or complete, including the ICI Survey results provided to the Client at the conclusion of the ICI Analysis and any work product derived therefrom (collectively referred to as the "**Work**"), shall be and remain solely in TNTP except for the Client Data. The Client agrees that all Work created by TNTP and any work product derived from the ICI Services will not be transferred, shared, licensed or sold by the Client to any other entity under any circumstances without the prior written consent of TNTP. TNTP shall be considered the author of the Work for purposes of copyright and only TNTP shall have the right to copyright the same. Additionally, TNTP retains all rights, title and interest in and to all processes, methods, systems, layouts and information (collectively the "**TNTP Tools**") used in creating the Work. Nothing in this Agreement shall be deemed to grant to the Client any ownership rights in the Work or the TNTP Tools, and except as expressly granted to the Client hereunder, the Client shall have no right or license with respect thereto. Furthermore, as a participant in and beneficiary of TNTP's research on instructional culture,



the Client acknowledges that the Client Data is incorporated into TNTP's ICI research database and TNTP owns such Client Data for use in an aggregated form for ongoing research, benchmarking and other purposes.

Section 6.2 Ownership by the Client. As between the Client and TNTP, the Client owns all Client Data (except for aggregated data) provided to TNTP by or on behalf of Client in connection with this Agreement. The Client agrees that TNTP may use such Client Data to perform its obligations hereunder (including the incorporation thereof into the Work) and may use such Client Data on an aggregated basis for its legitimate business purposes, including, without limitation, for purposes of publication and presentation by TNTP. The Client acknowledges that TNTP may also identify the Participating Schools as the schools from which the Client Data originated.

Section 6.3 Client Partners. The Client grants TNTP permission to share the Client Data and the ICI Survey results and ICI Analysis derived therefrom with third party researchers and funders designated by the Client upon receiving written permission (including permission through electronic mail) from the Client.

Section 6.4 Exemplar Models. Should the ICI Survey results indicate high outcomes on any measured ICI component, including but not limited to the index score, domain score, or individual item on the survey, the Client grants TNTP permission to identify the Participating School in connection with the specific topic area as an exemplar model.

Section 6.5 Promotional Materials. The Client and TNTP agree that either party may use descriptions of the ICI Services in future promotional materials and client lists, and that TNTP may explicitly identify the Client as a client of TNTP and the ICI Services.

Section 6.6 License to the Client. Subject to the Client's compliance with the terms and conditions of this Agreement, TNTP grants the Client the following limited, revocable non-exclusive, non-transferable, non-sublicensable license, to:

- i. discuss and use (but not modify, recreate, reproduce or administer) all or any part of TNTP's ICI Survey results as contained in the Work (but not in the ICI Surveys) [and all or any part of any material contained therein and prepared therefor, whether or not used therein, solely for its internal professional development and improvement purposes.
- ii. present the training content provided by TNTP in the TNTP trainings to Client staff ("**Training Content**"); provided, that any written materials that the Client distributes, and which incorporate the training content be on the Client's letterhead.

Section 6.7 License to TNTP. The Client grants TNTP and TNTP's applicable third-party service providers, a

- i. limited-term revocable license during the Subscription Period(s), to host, copy, transmit and display the Client Data for use by Client in connection with the ICI Services;
- ii. a worldwide, perpetual, irrevocable, royalty-free license, with the right to grant sublicenses, to use, modify, reproduce, display, transmit, distribute, publicly perform, and create derivative works of the Client Data in aggregated form.

Section 6.8 Reservation of Rights. Subject to the limited rights expressly granted hereunder, each party reserves all of its right, title and interest in and to the ICI and Client Data, including all of their related intellectual property rights. No rights are granted to Client hereunder other than as expressly set forth herein.

ARTICLE VII **Confidentiality**



Section 7.1 Definition of Confidential Information. “**Confidential Information**” means all information disclosed by TNTP (“**Disclosing Party**”) to the Client or to Participating Schools (“**Receiving Party**”), whether orally or in writing, that is designated as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure. Confidential Information includes without limitation ICI, ICI Services, TNTP Tools, Work, Training Content, and the terms and conditions of this Agreement. Confidential Information does not include any information that (i) is or becomes generally known to the public without breach of any obligation owed to the Disclosing Party, (ii) was known to the Receiving Party prior to its disclosure by the Disclosing Party without breach of any obligation owed to the Disclosing Party, (iii) is received from a third party without breach of any obligation owed to the Disclosing Party, or (iv) was independently developed by the Receiving Party.

Section 7.2 Protection of Confidential Information. The Receiving Party will use the same degree of care that it uses to protect the confidentiality of its own confidential information of like kind (but not less than reasonable care) to (i) not use any Confidential Information of the Disclosing Party for any purpose outside the scope of this Agreement and (ii) except as otherwise authorized by the Disclosing Party in writing, limit access to Confidential Information of the Disclosing Party to those of its employees and contractors who need that access for purposes consistent with this Agreement. Receiving Party will not disclose the terms of this Agreement to any third party other than its legal counsel and accountants without the Disclosing Party’s prior written consent, provided that a Receiving Party that makes any such disclosure to its legal counsel or accountants will remain responsible for such legal counsel’s or accountant’s compliance with this “Confidentiality” section.

Section 7.3 Compelled Disclosure. The Receiving Party may disclose Confidential Information of the Disclosing Party to the extent compelled by law to do so, provided the Receiving Party gives the Disclosing Party prior notice of the compelled disclosure (to the extent legally permitted) and reasonable assistance, at the Disclosing Party’s cost, if the Disclosing Party wishes to contest the disclosure.

ARTICLE VIII
Limitation of Liability

Section 8.1 Limitation of Liability. IN NO EVENT SHALL THE AGGREGATE LIABILITY OF TNTP ARISING OUT OF OR RELATED TO THIS AGREEMENT EXCEED THE TOTAL AMOUNT PAID BY CLIENT HEREUNDER FOR THE ICI SERVICES GIVING RISE TO THE LIABILITY IN THE 6 MONTHS PRECEDING THE INCIDENT OUT OF WHICH THE LIABILITY AROSE. THE FOREGOING LIMITATION WILL APPLY WHETHER AN ACTION IS IN CONTRACT OR TORT AND REGARDLESS OF THE THEORY OF LIABILITY.

Section 8.2 Exclusion of Consequential and Related Damages. EXCEPT FOR A PARTY’S INDEMNIFICATION OBLIGATIONS UNDER ARTICLE V OF THIS AGREEMENT, OR BREACH OF ITS CONFIDENTIALITY OBLIGATIONS UNDER ARTICLE VII OF THIS AGREEMENT, IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY INDIRECT, CONSEQUENTIAL, SPECIAL, INCIDENTAL OR PUNITIVE DAMAGES ARISING FROM OR RELATING TO PERFORMANCE UNDER THIS AGREEMENT WHETHER AN ACTION IS IN CONTRACT OR TORT AND REGARDLESS OF THE THEORY OF LIABILITY.

ARTICLE IX
Miscellaneous

Section 9.1. Notices. All notices required by this Agreement will be in writing and either personally delivered or mailed by regular mail, postage prepaid, to such party at its address specified on the first page of this Agreement or to such other address as such party may designate by notice given in accordance herewith. If to TNTP, the notice will be to the attention of Florrie Chapin, General Counsel. If to the Client, the notice will be to the attention of Joseph Conway, Superintendent.

Section 9.2. Governing Law. This Agreement will be interpreted and construed under and governed and enforced by the laws of the State of New York without reference to choice of law rules. The Parties agree and consent



to the jurisdiction of and venue in the state or federal courts in the city and state of New York in all disputes arising out of or relating to this Agreement.

Section 9.3. Modifications. Unless otherwise stated in this Agreement, neither this Agreement nor any provision hereof may be modified, amended, supplemented, waived, discharged, or terminated except in a writing signed by the parties hereto. No failure or delay in exercising any right or remedy hereunder shall constitute a waiver of such, any other, right or remedy.

Section 9.4. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes all prior negotiations, understandings, representations and agreements, if any, with respect to the subject matter hereof.

Section 9.5. Counterparts. This Agreement may be executed in one or more counterparts, each of which will be deemed an original and all of which together will constitute one and the same instrument. For purposes hereof, a facsimile or portable document format (pdf) signature will be considered an original signature.

Section 9.6. Assignability. Neither party may assign this Agreement or any of the rights or obligations hereunder, in whole or in part, without the prior written consent of the other party.

Section 9.7 Relationship of the Parties. The Client and TNTP intend that an independent contractor relationship be created by this Agreement, and nothing herein will be construed as creating an employer/employee relationship, partnership, joint venture or other business group or concerted action.

Section 9.8 Third-Party Beneficiaries. There are no third-party beneficiaries under this Agreement.

