

The regular meeting of the Camden's Promise Charter School Board of Trustees, County of Camden, State of New Jersey, was held at 879 Beideman Ave, Camden, NJ on March 13, 2020 at 5:03pm.

Members present: Mr. Loyola, Ms. Nieves, Ms. Figueroa, Ms. Hinson and Ms. Lombardo

Members absent: Ms. Maldonado

Also present: Dr. Conway, Ms. Baughn, and Mr. Rinehardt, III

The pledge to the flag was led by Ms. Lombardo

Open Meeting

The meeting opened at 5:03pm 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 Mr. Loyola and seconded by Ms. Hinson that the Board of Trustees approve the regular minutes of the February 6, 2020.
Unanimously Approved

BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORTS:

Cash Reconciliation Report

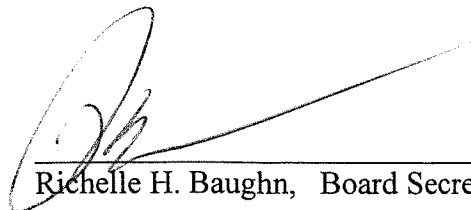
Cash Reconciliation Report

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 January 2020. The Cash Reconciliation Report and Secretary's Reports are in agreement for the month of January 2020. (See Pages 11808-11817)
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 January 2020 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 (c) 3. (See Pages 11818 – 11833)



Richelle H. Baughn, Board Secretary

1/31/20
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. Hinson and seconded by Mr. Loyola that the Board of Trustees approve the following warrants: (See Pages 11834-11839)

- February Warrant, Food Service and Student Accounts

Unanimously Approved

Guide for Addressing Coronavirus Outbreak (First Read)

Motion by Ms. Hinson and seconded Mr. Loyola that the Board of Trustees approve the First Read guidelines for addressing coronavirus outbreak. (See Pages 11840-11849)

Unanimously Approved

Motion by Ms. Hinson and seconded by Mr. Loyola that the Board of Trustees approve the start of virtual schooling on Tuesday, March 17, 2020 as presented.

Unanimously Approved

Authorize

Motion by Mr. Loyola and seconded by Ms. Nieves that the Board of Trustees may also consider adopting a Resolution, contingent upon the closing of schools to authorize the Superintendent and Business Administrator to conduct the normal and routine business of the District subject to ratification of the Board. Most Boards of Education adopt a similar Resolution during the summer months.

OPMA

In the event that the Board is unable to provide adequate notice or have access the proper technology to conduct a virtual meeting, the Board should cancel the meeting until the threat has been reduced. The notice requirements of the OPMA should be followed in the event that a decision is made to cancel the meeting. If not possible due to the emergent nature of the cancellation i.e. schools order shut down the day of the meeting, best efforts should be made to provide notice and notice of cancellation should be placed on the door of the building where the meeting was to take place. If the Board has notice of closure by directive of the New Jersey Department of Health and a Board meeting is scheduled during that closure, the Board may proactively reschedule the meeting and provide notice in compliance with the “adequate notice” requirements of the OPMA.

ASP Contracts and Termination

Motion by Ms. Hinson and seconded by Ms. Figueroa that the Board of Trustees approve the termination and reissue of ASP contracts and termination of sports until after spring break. (See Pages 11850-11851)

Unanimously Approved

Assemblies
or Group
Meetings

Motion by Ms. Nieves and seconded by Ms. Figueroa that the Board of Trustees approve no assemblies or group meetings until after spring break as presented.
Unanimously Approved

Acceptance
List

Motion by Ms. Hinson and seconded by Mr. Loyola that the Board of Trustees approve the Coronavirus outbreak acceptance list with people who have underlying health conditons. (See Pages 11852-11853)
Unanimously Approved

Adjournment

Motion by Ms. Hinson and seconded by Mr. Loyola that the Board of Trustees adjourn at 6:12pm.
Unanimously Approved

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

Camden's Promise Charter School

All Funds

For the Month Ending January 31, 2020

Cash Report				
FUNDS	(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balances
Governmental Funds	1,651,785.08	3,362,713.69	2,858,717.19	2,155,781.58
2 Special Revenue Fund - 20 (see page 2)	211,581.31	0.00	178,053.66	33,527.65
3 Capital Projects Fund - Fund 30	0.00	0.00	0.00	0.00
4 Debt Service Fund - Fund 40	0.00	0.00	0.00	0.00
5 Total Governmental Funds (Lines 1 thru 4)	1,863,366.39	3,362,713.69	3,036,770.85	2,189,309.23
6 Enterprise Fund Cafeteria	248,661.31	137,702.80	159,052.83	227,311.28
Student Activities	44,805.92	16,316.35	13,511.41	47,610.86
7 Total Governmental & Enterprise Funds	2,156,833.62	3,516,732.84	3,209,335.09	2,464,231.37
Payroll	3,028.20	1,087,136.74	1,087,128.95	3,035.99
10 Payroll Agency	12,664.26	765,785.70	748,955.16	29,494.80
11 Unemployment Trust	5,362.51	0.45	0.00	5,362.96
12 Total Trust & Agency Funds (Lines 9 thru 10)	21,054.97	1,852,922.89	1,836,084.11	37,893.75
13 Total All Funds (Lines 5, 6 and 10)	2,177,888.59	5,369,655.73	5,045,419.20	2,502,125.12

Prepared and Submitted By:

Elizabeth A. Dietsch

2/28/2020

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

Bank Name		TD Bank			
Account Number		3864386			
Statement Date		01/31/20			
Fund/Funds		WARRANT ACCOUNT			
1	Balance per Bank				2,276,587.39
	Reconciling Items				
	Additions				
	Deposits in Transit				
	Jan Café xfer	12,508.32			
	ck 18547 correctio	0.90			
2			12,509.22		
3	Total Additions			12,509.22	
	Deductions				
	Outstanding Checks				
	(Attach List)				
4			94,871.50		
6	Total Deductions			94,871.50	
7	Net Reconciling Items				(82,362.28)
8	Adjusted Balance per Bank as of				1/31/20 * 2,194,225.11
9	Balance per Board Secretary's Records as of				1/31/20 ** 2,189,309.23
	Reconciling Items				
	Additions				
10	Interest Earned				
	mentor	5,975.00			
11	Other (Explain)				
12	Total Additions			5,975.00	
	Deductions				
	Check 16485	16.00			
	#18313 clrd bnk 5 cnte hghr	0.05			
	1/6 TD Bank recorded 2/3	1,043.05			
	from jun '18 treas report	0.02			
14	Other (Explain)				
15	Total Deductions			1,059.12	
16	Net Reconciling Items				4,915.88
17	Adjusted Board Secretary's Balance as of				1/31/20 * 2,194,225.11

