

The regular meeting of the Camden's Promise Charter School Board of Trustees, County of Camden, State of New Jersey, was held at 250 Federal Street, Camden on December 5, 2019 at 5:14pm.

Members present: Ms. Maldonado, Mr. Loyola, Ms. Figueroa (Out @ 6:38pm), Ms. Hinson and Ms. Lombardo

Members absent: Ms. Nieves

Also present: Dr. Conway (Out @ 6:38), Mr. Helmbrecht, Ms. Baughn, Mr. Tom Dark and Mr. Rinehardt, III

The pledge to the flag was led by Ms. Lombardo

Open Meeting

The meeting opened at 5:14 pm at which time the following was stated: "The New Jersey Open Public Meetings Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Camden's Promise Charter School Board of Trustees has caused notice of this meeting to be published by having the date, time, and place thereof posted on the door of the Camden Promise Charter School and in the Courier Post. "

Minutes

Motion by Ms. Maldonado and seconded by Mr. Loyola that the Board of Trustees approve the regular minutes of the November 7, 2019.
Unanimously Approved

BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORTS:

Cash Reconciliation Report

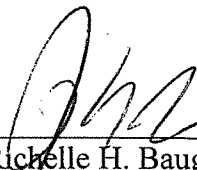
Cash Reconciliation Report

Motion by Mr. Loyola and seconded by Ms. Hinson that the Board of Trustees approve the Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of October 2019. The Cash Reconciliation Report and Secretary's Reports are in agreement for the month of October 2019. (See Pages 11616-11626)
Unanimously Approved

Board Secretary's Report:

Secretary's Report

Pursuant to N.J.A.C. 6 A:23-16.10, I certify that as of October 2019 no budgetary line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6 A:23-16.10. (See Pages 11627-11642)



Richelle H. Baughn, Board Secretary

10/31/19

Date

Certification

Certification

Motion by Mr. Loyola and seconded by Ms. Hinson 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:23A-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. Maldonado and seconded by Mr. Loyola that the Board of Trustees approve the following warrants: (See Pages 11643-11646)

- November Warrant, Food Service and Student Accounts

Unanimously Approved

CAFR and
CAP

Motion by Ms. Hinson and seconded by Mr. Loyola that the Board of Trustees certify it has reviewed the CAFRs for the year ending June 30, 2019 along with the synopsis, approves the Corrective Action Plans and certification of implementation of corrective action plan. (See Pages 11647-11664)

Unanimously Approved

Annual
Fiscal
Questionnaire

Motion by Ms. Hinson and seconded by Ms. Maldonado that the Board of Trustees approve the 2020 Annual Fiscal Questionnaire. (See Pages 11665-11666)

Unanimously Approved

Health & Safety
Checklist &
SOA

Motion by Mr. Loyola and seconded by Ms. Maldonado that the Board of Trustees approve the Health and Safety Evaluation of the School Buildings Checklist and Statement of Assurance. (See Page 11667-11676)

Unanimously Approved

CHIEF SCHOOL ADMINISTRATOR'S REPORTIn Executive
Session

Motion by Ms. Hinson and seconded by Ms. Maldonado that the Board of Trustees enter into Executive Session at 5:29pm.

Unanimously Approved

Out Executive
Session

Motion by Ms. Hinson and seconded by Mr. Loyola that the Board of Trustees exit Executive Session at 5:51pm.

Unanimously Approved

PersonnelThom
Agreement

Motion by Ms. Hinson and seconded by Mr. Loyola that the Board of Trustees accept the Thom Agreement as presented. (See Page 11677)

Unanimously Approved

New Hires

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

<u>Name</u>	<u>Campus</u>	<u>Amount</u>
Megan Garvey	Maternity/Replacements	\$49,000
Joanis Lopez	Substitute/Office Staff	\$120/day
Shaquane Delaney	Substitute	\$30,000
Milahn Cooke	Substitute	\$30,000

Ayes – (5)
 Noes – (0)
 Abstained – (0)

Resignations

Motion by Ms. Hinson and seconded by Mr. Loyola that the Board of Trustees accept the resignations as presented.. (See Pages 11678-11679)

Ms. Jamison with preudice
 Ms. Damon with reqret

Unanimously Approved

Student Programs

Dual Credit

Motion by Mr. Loyola and seconded by Ms. Hinson that the Board of Trustees accept the Dual Credit Notifications as presented. (See Page 11680)

Unanimously Approved

CAC Now Associates Degree

Motion by Mr. Loyola and seconded by Ms. Hinson that the Board of Trustees accept the Camden Academy College Now Associates Degree updates. (See Page 11681)

Unanimously Approved

Kaplan Package

Motion by Ms. Maldonado and seconded by Ms. Figueroa that the Board of Trustees approve the Kaplan package as presented. (See Page 11682-11687)

Unanimously Approved

Cadets Program

Motion by Ms. Figueroa and seconded by Ms. Hinson that the Board of Trustees approve the CPCS Junior Promise Cadets program. (See Page 11688)

Unanimously Approved

Senior Package

Motion by Mr. Loyola and seconded by Ms. Hinson that the Board of Trustees review the senior package for approval. (See Pages 11689-11691)

Unanimously Approved

HIB Report

Motion by Ms. Maldonado and seconded by Ms. Hinson that the Board of Trustees approve the HIB report as presented. (See Page 11692)

Unanimously Approved

Fire Drill
and
Lockdown

Motion by Ms. Maldonado and seconded by Ms. Hinson that the Board of Trustees approve the fire drill and lockdown report as presented. (See Page 11693)
Unanimously Approved

Adjournment

Motion by Mr. Loyola and seconded by Ms. Hinson that the Board of Trustees adjourn at 6:49pm.
Unanimously Approved

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

Camden's Promise Charter School

All Funds

For the Month Ending October 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	981,719.38	3,591,361.41	3,614,124.82	958,955.97
2	Special Revenue Fund - 20 (see page 2)	(355,707.84)	276,954.32	190,442.15	(269,195.67)
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)	626,011.54	3,868,315.73	3,804,566.97	689,760.30
6	Enterprise Fund Cafeteria	176,781.66	230,542.32	69,063.70	338,260.28
	Student Activities	18,161.58	18,574.76	5,660.00	31,076.34
7	Total Governmental & Enterprise Funds	820,954.78	4,117,432.81	3,879,290.67	1,059,096.92
	Payroll	2,996.45	1,124,488.34	1,124,477.66	3,007.13
10	Payroll Agency	4,721.31	757,311.68	759,744.52	2,288.47
11	Unemployment Trust	5,358.86	0.90	0.00	5,359.76
12	Total Trust & Agency Funds (Lines 9 thru 10)	13,076.62	1,881,800.92	1,884,222.18	10,655.36
13	Total All Funds (Lines 5, 6 and 10)	834,031.40	5,999,233.73	5,763,512.85	1,069,752.28

Prepared and Submitted By:

Elizabeth A. Peters

12/4/2019

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

Bank Name		TD Bank	
Account Number		3864386	
Statement Date		10/31/19	
Fund/Funds		WARRANT ACCOUNT	
1	Balance per Bank		755,760.35
Reconciling Items			
Additions			
Deposits in Transit			
	Sep Café D/T	11,658.32	
	TD Bank loan	28,446.66	
2		40,104.98	
3	Total Additions		40,104.98
Deductions			
Outstanding Checks			
(Attach List)			
4		100,146.05	
6	Total Deductions		100,146.05
7	Net Reconciling Items		(60,041.07)
8	Adjusted Balance per Bank as of		10/31/19 * 695,719.28
9	Balance per Board Secretary's Records as of		10/31/19 ** 689,760.30
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		10/31/19 * 695,719.28

Prepared By:	e dipietro
Date:	12/04/19

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

List of Outstanding Checks

Warrant Account

10/31/2019

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
17911	8/19/19	Kroc Center	1,720.00
17927	8/19/19	Safeguard Business Systems	512.81
17935	8/19/19	Walnut Street Theatre	100.00
18011	9/13/19	David Gould	78.00
18040	9/19/19	Cinemark Somerdale	2,157.75
18063	9/19/19	Yellow Bus Leasing	750.00
18064	9/19/19	Zaner-Bloser	1,363.40
18067	9/23/19	Make Music	760.00
18081	9/25/19	Grounds for Sculpture	1,100.00
18106	10/3/19	Delta T Group	2,364.72
18122	10/9/19	American Training Center	9,200.00
18153	10/22/19	All Star Awards & Trophies	45.00
18160	10/22/19	Casa Reporting Service	419.85
18161	10/22/19	Cathy's Catering	2,005.00
18162	10/22/19	CDWG	145.89
18164	10/22/19	College Board	5,245.75
18168	10/22/19	Delta T Group	4,555.11
18171	10/22/19	Floyd Martell	123.00
18173	10/22/19	Heyde Rios	3,140.00
18175	10/22/19	IAABO 34	168.00
18176	10/22/19	JW Pepper & Co	201.97
18179	10/22/19	LOTI	25,000.00
18181	10/22/19	Michael Napolsky	369.00
18183	10/22/19	Pro Forma Dynamic Resources	785.20
18196	10/22/19	The Communication Connection	265.40
18215	10/23/19	Proforma Dynamic Ressources	689.00
18218	10/23/19	Ron Weaver	123.00
18221	10/23/19	Tim Grimes	77.00
18223	10/29/19	Adilson Vieira	80.00
18225	10/29/19	Any Garment Cleaners	60.00
18226	10/29/19	Bill McCartney	77.00
18229	10/29/19	CDWG	3,277.74
18230	10/29/19	Constellation New Energy	3,100.95
18231	10/29/19	Dancewear on Broad LLC	1,175.50
18232	10/29/19	Ezekiel Mfon	75.00
18234	10/29/19	Jim Chujhacki	77.00
18235	10/29/19	Market Street Printing	2,003.00
18236	10/29/19	Med-Vet Internationsl	595.80
18237	10/29/19	Our Lady of Mercy Academy	350.00
18238	10/29/19	Pearson Education	1,536.13
18239	10/29/19	Prudential Insuracne Company of America	2,977.43
18240	10/29/19	Splash Wear Aquatics	3,808.75
18241	10/29/19	The Communication Connection	141.40

100,146.05

Prepared By:	e dipietro
	12/04/19

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

Bank Name	TD Bank
Account Number	3865292
Statement Date	10/31/19
Fund/Funds	Food Services

1	Balance per Bank				350,943.10
	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			
	sep café pr	11,658.32			
5					
6	Total Deductions			12,682.82	
7	Net Reconciling Items				(12,682.82)
8	Adjusted Balance per Bank as of		10/31/19	*	338,260.28

9	Balance per Board Secretary's Records as of		10/31/19	**	338,260.28
	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		10/31/19	*	338,260.28

* 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.