Section 9.9 Waiver. No failure or delay by either party in exercising any right under this Agreement will constitute a waiver of that right.

Section 9.10 Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be contrary to law, the provision will be deemed null and void, and the remaining provisions of this Agreement will remain in effect.

[End of text; signature page follows]



IN WITNESS WHEREOF, the parties, on the dates indicated below, have caused their duly authorized representatives to execute this Agreement, which shall be effective as of the Effective Date.

Camden's Promise Charter School

By: Joseph Conway
Joseph Conway (Sep 27, 2019)

Date: Sep 27, 2019

Name (print): Joseph Conway

Title: School Admin

TNTP, Inc.

By: _____

Date: _____

Florrie Chapin
General Counsel

p.p.: _____

Performance Goals	Superintendent Rating			Board Member Rating		
	Achieved	Satisfactory Progress Made	Little or No Progress Made	Achieved	Satisfactory Progress Made	Little or No Progress Made
<p>Goal 5:</p> <p>Camden's Promise Charter School ensures that the Board of Trustees is stable and works to enhance the mission and vision of the Charter School.</p>						
<p>Superintendent's Objectives</p> <p>Objective 5:1 Enhance the Board Members Understanding of its Roles & Responsibilities</p> <ul style="list-style-type: none"> • Articles of Incorporation • By-Laws • Policies (Robert's Rules) • Form 990 • Tax Exemption • Job Descriptions (full board, officers, individual board members, school leader, and leadership team) • Directors' and Officers' Liability Insurance • Board Calendar of Events <p>Objective 5:2 Enhance the Board Members knowledge of their legal and financial responsibilities</p> <ul style="list-style-type: none"> • Scope of Fiscal Responsibility • Use a rubric to assess the immediate and longer-term financial state of the school (i.e., Core Performance Framework) • Understand its financial statements • Understand its independent auditors' report • Understand its Budget • Create a Long range financial plan <p>Objective 5:3 Ensure Exemplary Governance practices</p> <ul style="list-style-type: none"> • Invest in Proven Governance Practices as it relates to board composition, committee structure, meetings, and dynamics. <p>Objective 5:4 Enhance the Boards understanding of its Charter and Compliance expectations</p> <ul style="list-style-type: none"> • Review and Understand its Charter Agreement • Understand ethical and legal compliance standards 						

Objective 5:5 Focus on Student Performance and Achievement

- Understand SAT and/or ACT Scores
- Understand PARCC and the impact on student achievement
- Understand the needs of the English Language Learners and specialized populations
- Understand the Charter School impact on Student Outcomes
- Understand the School Culture and how it correlates with student achievement
- Understand the effects of increased instructional time on student achievement
- Understand Mindfulness and the impact on student achievement
- Board Approved curriculum and instructional program
- Board Approved Student Achievement goals/standards
- Measure progress toward instructional goals/standards via use of assessment system
- Instructional program is in alignment with State requirements and terms of the Charter
- Facilities

Objective 5:6 Ensure that there is a Board Committee structure in place

- Development
- Executive
- Finance
- Governance
- School Performance
- Academic Excellence Committee

Objective 5:7 Recruit a diversified Board

- Assess the Board
- Board Profile
- Effective Recruiting Process

Objective 5:8 Conduct a Board Self-Assessment

- Board Approved Assessment Tool
- The Board assesses itself annually

Long-range 5:9 Establish a long range strategic plan

- The Board shall determine the strategic direction of the Charter School
- The Board shall have a full understanding of the school's academic, financial, operations, and cultural climates
- The Board shall use the plan to monitor progress toward achieving goals and create a process for evaluating the school leader(s).

Performance Goals	Superintendent Rating			Board Member Rating		
	Achieved	Satisfactory Progress Made	Little or No Progress Made	Achieved	Satisfactory Progress Made	Little or No Progress Made
Goal 6: The Board shall evaluate and have accountability measures for its superintendent						
Superintendent's Objectives						
<p>Objective 6:1 Actively evaluate the Superintendent through a State and Board approved system</p> <ul style="list-style-type: none"> • Superintendent Position Description • Adopt an Evaluation System • Board Evaluates the superintendent/leader annually 						
Board Member Comments						
Empty space for comments						

[main page](#) | [sign out](#)[2019 Online School Self-Assessment](#) | [print page](#)

**New Jersey Department of Education
School Self-Assessment for Determining Grades
under the Anti-Bullying Bill of Rights Act
July 1, 2018 - June 30, 2019**

District Name: Camden's Promise Charter School

School Name: Camden's Promise Charter School

Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)

<i>Indicators</i>	<i>Score (0-3)</i>
A. The school annually <u>established</u> HIB programs, approaches or other initiatives.	3
B. The school annually <u>implemented</u> and documented HIB programs, approaches or other initiatives.	3
C. The school annually <u>assessed</u> HIB programs, approaches or other initiatives.	2
D. The school's HIB programs, approaches or other initiatives were designed to create <u>school-wide conditions</u> to prevent and address HIB.	3
E. The school safety/school climate team (SS/SCT) <u>identified patterns</u> of HIB and <u>reviewed</u> school climate and school policies for the prevention of HIB.	2
SUB-TOTAL (possible 15)	13

Core Element #2: Training on the BOE- approved HIB Policy (N.J.S.A. 18A:37-17b and c)

<i>Indicators</i>	<i>Score (0-3)</i>
A. School employees, contracted service providers and volunteers were provided <u>training</u> on the HIB policy.	2
B. The HIB policy training included instruction on preventing HIB on the basis of <u>protected categories</u> enumerated in the ABR and <u>other distinguishing characteristics</u> that may incite incidents of discrimination or HIB.	2
C. The HIB policy was <u>discussed</u> with students, in accordance with the district's process for these discussions.	3

SUB-TOTAL (possible 9)		7
Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)		
<i>Indicators</i>		<i>Score (0-3)</i>
A. Each teaching staff member completed at least 2 hours of <u>instruction in suicide prevention that included information on HIB</u> , in each five-year professional development period.		3
B. Each teaching staff member completed at least 2 hours of <u>instruction on HIB prevention</u> , in each five-year professional development period.		3
C. The school anti-bullying specialist (ABS) was given <u>time during the usual school schedule</u> to participate in <u>in-service training</u> in preparation to act as the ABS.		2
D. The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.		3
E. School building leaders have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.		3
SUB-TOTAL (possible 15)		14
Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)		
<i>Indicators</i>		<i>Score (0-3)</i>
A. The school <u>provided ongoing, age-appropriate instruction</u> on preventing HIB in accordance with the New Jersey Student Learning Standards.		3
B. The school observed the <u>"Week of Respect."</u> during the week beginning with the first Monday in October of each year, <u>recognizing the importance of character education</u> by providing age-appropriate instruction focusing on HIB prevention.		3
SUB-TOTAL (possible 6)		6
Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)		
<i>Indicators</i>		<i>Score (0-3)</i>
A. The principal <u>appointed</u> a school anti-bullying specialist (ABS).		3

10/2/2019

https://homeroom5.doc.state.nj.us/abrs/2019/reportscore.php?ay=2019

B. The ABS <u>met</u> at least two times per school year with the district anti-bullying coordinator (ABC).	3
C. The school safety/school climate team (SS/SCT) <u>met</u> at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	3
SUB-TOTAL (possible 9)	9
Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))	
During the 2018-2019 school year, was there at least 1 report of HIB?	Yes
<i>Option A Indicators</i>	<i>Score (0-3)</i>
A. The school <u>implemented</u> the district's procedure for reporting HIB that includes all required elements.	3
B. The school <u>implemented</u> the district's procedure for reporting new information on a prior HIB report.	2
SUB-TOTAL (possible 6)	5
Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))	
During the 2018-2019 school year, was there at least 1 report of HIB?	Yes
<i>Option A Indicators</i>	<i>Score (0-3)</i>
The school followed the BOE-approved policy on HIB investigation procedures, which provides for:	
A. <u>Notification to parents</u> of alleged offenders and alleged victims in <u>each</u> reported HIB incident.	3
B. <u>Completion</u> of the investigation <u>within 10 school days</u> of the written incident report.	3
C. Preparation of a <u>written report</u> on the findings of each HIB investigation.	3
D. Results of the investigation <u>reported</u> to the chief school administrator (CSA) within <u>2 school days</u> of completion of the investigation.	3
SUB-TOTAL (possible 12)	12
Core Element #8: HIB Reporting (N.J.S.A. 18A:17-46)	

10/2/2019

<https://homeroom5.doe.state.nj.us/abrs/2019/reportscore.php?ay=2019>

<i>Indicators</i>	<i>Score (0-3)</i>
A. The school has a <u>procedure</u> for <u>ensuring</u> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	2
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	2
SUB-TOTAL (possible 6)	4
TOTAL SCORE (possible 78)	70