Prepared By:	e dipietro
Date:	02/28/20

Camden's Promise Charter School

Bank Reconciliation

List of Outstanding Checks

Warrant Account

1/31/2020

Camden's Promise Charter School

Check #	Check Date	Payable to	Amount
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
18063	9/19/19	Yellow Bus Leasing	750.00
18338	11/25/19	JW Pepper & Co	312.49
18499	1/6/20	Joe Hartman	54.00
18517	1/6/20	Marth Cooney	675.00
18528	1/9/20	Kaplan	8,350.00
18530	1/9/20	Rutger's Cetner for the arts	6,185.50
18533	1/9/20	Walnut Street Theatre	1,500.00
18543	1/13/20	Joe Quinn	112.00
18552	1/22/20	Alveno Smith	83.00
18553	1/22/20	Amazon Capital Service	399.14
18555	1/22/20	Barnes & Nobles	575.10
18557	1/22/20	Brandi Upshaw	83.00
18558	1/22/20	Bsn Sports	727.06
18563	1/22/20	Center for Aquatic Sciences	14,734.00
18565	1/22/20	Constellation New Energy	2,898.64
18547	1/22/20	Goerge calhoun	83.00
18575	1/22/20	Gregory Allen	83.00
18578	1/22/20	Institute for Ed Development	279.00
18580	1/22/20	James Connor	83.00
18582	1/22/20	Johnson's Farm	1,784.00
18583	1/22/20	Joseph Hartman	56.00
18588	1/22/20	Oriental Trading Co	71.39
18592	1/22/20	Rob Rickus	56.00
18594	1/22/20	Ron Green	83.00
18596	1/22/20	Samuel Pellom Jr.	225.00
18597	1/22/20	Scholastic	261.16
18599	1/22/20	SDE Staff Development for Educators	737.00
18604	1/22/20	Storybook Land	3,493.75
18605	1/22/20	Stumps	916.83
18608	1/22/20	Walnut Street Theatre	1,500.00
18609	1/22/20	Wex Bank	4,101.25
18610	1/22/20	Wheaton Arts & Cultrual Sales	750.00
18612	1/22/20	Yay Clay Studio	250.00
18613	1/22/20	Young Audiences New Jersey & Eastern PA	2,095.00
18615	1/24/20	Amazon Capital Service	713.54
18616	1/24/20	American Red Cross	54.00
18620	1/24/20	Brookfield School	870.00
18621	1/24/20	CASA Reporting Service	418.50
18623	1/24/20	Cole's Music Services	815.77
18624	1/24/20	Constellation New Energy	7,654.18
18627	1/24/20	Fabrizio Pizza	670.12
18629	1/24/20	National Constitution Center	760.00
18631	1/24/20	Oriental Trading Co	336.53
18633	1/24/20	Pitsco Education	66.00
18638	1/29/20	All in One Balloons	641.15
18639	1/29/20	Bayada Nurses	5,183.75
18640	1/29/20	Camden County Ed Services	9,373.35
18641	1/29/20	Cathy's Catering	3,035.00
18642	1/29/20	Cole's Music Services	428.00
18643	1/29/20	Constellation New Energy	5,639.99
18645	1/29/20	Rapid Wristbands	210.00
18646	1/29/20	Social Thinking	221.63
18647	1/29/20	Staples Advantage	338.11
18648	1/29/20	Staples Advantage	403.66
18649	1/31/20	Sam's Club	358.10

94,871.50

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

Bank Name		TD Bank			
Account Number		3865292			
Statement Date		01/31/20			
Fund/Funds		Food Services			
1	Balance per Bank				241,300.10
	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		
	Jan Café pr		12,508.32		
	xfer for ck 18644		456.00		
5					
6	Total Deductions			13,988.82	
7	Net Reconciling Items				(13,988.82)
8	Adjusted Balance per Bank as of		1/31/20	*	227,311.28
9	Balance per Board Secretary's Records as of		1/31/20 * *		227,311.28
	Reconciling Items				
	Additions				
10					
11					
12	Total Additions			0.00	
	Deductions				
13					
14					
14	Total Deductions			0.00	
16	Net Reconciling Items				0.00
17	Adjusted Board Secretary's Balance as of		1/31/20 *		227,311.28
<ul style="list-style-type: none"> * 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	1/31/20
Fund/Funds	Payroll

1	Balance per Bank				40,996.22
	Reconciling Items				
	Additions				
	Deposits in Transit				
	Date	Amount			
	ck 15804 clrd 1 cent higher				
2b		0.01			
2c	ck 16263 clrd 10 cents higher				
2d		0.10			
2	Total D.I.T.'s	0.11			
3	Total Additions		0.11		
	Deductions				
	Outstanding Checks				
4	(Attach List)	30,097.58			
	ck 15680 clrd bank 5 cents less	0.05			
	ck 16404 clrd 78 cents less	0.78			
	mentor fee	7,800.00			
6	Total Deductions		37,898.41		
7	Net Reconciling Items				(37,898.30)
8	Adjusted Balance per Bank as of	1/31/20	*		3,097.92

9	Balance per Board Secretary's Records as of		1/31/20 * *		3,035.99
	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		1/31/20 *		3,097.92

* 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:	02/28/20

Camden's Promise Charter School

Bank Reconciliation

List of Outstanding Checks

Payroll Account

1/31/2020

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
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
16469	10/15/2019	Amy Corrar	135.26
16534	11/15/2019	Robert McGriff Jr	1,166.04
16574	12/20/2019	Michael Kerns	1,552.10
16583	12/20/2019	Robert McGriff Jr	870.86
16600	1/15/2020	Michael Kerns	1,564.68
16615	1/31/2020	Dorothy Black	94.04
16616	1/31/2020	Lauren Burke	1,736.26
16617	1/31/2020	Michael Kerns	1,679.24
16618	1/31/2020	Joanis Lopez	207.85
16619	1/31/2020	Shalini Manojkumar	1,466.80
16620	1/31/2020	Amber Stovall	1,614.18
16621	1/31/2020	Joji Thimpson	2,133.10
16622	1/31/2020	Jillian Wagner	1,528.19
16623	1/31/2020	Kelci Wells	1,577.36
16624	1/31/2020	Frederck Alden III	2,543.58
16625	1/31/2020	Rolan Carter	1,575.24
16626	1/31/2020	Rolan Carter	451.27
16627	1/31/2020	Robert McGriff Jr	932.97
16628	1/31/2020	Robert McGriff Jr	271.83
16630	1/31/2020	Tyree Nobles	503.06
16632	1/31/2020	Anna Prado	1,369.34
16633	1/31/2020	Gregory Young	1,906.82
16634	1/31/2020	Gregory Young	541.52
		Total	30,097.58

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

Bank Name		TD Bank				
Account Number		00-3865284				
For the Month Ending		1/31/20				
Fund/Funds		Agency				
1	Balance per Bank				435,995.63	
Reconciling Items						
Additions						
Deposits in Transit						
Date						
2a	Swedesboro	50.00				
2b	Swedesboro	50.00				
2c						
2	Total D.I.T.'s		100.00			
3	Total Additions			100.00		
Deductions						
Outstanding Checks						
(Attach List)						
4			406,600.83			
6	Total Deductions			406,600.83		
7	Net Reconciling Items				(406,500.83)	
8	Adjusted Balance per Bank as of				1/31/20	29,494.80
9	Balance per Board Secretary's Records as of				1/31/20	29,494.80
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				1/31/20 *	29,494.80
* Line 8 MUST EQUAL line 17. * * If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.						
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Prepared By:	e dipietro
Date:	02/28/20

Camden's Promise Charter School

Bank Reconciliation

List of Outstanding Checks

Agency Payroll Account

1/31/2020

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Check

Check #	Date	Amount	Payable To
3897	1/15/2020	376.31	US Dept of Education
3904	1/15/2020	258.35	met life
3873	12/15/2019	383.78	US Dept of Education
eft	1/31/2020	208,224.88	941.00
eft	1/31/2020	129,132.65	tpaf
eft	1/31/2020	15,601.72	pers
3908	1/31/2020	376.30	us dept of education
3910	1/31/2020	220.00	Chalres Gorman, Court Officer
3912	1/31/2020	253.79	KHEAA
3913	1/31/2020	13,523.50	The Equitable - AXA
3914	1/31/2020	5,311.25	voya
3915	1/31/2020	927.00	ARK
3916	1/31/2020	258.35	met life
3918	1/31/2020	1,980.00	Assoc of American Educators
3919	1/31/2020	243.56	Allstate benefits
3920	1/31/2020	1,418.98	sjfcu
eft	1/31/2020	26,436.09	NJIT
eft	1/31/2020	1,153.74	PAIT
eft	1/31/2020	520.58	DEIT

406,600.83

Prepared by: e dipietro
Date: 02/28/20

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

Bank Name		TD Bank				
Account Number		00-3864436				
For the Month End		01/31/20				
Fund/Funds		Student				
1	Balance per Bank				52,685.86	
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	
	2413				4,995.00	
6	Total Deductions				5,075.00	
7	Net Reconciling Items				(5,075.00)	
8	Adjusted Balance per Bank as of				1/31/20 *	47,610.86
9	Balance per Board Secretary's Records as of				1/31/20	47,610.86
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				1/31/20 *	47,610.86
<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>						

Camden's Promise Charter School
Bank Reconciliation

Bank Name		TD Bank			
Account Number		5883095			
For the Month Ending		1/31/20			
Fund/Funds		Unemploy. Trust			
1	Balance per Bank				5,362.96
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 1/31/20 *				5,362.96
9	Balance per Board Secretary's Records as of 1/31/20				5,362.96
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 1/31/20 *				5,362.96
<ul style="list-style-type: none"> * Line 8 MUST EQUAL line 17. * * If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report. 					
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Starting date 7/1/2019 Ending date 1/31/2020 Fund: 10 GENERAL FUND

Assets and Resources

Assets:

101	Cash in bank		\$2,155,781.58
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		\$1,572,621.00

Accounts Receivable:

132	Interfund	\$546,551.45	
141	Intergovernmental - State	\$13,371,466.77	
142	Intergovernmental - Federal	\$378.96	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$13,918,397.18

Loans Receivable:

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

Other Current Assets

(\$41,903.11)

Resources:

301	Estimated revenues	\$31,984,732.00	
302	Less revenues	(\$32,184,671.15)	(\$199,939.15)

Total assets and resources

\$17,404,957.50

Starting date 7/1/2019 Ending date 1/31/2020 Fund: 10 GENERAL FUND

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		(\$1,842,881.59)
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		(\$130,190.70)
	Total liabilities		(\$1,973,072.29)

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$14,791,331.96
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	\$32,231,129.33	
602	Less: Expenditures	(\$15,549,476.30)	
	Less: Encumbrances	(\$14,761,422.90)	(\$30,310,899.20)
	Total appropriated		\$16,276,980.09

Unappropriated:

770	Fund balance, July 1		\$3,290,644.16
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$189,594.46)
	Total fund balance		\$19,378,029.79
	Total liabilities and fund equity		<u>\$17,404,957.50</u>

Starting date 7/1/2019 Ending date 1/31/2020 Fund: 10 GENERAL FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$32,231,129.33	\$30,310,899.20	\$1,920,230.13
Revenues	(\$31,984,732.00)	(\$32,184,671.15)	\$199,939.15
Subtotal	<u>\$246,397.33</u>	<u>(\$1,873,771.95)</u>	<u>\$2,120,169.28</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>\$246,397.33</u>	<u>(\$1,439,189.95)</u>	<u>\$1,685,587.28</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>\$246,397.33</u>	<u>(\$1,439,189.95)</u>	<u>\$1,685,587.28</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>\$246,397.33</u>	<u>(\$1,439,189.95)</u>	<u>\$1,685,587.28</u>
Less: Adjustment for prior year	(\$56,802.87)	(\$56,802.87)	\$0.00
Budgeted fund balance	<u>\$189,594.46</u>	<u>(\$1,495,992.82)</u>	<u>\$1,685,587.28</u>

Prepared and submitted by : _____

Board Secretary

Date

Starting date 7/1/2019 Ending date 1/31/2020 Fund: 10 GENERAL FUND

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	2,829,862	369,059	3,198,921	3,364,202		(165,281)
00520	SUBTOTAL – Revenues from State Sources	32,359,594	(3,573,783)	28,785,811	28,781,866	Under	3,945
00570	SUBTOTAL – Revenues from Federal Sources	0	0	0	38,603		(38,603)
	Total	35,189,456	(3,204,724)	31,984,732	32,184,671		(199,939)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	(Total of Accounts W/O a Grid# Assigned)	0	325,000	325,000	229,177	64,750	31,073
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	17,797,920	(2,277,497)	15,520,423	8,629,045	6,260,130	631,249
45300	Support Serv. - General Admin	4,315,620	(423,449)	3,892,171	2,029,353	1,631,398	231,420
46160	Support Serv. - School Admin	1,118,690	248,279	1,366,969	699,005	420,035	247,930
51120	Total Undist. Expend. – Oper. & Maint. O	5,952,952	88,203	6,041,155	1,856,939	4,021,934	162,283
52480	Total Undist. Expend. – Student Transpor	200,000	0	200,000	126,819	29,678	43,503
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	4,103,200	282,211	4,385,411	1,979,139	2,333,498	72,774
76260	Total Facilities Acquisition and Constr	1,250,000	(750,000)	500,000	0	0	500,000
	Total	34,738,382	(2,507,253)	32,231,129	15,549,476	14,761,423	1,920,230

Starting date 7/1/2019 Ending date 1/31/2020 Fund: 20 SPECIAL REVENUE FUNDS

Assets and Resources

Assets:

101	Cash in bank		\$33,527.65
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	\$2,175,314.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$1,326,347.00

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	(\$2,487,041.32)	(\$430,944.32)

Total assets and resources

\$928,930.33

Starting date 7/1/2019 Ending date 1/31/2020 Fund: 20 SPECIAL REVENUE FUNDS

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		(\$2,943.13)
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$9,664.00
	Other current liabilities		\$532,922.99
	Total liabilities		\$539,643.86

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$351,984.21
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$2,156,856.93	
602	Less: Expenditures	(\$1,250,875.68)	
	Less: Encumbrances	(\$351,984.21)	(\$1,602,859.89)
	Total appropriated		\$905,981.25
	Unappropriated:		
770	Fund balance, July 1		(\$415,934.85)
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$100,759.93)
	Total fund balance		\$389,286.47
	Total liabilities and fund equity		\$928,930.33

Starting date 7/1/2019 Ending date 1/31/2020 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	2,459,793		(452,883)
	Total	2,113,254	(57,157)	2,056,097	2,487,041		(430,944)

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	(Total of Accounts W/O a Grid# Assigned)	0	239,287	239,287	127,315	63,842	48,130
88740	Total Federal Projects	2,113,254	(195,684)	1,917,570	1,123,561	288,142	505,867
	Total	2,113,254	43,603	2,156,857	1,250,876	351,984	553,997

Starting date 7/1/2019 Ending date 1/31/2020 Fund: 60 ENTERPRISE FUNDS

Assets and Resources

Assets:

101	Cash in bank		\$227,311.28
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	(\$761,019.90)	(\$761,019.90)

Total assets and resources

(\$607,552.18)

Starting date 7/1/2019 Ending date 1/31/2020 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		\$1,254,406.20
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	(\$673,450.11)	
	Less: Encumbrances	(\$1,169,160.20)	(\$1,842,610.31)
	Total appropriated		(\$588,204.11)

Unappropriated:

770	Fund balance, July 1		(\$327,578.07)
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		(\$915,782.18)
	Total liabilities and fund equity		(\$607,552.18)

Starting date 7/1/2019 Ending date 1/31/2020 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	761,020		(761,020)
Total		0	0	0	761,020		(761,020)

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	0	0	673,450	1,169,160	(1,842,610)
Total		0	0	0	673,450	1,169,160	(1,842,610)

Starting date 7/1/2019 Ending date 1/31/2020 Fund: 95 STUDENT ACTIVITY FUNDS

Assets and Resources

Assets:

101	Cash in bank		\$47,610.86
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	(\$82,556.92)	(\$82,556.92)

Total assets and resources

(\$35,563.12)

Starting date 7/1/2019 Ending date 1/31/2020 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		\$53,840.66
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	\$55,000.00	
602	Less: Expenditures	(\$36,378.33)	
	Less: Encumbrances	(\$53,840.66)	(\$90,218.99)
	Total appropriated		\$18,621.67
Unappropriated:			
770	Fund balance, July 1		\$815.21
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$55,000.00)
	Total fund balance		(\$35,563.12)
	Total liabilities and fund equity		(\$35,563.12)

Starting date 7/1/2019 Ending date 1/31/2020 Fund: 95 STUDENT ACTIVITY FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$55,000.00	\$90,218.99	(\$35,218.99)
Revenues	\$0.00	(\$82,556.92)	\$82,556.92
Subtotal	<u>\$55,000.00</u>	<u>\$7,662.07</u>	<u>\$47,337.93</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>\$55,000.00</u>	<u>\$7,662.07</u>	<u>\$47,337.93</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>\$55,000.00</u>	<u>\$7,662.07</u>	<u>\$47,337.93</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>\$55,000.00</u>	<u>\$7,662.07</u>	<u>\$47,337.93</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$55,000.00</u>	<u>\$7,662.07</u>	<u>\$47,337.93</u>

Prepared and submitted by : _____
Board Secretary Date

Starting date 7/1/2019 Ending date 1/31/2020 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	82,557		(82,557)
Total		0	0	0	82,557		(82,557)

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	55,000	55,000	36,378	53,841	(35,219)
Total		0	55,000	55,000	36,378	53,841	(35,219)