Camden's Promise Charter School
 Bank Reconciliation

Bank Name		TD Bank			
Account Number		3865276			
Statement Date		10/31/19			
Fund/Funds		Payroll			
1	Balance per Bank				34,156.73
Reconciling Items					
Additions					
Deposits in Transit					
Date		Amount			
2b	ck 15804 clrd 1 cent higher		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)		31,086.95		
ck 15680 clrd bank 5 cents less					
		0.05			
ck 16404 clrd 78 cents less					
		0.78			
6	Total Deductions				31,087.78
7	Net Reconciling Items				(31,087.67)
8	Adjusted Balance per Bank as of		10/31/19 *		3,069.06
9	Balance per Board Secretary's Records as of		10/31/19 **		3,007.13
Reconciling Items					
Additions					
11			0.00		
12	Total Additions				0.00
Deductions					
Sep '18 unknown					
		(0.02)			
14	Jul '18 unknown		(61.91)		
15	Total Deductions				(61.93)
16	Net Reconciling Items				61.93
17	Adjusted Board Secretary's Balance as of		10/31/19 *		3,069.06

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

Prepared By:	e dipietro
Date:	12/04/19

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

List of Outstanding Checks

Payroll Account

10/31/2019

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
15840	5/16/2019	Lianne Benevento	22.54
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
16423	9/13/2019	Sofia Massaro	984.63
16462	9/30/2019	Robert McGriff Jr	1,547.14
16469	10/15/2019	Amy Corrar	135.26
16483	10/15/2019	Robert McGriff Jr	958.27
16499	10/31/2019	Dorothy Black	76.66
16500	10/31/2019	Lauren Burke	1,744.31
16501	10/31/2019	Amy Corrar	1,195.57
16504	10/31/2019	Michael Kerns	1,912.28
16505	10/31/2019	Shalini Manojkumar	1,303.32
16506	10/31/2019	Alexis Nop	1,919.36
16507	10/31/2019	Iris Ortiz	555.90
16509	10/31/2019	Amber Stovall	1,630.68
16510	10/31/2019	Joji Thompson	2,163.17
16511	10/31/2019	Ebony Victor	1,195.57
16512	10/31/2019	Evan Waggoner	1,012.35
16513	10/31/2019	Kelci Wells	1,594.79
16514	10/31/2019	Walter Zakrezewski	1,708.77
16515	10/31/2019	Frederick Alden III	2,543.61
16518	10/31/2019	Robert McGriff Jr	859.20
16521	10/31/2019	Anthony Davenport	1,022.37
16522	10/31/2019	Gregory Young	2,003.62
		Total	31,086.95

Camden's Promise Charter School
 Bank Reconciliation

Bank Name		TD Bank			
Account Number		00-3865284			
For the Month Ending		10/31/19			
Fund/Funds		Agency			
1	Balance per Bank				301,114.46
	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)		298,875.99		
6	Total Deductions			298,875.99	
7	Net Reconciling Items				(298,825.99)
8	Adjusted Balance per Bank as of 10/31/19 *				2,288.47
9	Balance per Board Secretary's Records as of 10/31/19				2,288.47
	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 10/31/19 *				2,288.47
* 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.					
Page 13					

Prepared By:	e dipietro
Date:	12/04/19

Camden's Promise Charter School

Bank Reconciliation

List of Outstanding Checks

Agency Payroll Account

10/31/2019

Page 13 (a)

Check #	Date	Amount	Payable To
3834	10/15/19	258.35	met life
3837	10/31/2019	382.92	US Dept of Higher EDUCATION
3838	10/31/2019	691.17	NJFSPC
3839	10/31/2019	220.00	Charles Gorman, Court Officer
3840	10/31/2019	353.17	NJFSPC
3841	10/31/2019	262.17	Higher Education student assist
3842	10/31/2019	13,736.00	the equitable - AXA
3843	10/31/2019	5,536.25	VOYA
3844	10/31/2019	932.00	ARK
3845	10/31/2019	258.35	Met Life
3846	10/31/2019	34,986.79	Camden's Promise Charter School
3847	10/31/2019	1,989.90	Assoc of American Educators
3848	10/31/2019	243.56	Allstate Benefits
3849	10/31/2019	2,030.37	SJFCU
eft	10/31/2019	209,041.53	941
eft	10/31/2019	26,807.41	njit
eft	10/31/2019	1,146.05	pait
		298,875.99	

Prepared by	e dipietro
Date:	12/04/19

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

Bank Name		TD Bank				
Account Number		00-3864436				
For the Month End		10/31/19				
Fund/Funds		Student				
1	Balance per Bank				31,156.34	
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				10/31/19 *	31,076.34
9	Balance per Board Secretary's Records as of				10/31/19	31,076.34
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				10/31/19 *	31,076.34
<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>						

10/15/19	3829	382.92	US Dept of higher education
10/15/19	3830	691.17	NJFSPC
10/15/19	3831	262.17	Higher education student assist
10/15/19	3832	13,531.00	The equitable AXA
10/15/19	3833	5,407.00	voya
10/15/19	3834	258.35	met life
10/15/19	3835	35,351.14	Camden's Promise Charter School
10/15/19	3836	2,045.60	SJFCU
10/15/19	eft	212,543.42	941.00
10/15/19	eft	27,261.14	NJIT
10/15/19	eft	1,029.88	PA Dept of Revenue
			298,763.79
10/31/19	3837	382.92	US Dept of Higher EDUCATION
10/31/19	3838	691.17	NJFSPC
10/31/19	3839	220.00	Charles Gorman, Court Officer
10/31/19	3840	353.17	NJFSPC
10/31/19	3841	262.17	Higher education student assist
10/31/19	3842	13,736.00	The equitable AXA
10/31/19	3843	5,536.25	voya
10/31/19	3844	932.00	ARK
10/31/19	3845	258.35	met life
10/31/19	3846	34,986.79	Camden's Promise Charter School
10/31/19	3847	1,989.90	Assoc of American Educators
10/31/19	3848	243.56	Allstate Benefits
10/31/19	3849	2,030.37	SJFCU
10/31/19	eft	209,041.53	941
10/31/19	eft	26,807.41	njit
10/31/19	eft	1,146.05	pait
			298,617.64
10/15/19	eft	946.51	expertpay
10/15/19	eft	853.67	expertpay
10/31/19	eft	881.51	expertpay
10/31/19	eft	853.67	expertpay
	eft's	5,428.30	fsa medical
	eft's	2,079.15	fsa dep day care
	eft's	54.00	fsa transit
10/31/19	eft	121,656.33	tpaf
10/31/19	eft	29,609.95	pers
		759,744.52	
		(759,744.52)	
		0.00	

Camden's Promise Charter School
Bank Reconciliation

Bank Name		TD Bank			
Account Number		5883095			
For the Month Ending		10/31/19			
Fund/Funds		Unemploy. Trust			
1	Balance per Bank				5,359.76
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 10/31/19 *				5,359.76
9	Balance per Board Secretary's Records as of 10/31/19				5,359.76
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 10/31/19 *				5,359.76

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

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

Assets and Resources

Assets:

101	Cash in bank		\$958,955.97
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		\$1,938,070.00

Accounts Receivable:

132	Interfund	\$546,551.45	
141	Intergovernmental - State	\$25,947,282.58	
142	Intergovernmental - Federal	\$378.96	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$26,494,212.99

Loans Receivable:

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

Other Current Assets

(\$36,682.84)

Resources:

301	Estimated revenues	\$35,189,456.00	
302	Less revenues	(\$35,344,917.36)	(\$155,461.36)

Total assets and resources

\$29,199,094.76

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

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$151,329.02
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		(\$130,190.70)
	Total liabilities		\$21,138.32

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$21,377,770.39
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	(\$8,217,245.13)	
	Less: Encumbrances	(\$21,347,861.33)	(\$29,565,106.46)
	Total appropriated		\$26,184,495.86

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		\$29,177,956.44
	Total liabilities and fund equity		\$29,199,094.76

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

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$34,806,413.93	\$29,565,106.46	\$5,241,307.47
Revenues	(\$35,189,456.00)	(\$35,344,917.36)	\$155,461.36
Subtotal	<u>(\$383,042.07)</u>	<u>(\$5,779,810.90)</u>	<u>\$5,396,768.83</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>(\$5,345,228.90)</u>	<u>\$4,962,186.83</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>(\$5,345,228.90)</u>	<u>\$4,962,186.83</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>(\$5,345,228.90)</u>	<u>\$4,962,186.83</u>
Less: Adjustment for prior year	(\$56,802.87)	(\$56,802.87)	\$0.00
Budgeted fund balance	<u>(\$439,844.94)</u>	<u>(\$5,402,031.77)</u>	<u>\$4,962,186.83</u>

Prepared and submitted by : _____ Date _____
 Board Secretary

Report of the Secretary to the Board of Education
Camdens Promise Charter School

Starting date 7/1/2019 Ending date 10/31/2019 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	2,973,890		(144,028)
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	15,378		(15,378)
	Total	35,189,456	0	35,189,456	35,344,917		(155,461)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	(Total of Accounts W/O a Grid# Assigned)	0	113,071	113,071	66,087	19,335	27,649
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	17,797,920	(516,437)	17,281,483	4,292,486	10,677,169	2,311,828
45300	Support Serv. - General Admin	4,315,620	(182,309)	4,133,311	1,133,047	2,066,435	933,829
46160	Support Serv. - School Admin	1,118,690	328,279	1,446,969	396,732	789,073	261,164
51120	Total Undist. Expend. – Oper. & Maint. O	5,952,952	509,699	6,462,651	922,619	5,366,091	173,941
52480	Total Undist. Expend. – Student Transpor	200,000	0	200,000	80,490	85,853	33,657
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	4,103,200	(184,272)	3,918,928	1,325,784	2,343,905	249,240
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	8,217,245	21,347,861	5,241,307

Starting date 7/1/2019 Ending date 10/31/2019 Fund: 20 SPECIAL REVENUE FUNDS

Assets and Resources

Assets:

101	Cash in bank		(\$269,195.67)
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	(\$2,348,328.32)	(\$292,231.32)

Total assets and resources

\$1,441,390.01

Starting date 7/1/2019 Ending date 10/31/2019 Fund: 20 SPECIAL REVENUE FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$2,156,856.93	\$1,590,864.37	\$565,992.56
Revenues	(\$2,056,097.00)	(\$2,348,328.32)	\$292,231.32
Subtotal	<u>\$100,759.93</u>	<u>(\$757,463.95)</u>	<u>\$858,223.88</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>(\$757,463.95)</u>	<u>\$858,223.88</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>(\$757,463.95)</u>	<u>\$858,223.88</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>(\$757,463.95)</u>	<u>\$858,223.88</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$100,759.93</u>	<u>(\$757,463.95)</u>	<u>\$858,223.88</u>

Prepared and submitted by : _____
 Board Secretary Date

Starting date 7/1/2019 Ending date 10/31/2019 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	13,618		(13,618)
00830	Total Revenues from Federal Sources	2,113,254	(106,344)	2,006,910	2,321,080		(314,170)
	Total	2,113,254	(57,157)	2,056,097	2,348,328		(292,231)

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	(Total of Accounts W/O a Grid# Assigned)	0	239,287	239,287	68,424	111,415	59,448
88740	Total Federal Projects	2,113,254	(195,684)	1,917,570	675,546	735,479	506,545
	Total	2,113,254	43,603	2,156,857	743,970	846,894	565,993

Starting date 7/1/2019 Ending date 10/31/2019 Fund: 60 ENTERPRISE FUNDS

Assets and Resources

Assets:

101	Cash in bank		\$338,260.28
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	(\$295,694.95)	(\$295,694.95)

Total assets and resources

(\$31,278.23)

Starting date 7/1/2019 Ending date 10/31/2019 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		\$1,828,463.15
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	(\$97,176.16)	
	Less: Encumbrances	(\$1,743,217.15)	(\$1,840,393.31)
	Total appropriated		(\$11,930.16)

Unappropriated:

770	Fund balance, July 1		(\$327,578.07)
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		(\$339,508.23)
	Total liabilities and fund equity		(\$31,278.23)

Starting date 7/1/2019 Ending date 10/31/2019 Fund: 60 ENTERPRISE FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$1,840,393.31	(\$1,840,393.31)
Revenues	\$0.00	(\$295,694.95)	\$295,694.95
Subtotal	<u>\$0.00</u>	<u>\$1,544,698.36</u>	<u>(\$1,544,698.36)</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>\$1,544,698.36</u>	<u>(\$1,544,698.36)</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>\$1,544,698.36</u>	<u>(\$1,544,698.36)</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>\$1,544,698.36</u>	<u>(\$1,544,698.36)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$1,544,698.36</u>	<u>(\$1,544,698.36)</u>

Prepared and submitted by : _____
 Board Secretary Date

Starting date 7/1/2019 Ending date 10/31/2019 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	295,695		(295,695)
Total		0	0	0	295,695		(295,695)

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	0	0	97,176	1,743,217	(1,840,393)
Total		0	0	0	97,176	1,743,217	(1,840,393)

Starting date 7/1/2019 Ending date 10/31/2019 Fund: 95 STUDENT ACTIVITY FUNDS

Assets and Resources

Assets:

101	Cash in bank		\$30,476.34
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		\$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	(\$35,304.07)	(\$35,304.07)

Total assets and resources

(\$5,444.79)

Starting date 7/1/2019 Ending date 10/31/2019 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		\$28,190.66
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	(\$6,260.00)	
	Less: Encumbrances	(\$28,190.66)	(\$34,450.66)
	Total appropriated		(\$6,260.00)

Unappropriated:

770	Fund balance, July 1		\$815.21
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		(\$5,444.79)
	Total liabilities and fund equity		(\$5,444.79)

Starting date 7/1/2019 Ending date 10/31/2019 Fund: 95 STUDENT ACTIVITY FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$34,450.66	(\$34,450.66)
Revenues	\$0.00	(\$35,304.07)	\$35,304.07
Subtotal	<u>\$0.00</u>	<u>(\$853.41)</u>	<u>\$853.41</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>(\$853.41)</u>	<u>\$853.41</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>(\$853.41)</u>	<u>\$853.41</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>(\$853.41)</u>	<u>\$853.41</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$853.41)</u>	<u>\$853.41</u>

