

The regular meeting of the Camden's Promise Charter School Board of Trustees, County of Camden, State of New Jersey, was held on the above date via Virtual Meeting (Zoom Platform) on May 7, 2020 at 5:00pm.

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

Members absent:

Also present: Dr. Conway, Ms. Baughn, Mr. Helmbrecht, Ms. Ash, Ms. Arasim, Ms. Ehrgood and Mr. Rinehardt III

The pledge to the flag was led by Ms. Lombardo

The meeting opened at 5:00pm 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. "

Virtual Board Meeting

Virtual Meeting

The Board may conduct a meeting utilizing technology that will enable a meeting to occur without the physical presence of Board Members, Administration and/or public, utilizing video conferencing, electronic devices or other similar technology. A virtual Board meeting will only be used in emergent situation that requires school building and offices to be closed. The decision to conduct a virtual board meeting will be made by the Superintendent and Business Administrator. All votes taken by Board members participating via electronic devices at such meetings shall be valid and binding, and shall not be considered "proxy voting".

Virtual Board meeting will offer the opportunity to have member of the public address the Board during the public comments section of the meeting.

Virtual participation in Executive Session shall be limited, and only used in emergent situations and upon satisfactory assurances that any discussion shall be and remain confidential.
Unanimously Approved.

Minutes

Motion by Ms. Hinson and seconded by Ms. Maldonado that the Board of Trustees approve the regular minutes of the April 21, 2020.
Unanimously Approved

Open Public Comment

Motion by Ms. Maldonado and seconded by Ms. Figueroa that the Board of Trustees open the meeting to receive comment from public present at 7:07pm.
Unanimously Approved.

Close Public Comment

Motion by Mr. Loyola and seconded by Ms. Maldonado that the Board of Trustees close the meeting for public comment and return to session at 7:09pm.
Unanimously Approved

BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORTS:

Cash Reconciliation Report

Cash
Reconciliation
Report

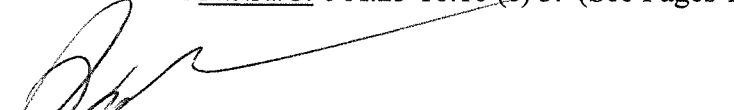
Motion by Mr. Loyola and seconded by Ms. Hinson that the Board of Trustees approve the Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of March 2020. The Cash Reconciliation Report and Secretary's Reports are in agreement for the month of March 2020. (See Pages 1899-11908)

Unanimously Approved

Board Secretary's Report:

Board
Secretary's
Report

Pursuant to N.J.A.C. 6 A:23-16.10, I certify that as of March 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 11909-11924)



Richelle H. Baughn, Board Secretary 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. Figueroa and seconded by Ms. Maldonado that the Board of Trustees approve the following warrants: (See Pages 11925-11927)

- April Warrant, Food Service and Student Accounts

Unanimously Approved

Consolidation
School
Nutrition

Motion by Ms. Hinson and seconded Mr. Loyola that the Board of Trustees approve the Consolidation school nutrition program agreement for July 1, 2020 to June 30, 2021. (See Pages 11928-11931)

Unanimously Approved

Sodexo

Motion by Ms. Hinson and seconded by Mr. Loyola that the Board of Trustees approve the Sodexo July 1, 2020 – June 30, 2021 food service agreement for \$.2472 pattern meal and meal equivalent with a \$260,000 guarantee surplus. (See Pages 11932-11939)

Unanimously Approved

Senior Dues

Motion by Ms. Nieves and seconded by Ms. Hinson that the Board of Trustees approve the refund of all senior dues. Senior dues are \$0 for 2019-2020 school year. (See Page 11940)

Unanimously Approved

Fresh Cut Produce Motion by Ms. Hinson and seconded by Ms. Figueroa that the Board of Trustees approve the Fresh Cut Produce program May 15th to June 30, 2020. (See Page 11941)
Unanimously Approved

Educational Service Proposal Motion by Ms. Nieves and seconded by Ms. Maldonado that the Board of Trustees approve the Educational Services Commission Professional Service Proposal for the 2020-2021 School year. (See Page 11942)
Unanimously Approved

CAFR and CAP Motion by Mr. Loyola and seconded by Ms. Hinson that the Board of Trustees Accept the Audit and Approve the Corrective Action Plan, it has reviewed the CAFRs for the year ending June 30, 2019 along with the synopsis and certification of implementation of corrective action plan. (See Pages 11943-11946)
Unanimously Approved

Work Action Plan Committee Motion by Ms. Nieves and seconded by Ms. Hinson that the Board of Trustees approve the return to Work Action Plan and committee to monitor work action plan. Committee members: (See Pages 11947-11956)
Mr. Ramon Garcia
Nurses
One Rep from each campus
Unanimously Approved

CHIEF SCHOOL ADMINISTRATOR'S REPORT

Business Matters

Emergency Remote Learning Motion by Ms. Nieves and second by Mr. Loyola that the Board of Trustees accept the continuation of the emergency remote learning program in place through the remainder of the school year.
Unanimously Approved

Personnel

Resignations Motion by Mr. Loyola and seconded by Ms. Hinson that the Board of Trustees accept the following resignations: (See Pages 11957-11959)

a. Ms. Miller	Promise	Effective June 15, 2020
b. Ms. Manojkumar	Academy	Effective June 15, 2020
c. Ms. Brown	Katz Dalsey	Effective June 15, 2020

Unanimously Approved

Hiring Motion by Ms. Maldonado and seconded by Ms. Figueroa that the Board of Trustees accept the hiring of the following individuals for the 2020-2021 school year contingent upon criminal history background check.