Starting date 2/1/2020 Ending date 2/29/2020

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
001630	02/14/20		1230	SODEXO, INC & ASSOCIATES	\$128,856.92
002414	02/07/20		1932	MUSEUM OF THE AMER. REVOLUTION	\$56.00
002415	02/24/20		1472	TAMIKA HARRIS-BROWN	\$1,250.00
018517 V	01/06/20	02/11/20	1873	Martha Cooney	(\$675.00)
018650	02/03/20		1835	ANY GARMENT CLEANERS	\$121.50
018651	02/03/20		2046	CAMDEN CHARTER SCHOOL NETWORK	\$500,000.00
018652	02/03/20		2010	CAROLINA SCIENTIFIC	\$962.86
018653	02/03/20		1904	CAROLINE SMITH	\$77.50
018654	02/03/20		9891	Christina Shephard	\$405.95
018655	02/03/20		1417	COLLEGE BOARD	\$2,412.50
018656	02/03/20		8015	Donna OLeary	\$67.00
018657	02/03/20		8888	George Borger	\$67.00
018658	02/03/20		1461	HOLCOMB COMMERCIAL	\$7,143.35
018659	02/03/20		8111	Newark Corporation	\$2,108.93
018660	02/03/20		8771	Robert Horvath	\$67.00
018661	02/03/20		8115	Ruth Rogers	\$67.00
018662	02/03/20		1520	YELLOW BUS LEASING	\$750.00
018663 H	02/04/20		1057	SAM'S CLUB	\$896.76
018664 H	02/07/20		1057	SAM'S CLUB	\$1,036.07
018665	02/07/20		2162	Amazon Capital Services	\$578.65
018666	02/07/20		1846	BARNES AND NOBLE	\$455.05
018667	02/07/20		1425	BLICK ART MATERIALS	\$269.33
018668	02/07/20		1946	BSN SPORTS	\$998.30
018669	02/07/20		1218	CASA PAYROLL SERVICE	\$606.45
018670	02/07/20		1328	CIGNA HEALTHCARE	\$365,215.18
018671	02/07/20		1102	DAVID REYNOLDS	\$112.00
018672	02/07/20		1602	EZPASS	\$494.07
018673	02/07/20		1031	FEDERAL EXPRESS	\$98.27
018674	02/07/20		2218	GCA SERVCIES	\$68,017.21
018675	02/07/20		1461	HOLCOMB COMMERCIAL	\$1,854.82
018676	02/07/20		1152	HOME DEPOT	\$63.98
018677	02/07/20		1766	HORIZON AV, LLC	\$23,002.89
018678	02/07/20		0255	Ian Goode	\$2,321.10
018679	02/07/20		1404	IRON MOUNTAIN INFORMATION	\$880.68
018680	02/07/20		1482	JC TOURS	\$5,000.00
018681	02/07/20		5873	Joseph Hartman	\$112.00
018682	02/07/20		6178	Joshua Borrelli	\$2,000.00
018683	02/07/20		1304	LAKESHORE LEARNING MARTHRIALS	\$94.46
018684	02/07/20		2292	LINE SYSTEMS	\$6,858.27

Starting date 2/1/2020

Ending date 2/29/2020

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
018685	02/07/20		1674	MASTERY EDUCATION	\$20,551.60
018686	02/07/20		9028	Parker McCay P.A.	\$1,417.50
018687	02/07/20		2415	STAPLES ADVANTAGE	\$2,321.42
018688	02/07/20		2397	UNITY COMMUNITY CENTER	\$1,500.00
018689	02/07/20		1484	WB MASON	\$5,598.60
018690	02/07/20		1463	WEX BANK	\$3,361.21
018691	02/07/20		1168	XTEL COMMUNICATIONS	\$1,693.99
018692	02/07/20		1028	Young Audiences New Jersey & Eastern Pen	\$2,095.00
018693	02/14/20		1549	ALL IN ONE BALLOONS	\$444.75
018694	02/14/20		2162	AMAZON	\$2,239.09
018695	02/14/20		2162	Amazon Capital Services	\$5,577.37
018696	02/14/20		1261	AMERICAN RED CROSS	\$30.00
018697	02/14/20		0798	Anthony Scales	\$142.00
018698	02/14/20		1068	AT & T	\$536.34
018699	02/14/20		9541	Axel Rad Screen Printing	\$1,013.57
018700	02/14/20		1846	BARNES AND NOBLE	\$54.06
018701	02/14/20		821	Benjamin Mitchell	\$595.00
018702	02/14/20		1177	BROOKFIELD SCHOOL	\$540.00
018703	02/14/20		2046	CAMDEN CHARTER SCHOOL NETWORK	\$250,000.00
018704	02/14/20		1218	CASA PAYROLL SERVICE	\$606.05
018705	02/14/20		8190	Champion Team Wear	\$272.00
018706	02/14/20		6790	Charles Kravitz	\$83.00
018707	02/14/20		1328	CIGNA HEALTHCARE	\$11,977.12
018708	02/14/20		1737	COLES MUSIC SERVICES	\$2,013.33
018709	02/14/20		8114	Dave Czerniakowski	\$67.00
018710	02/14/20		1102	DAVID REYNOLDS	\$112.00
018711	02/14/20		N661	Delta T Group	\$1,623.10
018712	02/14/20		7011	DFX	\$1,694.33
018713	02/14/20		9804	Dillon Marcus	\$3,645.00
018714	02/14/20		2650	Don Brauckhmann Sr.	\$83.00
018715	02/14/20		6587	Ed L. Bolton	\$59.00
018716	02/14/20		9888	Eliezer Feliciano	\$83.00
018717	02/14/20		1819	FLEXFACTS	\$220.00
018718	02/14/20		5460	Glenn Monk	\$142.00
018719	02/14/20		9412	Global Industrial	\$4,748.14
018720	02/14/20		1461	HOLCOMB COMMERCIAL	\$800.00
018721	02/14/20		1691	IXL	\$2,328.00
018722	02/14/20		9832	Jared Graham	\$83.00
018723	02/14/20		1482	JC TOURS	\$1,030.00

Starting date 2/1/2020

Ending date 2/29/2020

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
018724	02/14/20		4897	Jeff Simpler	\$83.00
018725	02/14/20		3489	Jonathan Garrett	\$142.00
018726	02/14/20		5873	Joseph Hartman	\$112.00
018727	02/14/20		1979	JOSEPH MCDONNELL	\$83.00
018728	02/14/20		1142	JW PEPPER & CO.	\$244.24
018729	02/14/20		0569	Kenneth Wilson	\$83.00
018730	02/14/20		0933	Keon Bodiford	\$59.00
018731	02/14/20		2007	KEVIN DABRY	\$142.00
018732	02/14/20		7189	Landrus Lewis	\$83.00
018733	02/14/20		2908	Longstreth	\$792.20
018734	02/14/20		1872	LOUIS MCCALL	\$1,200.00
018735 V	02/14/20	02/18/20	1194	MARKET STREET PRINTING	
018736	02/14/20		1873	Martha Cooney	\$675.00
018737	02/14/20		7110	National Association for Music Education	\$129.00
018738	02/14/20		9028	Parker McCay P.A.	\$2,362.50
018739	02/14/20		3968	Paul Ricci	\$67.00
018740	02/14/20		3498	Pete Williams	\$67.00
018741 V	02/14/20	02/19/20	1055	PITNEY BOWES	
018742	02/14/20		5402	Premiere Screen Printing	\$212.50
018743	02/14/20		1236	PROFORMA DYNAMIC RESOURCES	\$1,625.00
018744	02/14/20		1017	Prudential Insurance Company of America	\$3,248.68
018745	02/14/20		1914	PURCHASE POWER	\$520.99
018746	02/14/20		857	Roy Goldfarb	\$83.00
018747	02/14/20		2348	RUTGERS CENTER FOR THE ARTS	\$320.00
018748	02/14/20		8115	Ruth Rogers	\$67.00
018749	02/14/20		2355	SAFEGUARD BUSINESS SYSTEMS	\$512.91
018750	02/14/20		1506	SAFETY BUS	\$1,150.00
018751	02/14/20		1057	SAM'S CLUB	\$100.00
018752	02/14/20		1264	SCHOLASTICA TRAVEL	\$5,000.00
018753	02/14/20		4356	Scott Becker	\$83.00
018754	02/14/20		4576	Sebastian Hailey	\$142.00
018755	02/14/20		1014	STAPLES ADVANTAGE	\$2,609.83
018756	02/14/20		2415	STAPLES ADVANTAGE	\$642.63
018757	02/14/20		0980	Steven Fuller	\$83.00
018758	02/14/20		4587	Terese Skelly	\$67.00
018759	02/14/20		1430	THE COMMUNICATION CONNECTION	\$301.43
018760	02/14/20		1865	UNITY COMMUNITY CENTER	\$2,000.00
018761	02/14/20		9329	US Coachways Inc	\$25.00
018762	02/14/20		1570	USPS-WINDOW SERVICE	\$240.00