Prepared and submitted by : _____
Board Secretary Date

Starting date 7/1/2019 Ending date 10/31/2019 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	35,304		(35,304)
Total	0	0	0	35,304		(35,304)

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)	0	0	0	6,260	28,191	(34,451)
Total	0	0	0	6,260	28,191	(34,451)

Starting date 11/1/2019

Ending date 11/30/2019

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
001625	11/13/19		1230	SODEXO, INC & ASSOCIATES	\$162,762.30
002403 V	11/13/19	11/19/19	1940	DOUBLE GOOD	
018081 V	09/25/19	11/25/19	2399	GROUNDS FOR SCULPTURE	(\$1,100.00)
018122 V	10/09/19	11/19/19	9633	American Training Center	(\$9,200.00)
018235 V	10/29/19	11/19/19	1194	MARKET STREET PRINTING	(\$2,003.00)
018243 H	11/06/19		1057	SAM'S CLUB	\$204.94
018245 H	11/07/19		1057	SAM'S CLUB	\$1,055.00
018247 H	11/12/19		1057	SAM'S CLUB	\$62.92
018255 H	11/21/19		1057	SAM'S CLUB	\$326.18
018257	11/04/19		1425	BLICK ART MATERIALS	\$481.92
018258	11/04/19		1218	CASA PAYROLL SERVICE	\$600.30
018259	11/04/19		1186	DICK BLICK	\$20.34
018260	11/04/19		9385	Educate Me	\$15,696.00
018261	11/04/19		1176	FLOWERS BY MENDEZ & JACKEL	\$62.00
018262	11/04/19		2999	Hodge Products Inc	\$536.99
018263	11/04/19		1766	HORIZON AV, LLC	\$5,000.00
018264	11/04/19		1142	JW PEPPER & CO.	\$78.79
018265	11/04/19		6119	Montclair State University	\$6,411.00
018266	11/04/19		1235	PAUL'S CUSTOM AWARDS	\$597.00
018267	11/04/19		1236	PROFORMA DYNAMIC RESOURCES	\$1,277.50
018268	11/12/19		1099	TREASURER STATE OF NEW JERSEY	\$6,517.00
018269	11/13/19		9633	American Training Center	\$9,200.00
018270	11/13/19		1342	ANA CONWAY	\$380.00
018271	11/13/19		1397	ANDREA LEBOO	\$130.00
018272	11/13/19		6412	Archie Jardine	\$80.00
018273	11/13/19		1068	AT & T	\$547.20
018274	11/13/19		1853	BARNES AND NOBLE	\$49.90
018275	11/13/19		1036	BECKERS SCHOOL SUPPLIES	\$858.20
018276	11/13/19		1425	BLICK ART MATERIALS	\$703.07
018277	11/13/19		1177	BROOKFIELD SCHOOL	\$2,260.00
018278	11/13/19		2046	CAMDEN CHARTER SCHOOL NETWORK	\$368,514.00
018279	11/13/19		1904	CAROLINE SMITH	\$66.96
018280	11/13/19		1532	CASA REPORTING SERVICE	\$421.20
018281	11/13/19		1861	CDWG	\$5,137.56
018282	11/13/19		1346	CENTER FOR AQUATIC SCIENCES	\$14,734.00
018283	11/13/19		1439	CHRISTINA MYERS	\$1,757.62
018284	11/13/19		1777	COASTAL COMMUNICATIONS	\$11,980.00
018285	11/13/19		1407	DARA ASH	\$362.00
018286	11/13/19		N661	Delta T Group	\$3,145.63

Starting date 11/1/2019

Ending date 11/30/2019

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
018287	11/13/19		1602	EZPASS	\$600.00
018288	11/13/19		1819	FLEXFACTS	\$216.00
018289	11/13/19		1176	FLOWERS BY MENDEZ & JACKEL	\$120.00
018290	11/13/19		2218	GCA SERVICIES	\$136,034.42
018291	11/13/19		1404	IRON MOUNTAIN INFORMATION	\$798.41
018292	11/13/19		8199	Jim Kachenmeister	\$75.00
018293	11/13/19		1693	JOSEPH CONWAY	\$611.67
018294	11/13/19		1916	KROC CENTER	\$8,827.50
018295	11/13/19		6777	Lantern Theater Company	\$1,065.00
018296	11/13/19		1872	LOUIS MCCALL	\$775.00
018297	11/13/19		1194	MARKET STREET PRINTING	\$2,003.00
018298	11/13/19		9660	Maya Brown	\$5,800.00
018299	11/13/19		6660	Med-Vet International	\$155.00
018300	11/13/19		1135	NASCO ARTS & CRAFTS	\$150.46
018301	11/13/19		1074	NJSBA	\$1,792.62
018302	11/13/19		1055	PITNEY BOWES	\$555.07
018303	11/13/19		1236	PROFORMA DYNAMIC RESOURCES	\$973.50
018304	11/13/19		1914	PURCHASE POWER	\$500.00
018305	11/13/19		1506	SAFETY BUS	\$3,450.00
018306	11/13/19		0653	School Fix	\$59.24
018307	11/13/19		1540	SCHOOL NURSE SUPPLY, INC	\$770.23
018308	11/13/19		9320	School Outfitters	\$155.67
018309	11/13/19		1191	SCHOOL SPECIALTY	\$59.04
018310	11/13/19		1014	STAPLES ADVANTAGE	\$396.57
018311	11/13/19		2415	STAPLES ADVANTAGE	\$879.57
018312	11/13/19		6772	The Lifeguard Store	\$151.80
018313	11/13/19		1463	WEX BANK	\$4,633.32
018314	11/13/19		1348	WOLFINGTON BODY COMPANY	\$20.00
018315	11/13/19		1520	YELLOW BUS LEASING	\$600.00
018316	11/13/19		1244	FABRIZIO PIZZA	\$1,394.63
018317	11/25/19		1841	AP PLUMBING DRAINS LLC	\$395.00
018318	11/25/19		9541	Axel Rad Screen Printing	\$103.85
018319	11/25/19		1846	BARNES AND NOBLE	\$675.00
018320	11/25/19		1036	BECKERS SCHOOL SUPPLIES	\$51.91
018321	11/25/19		1177	BROOKFIELD SCHOOL	\$1,200.00
018322	11/25/19		1775	CAMDEN COUNTY ED. SERVICES	\$9,675.23
018323	11/25/19		1218	CASA PAYROLL SERVICE	\$596.95
018324	11/25/19		2141	CATHY'S CATERING	\$2,005.00
018325	11/25/19		9891	Christina Shephard	\$508.76

Starting date 11/1/2019 Ending date 11/30/2019

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
018326	11/25/19		1328	CIGNA HEALTHCARE	\$18,940.53
018327	11/25/19		1737	COLES MUSIC SERVICES	\$2,809.82
018328	11/25/19		9402	Committee For Children	\$3,543.00
018329	11/25/19		1719	CONSTELLATION NEW ENERGY	\$6,622.82
018330	11/25/19		1211	DELL COMPUTER CORPORATION	\$192.77
018331	11/25/19		N661	Delta T Group	\$1,560.27
018332	11/25/19		1722	DELUXE BAKERY	\$315.00
018333	11/25/19		7115	Dylan Sabulsky	\$80.00
018334	11/25/19		1176	FLOWERS BY MENDEZ & JACKEL	\$120.00
018335	11/25/19		1406	GM WHITE	\$5,310.24
018336	11/25/19		2399	GROUNDS FOR SCULPTURE	\$440.00
018337	11/25/19		7114	Jason Angelone	\$75.00
018338	11/25/19		1142	JW PEPPER & CO.	\$312.49
018339	11/25/19		1304	LAKESHORE LEARNING MARTERIALS	\$119.55
018340	11/25/19		6777	Lantern Theater Company	\$1,050.00
018341	11/25/19		1127	LIBERTY SCIENCE CENTER	\$1,117.50
018342	11/25/19		2292	LINE SYSTEMS	\$3,454.26
018343	11/25/19		1135	NASCO ARTS & CRAFTS	\$142.80
018344 V	11/25/19	11/26/19	1458	NATIONAL CONSTITUTION CENTER	
018345	11/25/19		7112	NJ Baseball&Softball Umpire Association	\$426.00
018346	11/25/19		3114	NJ E-Z Pass	\$70.00
018347	11/25/19		1262	ORIENTAL TRADING CO.	\$61.27
018348	11/25/19		9028	Parker McCay P.A.	\$1,417.50
018349	11/25/19		1717	PEARSON CLINICAL ASSESSMENT	\$1,806.40
018350	11/25/19		1236	PROFORMA DYNAMIC RESOURCES	\$770.00
018351	11/25/19		1017	Prudential Insurance Company of America	\$3,248.68
018352	11/25/19		9321	Reann McNeary	\$2,030.62
018353	11/25/19		9332	Splash Wear Aquatics	\$721.38
018354	11/25/19		2415	STAPLES ADVANTAGE	\$576.06
018355	11/25/19		2227	THE BIG EVENT	\$1,909.56
018356	11/25/19		1430	THE COMMUNICATION CONNECTION	\$145.40
018357 V	11/25/19	11/26/19	2107	TRENTON THUNDER	
018358	11/25/19		1168	XTEL COMMUNICATIONS	\$1,827.13
018359	11/27/19		1328	CIGNA HEALTHCARE	\$375,514.60
018360	11/27/19		1719	CONSTELLATION NEW ENERGY	\$2,765.56
018361	11/27/19		N661	Delta T Group	\$2,021.07
018362	11/27/19		2415	STAPLES ADVANTAGE	\$443.96
B31948	11/04/19		1627	TD WEALTH OPERATIONS	\$28,446.66
B32053	11/26/19		1627	TD WEALTH OPERATIONS	\$26,329.21

Starting date 11/1/2019

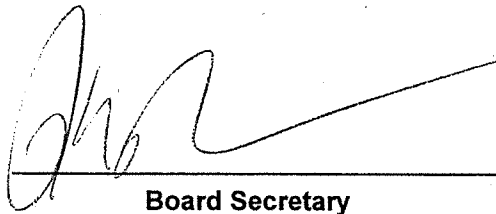
Ending date 11/30/2019

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
B32054	11/26/19		1627	TD WEALTH OPERATIONS	\$2,151.60
F32009	11/15/19		9999	PAYROLL VENDOR	\$942,091.42
F32055	11/29/19		9999	PAYROLL VENDOR	\$927,200.96

Fund Totals

10	GENERAL FUND	\$101,186.57
11	GENERAL CURRENT EXPENSE	\$2,707,638.68
20	SPECIAL REVENUE FUNDS	\$182,609.16
60	ENTERPRISE FUNDS	\$175,295.62
95	STUDENT ACTIVITY FUNDS	\$0.00
	Total for all checks listed	\$3,166,730.03

Prepared and submitted by:


Board Secretary

11/30/19
Date

BOARD OF TRUSTEE'S
CAMDEN'S PROMISE CHARTER SCHOOL, INC.
COUNTY OF CAMDEN
AUDITOR'S MANAGEMENT REPORT ON
ADMINISTRATIVE FINDINGS-
FINANCIAL, COMPLIANCE AND PERFORMANCE
FOR THE FISCAL YEAR ENDED
JUNE 30, 2019

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REPORT OF INDEPENDENT AUDITORS

Honorable President and
Members of the Board of Trustee's
Camden's Promise Charter School, Inc.
County of Camden, New Jersey

We have audited, in accordance with generally accepted audit standards and **Government Auditing Standards** issued by the Comptroller General of the United States, the basic financial statements of the Board of Trustee's of the Camden's Promise Charter School, Inc. in the County of Camden for the year ended June 30, 2019, and have issued our report thereon dated November 15, 2019.

As part of our audit, we performed procedures required by the Division of Administration and Finance, New Jersey Department of Education, and the findings and results thereof are disclosed on the following pages, as listed in the accompanying table of contents.

This report is issued in conjunction with the Comprehensive Annual Financial Report of the Board of Trustees of the Camden's Promise Charter School, Inc. and is intended for the information of the Charter School's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

NIGHTLINGER, COLAVITA & VOLPA, P.A.



Raymond Colavita, C.P.A., R.M.A.
Licensed Public School Accountant
No. 915
November 15, 2019

ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and Treasurer of School Monies, the activities of the Board of Trustee's, the records of the various funds under the auspices of the Board of Trustee's.