Sean Stielow	Promise	Science Grade 7	48k
Kellie McDermott	Promise	Spanish Grades 5-8	48k
Cameron Kaczor	Promise	Grade 5/6	48k
Yaritza Mendez	Promise	Grade 4	49k

Ayes – (6)
Noes – (0)

Abstain – (0)

Motion by Ms. Nieves and seconded Ms. Maldonado that the Board of Trustees approve the expansion of the step scale to 25 steps as listed. (See Page 11960)

Step Scale
Addenda
2020-2021

It is further recommended that upon reaching the top scale, staff are capped and will receive raises only with the change of the scale.

Any member who is currently beyond the step 25 shall be held harmless with regards to their salary, but shall be held at that salary until the step scale adjusts and catches up to their current salary.

Unanimously Approved

Motion by Ms. Nieves and seconded by Ms. Figueroa that the Board of Trustees accept the renewal/nonrenewal of certificated staff for the 2020-2021 school year. (See Pages 11961-11966)

Certified
Staff

Ayes – (5)

Noes – (1) – Ms. Hinson

Abstain – (0)

Motion by Ms. Figueroa and seconded by Ms. Nieves that the Board of Trustees approve to reissue the After School Program of 8 (1) hour classes at \$500 a stipend for K-4 elective programs and 5-12 remediation in the remaining month of school. Again, priority would be for ASP staff. A minimum of six students must be maintained and demonstrated for pay to be issued.

ASP

Unanimously Approved

Student Programs

Motion by Ms. Maldonado and seconded by Mr. Loyola that the Board of Trustees approve the grading system for each Elementary, Middle School, and High School as presented. (See Pages 11967-11971)

Grading
System

Unanimously Approved

Motion by Ms. Maldonado and seconded by Ms. Nieves that the Board of Trustees approve the School Preparedness Plan. (See Pages 11972-12003)

School
Preparedness
plan

Unanimously Approved

Motion by Mr. Loyola and second by Ms. Nieves that the Board of Trustees approve the Student Calendar as shared.

Calendar

Unanimously Approved

Motion by Mr. Loyola and seconded by Ms. Hinson that the Board of Trustees adjourn at 7:12pm.

Adjourn

Unanimously Approved

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

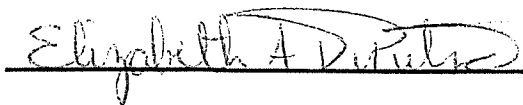
Camden's Promise Charter School

All Funds

For the Month Ending March 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	1,233,263.24	2,719,190.78	3,056,781.38	895,672.64
2 Special Revenue Fund - 20 (see page 2)	99,705.60	455,836.00	45,586.04	509,955.56
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)	1,332,968.84	3,175,026.78	3,102,367.42	1,405,628.20
6 Enterprise Fund Cafeteria	98,771.65	177,211.54	15,805.57	260,177.62
Student Activities	79,522.17	12,657.67	10,627.00	81,552.84
7 Total Governmental & Enterprise Funds	1,511,262.66	3,364,895.99	3,128,799.99	1,747,358.66
Payroll	3,045.74	1,121,031.39	1,121,013.87	3,063.26
10 Payroll Agency	190,685.46	774,449.78	934,477.70	30,657.54
11 Unemployment Trust	329.85	0.36	0.00	330.21
12 Total Trust & Agency Funds (Lines 9 thru 10)	194,061.05	1,895,481.53	2,055,491.57	34,051.01
13 Total All Funds (Lines 5, 6 and 10)	1,705,323.71	5,260,377.52	5,184,291.56	1,781,409.67

Prepared and Submitted By:



5/5/2020

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

Bank Name	TD Bank
Account Number	3864386
Statement Date	03/31/20
Fund/Funds	WARRANT ACCOUNT

1	Balance per Bank				1,785,448.93
	Reconciling Items				
	Additions				
	Deposits in Transit				
	Mar Café deposit	12,639.57			
2		12,639.57			
3	Total Additions		12,639.57		
	Deductions				
4	Outstanding Checks (Attach List)	392,460.35			
6	Total Deductions		392,460.35		
7	Net Reconciling Items				(379,820.78)
8	Adjusted Balance per Bank as of		3/31/20	*	1,405,628.15

9	Balance per Board Secretary's Records as of		3/31/20	**	1,405,628.20
	Reconciling Items				
	Additions				
10	Interest Earned				
11	Other (Explain)				
12	Total Additions		0.00		
	Deductions				
	#18313 clrd bnk 5 cnte hghr	0.05			
14	Other (Explain)				
15	Total Deductions		0.05		
16	Net Reconciling Items				(0.05)
17	Adjusted Board Secretary's Balance as of		3/31/20	*	1,405,628.15