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**New Jersey Department of Education
School Self-Assessment for Determining Grades
under the *Anti-Bullying Bill of Rights Act*
July 1, 2018 - June 30, 2019**

District Name: Camden's Promise Charter School

School Name: Camden's Promise Charter School

Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)

<i>Indicators</i>	<i>Score (0-3)</i>
A. The school annually <u>established</u> HIB programs, approaches or other initiatives.	3
B. The school annually <u>implemented</u> and documented HIB programs, approaches or other initiatives.	3
C. The school annually <u>assessed</u> HIB programs, approaches or other initiatives.	2
D. The school's HIB programs, approaches or other initiatives were designed to create <u>school-wide conditions</u> to prevent and address HIB.	3
E. The school safety/school climate team (SS/SCT) <u>identified patterns</u> of HIB and <u>reviewed</u> school climate and school policies for the prevention of HIB.	2
SUB-TOTAL (possible 15)	13

Core Element #2: Training on the BOE- approved HIB Policy (N.J.S.A. 18A:37-17b and c)

<i>Indicators</i>	<i>Score (0-3)</i>
A. School employees, contracted service providers and volunteers were provided <u>training</u> on the HIB policy.	2
B. The HIB policy training included instruction on preventing HIB on the basis of <u>protected categories</u> enumerated in the ABR and <u>other distinguishing characteristics</u> that may incite incidents of discrimination or HIB.	2
C. The HIB policy was <u>discussed</u> with students, in accordance with the district's process for these discussions.	3

SUB-TOTAL (possible 9)

7

Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)

Indicators

Score (0-3)

A. Each teaching staff member completed at least 2 hours of instruction in suicide prevention that included information on HIB, in each five-year professional development period.

3

B. Each teaching staff member completed at least 2 hours of instruction on HIB prevention, in each five-year professional development period.

3

C. The school anti-bullying specialist (ABS) was given time during the usual school schedule to participate in in-service training in preparation to act as the ABS.

2

D. The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.

3

E. School building leaders have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.

3

SUB-TOTAL (possible 15)

14

Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)

Indicators

Score (0-3)

A. The school provided ongoing, age-appropriate instruction on preventing HIB in accordance with the New Jersey Student Learning Standards.

3

B. The school observed the "Week of Respect," during the week beginning with the first Monday in October of each year, recognizing the importance of character education by providing age-appropriate instruction focusing on HIB prevention.

3

SUB-TOTAL (possible 6)

6

Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)

Indicators

Score (0-3)

A. The principal appointed a school anti-bullying specialist (ABS).

3

10/2/2019

https://homeroom5.doc.state.nj.us/abrs/2019/reportscore.php?ay=2019

B. The ABS <u>met</u> at least two times per school year with the district anti-bullying coordinator (ABC).	3
C. The school safety/school climate team (SS/SCT) <u>met</u> at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	3
SUB-TOTAL (possible 9)	9
Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))	
During the 2018-2019 school year, was there at least 1 report of HIB?	Yes
<i>Option A Indicators</i>	<i>Score (0-3)</i>
A. The school <u>implemented</u> the district's procedure for reporting HIB that includes all required elements.	3
B. The school <u>implemented</u> the district's procedure for reporting new information on a prior HIB report.	2
SUB-TOTAL (possible 6)	5
Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))	
During the 2018-2019 school year, was there at least 1 report of HIB?	Yes
<i>Option A Indicators</i>	<i>Score (0-3)</i>
The school followed the BOE-approved policy on HIB investigation procedures, which provides for:	
A. <u>Notification to parents</u> of alleged offenders and alleged victims in <u>each</u> reported HIB incident.	3
B. <u>Completion</u> of the investigation <u>within 10 school days</u> of the written incident report.	3
C. Preparation of a <u>written report</u> on the findings of each HIB investigation.	3
D. Results of the investigation <u>reported</u> to the chief school administrator (CSA) within <u>2 school days</u> of completion of the investigation.	3
SUB-TOTAL (possible 12)	12
Core Element #8: HIB Reporting (N.J.S.A. 18A:17-46)	

<i>Indicators</i>	<i>Score (0-3)</i>
A. The school has a <u>procedure</u> for <u>ensuring</u> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	2
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	2
SUB-TOTAL (possible 6)	4
TOTAL SCORE (possible 78)	70



Anti-Bullying Bill of Rights Act

School: Camden's Promise Charter School (998)
 District: Camden's Promise Charter School (6107)
 County: CHARTERS (80)

New Jersey Department of Education School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act*

July 1, 2018 - June 30, 2019

Camden's Promise Charter School (998) STATEMENT OF ASSURANCES

By submitting the *School Self-Assessment for Determining Grades under the ABR* (Self Assessment), the chief school administrator (CSA) assures that:

1. The school safety/school climate team (SS/SCT) had the lead role in completing the Self-Assessment.
2. The public was given the opportunity to comment on the Self-Assessment prior to district board of education (BOE) approval.
3. The BOE approved the Self-Assessment at a public meeting, prior to submission to the New Jersey Department of Education (NJDOE).
4. All information in the Self-Assessment is an accurate and complete account of the status of the school's efforts implementing the ABR at the time of submission, the SS/SCT's report, the public comment on the report, and the district BOE's review of and decision on the report.
5. The NJDOE or its authorized representatives will be provided with access to, and the right to examine, all records, books, papers, or documents related to the Self-Assessment.
6. The grade assigned by the Commissioner for the school and for the school district will be posted on the home page of the *school's* website within 10 days of its receipt from the NJDOE.
7. The grade assigned by the Commissioner for the school district and each school in the district will be posted on the home page of the *school district's* website within 10 days of its receipt from the NJDOE.
8. The BOE at a public meeting will review the grades assigned by the Commissioner for each school and the school district.

BOE approval date

The Board must meet and approve the self-assessment prior to submission.

Enter Date: (MM/DD/YYYY)

By checking this box, the chief school administrator hereby certifies that he/she has read, understands and will satisfy the above Assurances in their entirety, and authorizes submission of the *School Self-Assessment for Determining Grades under the ABR*.

NOTE: Upon submission of the self-assessment forms will no longer be accessible for editing.

>> Certify & Submit

CAMDEN'S PROMISE CHARTER SCHOOL
Camden, New Jersey

FILE CODE: 5131
 X **Monitored**
 X **Mandated**
 X **Other Reasons**

Policy

HARASSMENT, INTIMIDATION AND BULLYING

The Camden's Promise Charter School Board of Trustees believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school will not tolerate acts of harassment, intimidation or bullying.

The board of trustees expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. The board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The standards of character education are an essential component of the Camden's Promise Charter School's Code of Conduct. The board believes that with the appropriate infusion of character education into the school curriculum, modeling of appropriate behavior by adults; support and assistance of students in school, the community and home; our students will achieve the above standards of character education.

The board prohibits acts of harassment, intimidation or bullying against any student. School responses to harassment, intimidation and bullying shall be aligned with the board approved code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The chief school administrator shall be responsible for ensuring the prompt investigation and response to all reports of harassment, intimidation and bullying committed on school grounds, at school activities and on school buses. In addition, the chief school administrator shall ensure that this policy is applied to incidents of harassment, intimidation and bullying that are committed off school grounds in cases where a school employee is made aware of such actions. The chief school administrator has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the board's approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.6.

This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. The board directs the chief school administrator or his or her appropriately trained and qualified designee to develop detailed regulations suited to the age level of the students and the physical facilities of the school.

"Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

- A. A reasonable person should know, under the circumstances, will have the effect of physically or

HARASSMENT, INTIMIDATION AND BULLYING (continued)

emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or

- B. Has the effect of insulting or demeaning any student or group of students; or
- C. Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

"Electronic communication" means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager.

Consequences and Remedial Measures for Acts of Harassment, Intimidation or BullyingStudents

Consequences and remedial measures for a student who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance. Consequences shall be consistent with the board approved code of student conduct and N.J.A.C. 6A:16-7. Consequences and remedial measures shall be designed to:

- A. Correct the problem behavior;
- B. Prevent another occurrence of the problem;
- C. Protect and provide support for the victim of the act; and
- D. Take corrective action for documented systemic problems related to harassment, intimidation or bullying.

Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including short and long-term suspension or expulsion, as permitted by law. The consequences and remedial measures may include, but are not limited to:

A. Consequences

- 1. Admonishment;
- 2. Temporary removal from the classroom;
- 3. Deprivation of privileges;
- 4. Classroom or administrative detention;
- 5. Referral to disciplinarian;
- 6. In-school suspension during the school week or the weekend;
- 7. After-school programs;
- 8. Out-of-school suspension (short-term or long-term);
- 9. Legal action; and
- 10. Expulsion.