Starting date 2/1/2020 Ending date 2/29/2020

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
018763	02/14/20		8112	William Clark	\$67.00
018764 H	02/20/20		1057	SAM'S CLUB	\$438.96
018765	02/21/20		2162	Amazon Capital Services	\$305.11
018766	02/21/20		1397	ANDREA LEBOO	\$130.00
018767	02/21/20		1173	ARK	\$45,038.08
018768	02/21/20		1532	CASA REPORTING SERVICE	\$1,673.80
018769	02/21/20		8588	Chaunce Foster	\$142.00
018770	02/21/20		1779	CHRIS BURBA	\$154.00
018771	02/21/20		9857	Chris Martin	\$83.00
018772	02/21/20		0256	Christina Payton	\$4,780.00
018773	02/21/20		1328	CIGNA HEALTHCARE	\$367,271.25
018774	02/21/20		1719	CONSTELLATION NEW ENERGY	\$7,117.82
018775	02/21/20		1880	COOPER HEALTH SYSTEM	\$4,472.50
018776	02/21/20		8769	Dec Electrical Contractors Inc.	\$8,682.00
018777	02/21/20		N661	Delta T Group	\$4,947.20
018778	02/21/20		9211	Entourage School Services	\$2,842.50
018779	02/21/20		9585	Eric Santos	\$154.00
018780	02/21/20		1732	HARVEY S. SACKNER	\$123.00
018781	02/21/20		9584	Helen Shollenberger	\$123.00
018782	02/21/20		1461	HOLCOMB COMMERCIAL	\$1,393.90
018783	02/21/20		1600	J DOGS, INC.	\$433.16
018784	02/21/20		9587	James R. DiLoreto	\$246.00
018785	02/21/20		0325	Jason Alt	\$595.00
018786 V	02/21/20	02/23/20	0938	Joanna Marino	
018787	02/21/20		1189	KAPLAN	\$1,670.00
018788	02/21/20		9590	Martin Einhorn	\$123.00
018789	02/21/20		2169	MICHAEL NAPOLSKY	\$123.00
018790	02/21/20		1160	NATIONAL TIME SYSTEM	\$6,256.00
018791	02/21/20		1300	PHILADELPHIA EAGLES	\$1,300.00
018792	02/21/20		2135	RANDY BENNETT	\$83.00
018793	02/21/20		9593	Robert Playo Jr.	\$123.00
018794	02/21/20		9592	Robert Playo Sr.	\$123.00
018795	02/21/20		9594	Robert Zalewski	\$123.00
018796	02/21/20		2210	RON WEAVER	\$123.00
018797	02/21/20		1658	ROOT24 INC	\$399.00
018798	02/21/20		1778	ROSS HAGSTOZ	\$369.00
018799	02/21/20		9525	Scott Arnaller	\$246.00
018800	02/21/20		1014	STAPLES ADVANTAGE	\$3,355.34
018801	02/21/20		2415	STAPLES ADVANTAGE	\$3,442.82

Starting date 2/1/2020

Ending date 2/29/2020

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
018802	02/21/20		1837	STEVE CORDNER	\$123.00
018803	02/21/20		9827	Tamara Hidalgo	\$83.00
018804	02/21/20		1430	THE COMMUNICATION CONNECTION	\$177.25
018805	02/21/20		4548	Tommie Farrier	\$142.00
018806	02/24/20		0938	Joanna Marino	\$2,500.00
018807	02/24/20		4670	Regal Movie Theater	\$1,267.20
018808	02/24/20		8117	Dell Financial Services	\$334,244.62
018809 H	02/27/20		1057	SAM'S CLUB	\$455.42
018810	02/28/20		9503	Appleseed Expeditions	\$18,630.00
018811	02/28/20		1425	BLICK ART MATERIALS	\$1,219.95
018812	02/28/20		3496	Burns Honda	\$439.38
018813	02/28/20		1775	CAMDEN COUNTY ED. SERVICES	\$9,460.50
018814	02/28/20		1868	CHIC FIL-A	\$200.00
018815	02/28/20		1407	DARA ASH	\$329.26
018816	02/28/20		9781	Eastern State Penitentiary	\$655.00
018817	02/28/20		1602	EZPASS	\$350.00
018818	02/28/20		1819	FLEXFACTS	\$30.00
018819	02/28/20		1461	HOLCOMB COMMERCIAL	\$4,284.84
018820	02/28/20		2421	KENT/MCBRIDE	\$2,998.00
018821	02/28/20		9490	Luciens Distinguished Catering	\$10,635.66
018822	02/28/20		5478	Manuel Garcia	\$2,297.11
018823	02/28/20		1194	MARKET STREET PRINTING	\$878.00
018824	02/28/20		9321	Reann McNeary	\$2,030.62
018825	02/28/20		1540	SCHOOL NURSE SUPPLY, INC	\$805.04
018826	02/28/20		3647	School Safety Solutions LLC	\$154.90
018827	02/28/20		2415	STAPLES ADVANTAGE	\$1,988.65
018828	02/28/20		1489	SWEETWATER	\$1,077.04
018829	02/28/20		1484	WB MASON	\$126.99
B32369	02/03/20		1627	TD WEALTH OPERATIONS	\$1,043.05
B32526	02/18/20		1356	NEW JERSEY AMERICAN WATER CO	\$2,856.57
B32527	02/19/20		1354	PSE &G	\$69,035.13
B32583	02/03/20		1627	TD WEALTH OPERATIONS	\$26,329.21
B32584	02/27/20		9999	PAYROLL VENDOR	\$18,941.00
F32405	02/14/20		9999	PAYROLL VENDOR	\$949,141.00
F32529	02/28/20		9999	PAYROLL VENDOR	\$924,791.55

Starting date 2/1/2020

Ending date 2/29/2020

Fund Totals	
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10	GENERAL FUND	\$101,901.35
11	GENERAL CURRENT EXPENSE	\$3,949,126.60
20	SPECIAL REVENUE FUNDS	\$146,413.05
60	ENTERPRISE FUNDS	\$141,488.91
95	STUDENT ACTIVITY FUNDS	\$1,306.00
	Total for all checks listed	\$4,340,235.91

Prepared and submitted by: _____

Board Secretary

_____ Date

Guidelines for Addressing Coronavirus Outbreak

I. Purpose/Background

The National Center for Disease Control (“CDC”) has officially issued a warning regarding an outbreak of the coronavirus that has been detected in the United States. The following links provide helpful information:

<https://www.cdc.gov/nonpharmaceutical-interventions/pdf/dont-spread-germs-work-item3.pdf>

<https://www.cdc.gov/nonpharmaceutical-interventions/pdf/stay-home-youre-sick-employers-item4.pdf>

<https://www.healthychildren.org/English/health-issues/conditions/prevention/Pages/Prevention-In-Child-Care-or-School.aspx>

<https://www.healthychildren.org/English/health-issues/conditions/prevention/Pages/Germ-Prevention-Strategies.aspx>

<https://www.cdc.gov/handwashing/materials.html>

<https://www.cdc.gov/handwashing/when-how-handwashing.html>

<https://rems.ed.gov/docs/REMS K-12 Guide 508.pdf>

<https://rems.ed.gov/docs/District Guide 508C.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>

Since the impact of a potential outbreak in schools presents several unique challenges that school districts must be prepared to deal with, we have put together these Guidelines.

State officials have advised that school districts should engage in preparedness planning, and submit plans for school closures to the executive county superintendent for approval. Below are the factors that should be considered and incorporated into a preparedness plan.

II. Key Actions

- School districts should be engaged in contingency planning for a potential outbreak of the Novel Coronavirus (COVID-19).
- Development of response plans and establishment of protocols for communication to the public should the situation escalate.
- School Districts must review and update emergency operation plans. The Plan should emphasize common-sense preventative actions for students and staff, like staying home when sick, covering coughs and sneezes properly, cleaning surfaces with disinfectant, and frequent hand washing. Attendance policies should be relaxed to the extent possible, to allow staff and students to stay home when sick, including ceasing any application of policies that discourage the use of sick time, or reward perfect attendance. Also, a Plan should be in place to keep ill students and staff separate from well students and staff until they are able to be sent home.