Prepared By:	e dipietro
Date:	05/05/20

Camden's Promise Charter School

Bank Reconciliation

List of Outstanding Checks

Warrant Account

3/31/2020

Camden's Promise Charter School

Check #	Check Date	Payable to	Amount
18582	1/22/20	Johnson's Farm	1,784.00
18729	2/14/20	kenneth wilson	83.00
18747	2/14/20	rutger's center for the arts	320.00
18759	2/14/20	the communication connection	301.43
18775	2/21/20	cooper health system	4,472.50
18779	2/21/20	eric santos	154.00
18780	2/21/20	harvey sackner	123.00
18784	2/21/20	james r diloreto	246.00
18787	2/21/20	kaplan	1,670.00
18788	2/21/20	martin einhorn	123.00
18796	2/21/20	ron weaver	123.00
18798	2/21/20	ross hagstoz	369.00
18799	2/21/20	scott arnaller	246.00
18804	2/21/20	the communication connection	177.25
18816	2/28/20	eastern state penitentiary	655.00
18855	3/4/20	the communication connection	146.40
18862	3/10/20	ARK	70.00
18870	3/10/20	delta t group	2,100.14
18883	3/10/20	soft hit sports	29.99
18892	3/17/20	amazon capital services	22.37
18894	3/17/20	edpuzzle inc.	3,000.00
18903	3/17/20	pear deck inc	2,249.00
18910	3/31/20	CIGNA Healthcare	356,589.63
18911	3/31/20	CIGNA Healthcare	17,405.64
		total	<u>392,460.35</u>

Prepared By:	e dipietro
	05/05/20

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

Bank Name	TD Bank
Account Number	3865292
Statement Date	03/31/20
Fund/Funds	Food Services

1	Balance per Bank				272,817.19
	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					
	Mar café payroll	12,639.57			
5					
6	Total Deductions			12,639.57	
7	Net Reconciling Items				(12,639.57)
8	Adjusted Balance per Bank as of	3/31/20	*		260,177.62

9	Balance per Board Secretary's Records as of		3/31/20 * *		260,177.62
	Reconciling Items				
	Additions				
10					
11					
12	Total Additions			0.00	
	Deductions				
13					
14					
	Total Deductions			0.00	
16	Net Reconciling Items				0.00
17	Adjusted Board Secretary's Balance as of	3/31/20 *			260,177.62

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

Camden's Promise Charter School
 Bank Reconciliation

Bank Name		TD Bank			
Account Number		3865276			
Statement Date		3/31/20			
Fund/Funds		Payroll			
1	Balance per Bank				28,417.67
Reconciling Items					
Additions					
Deposits in Transit					
Date Amount					
ck 15804 clrd 1 cent higher					
2b			0.01		
2c					
2d					
2	Total D.I.T.'s			0.01	
3	Total Additions			0.01	
Deductions					
Outstanding Checks					
4	(Attach List)			17,491.66	
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			25,292.49	
7	Net Reconciling Items				(25,292.48)
8	Adjusted Balance per Bank as of 3/31/20 *				3,125.19
9	Balance per Board Secretary's Records as of 3/31/20 * *				3,063.26
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 3/31/20 *				3,125.19
<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>					

Prepared By:	e dipietro
Date:	05/05/20

Camden's Promise Charter School

Bank Reconciliation

List of Outstanding Checks

Payroll Account

3/31/2020

Camden's Promise Charter School

Check #	Check Date	Payable to	Amount
15887	5/16/2019	Jolene Ivey	22.55
15890	5/16/2019	Amy Johnson	78.90
15934	5/16/2019	Julia Senski	22.93
15952	5/16/2019	Rebecca Wagner	22.92
16423	9/13/2019	Sofia Massaro	984.63
16469	10/15/2019	Amy Corrar	135.26
16627	1/31/2020	Robert McGriff Jr	932.97
16636	2/14/2020	lauren burke	1,762.67
16647	2/14/2020	Robert McGriff Jr	1,444.96
16674	2/28/2020	Robert McGriff Jr	962.03
16683	3/13/2020	dorothy black	89.10
16693	3/13/2020	Robert McGriff Jr	962.04
16700	3/31/2020	dorothy black	42.07
16701	3/31/2020	lauren burke	1,762.70
16702	3/31/2020	michael kerns	1,679.22
16703	3/31/2020	shalini manojkumar	1,466.77
16704	3/31/2020	yanitza mendez	113.75
16705	3/31/2020	amber stovall	1,614.18
16709	3/31/2020	Robert McGriff Jr	911.65
16712	3/31/2020	gregory young	1,906.82
16713	3/31/2020	gregory young	573.54
		Total	17,491.66

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

Bank Name		TD Bank			
Account Number		00-3865284			
For the Month Ending		3/31/20			
Fund/Funds		Agency			
1	Balance per Bank				604,735.17
		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)	574,127.63		
6		Total Deductions		574,127.63	
7		Net Reconciling Items			(574,077.63)
8	Adjusted Balance per Bank as of 3/31/20 *				30,657.54
9	Balance per Board Secretary's Records as of 3/31/20				30,657.54
		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 3/31/20 *				30,657.54
* Line 8 MUST EQUAL line 17. * * If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.					

Prepared By:	e dipietro
Date:	05/05/20

Camden's Promise Charter School

Bank Reconciliation

List of Outstanding Checks

Agency Payroll Account

3/31/2020

Page 13 (a)

Check

Check #	Date	Amount	Payable To
3873	12/15/2019	383.78	US Dept of Education
3939	2/28/2020	912.00	ARK
3953	3/31/2020	376.31	US Dept of Education
3958	3/31/2020	907.00	ARK
3962	3/31/2020	243.56	allstate
eft	3/31/2020	216,049.28	941.00
eft	3/31/2020	27,227.40	njit
eft	3/31/2020	1,211.46	pait
eft	3/31/2020	536.44	del div of tax
eft	3/31/2020	41,400.95	nj-927
eft	3/31/2020	33,025.48	pers
eft	3/31/2020	251,853.97	tpaf