B. Remedial Measures

1. Personal

- a. Restitution and restoration;
- b. Mediation;
- c. Peer support group;
- d. Recommendations of a student behavior or ethics council;
- e. Corrective instruction or other relevant learning or service experience;

HARASSMENT, INTIMIDATION AND BULLYING (continued)

- f. Supportive student interventions, including participation of the intervention and referral services team;
 - g. Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as appropriate;
 - h. Behavioral management plan, with benchmarks that are closely monitored;
 - i. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
 - j. Involvement of school disciplinarian;
 - k. Student counseling;
 - l. Parent conferences;
 - m. Student treatment; or
 - n. Student therapy.
2. Environmental (Classroom, School Building or School System)
- a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
 - b. School culture change;
 - c. School climate improvement;
 - d. Adoption of research-based, systemic bullying prevention programs;
 - e. School policy and procedures revisions;
 - f. Modifications of schedules;
 - g. Adjustments in hallway traffic;
 - h. Modifications in student routes or patterns traveling to and from school;
 - i. Supervision of students before and after school, including school transportation;
 - j. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
 - k. Teacher aides;
 - l. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
 - m. General professional development programs for certificated and non-certificated staff;
 - n. Professional development plans for involved staff;
 - o. Disciplinary action for school staff who contributed to the problem;
 - p. Supportive institutional interventions, including participation of the intervention and referral services team;
 - q. Parent conferences;
 - r. Family counseling;
 - s. Involvement of parent-teacher organizations;

Classified students are subject to the same disciplinary procedures as nondisabled students and may be disciplined in accordance with their IEP. However, before disciplining a classified student, it must be determined that:

- A. The student's behavior is not primarily caused by his/her educational disability;
- B. The program that is being provided meets the student's needs.

Staff

Consequences and appropriate remedial actions for any staff member who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to disciplinary charges which could result in suspension or termination. The consequences and remedial measures may include, but are not limited to:

- A. Consequences
 - 1. Admonishment;
 - 2. Temporary removal from the classroom;

HARASSMENT, INTIMIDATION AND BULLYING (continued)

3. Deprivation of privileges;
4. Referral to disciplinarian;
5. Withholding of Increment
6. Suspension;
7. Legal action; and
8. Termination

B. Remedial Measures

1. Personal

- a. Restitution and restoration;
- b. Mediation;
- c. Support group;
- d. Recommendations of behavior or ethics council;
- e. Corrective action plan;
- f. Behavioral assessment or evaluation;
- g. Behavioral management plan, with benchmarks that are closely monitored;
- h. Involvement of school disciplinarian;
- i. Counseling;
- j. Conferences;
- k. Treatment; or
- l. Therapy.

2. Environmental (Classroom, School Building or School System)

- a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
- b. School culture change;
- c. School climate improvement;
- d. Adoption of research-based, systemic bullying prevention programs;
- e. School policy and procedures revisions;
- f. Modifications of schedules;
- g. Supervision;
- h. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- i. General professional development programs for certificated and non-certificated staff;
- j. Professional development plans for involved staff;
- k. Disciplinary action;
- l. Supportive institutional interventions, including participation of the intervention and referral services team;
- m. Conferences;
- n. Counseling;

Reporting Harassment, Intimidation and Bullying Behavior

The chief school administrator, principal and/or their designee shall be responsible for receiving complaints alleging violations of this policy.

The board shall allow reports to be anonymous, but no formal disciplinary action shall be based solely on an anonymous report. Any school employee, board member, contracted service provider, student, visitor or volunteer who has witnessed, or has reliable information that a student has been subject to harassment, intimidation or bullying, must report the incident to the building principal or his/her designee.

The following procedures shall apply to the reporting of incidents of harassment, intimidation and bullying:

HARASSMENT, INTIMIDATION AND BULLYING (continued)

- A. All acts of harassment, intimidation, or bullying shall be reported verbally to the school principal on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;
- B. The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
- C. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

A board member, school employee, contracted service provider, student or volunteer who has witnessed, or has reliable information that a student has been subject to, harassment, intimidation or bullying shall report the incident to the building principal and any appropriate school official, or to any school administrator or safe schools resource officer, who shall immediately initiate the school's procedures concerning school bullying.

A board member or a school employee who promptly reports an incident of harassment, intimidation or bullying, to the appropriate school official designated by the school's policy, or to any school administrator or safe schools resource officer, and who makes this report in compliance with the procedures in this policy, shall be immune from a cause of action for damages arising from any failure to remedy the reported incident.

A school administrator who receives a report of harassment, intimidation, or bullying from a school employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

School Anti-Bullying Coordinator

The chief school administrator shall appoint a school anti-bullying coordinator. The chief school administrator shall make every effort to appoint an employee of the school to this position. The school anti-bullying coordinator shall:

- A. Be responsible for coordinating and strengthening the school's policies to prevent, identify, and address harassment, intimidation, and bullying of students;
- B. Collaborate with school anti-bullying specialists, the board of trustees, and the chief school administrator to prevent, identify, and respond to harassment, intimidation, and bullying of students in the school;
- C. Provide data, in collaboration with the chief school administrator, to the Department of Education regarding harassment, intimidation, and bullying of students; and
- D. Execute such other duties related to school harassment, intimidation, and bullying as requested by the chief school administrator.

The school anti-bullying coordinator shall meet at least twice a school year with the school anti-bullying specialist to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the school.

School Anti-Bullying Specialist

The principal in each school shall appoint a school anti-bullying specialist. When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the principal shall appoint that individual to be the school anti-bullying specialist. If no individual meeting these criteria is currently employed in the school, the principal shall appoint a school anti-bullying specialist from currently employed school personnel. The school anti-bullying specialist shall:

HARASSMENT, INTIMIDATION AND BULLYING (continued)

- A. Chair the school safety team;
- B. Lead the investigation of incidents of harassment, intimidation, and bullying in the school; and
- C. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, and bullying in the school.

School Safety Team

The school shall form a school safety team in each school to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic process and practices in the school and to address school climate issues such as harassment, intimidation, or bullying. The school safety team shall meet at least two times per school year.

The school safety team shall be appointed by the principal and consist of the principal or his or her designee who, if possible, shall be a senior administrator; a teacher in the school; the school anti-bullying specialist; a parent of a student in the school; and other members to be determined by the principal. The school anti-bullying specialist shall serve as the chair of the school safety team.

The school safety team shall:

- A. Receive any complaints of harassment, intimidation, or bullying of students that have been reported to the principal;
- B. Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying;
- C. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- D. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- E. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- F. Participate in the training required pursuant to the provisions of (N.J.S.A. 18A:37-13 et seq.) and other training which the principal or the school anti-bullying coordinator may request;
- G. Execute such other duties related to harassment, intimidation, and bullying as requested by the principal or school anti-bullying coordinator.

No parent/guardian who is a member of the school safety team shall:

- A. Receive complaints of harassment, intimidation or bullying of students that have been reported to the principal;
- B. Receive copies of reports prepared after an investigation of a harassment, intimidation or bullying incident;
- C. Identify and address patterns of harassment, intimidation or bullying of students; or
- D. Participate in any other activities of the team which may compromise the confidentiality of a student.

Investigating Reported Harassment, Intimidation and Bullying

All reported incidents of harassment, intimidation and bullying shall be investigated promptly and in accordance with law and the following procedures:

HARASSMENT, INTIMIDATION AND BULLYING (continued)

- A. All investigations shall be thorough and complete, and documented in writing, and shall include, but not be limited to:
1. Taking of statements from victims, witnesses and accused;
 2. Careful examination of the facts;
 3. Support for the victim; and
 4. Determination if alleged act constitutes a violation of this policy.
- B. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident and shall be conducted by a school anti-bullying specialist. The principal may appoint additional personnel who are not school anti-bullying specialists to assist in the investigation.
- C. The investigation shall be completed as soon as possible, but not later than 10 school days from the date of the written report of the incident of harassment, intimidation, or bullying. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the 10-day period, the school anti-bullying specialist may amend the original report of the results of the investigation to reflect the information.
- D. The results of the investigation shall be reported to the chief school administrator within two school days of the completion of the investigation, and in accordance with law and board policy. The chief school administrator may initiate intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.
- E. The results of each investigation shall be reported to the board of trustees no later than the date of the next board meeting following the completion of the investigation, and include:
1. Any services provided;
 2. Training established;
 3. Discipline imposed; or
 4. Other action taken or recommended by the chief school administrator.
- F. The chief school administrator or his or her designee shall ensure that parents or guardians of the students who are parties to the investigation shall receive information about the investigation. This information shall be provided in writing within 5 school days after the results of the investigation are reported to the board and include:
1. The nature of the investigation;
 2. Whether the school found evidence of harassment, intimidation, or bullying; or
 3. Whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying.