- School Districts should develop a Plan for separating students who exhibit coughs, fever, or difficulty breathing from other students until they can be sent home. The Plan should also include the immediate removal of staff members who exhibit symptoms.
- Students or staff who have travelled should be required to provide information regarding their mode of travel and their destination (including any layovers). Consideration should be given to imposing a 14 day quarantine even if they have not traveled to countries listed by the CDC.

III. Board Meetings

The Open Public Meetings Act ("OPMA") applies to gatherings of a quorum. The Open Public Meetings Act does not prohibit the use of virtual or telephone communication of a quorum of school board members, so long as the public is provided with advance notice and an opportunity to witness such communication. In the event of a closure, Boards would have to schedule a public meeting wherein the members are in attendance from remote locations, and the public is able to view and participate in the proceedings via a video screen. Alternatively, the Board may conduct a meeting via conference call where members of the public will have access to the conference call information so that they may listen to and participate in the meeting at the appropriate time. So long as that guidance is followed, the Board would be in compliance with the notice and right to attend provisions of OPMA. A sample Board of Education By-Law and Notice of Public Meeting is attached.

*Low
Mets* ★ The Board may also consider adopting a Resolution, contingent upon the closing of schools, to authorize the Superintendent and Business Administrator to conduct the normal and routine business of the District subject to ratification of the Board. Most Boards of Education adopt a similar Resolution during the summer months.

In the event that the Board is unable to provide adequate notice or have access the proper technology to conduct a virtual meeting, the Board should cancel the meeting until the threat has been reduced. The notice requirements of the OPMA should be followed in the event that a decision is made to cancel the meeting. If not possible due to the emergent nature of the cancellation i.e. schools order shut down the day of the meeting, best efforts should be made to provide notice and notice of cancellation should be placed on the door of the building where the meeting was to take place. If the Board has notice of closure by directive of the New Jersey Department of Health and a Board meeting is scheduled during that closure, the Board may proactively reschedule the meeting and provide notice in compliance with the "adequate notice" requirements of the OPMA.

IV. School Closings:

a. Alternative Learning/Online Schooling

The possibility of school closures and infected students being sent home for extended periods of time, raises the issue of how to continue educating students. State officials have advised that should the Department of Health direct school closures that the days during which alternative instruction is provided will count toward the 180 day instruction requirement. However, in the interest of ensuring students are not losing significant instruction, the District should review their

access to technology that could enable online schooling. This would include how many devices the school has the ability of sending home with students, and the student's population access to internet at home. This may be accomplished through surveys sent home to parents and guardians of students. The NJDOE has advised that during school closures, schools may stay open for staff (who are not ill) while students stay home, so that teachers may develop and deliver lessons remotely. This applies to the following provisions as well.

Alternative or online learning options must follow a board policy, and plans must be created for each student, especially those students receiving special education services through an IEP. If the District offers online learning during any period of closure, it must still comply with the IDEA and New Jersey's implementing Regulations, meaning that all students must be able to participate in their learning and have access to all educational and related services and support. If the District does not already have online learning plans in place, it is unlikely that they will be able to implement these on short notice in the event of an outbreak of the virus. In which case, Districts should plan for development of hard copy instructional packets that contain at least one hour of instruction to send home to students.

A plan should be developed to share with teaching staff for developing home instruction materials in the event of school closings.

b. Students who are Quarantined

Districts must prepare for how they will educate students who may test positive for coronavirus and be quarantined. Districts should be prepared to offer home instruction to these students or alternative online instruction. Additionally, Districts should be prepared to work on a case by case basis to implement the IEP's of students who receive special education and related services who may be sent home or quarantined.

c. General Education Students

Students who are medically quarantined maintain their rights to a free and appropriate public education. In the event that any individual student is sent home ill or quarantined, and the school district remains open to the remainder of the student population, school districts must be prepared, with protocols in place, to offer those students educational services remotely. This may be done via conversion of face to face lessons to online lessons or hard copy packets, depending on the district and/or the student's access to a device and internet at home.

d. Special Education Students

Provision of education for students with disabilities is an important consideration when engaging in this planning. In the event of individual students being quarantined, school districts remain responsible for the free appropriate public education (FAPE) of its students eligible for special education services with an individualized education program (IEP). Districts will want to plan how they will continue to meet the requirements of the Individuals with Disabilities Education Act (IDEA).

Districts should consider the following during contingency planning:

- If a school closure causes educational services for all students to cease within the school/district, then the school/district is generally not required to provide services to the affected students eligible for special education services during that same period of time. This general standard is especially true in cases where the school district will still provide the required minimum of school days. Home instruction will however be required where individual students are quarantined, but the school remains open to the remainder of the student population.
- Develop a protocol to communicate proactively with parents and guardians regarding their child's IEP services prior to and during a closure, as well as follow-up communication on next steps once the school reopens.
 - Consider what other agencies and organizations should be included in the communication, including contracted providers and non-public agencies.
 - Review how the closure impacted the delivery of special education and related services to students eligible for special education services.
 - Determine if the delay in services created a need for compensatory services (if the delay in services resulted in a loss of educational benefit based on the degree of skill loss).
 - Determine if the delay in services created or changed the student's need for extended school year (ESY) services based on the length of time of the school outage and the resulting impact of the interruption to the student's services.
- Any decision to provide compensatory services is reviewed by the student's IEP team on a case-by-case basis. If needed, these make-up services should be documented as part of the student's IEP, either with a Prior Written Notice following an IEP meeting and/or through the IEP amendment process.
- Develop a protocol to communicate with school administrators and educators in order to prepare staff for any plans to address the needs of students eligible for special education, child find activities, evaluations/reevaluations, and IEP implementation.
- IEPs must be implemented immediately upon school starting.
- Any lapsed evaluations, reevaluations, or IEPs should be scheduled for completion upon the start of school.

e. Students who receive meals

Continuity of food services, particularly for school districts' most vulnerable students and families, is another important consideration. Many students rely on school meals to meet their basic nutritional needs. School districts should prepare by working in connection with their food services provider to develop a plan to provide meals to those eligible students. It would be prudent to first prepare a list of all students who are eligible to assess the depth of the challenge to providing food services to students during a school closure. A potential method of ensuring continuation of this service is to offer breakfast and/or lunch for pick up at a central location.

V. Teachers and Staff: Special Considerations:

a. Obligations to Negotiate Changes in Calendar

Unless the District is closed through the written Directive of the New Jersey Department of Health, days the school is closed must be made up so that the 180 instructional day requirement is met. Under New Jersey Law, the decision to modify the school calendar is non-negotiable, as such decisions remain within the managerial prerogative of the Board. However, the impact of that decision may be negotiable. This issue has arisen particularly when due to excessive, unplanned closures, school boards have decided to cancel spring break. In this context, the board has the authority to do so without negotiating, but must bargain over the impact issues such as non-refundable tickets. Simply making individual accommodations is not an appropriate remedy, but rather the Board is required to negotiate the accommodations made for employees who suffered financial hardship as a result of the calendar change. Thus, this should be taken into consideration should schools need to be closed for any prolonged period of time requiring days to be made up at some point during the rest of the school year.

b. Absenteeism and Federal Leave Requirements

The CDC has advised that employers relax attendance policies that may discourage employees from staying home when they are experiencing symptoms of the coronavirus such as fever, cough, runny nose, etc. In an effort to encourage employees to stay home if they are experiencing those symptoms, waiving any requirements for doctor's notes to validate their illness may be in order. Health care provider offices and medical facilities may be experiencing high volumes of patients making it difficult to obtain such documentation. To the extent possible, Districts should plan to temporarily relax any other attendance policy that may discourage the use of sick leave during this time, such as perfect attendance awards

Under the Federal Family Medical Leave Act (FMLA) qualifying employees are eligible for FMLA leave if they have a serious health condition that makes the employee unable to perform the functions of his or her job. An employee who must be absent from work to receive medical treatment for a serious health condition is considered to be unable to perform the essential functions of the position during the absence for treatment. Additionally, individuals qualify for FMLA leave if they need to care for a child, spouse, or parent who has a serious medical condition. Considering that individuals who contract the coronavirus will likely need at least two weeks to recover, Districts should prepare to offer FMLA protection to employees who may become ill, be quarantined, or need to care for a family member who has contracted COVID-19, in accordance with the FMLA procedures already in place. It should be noted however that the FMLA rules regarding notices and documentation have not been lifted. Accordingly, employers must continue to follow their regular and ordinary FMLA process including notice of eligibility and rights and responsibilities, certification, designation notice, and the fitness for duty.