574,127.63

Prepared by	e dipietro
Date:	05/05/20

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

Bank Name		TD Bank			
Account Number		00-3864436			
For the Month End		03/31/20			
Fund/Funds		Student			
1	Balance per Bank				84,867.84
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					
(Attach List)					
4			196.54		
			(136.54)		
			20.00		
			2416	655.00	
			2418	2,580.00	
6	Total Deductions			3,315.00	
7	Net Reconciling Items				(3,315.00)
8	Adjusted Balance per Bank as of				81,552.84
		3/31/20		*	
9	Balance per Board Secretary's Records as of				81,552.84
		3/31/20			
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				81,552.84
		3/31/20		*	
* Line 8 MUST EQUAL line 17.					
* * If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.					
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Camden's Promise Charter School
Bank Reconciliation

Bank Name		TD Bank			
Account Number		5883095			
For the Month Ending		3/31/20			
Fund/Funds		Unemploy. Trust			
1	Balance per Bank				330.21
	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 3/31/20 *				330.21
9	Balance per Board Secretary's Records as of 3/31/20				330.21
	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 3/31/20 *				330.21

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

Starting date 7/1/2019 Ending date 3/31/2020 Fund: 10 GENERAL FUND

Assets and Resources

Assets:

101	Cash in bank		\$895,672.64
102 - 106	Cash Equivalent		\$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		\$985,218.50

Accounts Receivable:

132	Interfund	\$535,666.00	
141	Intergovernmental - State	\$7,973,601.81	
142	Intergovernmental - Federal	\$378.96	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$8,509,646.77

Loans Receivable:

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

Other Current Assets

(\$15,701.87)

Resources:

301	Estimated revenues	\$31,236,474.00	
302	Less revenues	(\$31,461,112.41)	(\$224,638.41)

Total assets and resources

\$10,150,197.63

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

Starting date 7/1/2019 Ending date 3/31/2020 Fund: 10 GENERAL FUND

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		(\$910,434.43)
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$151,242.00
	Total liabilities		(\$759,192.43)

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$8,167,705.31
761	Capital reserve account - July	\$500,000.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$500,000.00
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	(\$22,254,644.67)	
	Less: Encumbrances	(\$8,156,476.25)	(\$30,411,120.92)
	Total appropriated		\$1,820,008.41
			\$10,487,713.72
	Unappropriated:		
770	Fund balance, July 1		\$1,359,528.80
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$937,852.46)
	Total fund balance		\$10,909,390.06
	Total liabilities and fund equity		<u>\$10,150,197.63</u>

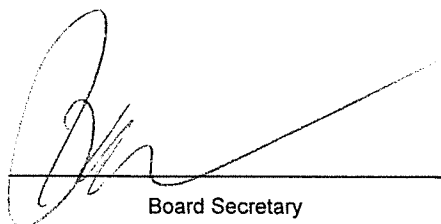
Report of the Secretary to the Board of Education
Camdens Promise Charter School

Starting date 7/1/2019 Ending date 3/31/2020 Fund: 10 GENERAL FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$32,231,129.33	\$30,411,120.92	\$1,820,008.41
Revenues	(\$31,236,474.00)	(\$31,461,112.41)	\$224,638.41
Subtotal	<u>\$994,655.33</u>	<u>(\$1,049,991.49)</u>	<u>\$2,044,646.82</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	(\$500,000.00)	\$500,000.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$994,655.33</u>	<u>(\$1,549,991.49)</u>	<u>\$2,544,646.82</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$994,655.33</u>	<u>(\$1,549,991.49)</u>	<u>\$2,544,646.82</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$994,655.33</u>	<u>(\$1,549,991.49)</u>	<u>\$2,544,646.82</u>
Less: Adjustment for prior year	(\$56,802.87)	(\$56,802.87)	\$0.00
Budgeted fund balance	<u>\$937,852.46</u>	<u>(\$1,606,794.36)</u>	<u>\$2,544,646.82</u>

Prepared and submitted by :


Board Secretary

3/31/20
Date

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

Starting date 7/1/2019 Ending date 3/31/2020 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	3,365,039		(166,118)
00520	SUBTOTAL – Revenues from State Sources	32,359,594	(4,322,041)	28,037,553	28,033,608	Under	3,945
00570	SUBTOTAL – Revenues from Federal Sources	0	0	0	62,465		(62,465)
Total		35,189,456	(3,952,982)	31,236,474	31,461,112		(224,638)

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	419,380	419,380	376,381	18,118	24,881
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	17,797,920	(2,353,904)	15,444,016	11,585,296	3,373,111	485,609
45300	Support Serv. - General Admin	4,315,620	(389,386)	3,926,234	2,915,013	851,522	159,699
46160	Support Serv. - School Admin	1,118,690	248,279	1,366,969	898,491	213,930	254,549
51120	Total Undist. Expend. – Oper. & Maint. O	5,952,952	88,203	6,041,155	3,278,862	2,523,875	238,418
52480	Total Undist. Expend. – Student Transpor	200,000	0	200,000	152,839	19,387	27,774
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	4,103,200	230,175	4,333,375	3,047,763	1,156,533	129,079
76260	Total Facilities Acquisition and Constru	1,250,000	(750,000)	500,000	0	0	500,000
Total		34,738,382	(2,507,253)	32,231,129	22,254,645	8,156,476	1,820,008

Starting date 7/1/2019 Ending date 3/31/2020 Fund: 20 SPECIAL REVENUE FUNDS

Assets and Resources

Assets:

101	Cash in bank		\$509,955.56
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	\$0.00	
142	Intergovernmental - Federal	\$1,530,523.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$1,530,523.00