Range of Ways to Respond to Harassment, Intimidation or Bullying

The board of trustees recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts and provide support programs for victims. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school levels or by law enforcement officials.

HARASSMENT, INTIMIDATION AND BULLYING (continued)

In considering whether a response beyond the individual is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom; school building; school system) responses include:

- A. School and community surveys;
- B. Mailings;
- C. Focus groups;
- D. Adoption of research-based bullying prevention program models;
- E. Training for certificated and non-certificated staff;
- F. Participation of parents and other community members and organizations;
- G. Small or large group presentations for staff, students, and the community for fully addressing a positive school climate and culture as well as the issues surrounding harassment, intimidation and bullying in the school community; and
- H. The involvement of law enforcement officers, including school resource officers.

For every incident of harassment, intimidation or bullying, the school shall respond to the individual who committed the act. Responses may include:

- A. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion);
- B. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects and skill-building lessons in courtesy, tolerance, assertiveness and conflict management;
- C. School responses can include theme days, learning station programs, parent programs and information disseminated to students and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices;
- D. School responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs and coordination with community-based organizations (e.g., mental health; health services; health facilities; law enforcement; faith-based).

The range of ways in which the school shall respond once an incident of harassment, intimidation or bullying is identified shall be defined by the principal in conjunction with the school anti-bullying specialist, and shall include an appropriate combination of counseling, support services, intervention services, and other programs as defined by the commissioner.

Retaliation and Reprisal Prohibited

The board prohibits reprisal or retaliation or false accusation against any person who witnesses and/or reports an act of harassment, intimidation or bullying by any student, school employee, board member, contracted service provider, visitor or volunteer. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation or false accusation shall be determined by the chief school administrator and/or principal or their designee after consideration of the nature, severity and circumstances of the act, in accordance with case law and board policies and procedures.

HARASSMENT, INTIMIDATION AND BULLYING (continued)

Any act of retaliation or reprisal or false accusation against any person who reports an act of harassment, intimidation or bullying shall not be tolerated. Any student, school employee, board member, contracted service provider, volunteer or visitor who engages in the act of retaliation or reprisal or who falsely accuses another shall be subjected to consequence and appropriate remedial action. In cases where any state or federal law has allegedly been violated, the local law enforcement agency shall be notified.

A. Students

The consequences and appropriate remedial action for a student found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and shall be consistent with this policy. Consequences may include positive behavioral interventions, notification of the parents/guardians, up to and including short or long-term suspension or expulsion, as permitted by law;

B. School Employees

Consequences and appropriate remedial action for a school employee found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with board policies, procedures and agreements, up to and including suspension or dismissal from service;

C. Board Members

Consequences and appropriate remedial action for a board member found to have committed an act of harassment, intimidation, or bullying; or found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with board policies, procedures and agreements, up to and including a public sanction or filed ethics charges;

D. Visitors, Volunteers, Contracted Service Providers, and All Other Persons

Consequences and appropriate remedial action for a visitor, volunteer, contracted service providers and all other persons found to have engaged in harassment, intimidation or bullying; or engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined by the chief school administrator after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

Consequences and remediation for students, employees, board members, visitors, volunteers, and contracted service providers, engaging in harassment, intimidation or bullying or engaged in retaliation, reprisal and/or false accusations may include the following:

A. Consequences

1. Admonishment;
2. Temporary removal from the classroom or school;
3. Deprivation of privileges
4. Prohibited from access to the school facilities (visitors, vendors, board members, all other people);
5. Classroom or administrative detention;
6. Referral to disciplinarian;
7. In-school suspension during the school week or the weekend;
8. After-school programs;
9. Out-of-school suspension (short-term or long-term);
10. Legal action;
11. Withholding of Increment;
12. Suspension;

HARASSMENT, INTIMIDATION AND BULLYING (continued)

13. Expulsion;
14. Termination;
15. Termination of service agreements or contracts (vendors, volunteers);
16. Public sanction (board members);
17. Ethics charges (some administrators, board members).

B. Remedial Measures

1. Personal

- a. Restitution and restoration;
- b. Mediation;
- c. Peer support group;
- d. Recommendations of a student behavior or ethics council;
- e. Corrective instruction or other relevant learning or service experience;
- f. Supportive student interventions, including participation of the intervention and referral services team;
- g. Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as appropriate;
- h. Behavioral management plan, with benchmarks that are closely monitored;
- i. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- j. Involvement of school disciplinarian;
- k. Counseling;
- l. Conferences;
- m. Treatment; or
- n. Therapy.

2. Environmental (Classroom, School Building or School System)

- a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
- b. School culture change;
- c. School climate improvement;
- d. Adoption of research-based, systemic bullying prevention programs;
- e. School policy and procedures revisions;
- f. Modifications of schedules;
- g. Supervision;
- h. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- i. General professional development programs for certificated and non-certificated staff;
- j. Professional development plans for involved staff;
- k. Disciplinary action;
- l. Supportive institutional interventions, including participation of the intervention and referral services team;
- m. Conferences;
- n. Counseling;

Appeal Process

The parent or guardian may request a hearing before the board after receiving the information from the chief school administrator regarding the investigation. The hearing shall be held within 10 days of the request. The board shall meet in executive session for the hearing to protect the confidentiality of the students. At the hearing the board may hear from the school anti-bullying specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.

At the next board of trustees meeting following its receipt of the report, the board shall issue a decision, in writing, to affirm, reject, or modify the chief school administrator's decision. The board's decision may be

appealed to the Commissioner of Education, in accordance with law, no later than the 90 days after the issuance of the board's decision.

A parent, student, guardian, or organization may file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination."

Week of Respect

The week beginning with the first Monday in October of each year is designated as a "Week of Respect" in the State of New Jersey. The school, in order to recognize the importance of character education, shall observe the week by providing age-appropriate instruction focusing on preventing harassment, intimidation, or bullying as defined by law (N.J.S.A. 18A:37-14). Throughout the school year the school shall provide ongoing age-appropriate instruction focusing on preventing harassment, intimidation, and bullying in accordance with the Core Curriculum Content Standards.

Training

A. School Leaders

Any school leader who holds a position that requires the possession of a chief school administrator, principal, or supervisor endorsement shall complete training on issues of school ethics, school law, and school governance as part of the professional development for school leaders required in accordance with State Board of Education regulations. This training shall also include information on the prevention of harassment, intimidation, and bullying (N.J.S.A. 18A:26-8.2).

B. Teaching Staff Development

Each public school teaching staff member shall complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with training and experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide (N.J.S.A. 18A:6-112).

C. Board Members

Within one year after being newly elected or appointed or being re-elected or re-appointed to the board of trustees, a board member shall complete a training program on harassment, intimidation, and bullying in schools, including a school's responsibilities as required by law (N.J.S.A. 18A:37-13 et seq.). A board member shall be required to complete the program only once (N.J.S.A. 18A:12-33).

D. Staff, Student and Volunteer Training

The school shall:

1. Provide training on the school's harassment, intimidation, or bullying policy to school employees and volunteers who have significant contact with students;
2. Provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements;
3. Ensure that the training includes instruction on preventing bullying on the basis of the protected categories as required by law (N.J.S.A. 18A:37-14) and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying; and
4. Develop a process for discussing the school's harassment, intimidation or bullying policy with students.

Information regarding the school policy against harassment, intimidation or bullying shall be incorporated

HARASSMENT, INTIMIDATION AND BULLYING (continued)

into a school's employee training program and shall be provided to full-time and part-time staff, volunteers who have significant contact with students, and those persons contracted by the school to provide services to students.

Throughout the school year, the school shall provide ongoing age-appropriate instruction on preventing harassment, intimidation and bullying, consistent with the Core Curriculum Content Standards.

Reporting to the Board

Two times each year between September 1 and January 1 and between January 1 and June 30, the school board shall hold a public hearing at which the chief school administrator will report to the board of trustees all acts of violence, vandalism, and harassment, intimidation, or bullying (HIB) which occurred during the previous reporting period. The report shall include the number of HIB reports in the schools, the status of all investigations, the nature of the HIB, and other data required by law.

- A. The number of reports of harassment, intimidation, or bullying;
- B. The status of all investigations;
- C. The nature of the bullying based on one of the protected categories identified in N.J.S.A. 18A:37-14 such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
- D. The names of the investigators;
- E. The type and nature of any discipline imposed on any student engaged in harassment, intimidation, or bullying; and
- F. Any other measures imposed, training conducted, or programs implemented, to reduce harassment, intimidation, or bullying.