Administrative Practices and Procedures

Insurance

Fire insurance coverage was carried in the amounts as detailed on Exhibit J-20, Insurance Schedule, contained in the district's CAFR

Official's Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Richelle Baughn	School Board Administrator/Board Secretary	\$ 50,000

There is a Blanket Employee Dishonestly Bond with Selective Insurance covering all employees with coverage of \$100,000. Adequacy of insurance coverage is the responsibility of the Board of Trustee's.

Tuition Charges

A review of the financial statements indicated that the charter school charged no tuition for any student attending the charter school. In addition, there were no proceeds for a before/after school program to be accounted for in the Enterprise Fund.

District Internal Control Policies

District boards of education and administration are responsible for developing internal controls policies and procedures and maintaining a strong internal control environment. NJAC 6A:23A-6.4 requires that the district's internal control policies include specific requirements at NJAC 6A:23A-6.5 through 6.13.

All Internal Control Policies were found in accordance with NJAC 6A:23A-6.5 through 6.13.

Administrative Practices and Procedures (Continued)

Financial Planning, Accounting and Reporting

Examination of Claims

An examination of claims paid during the period under review did not indicate any discrepancies with respect to signatures, certification or supporting documentation.

Payroll Account and Position Control Roster

The net salaries of all employees of the Board were deposited in the Payroll Account. Employees' payroll deductions and employer's share of fringe benefits were deposited in the Payroll Agency Account.

All payrolls were certified by the President of the Board, the School Business Administrator/Board Secretary and the Chief School Administrator, with the exception of the following:

Finding 2019-1

A review of payroll registers revealed three that did not contain all required certification signatures.

Recommendation

Procedures to approve payroll registers should be reviewed and revised, in order to assure all payroll registers are certified by the President of the Board of Trustees, the School Business Administrator/Secretary and the Chief School Administrator.

Salary withholdings were promptly remitted to the proper agencies, including health benefits withholding due to the general fund.

Payrolls were delivered to the treasurer of school moneys with a warrant made to her order for the full amount of each payroll.

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30, 2019 for proper classification of orders as reserve for encumbrances or accounts payable. This was accomplished by reviewing open purchase orders to determine whether goods were received or services were rendered as of June 30, 2019 and that no blanket purchase orders were included.

No exceptions were noted in a review of outstanding purchase orders as of June 30, 2019.

Financial Planning, Accounting and Reporting (Continued)

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A:23A-16.2(f) and line item details as described in the Budget Summary Key as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A:23A-8.3. As a result of the procedures performed, a transaction error rate of 0% was noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

A. General Classification Findings - None

B. Administrative Classification Findings - None

Business Office Records

Acknowledgment of the Board's receipt of the Board Secretary's and Board Designee's monthly financial reports was included in the minutes.

Monthly financial certificates of the Board Secretary and Board of Trustee's for positive line item account status certifications (N.J.A.C. 6:2-2.13) were performed. Budgetary line item account transfers were approved monthly to cover any anticipated deficits.

The financial records and books of accounts maintained by the Secretary were found to be in satisfactory condition.

Purchase orders were charged to the appropriate line item accounts in accordance with the State prescribed Uniform Minimum Chart of Accounts (2R2) for New Jersey Public Charter School.

Treasurer's / Designee Records

A Board Designee prepared cash reconciliations for the general operating account, payroll account and payroll agency account per N.J.S.A.18A:17-9.

All cash receipts were promptly deposited.

The Designee's records, as adjusted, were in agreement with the records of the Board Secretary, as of June 30, 2019.

The Board Designee filed the monthly reports in a timely manner.

T.P.A.F. Reimbursement

Our audit procedures included a test of the biweekly reimbursements filed with the Department of Education for charter school employees who are members of the Teachers Pension and Annuity Fund.

Financial Planning, Accounting and Reporting (Continued)

TPAF Reimbursement to the State for Federal Salary Expenditures

The reimbursement to the State for the amount of the expenditure charged to the current year's Final Report(s) for all federal awards for the charter school to reimburse the State for the TPAF/FICA payments made by the State on-behalf of the charter school for those employees whose salaries are identified as being paid from federal funds was made subsequent to the end of the 60 day grant liquidation period, but prior to the 90 days required by N.J.S.A. 18A:66-90. Accordingly, the expenditure was made in accordance with State law (90 days) and properly reported as obligated and not expended and as an unliquidated balance in the current year's Final Report(s) for all federal awards.

Elementary and Secondary Education Act (E.S.E.A) as amended by the Every Student Succeeds Act (E.S.S.A.)

The E.S.E.A. financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to the projects under Titles I, II-A, III, and IV of the Elementary and Secondary Education Act as amended and reauthorized.

Our audit of the E.S.E.A. funds, on a test basis, indicated that obligations and expenditures were incurred during the fiscal year or project period for which the project was approved.

The study of compliance for E.S.E.A. indicated that all E.S.E.A. programs were in compliance.

Other Special Federal and/or State Projects

The charter school's Special Projects were approved as listed on Schedule A and Schedule B located in the **CAFR**.

Our audit of federal and state funds, on a test basis, indicated that obligations and expenditures were incurred during the fiscal year or project period for which the project was approved.

The financial exhibits are contained within the Special Revenue Section of the **CAFR**. This section of the **CAFR** documents the financial position pertaining to the aforementioned special projects.

Finding 2019-2

2018-19 Preschool Education Aid was appropriated and accounted for within the General Fund, rather than the Special Revenue Fund.

Recommendation

Procedures to appropriate and account for Preschool Education Aid should be reviewed and revised, in order to assure these funds are accounted for within the Special Revenue Fund in the future.

School Purchasing Programs

Contracts and Agreements Requiring Advertisement for Bids

N.J.S.A. 18A:18A-1 et seq. (Public School Contracts Law), the associated rules and related information on the statute, and school contracts in general are available on the website: http://www.state.nj.us/dca/divisions/dlgs/programs/ps_contracts.html.

The current statute is posted on the New Jersey Legislature website at: http://lis.njleg.state.nj.us/cgi-bin/om_isapi.dll?clientID=1319801&depth=2&expandheadings=off&headingswithhits=on&infobase=statutes.nfo&softpage=TOC_Frame_pg42

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$40,000 (with a Qualified Purchasing Agent) and \$29,000 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18A:39-3 is currently \$19,000 for 2018-19.

The Charter School has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the contract year. Where question arises as to whether any contract or agreement might result in violation of the statute, the Solicitor's opinion should be sought before a commitment is made.

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed.

Based on the results of our examination, we did not note any individual payments, contracts, or agreements made for the performance of any work or goods or services, in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provisions of N.J.S.A. 18A:18A-4, amended.

Resolutions were adopted authorizing the awarding of contracts or agreements for "Professional Services" per N.J.S.A. 18A:18A-5.

The system of records did not provide for an accumulation of purchases for which the charter school used contracts entered into by the State Department of Purchase and Property pursuant to Ch. 114, P.L. 1977; therefore, the extent of such purchases could not reasonably be ascertained. Our examination did not identify any exceptions for purchases made through state contract.

The review of contracts and agreements did not disclose any areas of statutory noncompliance.

Although a particular contract is exempt from the formal requirements of public advertising and competitive bidding, N.J.S.A. 18A:18A-37 requires that quotations be obtained, whenever practical, for any contract under the statutory bid threshold but 15 percent or more of the amount, except for contracts for professional services. All contracts and agreements, which are subject to quotations, shall be awarded on the basis of the lowest responsible quotation received, which is most advantageous to the Board of Trustees, price and other factors considered. Our examination indicated that the Board of Trustees complied with these provisions.

School Food Service

The financial transactions and statistical records of the school food service fund were reviewed. The financial accounts, meal count records and eligibility applications were reviewed on a test-check basis. June 30, 2019. No exceptions were noted.

Cash receipts and bank records were reviewed for timely deposit. No exceptions were noted.

The district/charter school/renaissance school project utilizes a food service management company (FSMC) and is depositing and expending program monies in accordance with *N.J.S.A. 18A:17-34*, and 19-1 through 19-4.1. Provisions of the FSMC Cost Reimbursable or Fixed Price contract/addendum were reviewed and audited. The FSMC contract includes an operating results provision which guarantees that the food service program will return a profit of at least \$70,000. The operating results provision has been met. All vendor discounts, rebates, and credits from vendors and/or the FSMC were tracked and credited to the Food Service Account and reconciled to supporting documentation at least annually. No exceptions were noted.

Expenditures should be separately recorded as food, labor and other costs. Vendor invoices were reviewed, and costs verified. Inventory records on food and supply items were currently maintained and properly applied in determining the cost of food and supplies used. No exceptions were noted.

The cash disbursements records reflected expenditures for program related goods and services. The appropriate revenue and expenditure records were maintained in order to substantiate the non-profit status of the school food service. No exceptions were noted.

Net cash resources did not exceed three months average expenditures. No exceptions were noted.

Time sheets were reviewed, and labor costs verified. Payroll records were maintained on all School Food Services employees authorized by the board of education/board of trustees. No exceptions were noted.

The number of meals claimed for reimbursement was compared to sales and meal count records. As part of the claims review process the Edit Check Worksheet was completed. Reimbursement claims were submitted/certified in a timely manner. No exceptions were noted.

Applications for free and reduced price meals were reviewed for completeness and accuracy. The number of free and reduced price meals claimed as served was compared to the number of valid applications /or to the list of directly certified students on file, times the number of operating days, on a school-by-school basis. The free and reduced price meal and free milk policy was reviewed for uniform administration throughout the school system. Sites approved to participate in Provisions I and II were examined for compliance with all counting and claiming requirements. The required verification procedures for free and reduced price applications were completed and available for review. No exceptions were noted.

USDA Food Distribution Program (food and/or commodities) were received and a single inventory was maintained on a first-in, first-out basis. No exceptions were noted.

School Food Service (Cont'd)

The Statement of Revenues, Expenses, and Changes in Fund Net Assets (CAFR Schedule B-5) does separate program and non-program revenue AND program and non-program cost of goods sold. No exceptions were noted.

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Enterprise Funds, Section G of the CAFR.

Student Body Activities

The Board has a policy, which clearly established the regulation of student activity funds.

All deposits were identified and promptly deposited.

Monthly bank reconciliations of the Student Activity Fund account were adequately prepared.

Enrollment counts and submission to the Department

Our audit procedures included a test of information reported on the Enrollment Counts for October 15 and the last day of school for on-roll, special education, bilingual and low income students. The details of our test results are included in this report in the *Schedule of Audited Enrollments*. We also performed a review of the School's procedures related to its completion.

Internal controls as they relate to the collection and submission of enrollment counts were documented and reviewed during the audit process.

Facilities and Capital Assets

Our procedures included a review of the EDA grant agreements, if any, for consistency with recording EDA revenue, transfer of local funds from the general fund or from the capital reserve account, and awarding of contracts for eligible facilities construction.

There were no EDA grant agreements for the fiscal year ending June 30, 2019.

Testing for Lead of all Drinking Water in Educational Facilities

The school district adhered to all the requirements of NJAC 26-1.2 and 12.4 related to the testing for lead of all drinking water in educational facilities.

The test results were posted on the district's website as well as being available at the school facility.

Follow-up on Prior Years' Findings

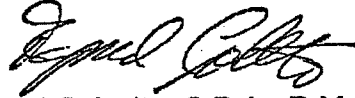
In accordance with Government Auditing Standards, which are applicable to NJ Charter Schools, our procedures included a review of all prior year audit recommendations, which indicate that corrective action has been taken on all prior year audit findings.

Acknowledgment

We received the complete cooperation of all the officials of the Charter School, and we greatly appreciate the courtesies extended to the members of the audit team.

Respectfully submitted,

NIGHTLINGER, COLAVITA & VOLPA, P.A.