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	\$2,826,109.00	
302	Less revenues	(\$2,942,877.32)	(\$116,768.32)

Total assets and resources

\$1,923,710.24

Starting date 7/1/2019 Ending date 3/31/2020 Fund: 20 SPECIAL REVENUE FUNDS

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		(\$3,905.99)
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$10,496.15
	Other current liabilities		\$532,922.99
	Total liabilities		\$539,513.15

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$597,534.11
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	\$2,178,610.93	
602	Less: Expenditures	(\$1,441,911.91)	
	Less: Encumbrances	(\$181,599.26)	(\$1,623,511.17)
	Total appropriated		\$1,152,633.87

Unappropriated:

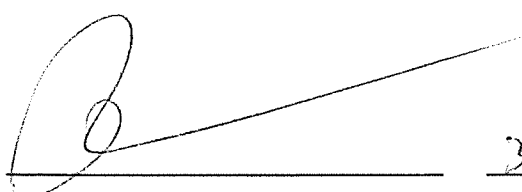
770	Fund balance, July 1		(\$415,934.85)
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$647,498.07
	Total fund balance		\$1,384,197.09
	Total liabilities and fund equity		<u>\$1,923,710.24</u>

Starting date 7/1/2019 Ending date 3/31/2020 Fund: 20 SPECIAL REVENUE FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$2,178,610.93	\$1,623,511.17	\$555,099.76
Revenues	(\$2,826,109.00)	(\$2,942,877.32)	\$116,768.32
Subtotal	<u>(\$647,498.07)</u>	<u>(\$1,319,366.15)</u>	<u>\$671,868.08</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>(\$647,498.07)</u>	<u>(\$1,319,366.15)</u>	<u>\$671,868.08</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>(\$647,498.07)</u>	<u>(\$1,319,366.15)</u>	<u>\$671,868.08</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>(\$647,498.07)</u>	<u>(\$1,319,366.15)</u>	<u>\$671,868.08</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>(\$647,498.07)</u>	<u>(\$1,319,366.15)</u>	<u>\$671,868.08</u>

Prepared and submitted by :



 Board Secretary

 Date

3/31/20

Starting date 7/1/2019 Ending date 3/31/2020 Fund: 20 SPECIAL REVENUE FUNDS

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	(Total of Accounts W/O a Grid# Assigned)	0	804,779	804,779	469,466	Under	335,313
00745	Total Revenues from Local Sources	0	0	0	13,618		(13,618)
00830	Total Revenues from Federal Sources	2,113,254	(91,924)	2,021,330	2,459,793		(438,463)
	Total	2,113,254	712,855	2,826,109	2,942,877		(116,768)

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	(Total of Accounts W/O a Grid# Assigned)	0	239,287	239,287	149,850	43,994	45,443
88740	Total Federal Projects	2,113,254	(173,930)	1,939,324	1,292,062	137,606	509,657
	Total	2,113,254	65,357	2,178,611	1,441,912	181,599	555,100

Starting date 7/1/2019 Ending date 3/31/2020 Fund: 60 ENTERPRISE FUNDS

Assets and Resources

Assets:			
101	Cash in bank		\$260,177.62
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	(\$14,370.26)	
142	Intergovernmental - Federal	\$32,898.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$18,527.74
Loans Receivable:			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
Other Current Assets			\$100,813.92
Resources:			
301	Estimated revenues	\$0.00	
302	Less revenues	(\$951,180.72)	(\$951,180.72)
Total assets and resources			<u>(\$571,661.44)</u>

Starting date 7/1/2019 Ending date 3/31/2020 Fund: 60 ENTERPRISE FUNDS

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$3,096.33
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$0.00
	Total liabilities		\$3,096.33

Fund Balance:

Appropriated:

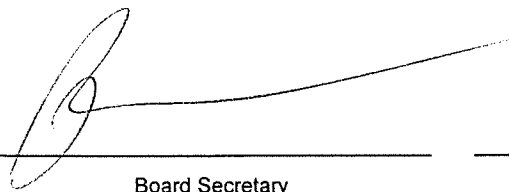
753,754	Reserve for encumbrances		\$730,033.95
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: 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	(\$830,744.59)	
	Less: Encumbrances	(\$730,033.95)	(\$1,560,778.54)
	Total appropriated		(\$830,744.59)
	Unappropriated:		
770	Fund balance, July 1		\$255,986.82
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		(\$574,757.77)
	Total liabilities and fund equity		(\$571,661.44)

Starting date 7/1/2019 Ending date 3/31/2020 Fund: 60 ENTERPRISE FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$1,560,778.54	(\$1,560,778.54)
Revenues	\$0.00	(\$951,180.72)	\$951,180.72
Subtotal	<u>\$0.00</u>	<u>\$609,597.82</u>	<u>(\$609,597.82)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$609,597.82</u>	<u>(\$609,597.82)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$609,597.82</u>	<u>(\$609,597.82)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$609,597.82</u>	<u>(\$609,597.82)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$609,597.82</u>	<u>(\$609,597.82)</u>

Prepared and submitted by :



Board Secretary

3/31/20

Date

Starting date 7/1/2019 Ending date 3/31/2020 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	951,181		(951,181)
Total	0	0	0	951,181		(951,181)

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)	0	0	0	830,745	730,034	(1,560,779)
Total	0	0	0	830,745	730,034	(1,560,779)

Starting date 7/1/2019 Ending date 3/31/2020 Fund: 95 STUDENT ACTIVITY FUNDS

Assets and Resources

Assets:

101	Cash in bank		\$81,552.84
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 \$_____)	(\$2,750.27)	(\$1,432.27)

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	(\$128,431.90)	(\$128,431.90)

Total assets and resources

(\$48,311.33)

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

Starting date 7/1/2019 Ending date 3/31/2020 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		\$10,800.00
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$55,000.00	
602	Less: Expenditures	(\$48,311.33)	
	Less: Encumbrances	(\$10,800.00)	(\$59,111.33)
	Total appropriated		\$6,688.67
	Unappropriated:		
770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$55,000.00)
	Total fund balance		(\$48,311.33)
	Total liabilities and fund equity		(\$48,311.33)

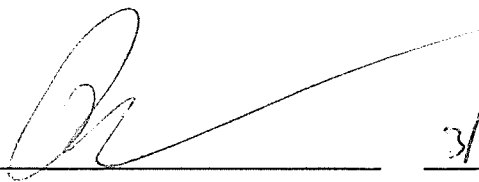
Report of the Secretary to the Board of Education
 Camdens Promise Charter School

Starting date 7/1/2019 Ending date 3/31/2020 Fund: 95 STUDENT ACTIVITY FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$55,000.00	\$59,111.33	(\$4,111.33)
Revenues	\$0.00	(\$128,431.90)	\$128,431.90
Subtotal	<u>\$55,000.00</u>	<u>(\$69,320.57)</u>	<u>\$124,320.57</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>(\$69,320.57)</u>	<u>\$124,320.57</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>(\$69,320.57)</u>	<u>\$124,320.57</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>(\$69,320.57)</u>	<u>\$124,320.57</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$55,000.00</u>	<u>(\$69,320.57)</u>	<u>\$124,320.57</u>

Prepared and submitted by :



Board Secretary

3/31/20

Date

Starting date 7/1/2019 Ending date 3/31/2020 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	128,432		(128,432)
Total		0	0	0	128,432		(128,432)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	55,000	55,000	48,311	10,800	(4,111)
Total		0	55,000	55,000	48,311	10,800	(4,111)

Starting date 4/1/2020 Ending date 4/30/2020

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
001633	04/09/20		1230	SODEXO, INC & ASSOCIATES	\$150,560.08
002418	03/10/20	04/23/20	7190	Tri-State Tours	(\$2,580.00)
018582	01/22/20	04/23/20	5908	Johnsons Farm	(\$1,784.00)
018870	03/10/20	04/21/20	N661	Delta T Group	(\$2,100.14)
018912	04/09/20		1173	ARK	\$49,176.00
018913	04/09/20		1068	AT & T	\$535.91
018914	04/09/20		821	Benjamin Mitchell	\$465.00
018915	04/09/20		1425	BLICK ART MATERIALS	\$380.20
018916	04/09/20		1177	BROOKFIELD SCHOOL	\$690.00
018917	04/09/20		1775	CAMDEN COUNTY ED. SERVICES	\$9,586.77
018918	04/09/20		1218	CASA PAYROLL SERVICE	\$638.45
018919	04/09/20		5959	Clifford Burke	\$83.00
018920	04/09/20		1417	COLLEGE BOARD	\$10,335.00
018921	04/09/20		1719	CONSTELLATION NEW ENERGY	\$10,266.34
018922	04/09/20		N661	Delta T Group	\$6,101.88
018923	04/09/20		1602	EZPASS	\$40.00
018924	04/09/20		1244	FABRIZIO PIZZA	\$284.32
018925	04/09/20		1176	FLOWERS BY MENDEZ & JACKEL	\$180.00
018926	04/09/20		9412	Global Industrial	\$63.06
018927	04/09/20		1406	GM WHITE	\$5,310.24
018928	04/09/20		1213	GRAINGER	\$1,211.43
018929	04/09/20		1461	HOLCOMB COMMERCIAL	\$6,508.95
018930	04/09/20		1152	HOME DEPOT	\$3,010.62
018931	04/09/20		1404	IRON MOUNTAIN INFORMATION	\$880.68
018932	04/09/20		1482	JC TOURS	\$1,153.67
018933	04/09/20		0706	Joel Cole	\$83.00
018934	04/09/20		2064	JOHN CUMMINS	\$83.00
018935	04/09/20		1400	JOSTENS	\$1,333.20
018936	04/09/20		1142	JW PEPPER & CO.	\$632.58
018937	04/09/20		1852	KENNY'S WORLD	\$250.00
018938	04/09/20		9375	Kevin McDougald	\$4,110.00
018939	04/09/20		1916	KROC CENTER	\$1,630.00
018940	04/09/20		1895	LIFE SAVERS, INC.	\$120.00
018941	04/09/20		2292	LINE SYSTEMS	\$6,800.71
018942	04/09/20		1132	NATIONAL BETA CLUB	\$26.28
018943	04/09/20		1236	PROFORMA DYNAMIC RESOURCES	\$1,168.50
018944	04/09/20		1017	Prudential Insurance Company of America	\$3,132.33
018945	04/09/20		1914	PURCHASE POWER	\$1,041.98
018946	04/09/20		9446	Radio Shack	\$629.97