Reporting to the Department of Education

The information, including but not limited to, oral reports, written reports or electronic reports shall also be reported once during each reporting period between September 1 and January 1 and between January 1 and June 30, to the Department of Education. The report shall include:

- A. Data broken down by the enumerated categories including the protected categories as listed above and the type of harassment, intimidation and bullying (any gesture; any written, verbal or physical act; or any electronic communication, whether it be a single or series of incidents); and
- B. Data broken down by each school.

The report shall be used to grade each school for the purpose of assessing its effort to implement policies and programs consistent with law (N.J.S.A. 18A:37-13 et seq.). The school shall receive a grade determined by averaging the grades of all the schools.

Each school shall post the grade received by the school on the homepage of the school's website. The information shall be posted on the websites within 10 days of the receipt of a grade by the school.

It shall be a violation to improperly release any confidential information not authorized by federal or State law for public release.

The chief school administrator will annually submit the report to the Department of Education utilizing the Electronic Violence and Vandalism Reporting system (EVVRS). The chief school administrator shall accurately report on each incident of violence, vandalism, alcohol and other drug abuse, and incident of harassment intimidation and bullying within each school. Any allegations of falsification of data will be

HARASSMENT, INTIMIDATION AND BULLYING (continued)

reviewed by the board of trustees using the requirements and procedures set forth in N.J.A.C. 6A:16-5.3(g).

The State Board of Education shall impose penalties on any school employee who knowingly falsifies the report. Therefore, the chief school administrator shall make a reasonable effort to verify reports of violence, vandalism, and harassment, intimidation, or bullying. The board shall provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements. The majority representative of the school employees shall have access monthly to the number and disposition of all reported acts of school violence, vandalism, and harassment, intimidation, or bullying.

Program Assessment and Review

The Camden's Promise Charter School Charter School shall annually establish, implement, document, and assess bullying prevention programs or approaches, and other initiatives involving school staff, students, administrators, volunteers, parents, law enforcement and community members. The programs or approaches shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying.

Policy Development and Review

The school harassment, intimidation and bullying policy shall be adopted through a process that includes representation of parents or guardians, school employees, volunteers, students, administrators, and community representatives.

The school shall annually conduct a re-evaluation, reassessment, and review of this policy, making any necessary revisions and additions. The board shall include input from the school anti-bullying specialists in conducting its re-evaluation, reassessment, and review. The school shall transmit a copy of the revised policy to the appropriate executive county superintendent within 30 school days of the revision (beginning September 1, 2011).

Publication, Dissemination and Implementation

In publicizing this policy, the community including students, staff, board members, contracted service providers, visitors and volunteers, shall be duly notified that the rules detailed within apply to any incident of harassment intimidation and bullying that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students in accordance with law.

The chief school administrator shall take the following steps to publicize this policy:

- A. Provide a link to this policy on a prominent place on each school's website;
- B. Distribute this policy annually to all staff, students and parents/guardians; and
- C. Print this policy in any school publication that sets forth the comprehensive rules, procedures and standards of student conduct and in student handbooks;

The school shall notify students and parents/guardians that the policy is available on the website. The school shall publish the name, school phone number, school address and school email address of the school anti-bullying coordinator and anti-bullying specialist on the home page of the website. The information concerning the school anti-bullying specialists shall also be maintained on the Department of Education's website.

Additionally, the school shall make available, in an easily accessible location of its website, the Department of Education's guidance document for the use by parent/guardians, students and staff to assist in resolving complaints concerning student harassment, intimidation or bullying.

The chief school administrator shall ensure that the rules for this policy are applied consistently with the

HARASSMENT, INTIMIDATION AND BULLYING (continued)

school's code of student conduct (N.J.A.C. 6A:16-7) and all applicable laws and regulations. All disciplinary sanctions shall be carried out with necessary due process.

This and all related policies shall be reviewed on a regular basis.

NJSBA Review/Update: May 2017
Adopted:

Key Words

Harassment, Intimidation, Bullying, False Accusation, Retaliation, Reprisal, Conduct, Discipline, Student Conduct

<u>Legal References:</u>	<u>N.J.S.A. 2A:4A-60 et al.</u>	Disclosure of juvenile information; penalties for disclosure
	<u>N.J.S.A. 10:5-1 et seq.</u>	Law Against Discrimination
	<u>N.J.S.A. 18A:6-112</u>	Instruction on suicide prevention for public school teaching staff
	<u>N.J.S.A. 18A:11-1</u>	General mandatory powers and duties
	<u>N.J.S.A. 18A:12-33</u>	Training program; requirements
	<u>N.J.S.A. 18A:17-46</u>	Reporting of certain acts by school employee; annual report; public hearing (acts of violence, HIB)
	<u>N.J.S.A. 18A:25-2</u>	Authority over students
	<u>N.J.S.A. 18A:26-8.2</u>	School leader defined; training as part of professional development
	<u>N.J.S.A. 18A:36-19</u>	Student records; creation, maintenance and retention, security and access; regulations; nonliability
	<u>N.J.S.A. 18A:36-19a</u>	Student records (Newly enrolled students; transfers of records, identification)
	<u>N.J.S.A. 18A:37-1 et seq.</u>	Submission of Students to Authority (Discipline)
	<u>N.J.S.A. 18A:37-13 et seq.</u>	<u>Anti-Bullying Bill of Rights Act</u>
	<u>See particularly:</u>	
	<u>N.J.S.A. 18A:37-14, -15, -17</u>	Harassment, intimidation, and bullying
	<u>N.J.S.A. 18A:54-20</u>	Powers of board (county vocational schools)
	<u>N.J.A.C. 6A:14-2.8</u>	Discipline/suspension/expulsions (students with disabilities)
	<u>N.J.A.C. 6A:16-1.1 et seq.</u>	Programs to support student development (includes student conduct code)
	<u>See particularly:</u>	
	<u>N.J.A.C. 6A:16-7.1, -7.5</u>	
	<u>-7.6, -7.7</u>	

Gebser v. Lago Vista Independent School District 524 U.S. 274 (1989) United States Supreme Court addresses the standard by which a district will be held liable for sexual harassment of a student by a school employee under Title IX --requires actual notice and deliberate indifference.

Davis v. Monroe County Board of Education 526 U.S. 629 (1999) United States Supreme Court establishes the standard under which a school district may be liable under Title IX for sexual harassment of one student by another student. The district will be liable for damages only where the school officials are proven to have been deliberately indifferent to harassment of which it is actually aware. The harassment must be "severe, pervasive and objectively offensive."

Saxe v. State College Area School District 240 F.3d 200 (3rd Cir 2001) A Pennsylvania

HARASSMENT, INTIMIDATION AND BULLYING (continued)

school district's anti-harassment policy was overly broad and therefore violated the Constitutional guarantee of freedom of speech.

L. W. v. Toms River Regional Schools Board of Education 189 N.J. 381 (2007) The New Jersey Supreme Court held that the standard under which a school district may be liable under the New Jersey Law Against Discrimination for student-on-student bullying or harassment is not the Title IX deliberate indifference standard, but is rather the same standard used under the NJLAD for hostile work environment cases. A district will be judged by whether the district's response met the "reasonable person" test: what would a reasonable person (teacher, supervisor, vice principal, principal, etc.) do in a similar situation. School districts will be shielded from liability under NJLAD when their preventive and remedial actions are reasonable in light of the totality of the circumstances.

Possible

<u>Cross References:</u>	*1220	<u>Ad hoc</u> advisory committees
	*1410	Local units
	3517	Security
	*3541.33	Transportation safety
	*4131/4131.1	Staff development; inservice education/visitation conferences
	4148/4248	Employee protection
	*4231/4231.1	Staff development; inservice education/visitation conferences
	5000	Concepts and roles for students
	5010	Goals and objectives for students
	*5020	Role of parents/guardians
	*5113	Attendance, absences and excuses
	*5114	Suspension and expulsion
	*5124	Reporting to parents/guardians
	*5131	Conduct and discipline
	*5131.5	Vandalism/violence
	*5131.6	Drugs, alcohol, tobacco (substance abuse)
	*5131.7	Weapons and dangerous instruments
	5132	Dress and grooming
	*5142	Student safety
	5145	Rights
	5145.2	Freedom of speech/expression
	*5145.4	Equal educational opportunity
	*5145.6	Student grievance procedure
	*5145.1	Questioning and apprehension
	*5145.1	Search and seizure
	*6145	Extracurricular activities
	*6164.4	Child study team
	*6171.4	Special education
	*6172	Alternative educational programs

*Indicates policy is included in the Critical Policy Reference Manual.

Spanish Acquisition Portfolio 2019-20

This year we will be continuing our merit pay system. As such this year's total merit pay accumulation will revert back to its regular amount of \$2,000 for the 2019-2020 school year.