Raymond Colavita, C.P.A., R.M.A.
Licensed Public School Accountant
No. 915

**SCHEDULE OF AUDITED ENROLLMENTS
CAMDEN'S PROMISE CHARTER SCHOOL, INC.
APPLICATION FOR CHARTER SCHOOL AID
ENROLLMENT COUNT AS OF OCTOBER 15, 2018**

Grades	TOTAL		Errors	50% Verification Required 10/15/18	Verified Signed Registration Forms	Errors	Verified # days Enrolled	Errors	Special Ed and/or Bilingual	Verified Documen- tation	Errors	Verified # days Service Provided	Errors	Low Income	Verified Documen- tation	Errors
	Submission to DOE Reported on Roll	Reported on Workpapers														
Pre-K	69	59	0	30	30	0	30	0	1	1	0	1	0	27	27	0
Kindergarten	182	182	0	91	91	0	91	0	3	3	0	3	0	79	79	0
One	191	191	0	96	96	0	96	0	7	7	0	7	0	90	90	0
Two	167	167	0	84	84	0	84	0	10	10	0	10	0	73	73	0
Three	158	158	0	79	79	0	79	0	8	8	0	8	0	72	72	0
Four	154	154	0	77	77	0	77	0	11	11	0	11	0	71	71	0
Five	179	179	0	90	90	0	90	0	11	11	0	11	0	74	74	0
Six	181	181	0	91	91	0	91	0	11	11	0	11	0	76	76	0
Seven	173	173	0	87	87	0	87	0	13	13	0	13	0	77	77	0
Eight	166	166	0	83	83	0	83	0	21	21	0	21	0	72	72	0
Nine	170	170	0	85	85	0	85	0	21	21	0	21	0	77	77	0
Ten	155	155	0	78	78	0	78	0	12	12	0	12	0	66	66	0
Eleven	179	179	0	90	90	0	90	0	15	15	0	15	0	73	73	0
Twelve	141	141	0	71	71	0	71	0	8	8	0	8	0	87	87	0
Total	2,195	2,195	0	1098	1098	0	1098	0	151	151	0	151	0	987	987	0
Percentage						<u>0.00%</u>	<u>0.00%</u>				<u>0.00%</u>	<u>0.00%</u>				<u>0.00%</u>

**SCHEDULE OF AUDITED ENROLLMENTS
CAMDEN'S PROMISE CHARTER SCHOOL, INC.
APPLICATION FOR CHARTER SCHOOL AID
ENROLLMENT COUNT AS OF THE LAST DAY - JUNE 12, 2019**

Grades	TOTAL		Errors	50% Verification Required 6/30/16	Verified Signed Registration Forms	Errors	Verified # days Enrolled	Errors	Special Ed and/or Bilingual	Verified Document- ation	Errors	Verified # days Service Provided	Errors	Low Income	Verified Document- ation	Errors	
	Submission to DOE Reported on Roll	Reported on Workpapers															
Pre-K	56	56	0	27	27	0	27	0	0	0	0	0	0	0	26	26	0
Kindergarten	179	179	0	90	90	0	90	0	1	1	0	1	0	0	79	79	0
One	187	187	0	92	92	0	92	0	6	6	0	6	0	0	72	72	0
Two	162	162	0	80	80	0	80	0	12	12	0	12	0	0	67	67	0
Three	156	156	0	77	77	0	77	0	13	13	0	13	0	0	58	58	0
Four	149	149	0	76	76	0	76	0	6	6	0	6	0	0	61	61	0
Five	173	173	0	87	87	0	87	0	15	15	0	15	0	0	72	72	0
Six	174	174	0	87	87	0	87	0	15	15	0	15	0	0	65	65	0
Seven	166	166	0	82	82	0	82	0	15	15	0	15	0	0	65	65	0
Eight	153	153	0	77	77	0	77	0	12	12	0	12	0	0	61	61	0
Nine	154	154	0	74	74	0	74	0	20	20	0	20	0	0	58	58	0
Ten	153	153	0	77	77	0	77	0	12	12	0	12	0	0	52	52	0
Eleven	172	172	0	85	85	0	85	0	11	11	0	11	0	0	58	58	0
Twelve	140	140	0	71	71	0	71	0	16	16	0	16	0	0	43	43	0
Total	2,118	2,118	0	1053	1053	0	1053	0	154	154	0	154	0	0	811	811	0
Percentage							<u>0.00%</u>		<u>0.00%</u>			<u>0.00%</u>		<u>0.00%</u>			<u>0.00%</u>

CAMDEN'S PROMISE CHARTER SCHOOL, INC.
EXCESS SURPLUS CALCULATION

SECTION 1**A. 2% Calculation of Excess Surplus**

2018-19 Total General Fund Expenditures per the CAFR	\$ <u>33,904,380</u> (B)
Increased by:	
Transfer from Capital Outlay to Capital Projects Fund	<u> </u> (B1a)
Transfer from Capital Reserve to Capital Projects Fund	<u> </u> (B1b)
Transfer from General Fund to SRF for PreK-Regular	<u> </u> (B1c)
Transfer from General Fund to SRF for PreK-Inclusion	<u> </u> (B1d)
Decreased by:	
On-Behalf TPAF Pension & Social Security	<u>4,627,677</u> (B2a)
Assets Acquired Under Capital Leases	<u> </u> (B2b)
 Adjusted 2018-19 General Fund Expenditures [(B)+(B1s)-(B2s)]	 <u>29,276,703</u> (B3)
 2% of Adjusted 2018-19 General Fund Expenditures [(B3) times .02]	 <u>585,534</u> (B4)
Enter Greater of (B4) or \$250,000	<u>585,534</u> (B5)
Increased by: Allowable Adjustment*	<u> </u> (K)
 Maximum Unassigned/Undesignated-Unreserved Fund Balance[(B5)+(K)]	 \$ <u>585,534</u> (M)

SECTION 2

Total General Fund - Fund Balances @ 6-30-19 (Per CAFR Budgetary Comparison Schedule C-1)	\$ <u>1,190,532</u> (C)
Decreased by:	
Year-end Encumbrances	<u>68,032</u> (C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	<u> </u> (C2)
Legally Restricted - Excess Surplus - Designated for Subsequent Year's Expenditures**	<u> </u> (C3)
Other Restricted Fund Balances****	<u>575,000</u> (C4)
Assigned Fund balance Unreserved - Designated for Subsequent Year's Expenditures	<u> </u> (C5)
Additional Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures July 1, 2019-August 1, 2019	<u> </u> (C6)
 Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)-(C6)]	 \$ <u>547,500</u> (U1)

SECTION 3

Section 1 Restricted Fund Balance- Excess Surplus*** [(U1)-(M)] IF NEGATIVE ENTER -0-	\$ <u> </u> (E)
 <u>Recapitulation of Excess Surplus as of June 30, 2019</u>	
Reserved Excess Surplus - Designated for Subsequent Year's Expenditures**	<u> </u> (C3)
Reserved Excess Surplus ***[(E)]	<u> </u> (E)
 Total Excess Surplus [(C3) + (E)]	 \$ <u> </u> (D)

CAMDEN'S PROMISE CHARTER SCHOOL, INC.
EXCESS SURPLUS CALCULATION

Footnotes:

- * Allowable adjustment to expenditures on line K must be detailed as follows. This adjustment line (as detailed below) is to be utilized when applicable for:
 - (H) Federal Impact Aid. The passage of P.L. 2015, c.46 amended N.J.S.A. 18A:7F-41 to permit a board of education to appropriate federal impact aid funds to establish or supplement a federal impact aid legal reserve in the general fund. Accordingly, effective for the year ending June 30, 2016 the Federal Impact Aid adjustment to expenditures is limited to the portion of Federal Impact Aid Section 8002 and Section 8003 received during the fiscal year and recognized as revenue on the General Fund Budgetary Comparison Schedule, but not transferred to the Federal Impact Aid Reserve-General (8002 or 8003) by board resolution during June 1 to June 30 of the fiscal year under audit. Amounts transferred to the reserve are captured on line (C4);
 - (I) Sale & Lease-Back (Refer to the Audit Program Section II, Chapter 10);
 - (J1) Extraordinary Aid;
 - (J2) Additional Nonpublic School Transportation Aid;
 - (J3) Recognized current year School Bus Advertising Revenue; and
 - (J4) Family Crisis Transportation Aid.

Notes to auditor: Refer to the Audit Program Section II, Chapter 10 for restrictions on the inclusion of Extraordinary Aid, Family Crisis Transportation Aid, and Additional Nonpublic School Transportation Aid.

Detail of Allowable Adjustments

Impact Aid	\$ _____	(H)
Sale & Lease-Back	_____	(I)
Extraordinary Aid	_____	(J1)
Additional Nonpublic School Transportation Aid	_____	(J2)
Current Year School Bus Advertising Revenue Recognized	_____	(J3)
Family Crisis Transportation Aid	_____	(J4)
Total Adjustments [(H) + (I) + (J1) + (J2) + (J3) + (J4)]	\$ _____	(K)

- ** This amount represents the June 30, 2019 Excess Surplus (C3 above) and must be included in the Audit Summary Worksheet Line 90031.
- *** Amounts must agree to the June 30, 2019 CAFR and must agree to Audit Summary Worksheet Line 90030.
- **** Amount for Other Reserved Fund Balances must be detailed for each source. Use in the excess surplus calculation of any legal reserve that is not state mandated or that is not legally imposed by an other type of government, such as the judicial branch of government, must have Departmental approval. District requests should be submitted to the Division of Administration and Finance prior to September 30.
- ***** Increase in Assigned Fund Balance - Unreserved - Designated for Subsequent Year's expenditures July 1, 2019 to August 1, 2019 resulting from decrease in state aid after adoption of 2018-19 district budget. Refer to Commissioner's Broadcast of July 13, 2019 at the NJDOE Broadcast webpage <https://homeroom5.doe.state.nj.us/broadcasts/> and to page 1-4.2 of this Audit Program.

Detail of Other Restricted Fund Balance

Statutory restrictions:	
Approved unspent separate proposal	\$ _____
Sale/lease-back reserve	_____
Capital reserve	500,000
Maintenance reserve	_____
Emergency Reserve	_____
Tuition reserve	_____
School Bus Advertising 50% Fuel Offset Reserve - Current Year	_____
School Bus Advertising 50% Fuel Offset Reserve - Prior Year	_____
Impact Aid General Fund Reserve (Sections 8007 and 8008)	_____
Impact Aid General Fund Reserve (Sections 8002 and 8003)	_____
Other state/government mandated reserve	75,000
[Other Restricted Fund Balance not noted above] *****	_____
Total Other Restricted Fund Balance	\$ <u>575,000</u> (C4)



SIGNATURE OF PUBLIC SCHOOL ACCOUNTANT - No. 915

AUDIT RECOMMENDATIONS SUMMARY

For the Fiscal Year Ended June 30, 2019

Camden's Promise Charter School, Inc.

RECOMMENDATIONS:

1. Administrative Practices and Procedures - None
2. Financial Planning, Accounting and Reporting

Finding 2019-1- A review of payroll registers revealed three that did not contain all required certification signatures.

Recommendation - Procedures to approve payroll registers should be reviewed and revised, in order to assure all payroll registers are certified by the President of the Board of Trustees, the School Business Administrator/Secretary and the Chief School Administrator.

Finding 2019-2- 2018-19 Preschool Education Aid was appropriated and accounted for within the General Fund, rather than the Special Revenue Fund.

Recommendation - Procedures to appropriate and account for Preschool Education Aid should be reviewed and revised, in order to assure these funds are accounted for within the Special Revenue Fund in the future.

3. School Purchasing Programs - None
4. School Food Service - None
5. Student Body Activities - None
6. Application for State School Aid - None
7. Charter School Enrollment System(CHE) (Applicable to audits of charter schools) - None
8. Pupil Transportation - None
9. Facilities and Capital Assets - None
10. Miscellaneous - None
11. Status of Prior Year Audit Findings/Recommendations

A review was performed on the prior year recommendations and corrective action was taken on all prior year findings.

Corrective Action Plan (CAP)
Prepare only when there is a finding(s) in the CAFR or AMR.

Upload to the CAFR Repository with file name: CAP.PDF (within 30 days of board approval)

and

Email a copy of the CAP to: CAP@ag.nj.gov

Camden's Promise Charter School
County Camden
Contact Person Richelle H Baughn
Type of Audit
Telephone Number 856 365 1000
Email Address RBaughn@camdensn.org
Date of Board Meeting December 5, 2019

Recommendation Number	Corrective Action Required by The Board	Method of Implementation	Person Responsible for Implementation	Planned Completion Date of Implementation
1	Make sure all payroll registers are approved and certified	SBA	Richelle H Baughn	December 5, 2019
2	Account for Preschool Aid in special revenue fund	SBA	Richelle H Baughn	December 5 ,2019

Chief School Administrator:	Date:
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Board Secretary/School Business Administrator:	Date:
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[Certification of Implementation (COI)]

For the Fiscal Year ended June 30, 2019

Prepare only if a CAP was uploaded
Upload to CAFR Repository with file name: COLPDF

School District/Charter School / Camden's Promise Charter School
 County Camden

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

CAP Recommendation Number (Not Implemented)	Comments
NONE	

Chief School Administrator: _____ **Date:** _____

Board Secretary/School Business Administrator: _____ **Date:** _____



Annual Charter/Renaissance School Fiscal Questionnaire

To: Charter/Renaissance School Lead Person and School Business Administrator

From: Office of Charter and Renaissance Schools
New Jersey Department of Education

Subject: Annual Fiscal Questionnaire

Please complete this form and present to the Board of Trustees for Approval. If at any time during the year, there is a change in School Business Administrator or in any of the responses below, please notify our office and resubmit this form immediately.