District Policy

0164- CONDUCT OF BOARD MEETING

Section: Bylaws
Date Created:
Date Edited:

Parliamentary Authority

Roberts' Rules of Order, Newly Revised, shall govern the Camden's Promise Charter School Board of Trustees in its deliberations and acts in all cases consistent with the laws of the State of New Jersey, rules of the State Board of Education, and/or these bylaws.

Quorum

A quorum shall consist of _____ Board members, and no official business shall be conducted in the absence of a quorum.

In the event a quorum is not present at the hour of convening, the meeting may be recessed to a time not later than 9:00 p.m. of the same day. If a quorum is not then present, the members present may adjourn the meeting to a later date within seven days.

Presiding Officer

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice President shall act in his/her place; if neither person is present, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

Regular Meeting

Regular meetings of the Board shall be public and shall commence not later than 8:00 p.m.

- A. The Board Secretary shall notify each member of the date, place and time of a regular meeting in writing at least twenty-four hours prior to the meeting.
- B. The Board Secretary shall prepare and provide an agenda to each Board member prior to the meeting. Copies of the agenda shall be made available to the attending public.
 1. An Action Item Agenda, to the extent known; shall be made available to the public in the office of the Board Secretary three days prior to the regularly scheduled meeting.

2. Additional action items, to the extent known, shall be presented prior to the public comments on the agenda portion of the meeting.
3. The Board may discuss or act upon matters, raised in open regular meetings by any member of the Board which were not included on the prepared agenda in accordance with the provisions of the "Open Public Meetings Act".

C. The order of business shall be as follows, unless altered by the President:

BOARD AGENDA FORMAT

Special Meeting

Special meetings of the Board shall be public and shall commence no later than 8:00 p.m.

- A. Special meetings shall be called by the Board Secretary whenever he/she is requested by the President of the Board to do so or whenever there shall be presented to him/her a petition signed by a majority of the whole number of members of the Board. The Superintendent shall be consulted as to the dates of all special meetings and the items to be discussed.
- B. The Board Secretary shall notify each member of the date, time and place of the meeting at least twenty-four hours prior to the special meeting and shall state the purpose thereof. However, special meetings may be called without notice provided to each member of the Board who cannot be reached and has signed a waiver of his/her right to notice thereof.
- C. The order of business shall be as follows unless altered by the Presiding Officer:

Call to order
 Roll call
 Reading of Notice of Meeting
 Transaction of business of which meeting is called
 Adjournment

- D. Business other than that for which the meeting was called may be transacted only if all members are present and unanimously agree to hear such matters.

Public Participation

The length of time set aside for public participation shall be limited to no more than thirty minutes or three minutes per person subject to the discretion of the Board President.

The following statement shall be made prior to public participation:

Members of the public are invited to submit comments pertaining to educational matters during the public comment portion of this meeting. The Board, pursuant to the Open

Public Meetings Act, will not publicly discuss personnel matters and may choose not to respond to comments made by members of the public during this portion of the meeting; however, the Board will give all comments appropriate consideration and will refer all initial complaints to the administration for resolution.

Please be aware that all Board employees retain the right of privacy and shall retain all rights against defamation and slander according to the laws of New Jersey. The Board shall not be held liable for comments made by members of the public.

Telephonic Participation

Telephonic communication equipment allows meetings and action even when all members of the Board are not physically present upon prior arrangements being made to afford the public the opportunity to witness the meeting. This provision will allow a Board member to participate in a meeting via speaker phone and/or conference call. A Board member desiring to participate in the discussion and vote on an important issue must authorize the Board to install a speakerphone or other electronic equipment that allows the Board member to hear and be heard. Telephonic participation in closed or executive session shall be limited and only used in emergent situations and upon satisfactory assurances that any discussion shall be and remain confidential.

Conference Call Meeting

The Board may conduct a meeting via conference call where members of the public will have access to the conference call information so that they can listen to and participate in the meeting at the appropriate time. A conference call will only be used in an emergent situation where the Governor of the State of New Jersey has declared a State of Emergency that requires school buildings and offices to be closed. Telephonic participation in closed or executive session shall be limited and only used in emergent situations and upon satisfactory assurances that any discussion shall be and remain confidential.

Virtual Board Meeting

The Board may conduct a meeting utilizing technology that will enable a meeting to occur without the presence of the public utilizing video conferencing or other similar technology. A Virtual Board Meeting will only be used in an emergent situation where the Governor of the State of New Jersey has declared a State of Emergency that requires school buildings and offices to be closed. Telephonic participation in closed or executive session shall be limited and only used in emergent situations and upon satisfactory assurances that any discussion shall be and remain confidential

Voting

A majority vote of all members of the Board present at any meeting shall be necessary for any action of the Board, unless the specific action being voted upon, by law, requires a greater vote. Voting shall be by acclamation. The Board shall vote according to the rules established in Board Policy.

At the discretion of the President, or if any Board member shall so request, or, if the nature of the issue being voted on calls for a resolution (such as appointment of staff, fixing of salaries, expenditures of money); the Board Secretary shall poll the Board on a particular vote. The ayes and nays on any vote shall be recorded in the minutes by name whenever the Board is polled. Proxy voting is not permitted.

Minutes

Minutes shall be kept in sufficient detail to show compliance with the laws and regulations of the State of New Jersey and Board Policy. The Board Secretary shall provide each Board member with a copy of the minutes of the last meeting within four weeks from that meeting.

Adjournment

Upon the concurrence of a majority of Board members present and voting, a recess, an adjournment to executive session or an adjournment to an adjourned meeting of specified date and place may be declared at any point in the order of business. Only matters carried over from the original meeting may be acted upon at an adjourned meeting.

Committee Meeting

The purpose of committee meeting is to conduct investigations, gather data, evaluate information, and to prepare recommendations for the Board.

- A. A meeting may be called at any time by the committee chair; the Board Secretary shall send notice of committee meetings to all members of the Board and to the Superintendent.
- B. Meetings shall be closed except that any member of the Board may attend any committee meeting, so long as a quorum of the Board is not then present, and Board employees, contractors and/or the public may attend upon the invitation of the committee.

N.J.S.A. 10:4-10
N.J.S.A. 18A:16-1.1

Language for Notice of Meeting Via Conference Call:

In the event the Governor of the State of New Jersey has declared a State of Emergency that requires school buildings and offices to be closed, the Board of Education shall conduct its Meeting scheduled for _____, 2020 via conference call. Members of the public desiring to listen to and participate in the Board of Education Meeting will be able to access the conference call by following the directions below:

DIRECTIONS

Language for Notice of Virtual Meeting via Video Conferencing or Other Form of Technology:

In the event the Governor of the State of New Jersey has declared a State of Emergency that requires school buildings and offices to be closed, the Board of Education shall conduct a Virtual Meeting on _____, 2020 utilizing video conferencing or other technology. Members of the public desiring to listen to and participate in the Board of Education Meeting will be able to access the Virtual Meeting by following the directions below:

CAMDEN'S PROMISE CHARTER SCHOOL
ASP Contract

It is agreed between Camden's Promise Charter School, Inc., located at 879 Beideman Avenue, Camden, New Jersey ("Employer") and NAME ("Employee"), that the Employer has offered and Employee has accepted a position as Afterschool Program Staff in Employer's charter school, for the remainder of the 2019-2020 School Year at a stipend of \$_____ to be paid in nine semi-monthly installments.

In the event that the Charter School is forced to close by the State and/or Federal Government, then payment of the semi-monthly installments would be suspended until such time as the Charter School re-opens. The semi-monthly payments will resume at that time. However, any payments not made as a result of the closure will be forfeited.

By accepting employment, Employee hereby acknowledges and agrees to support the Employer's mission at all times during the workday. Employee agrees to faithfully do and perform all duties required by Employer. Employee understands in order to achieve Employer's mission, he/she must be willing to undertake such responsibilities as may be assigned from time to time, and be available to work a flexible work schedule that may vary on a daily basis as more fully described in Employer's Teacher's Handbook.

Employee agrees to faithfully do and perform all duties under this contract as directed by Employer, and to observe and enforce such rules as may be established and amended from time to time. Employee's signature on this contract shall signify and acknowledge that he/she agrees to abide by Employer's policies and procedures as they may be established and amended from time to time. Employee's signature on this contract shall signify and acknowledge that he/she agrees to abide by Employer's policies and procedures as they may be amended from time to time.