Rosetta Stone Language Acquisition: Staff members who are not proficient in Spanish may participate in a technology based language learning program. Through use of the Rosetta Stone platform teachers would move through modules increasing their proficiency. There is an assumed usage of the platform of 16 hours per month. An appropriate level of acquisition is part of the rubric for merit pay.

This is a \$2,000 merit pay for passing a Rosetta Stone proficiency pre and post test and hours logged in the Spanish Acquisition portfolio.

If a staff member received only partial payment last year they may restart the Rosetta Stone program. That individual will be able to receive the **balance** of their merit pay for completing the full module.

(Hours of completion: 120 hours)

Small Group Instruction Leader: Staff members who are proficient/native speakers in Spanish may lead a small group instruction of non- proficient teachers throughout the year. Leaders would be responsible for creating a five member group to lead (including themselves). As such this group would meet biweekly for one hour for specific school vocabulary language instruction. Lesson plans would be developed, vocabulary building achieved, and performance assessments would occur. Documentation would occur with lesson plans and video recordings.

This is a \$2,000 merit pay for leading small group instruction in the Spanish Acquisition portfolio.

(Hours of completion: 25 hours of course preparation. 25 hours of small group instruction)

Small Group Instruction Participant: Staff members who are not proficient speakers in Spanish may participate in small group instruction throughout the year. This group would meet biweekly for one hour for specific school vocabulary language instruction. Lesson plans would be developed, vocabulary building achieved, and performance assessments would occur.

This is a \$1,000 merit pay for participating in small group instruction in the Spanish Acquisition portfolio.

(Hours of completion: 25 hours of small group instruction)

Sheltered English Instruction Certification: Any staff member who wishes to become certified in a Sheltered English Instruction Program shall be welcome to do so. The approved program for said certification is through Stockton's on-line certification endorsement.

<https://www.theseionline.com/courses/fabric/>

There are two parts for this program.

1. Completion of the online program
2. Submission of five lesson plans following the Sheltered English process.

This is a \$1,000 merit pay for achieving this certification in the Spanish Acquisition portfolio.
(Hours of completion: 20 hours)

Bilingual and ESL Curriculum Development: Staff members who are proficient/native speakers in Spanish shall demonstrate such through performance on the OPI and WPT language. With the demonstration individuals have the capacity to develop bilingual educational curriculum. The curriculum must accomplish the following:

- Prepare ELLs to acquire sufficient English skills and content knowledge to meet NJCCCS;
- Align with NJCCCS, all of the WIDA ELD standards, and the use of two languages;
- Cross reference the school district's content area curricula to ensure that ESL instruction is correlated to all content areas.

This is a \$1,000 merit pay for submitting a year scope and sequence with supporting documentation in the Spanish Acquisition portfolio.
(Hours of completion: 20 hours)

Criteria to Participate:

In order to participate for merit pay, teachers, staff, and administrators must be members in good standing with regards to certification, performance evaluations, and attendance. Staff must have one year longevity in the school. (Staff who are new to Camden's Charter School Network may volunteer to participate.) For the Rosetta Stone program this is deemed to be an additional full graduate course. Teachers who are receiving currently enrolled in Masters programs and getting course reimbursement will be reviewed for whether they have the capacity to participate. Staff may be removed from the program if there are concerns with overall classroom performance or work effort throughout the year.

Harassment, Intimidation, and Bully Report
August & September 2019

Camden Academy

Reported Victim (SID)	Reported Bully (SID)	Date of Incident	Date of Initial Report	Summary of Initial Report	Date of Report	Result of Investigation	Action Taken
1134359003	2473741912	9/10/19	9/10/19, 9/11/19	9/12/19	9/23/19	Founded	Suspended (3 days), Weekly counseling (5 weeks), Written Reflection, No extra-curricular activities for 90 days
	6075934792					Founded	Suspended (3 days), Weekly counseling, Written Reflection, No extra-curricular activities for 90 days
	9549020317					Founded	Suspended (3 days), Weekly counseling, Written Reflection, No extra-curricular activities for 90 days

Fire Drill & Lock Down Report
August & September 2019

Fire Drill

Camden Academy	September 9, 2019	8:28 a.m.	14 Minutes	Sunny
Camden's Promise	August 30, 2019	2:00 p.m.	9 Minutes	Sunny
Camden's Pride	September 30, 2019	2:15 p.m.	10 minutes	Sunny
Katz – Dalsey	September 5, 2019	10:01 a.m.	8 Minutes	Sunny

Lock Down

Camden Academy	September 30, 2019	2:20 p.m.	5 minutes
Camden's Promise	September 30, 2019	3:30 p.m.	5 minutes
Camden's Pride	September 29, 2019	2:15 p.m.	5 minutes
Katz – Dalsey	September 19, 2019	9:34 a.m.	4 minutes



Propel Core Educator Kick Off Agenda

November 5 - 6

New Orleans, Louisiana

Event Goals

All Participants will:

- Describe the Propel model and the role of the Core Curriculum in that model.
- Gain an understanding of the Core's competencies and how to apply to job success.
- Describe and detail the local pathways available and what it takes for student success.
- Prepare for their role in supporting students as they prepare for Propel Specialization post graduation.
- Build a school-wide engagement and communication plan.

Core Teachers will:

- Prepare for a successful launch of Core Instruction including:
 - Create student maps, identify likely student challenges.
 - Describe the structure and use of the curriculum.
 - Prepare for unit 1 and month 1 of instruction.

Day 1: Propel's Mission and Approach

Time	Title/Participants	Details
9:00 - 9:30	Welcome All	Opening welcome and speaker
9:30 - 10:30	Working in America	Why is this program necessary: The employer perspective <ul style="list-style-type: none"> - Regional economic needs - Graduate needs and preparation - Panel engagement
10:30 - 10:45	Break	
10:45 - 12:00	The Propel Model	What is our vision and how do we accomplish it? <ul style="list-style-type: none"> - Career pathways - Share out the research as a group - Detailed program approach



12:00 - 12:45	Lunch	
12:45 - 2:00	Specialization application and the role of Core	How will Core in high school prepare students? <ul style="list-style-type: none"> - Detailed phases of the program model - Mapping Propel's competencies - Review and sample the Specialization application and preparation
2:00-2:15	Break	
2:15-3:15	Role-Specific Breakouts	Teachers: <ul style="list-style-type: none"> - Overview of the curriculum and approach to teaching it Counselors and administrators: <ul style="list-style-type: none"> - Overview of application process and expectations
3:30-4:30	Building momentum in your school	Prepare to communicate with students and support them: <ul style="list-style-type: none"> - Propel expectations - Overview of the support Propel staff will provide - Calendar of school role
5:00-7:00	Welcome Networking Cocktail Event	Get to know other Propel school partner teams!

Day 2: Core Implementation Preparation

Time	Title	Details
9:00 - 9:30	Welcome	Opening: <ul style="list-style-type: none"> - Goals of Core
9:30-10:30	You Science and the Self Map	Curriculum Overview: <ul style="list-style-type: none"> - Overview of how the curriculum works - Sample self map and career map
10:30 - 10:45	Break	
10:45 - 12:00	Curriculum mapping	Deep dive into the curriculum map <ul style="list-style-type: none"> - Full review of the curriculum - Structures and routines
12:00 - 12:45	Lunch	



12:00 - 2:00	Prepare for month one	<ul style="list-style-type: none">- Prepare a model lesson- Facilitate portions of their first model lesson
2:00-2:30	Break	
2:30-3:00	Closing and next steps	<ul style="list-style-type: none">- Virtual meeting expectations- Propel team support

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Propel Pathways

Course Description- DRAFT

Course Overview

Propel Pathways is a program embedded into a student's spring term of senior year that has the potential to continue as ongoing support through their first year out of high school. This course itself is designed to help students prepare for, make informed decisions about, and ultimately build the skills to secure and maintain an economically viable job coming out of their senior year. Beyond this, students will be supported in planning effectively towards holding said position and growing their career trajectory over time.

Content Arc

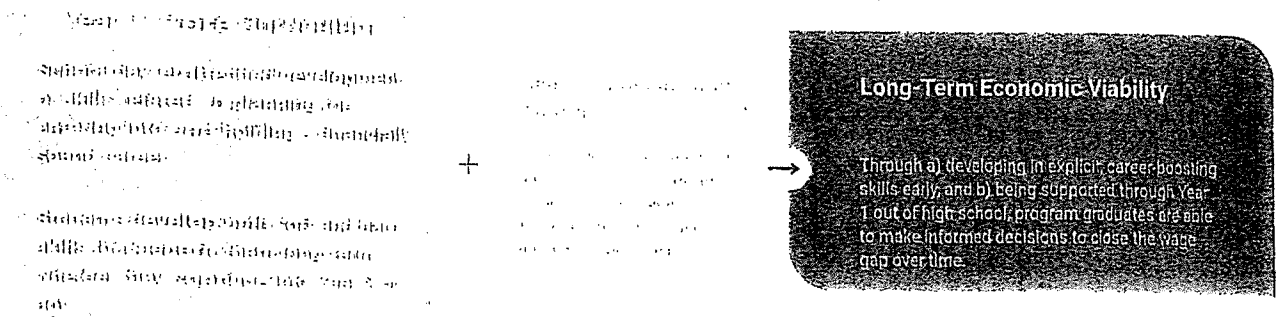
Year 1 "Core" coursework takes place within the traditional school day and is grounded in the foundational skills of making and following a plan towards solid employment post high school graduation. Traditional coursework will be combined with modules and student-support services across the course of their Core experience.