General Information

Charter/Renaissance School Name: Camden's Promise Charter School
 School Business Administrator: Richelle H Baughn
 Treasurer/Preparer of Bank Reconciliation: Elizabeth Diptetro

Enrollment

Current Enrollment: 2257
 Budgeted Enrollment: 2568
 Maximum Enrollment: 2568

Accounting/Reporting

Provide additional comments in a separate document.



Question	Yes	No	Comments
Is a GAAP Accounting System being used?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Provide Name of Accounting System:			CSI
Are monthly Board Secretary Reports current?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are monthly Bank Reconciliations current?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are monthly Board Minutes current?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Do all Fund Accounts have positive balances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are monthly Bill Lists being presented to the Board?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Question	Yes	No	Comments
Are Board President and SBA signing checks?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are Purchase Orders being used?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are Public School Contract Guidelines being followed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are internal control policies and procedures updated for:			
Purchasing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
FICA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Enrollment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Standard Operating Procedures (SOP)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are credit/debit cards being used?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Are there outstanding loans besides a mortgage? If so, explain.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Has the \$75,000 escrow fund or bond been established in the event of a charter dissolution? When was/will the fund be fully funded or bond secured?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Pensions and Health Benefits

Question	Yes	No	Comments
Are payables to the Pension System current?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are payables to the State Health Benefits current?	<input type="checkbox"/>	<input type="checkbox"/>	N/A

We certify the completed information is true and this form will be resubmitted immediately if there are any changes to the responses above.

Lead Signature:  SBA Signature: 

Print Name: Joseph Conway Print Name: Richelle H Baughn

Email: JConway@camdencsn.org Email: RBaughn@camdencsn.org

Telephone: 856 365 1000 X 101 Telephone: 856 365 1000 X 103

Date: 12/2/2019 Date: 12/2/2019

Date Board Resolution Passed: 12/5/2019

**Health and Safety Evaluation of School Buildings Checklist
Statement of Assurance
School Year 2019-20**

District Contact Information for Statement of Assurance

County: Camden

District, School or Entity Name: Camden's Promise Charter School

Address: 879 Beideman ave Camden NJ 08105

Superintendent or Charter Lead Name: Dr. Joseph Conway

Telephone Number: 856-365-1000

Alternate Contact Person: Ramon Garcia

Title: Facilities Manager

Telephone Number: 856-986-9641

Email: Rgarcia@camdencsn.org

The school district has completed the Health and Safety Evaluation of School Buildings Checklist for every school building in the district before December 30, 2019. Each checklist is signed by the Chief School Administrator or Certified Educational Facilities Manager (if applicable) and maintained at the district for inspection.

Certification

By signing below, the Chief School Administrator or Lead Person certifies that all statements above are true and correct:

Name: Ramon Garcia

Title: Facilities Manager

Signature: 

Date: 12/5/19



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Health and Safety Evaluation Of School Buildings Checklist 2019-2020

County: Camden District: Camden's Promise

(check one) Leased Owned School Building: Camden Promise

Completed By: Ramon Garcia Date: 12/5/19

This form shall be used for the evaluation of school buildings including: Traditional Public School Districts (owned or leased), Private Schools for the Disabled, Charter Schools, Renaissance School Projects and any other setting used for instruction. This evaluation checklist shall be completed annually by appropriate district personnel and kept on file for inspection or other legal issues. These indicators cover regulations issued by NJDOE, NJDCA, NJUCC, OSHA. The emphasis of this evaluation is for the health and safety of students and staff even in the absence of a specific Statute or Code. The items listed are not mutually exclusive of other findings a monitor/inspector may site. See "Facility Checklist Instructions and Guidance" for additional information.

Note: *All indicators denoted with 6A:26-8.1 also represent codified Temporary Facility Standards.

Section A: 100% Items

(this section must have full compliance with items)

100% Compliance				
Current Licenses And Certificates #1 to #10	Yes	No	N/A	Violation Location
1. A current certificate of compliance with the Uniform Fire Code has been issued by the local or State fire official/inspector within the year and posted in a conspicuous location. (or current abatement inspection is available)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. A 3 year asbestos management plan, as required by A.H.E.R.A., is available including current 6 month surveillance letters. If constructed without asbestos, a letter of certification from the architect is available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Current boiler inspection certificate(s) posted at site of boiler.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Current license(s) for high and low pressure boiler operators, as required by code, are properly posted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Current drinking water supply inspection reports are available to comply with the Safe Water Drinking Act. (N.J.A.C 58:12A-1) (6A:26-12.4) Also, evidence of testing of water for lead has been provided by the district through annual submittal of the Lead Testing Statement of Assurance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Current Licenses And Certificates #1 to #10	Yes	No	N/A	Violation Location
8. One fire drill and <i>one</i> school security drill are held each month; [See "Checklist Instructions" for Certificate of Assurance]18A:41-1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Right To Know requirements are properly posted and MSDS reporting materials on file for review.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. District has defibrillators identified with appropriate signage and made available in an unlocked location on school property, which is accessible during the school day and any other time in which a school-sponsored athletic event or team practice, in which pupils of the district are participating, is taking place and is within reasonable proximity of the school athletic field or gymnasium, as applicable (Janet's Law18A:40-41a-41c)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exits/Exterior #11 to #12	Yes	No	N/A	Violation location
11. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. All exterior exits are in good condition; readily accessible and free of obstructions for use in an emergency; including: a. Fire escapes and/or exterior stairs can be safely negotiated. b. Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interior #13 to #21	Yes	No	N/A	Violation Location
13. All electrical outlets; switches, receptacles and junction boxes; electric wires; fuses and/or circuit breaker panels; etc. are properly covered and/or secured and/or protected.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Sufficient access and working space is provided and maintained around all electrical spaces. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment; i.e.: circuit breaker panels, fuse boxes, transformers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Instructional areas are free of all unapproved construction; e.g.: walls; partitions; doors and stairs; etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. The hardware on doors of any space occupied by students shall permit egress from the room at all times. Key-operated locks, thumb-turn locks, hasps dead bolts, slide bolts or similar types of locking devices shall not be permitted. 6A:26-8.1 (i2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Unobstructed vision panels with code approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing. 6A:26-8.1 (i3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Kindergarten and Pre-K toilet requirements are met. NJAC 6A:26-6.3(h)4.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. District approves as needed: Dual Use, Change of Use, Alternate Toilet, Temporary sites (TCU or rented faculties). Required DOE approvals in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Interior #13 to #21	Yes	No	N/A	Violation Location
<p>20. Dangerous chemicals (i.e., liquefied petroleum gas/propane) and/or explosive materials (i.e.: gunpowder; picric acid) are <i>not</i> stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e., in properly rated cabinets; <i>not</i> in boiler room/hazardous areas).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>21. Carbon Monoxide Detectors (new) Must be in the vicinity of all fuel burning appliances.</p> <ul style="list-style-type: none"> • Gas and oil heating systems: Boilers, Furnaces, central and unitary equipment. • Generators: portable and permanent. • Natural gas and propane appliances: Water heaters, ranges, stoves, ovens, laundry washers and dryers • Fireplaces • Required in hallways connected to space with the source <p>NJAC 5:70-4.3(a), NJAC 5:70-4.9(d) and NJAC 5:70-4.19 (d)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vocational/Laboratories #22 to #25	Yes	No	N/A	Violation Location
<p>22. Power machinery and equipment, as well as science labs, have appropriate safety features in place, including as applicable:</p> <ol style="list-style-type: none"> a. Appropriate placement on the floor and required point of operation guards to protect users from injury due to moving parts. b. Clearly visible and accessible push-type emergency cut-out switches at appropriate locations within shops to de-energize electrical supply to nonportable machinery. c. Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch. d. Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut off valve which is clearly marked and accessible. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p>23. At a minimum, one # 20 BC rated fire extinguisher is provided in each laboratory and vocational area.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>24. Adequate eye and body protection is provided, including:</p> <ol style="list-style-type: none"> a. Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation. b. Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used. c. An emergency cold-water shower for chemistry laboratory if constructed after October 1985. (NJAC 6A:26-12.5) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Vocational/Laboratories #22 to #25	Yes	No	N/A	Violation Location
<p>25. Room provides for proper local or general ventilation and/or exhaustion of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable:</p> <ul style="list-style-type: none"> a. For science activities (i.e.: via fume hoods) b. For welding operations c. For paint spraying operations: <ul style="list-style-type: none"> 1 Auto: should have separate exhaust system. 2 Art: proper ventilation for spray/ paint with fumes d. Art: Safe designated space/room for kilns with proper ventilation e. For dust generating operations, such as wood working, (i.e.: a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
100% Items Total	X			

End 100% Item Section

Space for Notes:

Section B: 80% Items continued on next page...

Section B: 80% Items

(Must be compliant with 80% of these items to pass along with corrective action on the non compliant items)

80% Compliance				
Exits/Exterior #1 to #4	Yes	No	N/A	Violation Location
1. No evidence of major exterior building structural damage. Example(s) would include: a. Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking. b. Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create drainage or soil erosion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All exterior receptacles are GFI protected in accordance with code.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. All school grounds, including general purpose play areas and athletic fields, are free of holes; glass; stumps, roots; rocks and other hazardous obstacles. Fences are maintained and are free of holes. The outside physical education area for students shall include, but not be limited to, sufficient space, equipment, and safe surfaces for the temporary facility enrollment and program needs and be protected from hazards or traffic conditions. 6A:26-8.1ix	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Playground area and equipment appear to be in safe operating condition and in compliance with code and district maintains documentation of compliance and regular (annual and/or monthly) inspections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interior Items #5 to #26	Yes	No	N/A	Violation Location
5. All interior exits and corridors are in good condition; readily accessible; and free of obstructions and/or excessive materials which would hinder exiting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Emergency evacuation egress procedures are posted at a visible height and standard location in all areas. 6A:26-8.1 (i4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Doors leading to interior courtyards are clearly marked: "Not an Exit."	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8. Handrails on both sides of interior stairways, guardrails, and interior stair treads are free of surface features which may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Stage curtains need to indicate flame proof or flame retardant and certificates are on file.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. All education spaces shall be equipped with a communication devise/system connected to the main office and capable of emergency communication to local authorities or 9-1-1. 6A:26-8.1 (i6).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Interior Items #5 to #26	Yes	No	N/A	Violation Location
<p>11. Electric outlets and/or wiring appear appropriate, including:</p> <ul style="list-style-type: none"> a. GFI protection for receptacle(s) within 6 ft of water in accordance with code. b. Electrical extension cords and surge protectors used appropriately, with extension cords <i>only used</i> for temporary need(s). c. Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in N.J.A.C. 6A:26-6.3 6A:26-8.1(vii2). 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>12. Nurse's Office: District boards of education shall provide the necessary facilities, equipment and supplies for the performance of the duties required under State law and the rules by health services personnel. (6A:26-12.3 & 6A:26-6.3(b))</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>13. Individual or central mechanical ventilation unit(s) are operating in all student and staff occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas. Heating and ventilation requirements shall be as set forth in N.J.A.C. 6A:26-6.3 and the UCC. 6A:26-8.1 (iii).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>14. Lighting levels in all instructional areas at least 50 foot candles, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. (6A:26-8.1(vi) & 6A:6.3(g)(1))</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>15. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms. 6A:26-8.1 (i1)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>16. A chalkboard or whiteboard, and/or display board is provided in each instructional space and is free of cracks and jagged edges. 6A:26-8.1 (vii1)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>17. Ceilings, walls and floors are free of holes, sags, and evidence of water damage. The average ceiling height shall be at least 8' feet for instructional spaces in temporary facilities in an existing public school, in a district owned facility and in rented or leased buildings not on school district owned sites. 6A:26-8.1 (ii)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>18. Area and floor drains, where provided, appear to be in working order and covered with appropriate plates; unused (abandoned) waste lines (drains) are sealed off and capped.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>19. Floors throughout the school are clean and free of trash, as well as appear free of slipping, tripping and / or other hazards. Egress through halls and exits are clear and accessible.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>20. Supplies and materials are neatly and appropriately stored:</p> <ul style="list-style-type: none"> a. Storage racks/shelving over 6 feet in height are properly secured from tipping. b. In general, there is no storage within 24 inches of a ceiling. In buildings with sprinkler systems, storage is at least a minimum of 18 inches below sprinkler head deflectors. c. Storage is organized to allow safe access through space. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Interior Items #5 to #26	Yes	No	N/A	Violation Location
21. Provision shall be made for storage of students' clothing in other than a corridor or exitway. Student lockers are usable; i.e.: doors, handles and locks are operable. 6A:26-8.1 (i7)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available. (6A:26-12.4) Potable water shall be available and drinking fountains shall be provided for students in cafeterias, preschool and kindergarten programs in accordance with N.J.A.C. 5:23-7; 6A:26-8.1(v).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. Toilet facilities shall meet existing UCC requirements for the E Use Group as determined by the construction official. Toilet facilities shall be available within a reasonable distance not more than one floor away, and shall be equipped with an exterior operable window sash or mechanical exhaust ventilation. 6A:26-8.1 (iv)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Food and nonfood items (i.e.: cleaning products, etc.) in home economics rooms & cafeteria are stored separately.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25. Non-instructional areas are free of all unapproved construction; e.g.: walls, partitions, doors and stairs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26. Furniture and equipment that is in good condition and suitable for the age and size of the students and purposes of instruction shall be provided; NJAC 6A:26-8.1(vii)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vocational/Laboratories #27 to #34	Yes	No	N/A	Violation Location
27. Corrosives, toxic and other hazardous substances are stored in proper corrosive storage cabinets and are properly labeled.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28. Required space is available for the safe operation of machinery.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
29. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
30. Floor(s) and aisles in all shops are free of slipping and tripping hazards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31. "Eye Hazard Area- Wear Your Eye Protection" signs are posted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32. The following additional safety measures are in place if welding operations are on-going: a. Welding curtains are provided and are painted with a finish of low reflectivity. b. Personal protective equipment (goggles, aprons, etc.) are provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
33. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
34. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Yes	No	N/A
80% Items Total	X		