It is agreed by Employer and Employee that this contract may be terminated at any time by either party giving to the other fourteen (14) days notice in writing. Employee may provide shorter notice only with the prior approval of Employer's Board of Trustees. Employee's failure to provide adequate notification time will be deemed unprofessional conduct and will be reported to the Commissioner of Education who may suspend Employee's Certificate for not more than a year.

EMPLOYEE

CAMDEN'S PROMISE CHARTER SCHOOLS, INC.

March __, 2020

NAME
ADDRESS
ADDRESS

Dear _____:

In accordance with the terms of your ASP Contract, notice is being provided that the Camden's Promise Charter School, Inc. will be terminating that Contract upon fourteen (14) days notice. This action is necessary due to the uncertainty associated with a potential closure of the Charter School by the State and/or Federal Government as a measure to combat the spread of the coronavirus.

We appreciate your understanding of the situation and look forward to working with you in the future.

Prevention

Who's Most At Risk for Coronavirus? Why Certain People Are Vulnerable to Complications

Anyone can contract COVID-19, but some groups seem to be impacted more than others.

By [Korin Miller](#) Mar 13, 2020

Cases of the novel coronavirus continue to climb in the United States, and multiple deaths have been reported.

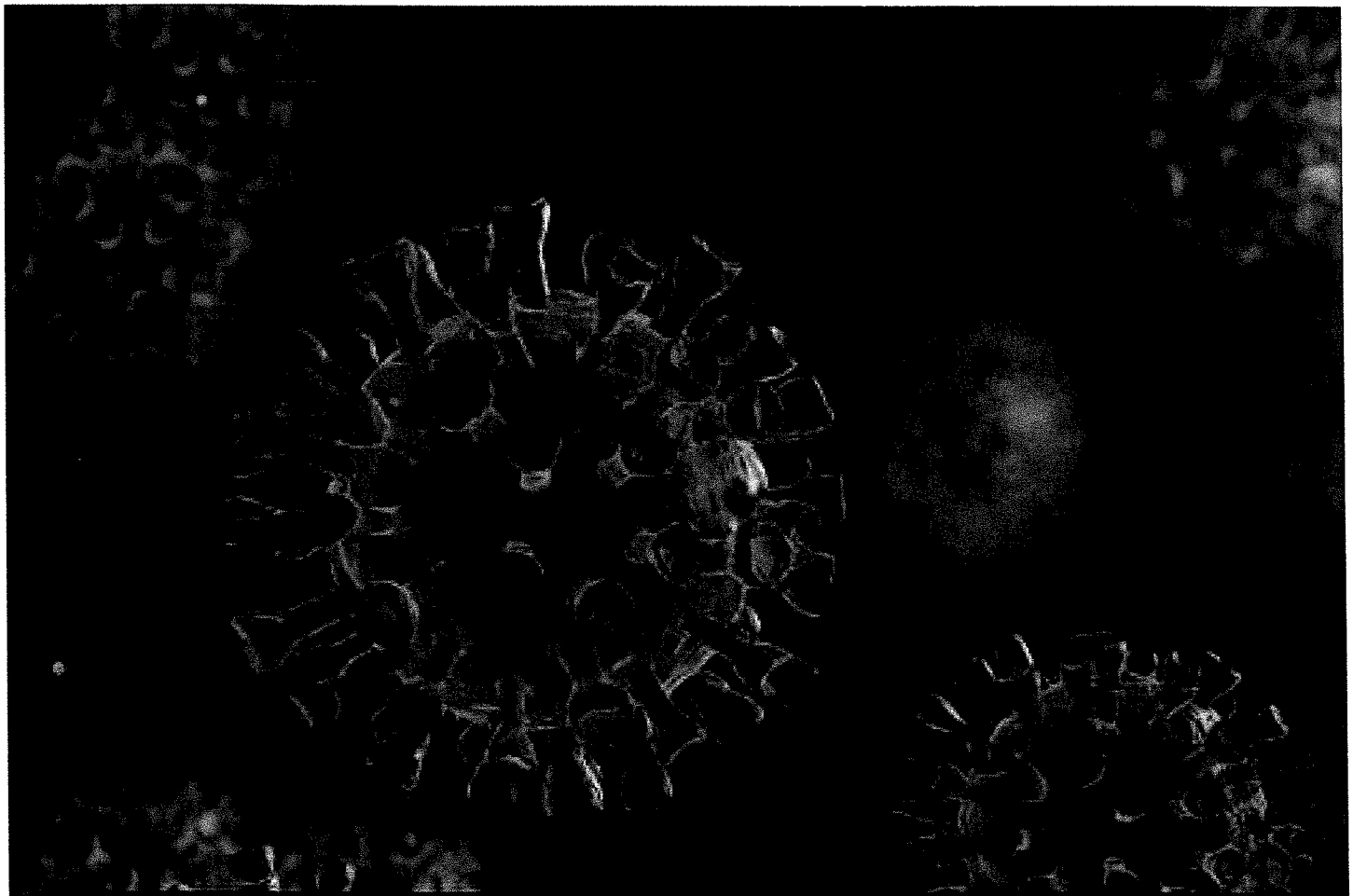
While anyone can contract COVID-19, certain groups seem to be more vulnerable to severe illness and complications.

An infectious disease doctor explains why some groups are considered high-risk, and steps you can take to protect yourself and loved ones.

Cases of the novel coronavirus continue to climb in the United States, with multiple reported deaths, according to the Centers for Disease Control and Prevention (CDC). While *anyone* can contract COVID-19 and experts are "seeing all age groups impacted," some people seem to be more affected by the illness than others, explains infectious disease expert Amesh A. Adalja, M.D., senior scholar at the Johns Hopkins Center for Health Security.

COVID-19 can cause a spectrum of symptoms, ranging from mild, common cold-like cases, to severe cases that lead to life-threatening complications like pneumonia. There isn't a magical cut-off age for who will and won't experience serious effects from the disease, Dr. Adalja says, but some groups do face a higher risk of complications. Here's what you need to know.

Who is most at risk for novel coronavirus complications?



Most of what is known about the risk factors for COVID-19 is based on what's been reported out of China, 11853 where the novel coronavirus outbreak originated and an overwhelming majority of cases and deaths have occurred. Here are two groups that seem to be especially vulnerable:

Older adults

The majority of deaths from coronavirus have been in the elderly, Dr. Adalja says. "Above age 50 is when you start to see more severe complications," he explains, adding that older patients have a harder time recovering, similar to to the flu. (Common flu complications in high-risk groups include bronchitis and pneumonia, which have also been reported in patients with COVID-19.)

For example, the first novel coronavirus-related death in Placer County, Calif. was confirmed in "an elderly adult with underlying health conditions," local health officials reported in early March. The patient "was likely exposed during international travel from Feb. 11 to 21 on a Princess cruise ship." During the initial outbreak of coronavirus-related deaths in Washington state, a majority of patients were residents of a nursing facility and over the age of 70.

People with underlying health conditions

People with underlying health conditions are at a higher-than-normal risk of developing severe forms of COVID-19, Dr. Adalja says. When your body is already dealing with a separate health condition, it has less energy to put toward fighting an acute infection, he explains. The CDC says these conditions include:

Blood disorders, such as sickle cell disease or taking blood thinners

Chronic kidney disease, as defined by your doctor

Chronic liver disease, as defined by your doctor

Compromised immune system, including undergoing cancer treatment such as chemotherapy or radiation, having received an organ or bone marrow transplant, or taking high doses of corticosteroids or other immunosuppressant medications, and HIV or AIDS

Current or recent pregnancy in the last two weeks

Endocrine disorders, such as diabetes

Metabolic disorders

Heart disease

Lung disease, including asthma

Neurological and neurologic and neurodevelopment conditions

How are younger adults dealing with COVID-19?

People in their 20s, 30s, and 40s seem to have a lower risk of novel coronavirus complications, Dr. Adalja says. "It's very unlikely for young people to have severe cases," but that doesn't mean it can't happen, Dr. Adalja says, especially if you have direct or frequent contact with the disease or an underlying condition. (Li Wenliang, the 34-year-old Chinese doctor who was one of the original whistleblowers on coronavirus died of the virus in early February.)