Across the arc of this course, students will learn about their interests, aptitudes, and potential aligned career pathways, build financial literacy, develop resumes and career maps to promote long-term financial success, and more, all in alignment with New Jersey's 21st Century Life and Careers Standard 9. Students will engage in learning through the following lenses:

- **My Community:** This thread of the course is tied to students engaging in their community to understand the path they would like to pursue. It will err on the side of connections to people and workplaces to learn about real-time application of career paths that are of interest in this planning and learning stage. This could look like employers partnering with the classroom experience, engaging in field time, and more.
- **My Self:** All students will delve into who they are as people, as learners, and as early professionals entering the workplace. They will develop soft skills aligned to the national gaps hiring managers have noted on national and regional scales and engage in deep self-reflection about the path that most aligns to who they are as an individual and professional.
- **My Career:** Within this focus, they will develop concrete application and career skills such as resume writing, navigating the application process, interview skills, and planning towards necessary certifications in line with their career map. Their creation, understanding of, and ultimate use of this key deliverable should impact how they think about their career aspirations over time and make purposeful adjustments when necessary in line with the skills they learn.

The course can be a stand-alone experience, or combined with a post-graduation option for students, all geared towards long-term economic viability as represented below:

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Early in the course, students will explore potential pathways from a list of high-quality industry partnerships that are relevant to local context and provide an opportunity for both early employment after graduation, and the ability to rise in the ranks and expand earning potential over time within a 21st Century workplace.

As the term progresses, students will work closely with a mentor to develop the aforementioned career map and related hiring materials such as resume, cover letter, and more. Should they decide to apply for Specialization, they will be supported through this process. Should they decide not to apply, knowledge and skills developed in the Core Curriculum will be applicable to their own determined path.

Learning Environment

The ecosystem of the classroom will be designed to provide maximum support while also building 21st century skills; there will be a mix of group, individualized, and blended learning across the course of the term. On-site, job-based, or community-oriented learning will be accessed wherever possible depending on student interests and strengths determined through coursework.

Assessment

The ultimate measure of success for this course takes place within the year after graduation, as students embark on their career plans in real-time within the workplace. Within spring term of senior year, specifically, assessments will be given regarding prioritized skills acquired as they relate to the standards themselves (i.e. financial literacy knowledge, the 12 career-ready practices, etc.) and deliverables that will provide a strong professional portfolio when entering the workplace (i.e. resume, career map, etc.).

At the close of the course, students will be able to express interest in the specialization pathway, or will be counseled in applying their learned skills in real-life application post-graduation.

Units of Study

This is currently in development and will be available by mid-2019. Please reach out to Rebecca Kockler at rebecca@propelamerica.org with questions.

Propel Pathways

Course Overview- Description and Progression

Course Overview

Propel Pathways is a program embedded into a student's spring term of senior year that has the potential to continue as ongoing support through their first year out of high school. This course itself is designed to help students prepare for, make informed decisions about, and ultimately build the skills to secure and maintain an economically viable job coming out of their senior year. Beyond this, students will be supported in planning effectively towards holding said position and growing their career trajectory over time.

Content Arc

Year 1 "Core" coursework takes place within the traditional school day and is grounded in the foundational skills of making and following a plan towards solid employment post high school graduation. Traditional coursework will be combined with modules and student-support services across the course of their Core experience.

Across the arc of this course, students will learn about their interests, aptitudes, and potential aligned career pathways, build financial literacy, develop resumes and career maps to promote long-term financial success, and more.

All content is aligned to and executed with explicit connections to one or more of the following lenses:

- **My Community:** Students engage with their community to understand the path they would like to pursue. Through guest speakers, time in the field, and a research project they make connections to people and workplaces to learn about real-time application of career paths of interest in this planning and learning stage.
- **My Self:** All students will delve into who they are as people, as learners, and as early professionals. They develop soft skills aligned to the national gaps hiring managers have noted and engage in deep self-reflection about the path that most aligns to who they are as an individual and professional.
- **My Career:** Students prioritize a path and develop concrete application and career skills such as resume writing, navigating the application process, interview skills, and planning towards necessary certifications in line with their career map.

The course can be a stand-alone experience, or combined with a post-graduation option for students, all geared towards long-term economic viability

Key Student Deliverables:

The Community Map: A tool, taking into account the direct experience of local community members and a student's own interests and aptitudes, that outlines a plan towards engaging with a student's local / semi local community to persist within a financially-viable career path. It speaks to the opportunities available in a students' direct community and aligned requirements and resources to support them along the way, forming the base for their Career Map.

The Career Map: This resource spans a three-year entry into the professional world in one prioritized area. It is a flexible tool, designed to be adjusted over time, outlining career goals, timelines for certifications and other requirements, and a plan for a mentor relationship in the field from their first day on the job. Their creation, understanding of, and ultimate use of this key deliverable should impact how they think about their career aspirations over time and make purposeful adjustments when necessary in line with the skills they learn.

Application Portfolio: The portfolio is an ongoing resource that students create pieces of across the course of their spring term. It includes all necessary materials for submitting a compelling application to an employer, including but not limited to tangible resources such as a resume and cover letter.

Course Progression

Weeks 1-4: Exploration of "My Self" Core kicks off with students working to understand themselves as career-driven individuals, and beginning to hone the skills needed to enter the workforce effectively. Team-building is a central tenet of this foundation-building time as they consistently create, connect with one another, and revise their early plans. They walk out of this section with an action plan for their Core experience, as well a first take on their Career Map informed by their own skills and financial literacy.		
Key Questions	Key Skills / Activities	Major Products / Evaluation
<ul style="list-style-type: none"> • What does it mean to consider my career path? • How do my strengths influence my path? • How can mapping influence the way I prepare for and engage in the workforce? • What role do finances play? 	Activities: <ul style="list-style-type: none"> • Aptitude Testing • Personal Statement Skills: <ul style="list-style-type: none"> • Action Planning & Reflection • US and local financial literacy • Career Mapping 101 	<ol style="list-style-type: none"> 1. Core Action Plan 2. Career Map, Version 1
Weeks 5-10: Connecting to "My Community" This section of Core is all about learning from the surrounding community to make an informed decision about which path they will map and make traction towards for the remainder of Core (and likely into Specialization post graduation). Of the three sections, this one spends the most time in the field, simultaneously building skill in teamwork through their group project. They leave this section with a Community Map that outlines both what they have learned and what/who they will need on their selected career path.		
Key Questions	Key Skills / Activities	Major Products / Evaluation
<ul style="list-style-type: none"> • What can I learn from my community? • Which pathway do I want to pursue? • What will it take? • How do I establish myself on my path? 	Activities: <ul style="list-style-type: none"> • Site visits in local community • Aligned interviews • Group projects Skills: <ul style="list-style-type: none"> • Teamwork • Community Mapping 	<ol style="list-style-type: none"> 1. Community Map 2. Group presentations and feedback ratings
Weeks 11-18: Planning Effectively Towards "My Career" The final, and longest, section of Core centers on taking their pathway decision and putting it into action. They walk out of these final weeks with a three-year Career Map, full portfolio of materials, and aligned skills necessary to win a job with a Propel partner. Skills developed are applicable across career trajectories, but home in on one specific pathway so that they can apply to a concrete position with or without specialization support.		
Key Questions	Key Skills / Activities	Major Products / Evaluation
<ul style="list-style-type: none"> • What will it take to market myself to the field? • How do I ace an interview? • How will I show up in the workplace? • How do I adjust my career and community maps over time? • How do I transition from Core into my next steps? 	Activities: <ul style="list-style-type: none"> • Resume building • Cover letter draft • Application to Specialization (as applicable) Skills: <ul style="list-style-type: none"> • Interview skill • Professionalism • Receiving Feedback • Networking / Social Capital 	<ol style="list-style-type: none"> 1. Career Map 2. Application Portfolio

*While the course is divided into three sections for student understanding, the three lenses (My Self, My Community, My Career) are spiraled through weekly content across the full scope and sequence.