End 80% Item Section

Space for Notes:

Building Scoring continued on next page...



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Facility Score 2019-2020

Scoring Sections	100% Section A	80% Section B
Maximum # of Compliant Questions:	25	34

100% Section A Compliance	Score	NJQSAC FISCAL DPR [All items are in compliance in building(s)]
# of No responses in section A	25	<input checked="" type="checkbox"/> Compliant (No Exceptions) <input type="checkbox"/> Non-Compliant (Corrective Action Needed)

80% Section B Compliance	Score	NJQSAC DPR [At least 80% of items are in compliance in building(s)]
A. Number of Yes responses	27	<input checked="" type="checkbox"/> Compliant Line (A) is equal to or greater than Line (D) <input type="checkbox"/> Non-Compliant Line (A) is less than Line (D)
B. Number of No responses	2	
C. Subtotal [A + B]	29	
D. Multiply [(C) x 80%]	23.2	

LEA Assurance Signatures

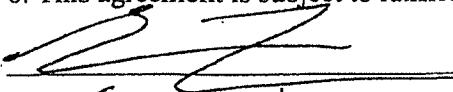
School Facility Name Camden's Promise Charter School

<i>RAMON GARCIA</i>	Facilities Manager	12/5/19
Completed By	Title	Date
	12/5/19	Date
if applicable, Certified Educational Facilities Manger	Date	
	12/5/19	Date
Chief School Administrator	Date	

**Sean Andrew Thom v. Camden's Charter School Network
Docket No. CI-2019-043**

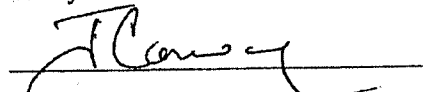
Sean Andrew Thom and Camden's Promise Charter School (CPCS) hereby voluntarily agree to settle the above-referenced unfair practice charge as follows, as well as a related unfair labor practice filed by Mr. Thom with the National Labor Relations Board (NLRB), bearing case #04-CA-241784, as follows:

1. CPCS shall pay \$20,000.00 (twenty thousand dollars and zero cents) to Mr. Thom as consideration for this settlement.
2. CPCS's Business Administrator agrees to notify CPCS staff by email that they have the right to organize a union and receive union communications. The email will be prepared and sent by the CCSN's Business Administrator.
3. CPCS agrees to provide a bulletin board for the posting of any union literature from any union. The bulletin board will be located in a "common area" accessible to any and all CPCS staff.
4. In exchange for this consideration, Mr. Thom shall hereby withdraw, with prejudice, his unfair practice charge bearing docket number CI-2019-043 and his unfair labor practice with the NLRB bearing case number 04-CA-241784 within fifteen days of approval by the NLRB and CPCS Board of Trustees. The CPCS is hereby released from any and all claims arising out of the facts alleged in Mr. Thom's unfair practice charge and unfair labor practice
- 5.. By signing this agreement, Mr. Thom and the CPCS do not admit any wrongdoing or violation of any law and the parties acknowledge that CPCS did not violate any federal or state law. This settlement is based on unique and peculiar facts, and is therefore non-precedential. It shall not be used in an attempt to enhance the rights of any other current or former employee.
6. This agreement is subject to ratification and approval by the CPCS's Board of Trustees.


Sean Thom

Sean Andrew Thom

Date: November 21, 2019


Joseph Conway

Camden's Promise Charter School

Date: November 21,, 2019.

Conway, Joseph

From: Ceasar, Ariel
Sent: Tuesday, November 12, 2019 7:03 PM
To: Conway, Joseph; Conway, Anapaula
Subject: Resignation

Categories: HR

Good evening,

Please accept my notice of resignation from my position as a 2nd grade teacher at Katz Dalsey Academy Charter School. My last day will be December 13, 2019. I'd like to say thank you for the opportunity to learn and grow as a teacher for 5 years. I started straight from college and was given assistance and learning opportunities by many people throughout the years. I appreciate and am very grateful for the opportunity to teach amazing students.

I wish you all the best. If I can be of any assistance to you during the remainder of the term, please let me know.

Sincerely,

Ariel Jamison

Ariel Jamison

2nd Grade Teacher

Katz-Dalsey Academy

Camden's Charter School Network

Sharon Damon
1816 3rd St
West Deptford, NJ 08086

Dr. Conway, Superintendent
Melissa Hocko, CST Director
Camden's Promise Charter School Network
879 Beideman Avenue
Camden, NJ 08105

November 19, 2019

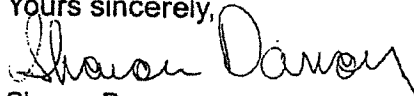
Dear Dr. Conway,

I am writing to inform you that I am resigning from my position as a School Psychologist on the CST for Camden's Promise Charter School. My last date of employment with Promise will be January 17, 2020.

I would like to thank you and the rest of the staff at Camden's Promise. It has been an honor to work with such a distinguished group of educators, especially the Child Study Team. In 20 years of experience, I have never worked with a better team. Their work ethic, dedication to the betterment of their students, and genuinely kindness makes them a wonderful team to work with and a tremendous asset to the district. Melissa Hocko is an outstanding director - authentic, knowledgeable, and empowering and the best boss I have ever had.

I hope I have contributed to Promise's mission of providing the highest caliber education to the youth of Camden City. I will truly miss the staff and students here.

Yours sincerely,


Sharon Damon

Conway, Joseph

From: Johnson, Dean
Sent: Wednesday, December 4, 2019 11:59 AM
To: Ash, Dara
Cc: Conway, Joseph; Helmbrecht, Bill; Major, Marcus; Martinez, Gabrielle
Subject: Dual Credit

Hello.

Camden County College has approved our AP Literature and Composition and our AP Language and Composition classes for Dual Credit. Students who receive an A or B in AP Literature will receive 3 college credits for Introduction to Literature (ENG-121). Students who receive an A or B in AP Language will receive 3 college credits for English Composition I (ENG-101)

Students will receive enrollment forms in January. The cost is \$150 per student (same for all Dual Credit courses).

Our AP Spanish, Spanish III, Spanish IV, and AP US History are currently Dual Credit.

AP Chemistry was denied. They would like to see higher scores on the AP test before approving the course. When this year's scores are available, we will revisit.

We have sent materials regarding AP Environmental Science and Anatomy and Physiology classes and are waiting for a response.

I want to thank Mr. Major for his assistance.

If you have any questions, please let me know.

Dean Johnson
Curriculum/AP English Literature and Composition
Camden Academy Charter High School
250 Federal Street
Camden, NJ 08103
856-365-1000 ext. 701

Camden Academy College Now Associates Degree

Students will spend their junior and senior year of high school on the campus of Camden County College's Camden campus.

Students will follow a schedule that follows a traditional high school schedule in terms of times for classes.

All college courses taken are eligible for five (5) high school credits as well as three (3) college credits.

Ten sophomore students identified by reviewing the following criteria:

- Grades/GPA
- Standardized test scores
- Attendance record
- Discipline record
- Recommendation

There will then be a meeting with the student and parents in order to determine commitment and support levels.

Once students are initially identified, they will sit for the AccuPlacer college placement test. Students must test at a "college ready" level to participate in the program.

A Camden Academy adviser will meet with the students regularly to monitor progress and direct students to support resources when necessary.

Update 12/04/19

Thirteen students have been initially identified through the above criteria by Ms. Velez and guidance department.

Students will be interviewed by Ms. Velez and Mr. Johnson between now and January 17, 2020 to discuss the program with the students and to get an idea of their interest.

During report card night on January 23, 2020, parents of the identified students will be given information about the program and told of the necessary commitment needed to be successful.

AccuPlacer testing (Camden County College placement testing), will be administered in March. Students will be given test preparation materials before taking the test.



Partnership Proposal

November 20, 2019

750 Third Avenue, 8th Floor
New York, NY 10017
www.kaptest.com
institutionaloperations@kaplan.com

Presented to:

Kyra O'Brien
College Counselor
Camden Acad Charter High School
Camden, NJ

Presented by:

Christine Lilley
Kaplan Partnership Solutions
Phone: (978) 254-4120
Email: christine.lilley@kaplan.com

Your Partner in Student Success

For nearly 80 years, Kaplan, Inc. has helped millions of students achieve their educational and career goals. Leveraging this deep experience, the Kaplan Partnership Solution (KPS) team collaborates with universities, districts, schools and community-based organizations to support students on the pathway to college and graduate school. Our effective, research-based programs for college and graduate admissions make us a trusted resource for students, educators, administrators, and the community. KPS has experts with decades of experience in the education field, at the secondary and postsecondary levels. We partner directly with you and members of your institution to ensure your students have the test preparation, academic and advising support, and programs they need for success.



Partnership Offering

Kaplan, Inc. acting through its Kaplan Test Prep Division ("Kaplan") (the official company name of the KPS team) is pleased to present this Partnership Proposal to: **Camden Acad Charter High School**. With this proposal comes the benefits of being a Kaplan Partner Solution (KPS) member. As a KPS member, you gain:

- A Kaplan expert to ensure that your specific needs are addressed before, during and after program execution
- A well-designed, executed implementation plan that integrates with student schedules and other program priorities/deliverables
- Multiple opportunities to discuss, evaluate, and adapt the program to maximize the impact on student outcomes
- Involvement in crafting your agenda to ensure that your expectations are aligned with program goals

The Kaplan offering includes the following solution, offering a set of industry best practices that places our finest programs into a customized learning experience for students that helps your organization meet its goals.

Kaplan-Taught Classes

The following offerings are managed and taught by Kaplan instructors who leverage Kaplan's expert Academic and Operations teams.

SAT Prep – In Person offers a research-based comprehensive approach to preparing students for the SAT exam. Expert Kaplan instructors guide students through Evidenced-Based Reading and Writing, Math, and Essay lessons using Kaplan's proprietary Prepare-Practice-Perform instructional model that reinforces important concepts and teaches methods and strategies for the rigorous new exam. Full-length practice tests, online scoring, Smart Reports, and adaptive online assets provide students with many opportunities to practice and apply Kaplan methods and strategies, refine their skills, and build confidence on test day.