Starting date 4/1/2020

Ending date 4/30/2020

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
018947	04/09/20		1506	SAFETY BUS	\$600.00
018948	04/09/20		1387	SAM ASH	\$104.79
018949	04/09/20		2331	SCHOLASTIC	\$17.30
018950	04/09/20		1014	STAPLES ADVANTAGE	\$721.03
018951	04/09/20		2415	STAPLES ADVANTAGE	\$5,759.06
018952	04/09/20		0980	Steven Fuller	\$83.00
018953	04/09/20		1430	THE COMMUNICATION CONNECTION	\$568.68
018954	04/09/20		1833	THE NATIONAL BETA CLUB	\$434.46
018955	04/09/20		1484	WB MASON	\$924.79
018956	04/09/20		1463	WEX BANK	\$3,159.85
018957	04/09/20		1168	XTEL COMMUNICATIONS	\$1,693.97
018958	04/20/20		1218	CASA PAYROLL SERVICE	\$571.95
018959	04/20/20		1328	CIGNA HEALTHCARE	\$362,628.90
018960	04/20/20		N661	Delta T Group	\$2,100.14
018961	04/21/20		2218	GCA SERVCIES	\$68,017.21
B32805	04/01/20		1627	TD WEALTH OPERATIONS	\$26,329.21
F32644	04/09/20		9999	PAYROLL VENDOR	\$905,695.03
F32696	04/30/20		9999	PAYROLL VENDOR	\$906,297.09

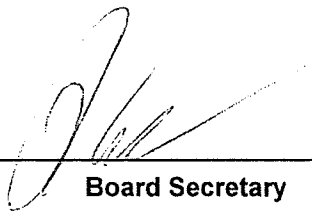
Starting date 4/1/2020

Ending date 4/30/2020

Fund Totals

10	GENERAL FUND	\$101,372.10
11	GENERAL CURRENT EXPENSE	\$2,248,382.97
20	SPECIAL REVENUE FUNDS	\$48,252.00
60	ENTERPRISE FUNDS	\$162,318.40
95	STUDENT ACTIVITY FUNDS	\$-2,580.00
	Total for all checks listed	\$2,557,745.47

Prepared and submitted by:


Board Secretary

4/30/20
Date

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

1. Creativity Co Laboratory Charter School (**Relinquishing SFA**) hereby transfers and relinquishes its authority, duties, and obligations associated with the programs designated below to Camden's Promise Charter School, (**Sponsor SFA**), for the 2020 - 2021 school year.
2. **Relinquishing SFA** address: 457 Shirley Road
Elmer, NJ 08318
3. **Sponsor SFA** address: 879 Beideman Ave
Camden, NJ 08105
4. **Sponsor SFA** Agreement Number: 08006215
5. **Sponsor SFA** is (check the appropriate box below):
 Public School
 Non-Public School
6. **Relinquishing SFA** is (check the appropriate box below):
 Public School
 Non-Public School. New Jersey Department of Education Identification
No. _____
7. **Sponsor SFA** shall assume **Relinquishing SFA's** authority, duties, and obligations for the following School Nutrition Programs (check the appropriate box (es) below):
National School Lunch Program (NSLP) 7 CFR Part 210
School Breakfast Program (SBP) 7 CFR Part 220
After School Snack Program (ASSP) 7 CFR Part 210
Special Milk Program (SMP) 7 CFR Part 215
At-Risk Afterschool Meals Program (ARAMP) 7 CFR Part 226
8. A list of the **Relinquishing SFA's** schools and addresses is attached hereto as "Exhibit A".
9. All legal and financial authority, duties, and obligations associated with operating the School Nutrition Programs designated above are hereby transferred from the **Relinquishing SFA** to the **Sponsor SFA**.

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

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

Relinquishing SFA

Sponsor SFA

Food Service Management Company Name:

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

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

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

14. This agreement is effective for one year beginning July 1, 2020. It shall remain in effect until June 30, 2021 unless terminated by a prior notice of not less than sixty (60) days from one party to the other. The term of this Agreement can be extended annually upon mutual agreement of the parties and completion of a new Consolidation Agreement.

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

Relinquishing SFA:

Signature: _____

Name (Printed): Cori Solomon
Business Administrator/Chief School Administrator

Date: 10/3/2019

Sponsor SFA:

Signature: _____

Name (Printed): Richelle H Baughn
Business Administrator/Chief School Administrator

Date: 10/3/2019

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

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

School Year 2020-2021
SCHOOL FOOD AUTHORITY(SFA)/FOOD SERVICE MANAGEMENT COMPANY (FSMC)
COST REIMBURSABLE CONTRACT RENEWAL CHECKLIST

Submit renewal and supporting documents **by email to: DFNContracts@ag.nj.gov**
Deadline to submit renewal documents is **May 29, 2020**
June reimbursement will be placed on hold for SFAs that do not meet **May 29, 2020** deadline

A. CONTRACT RENEWAL

ONE completed and signed State Agency developed FSMC contract renewal (Form #18CR)

Must use applicable contract renewal format depending on renewal year:

Format 1: For first or second renewals of base year contracts from school year 2018-2019 or 2019-2020

Format 2: For third or fourth renewals of base year contracts from school year 2016-2017 or 2017-2018

Both formats must include:

- ✦ **Blanks filled in where indicated**
- ✦ **Boxes checked where indicated**
- ✦ **Board meeting date and resolution/agenda item completed (public and charter schools)**
- ✦ **THREE Signatures:**
 - 1. SFA Board President**
 - 2. SFA Business Administrator/Board Secretary**
 - 3. Authorized FSMC Representative**

B. REQUIRED RENEWAL ATTACHMENTS

Form 23CR [Public] / Form 23CR [Nonpublic]: Completed entire Response & Projected Operating Statement with projected budget for school year 2020-2021

Form 272CR: Completed and signed "Index Rate/FSMC Fee Worksheet"