- Instructional sessions emphasize critical thinking, close reading, problem solving, and data analysis skills to support students on the rigorous new exam.
- Full-length practice tests (typically two during class, and an additional six available online) prepare students for the format, question types and timing of the SAT; online scoring with immediate online Smart Reports provide crucial information on strengths and areas that need improvement.
- An adaptive, mobile-compatible online platform enhances live instruction with ~40 hours of on demand videos, ~30 hours of SAT Channel content, and hundreds of additional questions for practice
- Courses help prepare students for the SAT and include varying class session lengths, online scoring and reporting, custom schedules and proctoring options (please refer to the Scope of Work for details).



This Program Includes:

Classes Delivered by Kaplan

- Courses are flexible and tailored to a range of test and implementation needs (as outlined in the Scope of Work).
- Kaplan staff members delivering classes have all passed rigorous Kaplan-hiring and training requirements, as well as Kaplan background checks.
- Express service fees, if applicable, are required for classes that begin with less than three weeks' notice from receipt of a purchase.

Site Logistics

- Partnership Planning Meetings ensure that both educators and Kaplan staff members have clearly outlined program goals, timelines, classroom locations, security details, and other related class-start information.
- Kaplan staff members manage the tracking of materials, scheduling of classes, and logistics meet the goals of the partnership.

Materials and Tests

- Proprietary Kaplan books ensure that students have all needed course materials.
- Full-length tests give students the practice they need prior to the real exam.
- When Kaplan proctors tests, students enter their multiple-choice scores during test time (via online computer, or smart device via wireless or data plans) for immediate scores.
- When sites opt to proctor the test, the site is responsible for all aspects of test administration. (Please see Scope of Work for details.)

Student Technology Licenses

- Students will receive an individual license to an online account.
- They will use this online account to access test scores, reports, and additional online assets that are test specific.

Educator Reports

- Educators will receive an individual license to access aggregate and individual student score data.
- Kaplan experts will work with you throughout the program, recommending how to effectively monitor online reports and analyze scores.



Scope of Work

The scope of work for this Partnership Proposal includes the offering(s) listed below.

Kaplan-Taught Prep

An executed purchase order and/or a contract is needed at least four (4) weeks prior to the class start. School must provide Kaplan with a Roster (including student name, email address, and class code of their choice) no later than 2 weeks prior to student's Program Start Date. This proposal includes:

- Kaplan instructors to deliver lessons and Kaplan proctors to deliver tests, according to the implementation model.
- Operations support to manage logistics and course needs.
- Materials (with shipping) for the students to use during class.
- Online student licenses for up to three months for online multiple-choice scoring, reports, supplemental lessons, and additional practice tests.
- Online educator licenses to access aggregate reports

Implementation Model					
# Sites	1	# Classes	1	# Students	Up to 25 per class
Subject	SAT	Program Duration	Jan - March	Days per Week	Up to 2
Instructional Sessions	14 sessions – 75 minutes each	Testing Sessions (essay not included; Online scoring in-class)	2 sessions (3.5 hours per session, 7 hours total)	Total Program Length	16 sessions up to 25 hours



Partnership Pricing

The pricing for the Scope of Work is as follows, and expires one month from today.

Send orders to: institutionaloperations@kaplan.com

Alternatively, fax (1-877-712-5487) or mail (Kaplan Institutional Operations, 750 3rd Avenue, 8th Floor, New York, NY 10017), although email is preferred.

Proposal #: KSF-1911246985

Term of service: 1/28/2020 - _____

Product Name ¹	Quantity	Unit Price	Item Total ²
SAT Prep – In Person ~25 hour class for up to 25 students with Course Books, tests, online assets/reports (6 3-hour classes led by Kaplan; 2 3.5-hour tests proctored by Kaplan and webgrid scored by students)	1	\$8,350.00	\$8,350.00

Print materials will incur shipping charges of 10% (standard ground), 14% (second day), or 18% (overnight).

Organizations must provide a Tax Exemption Certificate from the state to be exempt from applicable sales/use tax collection.

¹ Test names and other trademarks are the property of the respective trademark holders. Unless stated explicitly, no endorsement of this information, service, or product by any company or person should be made or implied.

² Pricing may only be available with the bundles and quantities listed, with the scope of work listed, or via a promotional offer that cannot be combined with other offers. If bundles, quantities, scope of work, or promotion changes, the price is subject to change. Kaplan reserves the right to change prices anytime.



Site Name	Number of Classes on this schedule	Base Schedule
Camden Academy Charter High School	1 SAT	Tues/Thurs

Session	Test or Instructional	Day	Date
Diagnostic	Test	Tuesday	1/28/2020
Session 1	Instructional	Thursday	1/30/2020
Session 2	Instructional	Tuesday	2/4/2020
Session 3	Instructional	Thursday	2/6/2020
Session 4	Instructional	Tuesday	2/11/2020
Session 5	Instructional	Thursday	2/13/2020
Session 6	Instructional	Tuesday	2/18/2020
Session 7	Instructional	Thursday	2/20/2020
Session 8	Instructional	Tuesday	2/25/2020
Session 9	Instructional	Thursday	2/27/2020
Practice Test	Test	Tuesday	3/3/2020
Session 10	Instructional	Thursday	3/5/2020
Session 11	Instructional	Tuesday	3/10/2020
Session 12	Instructional	Thursday	3/12/2020
Session 13	Instructional	Tuesday	3/17/2020
Session 14	Instructional	Thursday	3/19/2020

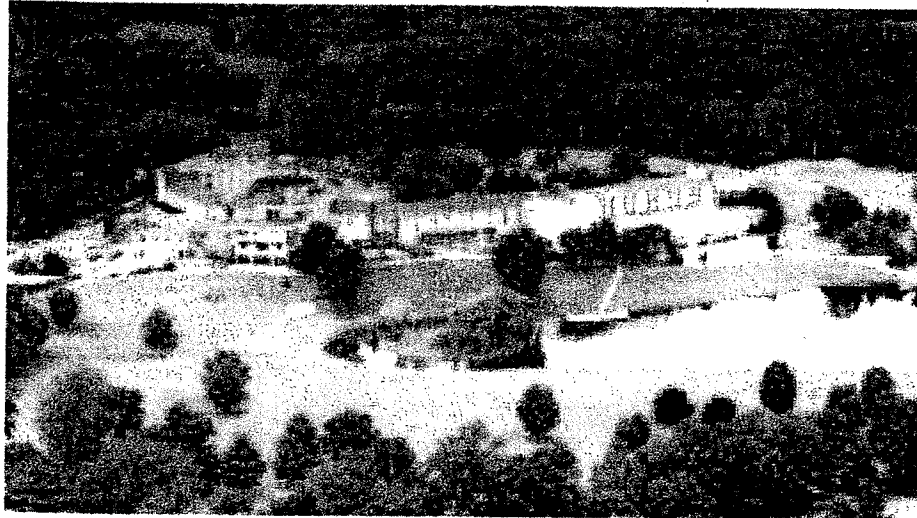
Proposal for the CPCS Junior Promise Cadets

The CPCS Junior Promise Cadets is a summer program for students that enhances their physical, social, and emotional well-being, while also teaching them about service to one's community and country.

Details about the program:

- Runs from June 15th-26th
- Open to 30-40 6-8th grade boys and girls
- This will be in lieu of the afternoon portion of the Summer Program.
- Program will focus on the following:
 - Physical fitness
 - Conflict/resolution
 - F.A.T.S. Firearms simulator
 - Situational awareness
 - K-9 training
 - Social/interpersonal skills
 - Active/passive voice
 - First aid
 - Communication skills
 - Fire Safety
 - Team building
- Fridays during the Summer Camp Orientation will be trip days for the graduates - locations may include Fort Dix, Sea Girt National Guard Post, Camden County Police Headquarters, Fort Monmouth, Fort Mott, Vietnam/Korean War Memorial, and the Regional Emergency Training Center.
- There will be a graduation ceremony on the last day of the program which will include invited local dignitaries such as Camden Mayor Frank Moran, representatives of the Camden County Police Department, the Camden County Sheriff's Office, the Camden City Fire Department, and local business leaders.
- Graduates from the program will serve as assistants to the teaching staff of the summer program for one week.
- Graduates of the program will receive a personalized polo shirt which they can wear during the school year, and a plaque certifying their completion and graduation from the program.
- Salary for 3 instructors will be approximately \$12,000.
- Camp t-shirts, caps, embroidered polo shirts, and awards for the participants will cost around \$2500.
- We will seek to off-set the costs of the program via available grants tailored specifically for these types of programs.
- Acceptance Into Program - "C" average in core classes, teacher recommendation, mandatory school physical, mandatory parent information meeting, and an essay explaining interest in the program.

Class of 2020
Senior Class Trip
to
Honor's Haven Resort & Spa



Friday, March 20, 2020 to Sunday, March 22, 2020



Tri-State Tours

Honors Haven Resort

3 days / 2 nights

Price: Below

HERE'S WHAT'S INCLUDED

- Roundtrip transportation on only the finest and most modern motor coaches.
- Two-night deluxe accommodations at the **All New Completely Renovated** Honor's Haven Resort and Spa, each room equipped with private bath, climate control and color TV.
- Six delicious meals - two breakfasts, two lunches, two dinners.
- Full use of all hotel facilities.
- **INDOOR FACILITIES INCLUDE:** indoor heated pool, tennis, volleyball courts, basketball courts, ping pong, health club, and much more.
- Games and contests organized by our Social Directors; Basketball foul shot, Trivia, Ping-Pong, Bingo, and much more, all with prizes for the winners.
- The biggest Scavenger hunt in the Catskill's
- **Free Virtual Reality Games**
- **Free Movie room** will be available throughout the weekend
- **Free game room** with Pool Table, Air Hockey, Foosball, Playstation, Wii, XBOX
- **Free afternoon snack bar** available.
- **Free Rock Climbing wall**
- **Free Roc-kin** Indoor carnival with bungee run, obstacle course, and more.
- **Free Karaoke Party** both nights.
- **Free snow tubing hill** on property (weather permitting)
- **Free skating and skates** included
- **Free Laser Tag**
- **Free admission to nightclub** with New York City DJ entertainment each evening.
- **Free transfer for skiing** at Holiday Mountain with discounted lift and rental tickets available.
- Enjoy an afternoon Talent Show with Dance Contests and prizes.
- Late night swim parties.
- One-night make your own sundae party.
- One-night pizza party.
- Paintball and horseback riding available at additional cost.
- One complimentary trip per 10 paying passengers based on double occupancy.
- All taxes and gratuities.

January, February & March \$399.00 pp
April & May \$419.00 pp

The price above is based on quad occupancy and a minimum of 40 paying passengers.

Senior Trip Payment Schedule

Honor's Haven Resort & Spa

Friday, March 20, 2020-Sunday, March 22, 2020

Deposit Due ~ November 11, 2019~\$75

*

Monday, December 9, 2019~\$108

*

Monday, January 6, 2020~\$108

*

Final Payment~Monday, February 3, 2020~\$108

Total Price \$399

***Please note:** The payment schedule must be adhered to. We have deadlines we **MUST** meet in order to fulfill the travel agency's requirements.

Harassment, Intimidation, and Bully Report
November 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
No Reports							

Camden's Promise

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
A.S. 6522556467 K.T.8143655685	D.R. 9334576801	11/12/19	11/12/19	Name calling due to sexual orientation	11/22/2019	Still investigating	N/A
V.M. 6491554682	A.R. 8110952459	Ongoing	11/21/2019	Harassing another student	11/26/2019	Still investigating	N/A

Camden's Pride

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
No Reports							

Katz-Dalsey

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
No Reports							

Fire Drill & Lock Down Report
November 2019

Fire Drill

Camden Academy	November 22, 2019	8:07 a.m.	9 Minutes	Sunny
Camden's Promise	November 5, 2019	1:43 p.m.	10 Minutes	Sunny
Camden's Pride	November 22, 2019	2:15 p.m.	10 Minutes	Sunny
Katz Dalsey Academy	November 19, 2019	10:39 a.m.	8 Minutes	Sunny

Lock Down

Camden Academy	November 14, 2019	2:44 p.m.	6 minutes
Camden's Promise	November 6, 2019	2:38 p.m.	6 minutes
Camden's Pride	November 20, 2019	2:15 p.m.	5 minutes
Katz Dalsey Academy	November 25, 2019	2:13 p.m.	4 minutes