Note:

- ✦ **Forms are available in SNEARS/Resources/FSMC Required CR Documents**
- ✦ **Incomplete and/or unsigned documents will be returned to the SFA and will delay approval**
- ✦ **It is not necessary to send this checklist (#16CR) to the State Agency. It is for informational purposes only to assist the SFA in submitting required documents**

**FOOD SERVICE MANAGEMENT COMPANY COST REIMBURSABLE
CONTRACT RENEWAL
SCHOOL YEAR 2020-2021**

(This renewal is for SFAs whose Contract Base Year is 2018-2019 OR 2019-2020 ONLY)

School Food Authority (SFA)	Camden Promise Charter Network
Agreement Number	08006215
Certifier's Email	
Alternate Certifier's Email	
Food Service Management Co. (FSMC)	Sodexo Management Inc

Base Year Contract Start Date: July 1, 2019 End Date: June 30, 2020

Check the box if the SFA is participating in the following programs during school year **2020-2021**:

Breakfast Lunch Snack SFSP CACFP

Complete if SFSP and/or CACFP are checked above:

SFSP CACFP Meals were procured as part of the SFA's Base Year Contract

SFSP CACFP Meals will be procured separately through SFSP and/or CACFP

SFSP SFA will be using a Sponsor for summer 2020 for the SFSP:

Name of the Sponsor: _____

I certify that the programs operating for SY 2020-2021 were indicated were NOT indicated as a current/future program in the SFA's base year Contract.

The purpose of this renewal is to renew the existing Food Service Management Company Contract, as previously amended and renewed (if applicable). The terms and conditions will remain the same except as set forth below.

A. DURATION OF CONTRACT RENEWAL

This renewal begins on July 1, 2020 and ends on June 30, 2021.

B. MANAGEMENT AND/OR ADMINISTRATIVE FEE

The SFA shall pay the FSMC the following:

Check the fee structure that applies from Base Year Contract

Management/Administrative Fee (all one fee) \$.2472 per meal SY 2020-2021

Management/Administrative Total Flat Fee (all one fee) \$ _____ SY 2020-2021

The Meal Equivalent Conversion Factor in the Base Year Contract which was used to determine the Meal Equivalents served by the FSMC remains the same for this renewal.

The Meal Equivalent Conversion Factor **does not** apply to **Flat Fee** contracts.

C. FINANCIAL GUARANTEES

Response and Projected Operating Statement (Form #23CR) **must be completed for SY 2020-2021 and returned with this contract renewal.**

FSMC Guarantee to the SFA for SY 2020-2021:

- No Guarantee
- Breakeven (0 Cost)
- Loss (Amount of Loss) \$ _____
- Return (Amount of Return) \$ 260,000

FSMC Guarantee to SFA from SY 2019-2020:

- No Guarantee
- Breakeven (0 Cost)
- Loss (Amount of Loss) \$ _____
- Return (Amount of Return) \$ 260,000

Complete the following regarding guaranteed loss or return **ONLY if the Base Year Contract is 2018-2019.**
All guarantees for 2019-2020 contracts are unlimited

Choose one:

- FSMC loss or return to the SFA was **Unlimited**
- FSMC loss or return to the SFA was **Limited to** (Indicate Amount) \$ _____
- FSMC loss or return to the SFA was **Limited to** the FSMC's Management Fee

Guarantee Reimbursement Conditions and Assumptions remain the same as previously agreed upon in the Base Year Contract.

D. REVISED PARAGRAPH UNDER Section S. (Buy American)

S. Buy American

1. The FSMC shall purchase, to the maximum extent practicable, domestic commodities or products which are an agricultural commodity produced in the United States (U.S.) or a food product processed in the U.S. substantially using agricultural commodities produced in the U.S. 7 CFR 210.21(d)(2)(i).
2. The SFA reserves the right to review vendor purchase records to ensure compliance with the Buy American provision.
3. The FSMC will be required to use alternative domestic foods first before requesting SFA approval to purchase non-domestic foods.
4. Exceptions to the Buy American requirement shall be requested from the SFA prior to a purchase when:
 - a. The food or food product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality; or
 - b. Competitive bids reveal the cost of a United States food or food product is significantly higher than the non-domestic product.

5. All exceptions must be pre-approved by the SFA and should be used as a last resort.
6. Requests for exceptions shall include:
 - a. Alternative food and food product substitutes that are domestic and meet the required specifications, including:
 - i. The price of the domestic food product alternative substitute(s); and
 - ii. The availability of the domestic food product alternative substitute(s) in relation to the quantity ordered; and
 - b. The reason for the exception (limited supply, lack of availability or price) including:
 - i. The price of the domestic food product; and
 - ii. The price of the non-domestic food product that meets the required specifications of the domestic food product.

E. REVISED PARAGRAPH UNDER Section Z. SFSP (Summer Food Service Program)

If the SFA will be operating the SFSP for SY 2020-2021 (SFSP 2020), the Response and Projected Operating Statement (Form#23CR) SFSP section must be completed. (Refer to attached informational chart)

1. The SFA shall offer meals to all eligible children participating in the SFSP.
2. Meal Requirements: All meals served under this contract shall conform to the cycle menus upon which the proposal was based, and to menu changes agreed upon by the SFA and the FSMC. All meals served under the program shall meet the meal service requirements of 7 CFR 225.16 (a), (b), and (c).
3. The FSMC will operate the SFSP as part of this Cost Reimbursable Contract. The cost of operation (including preparation, record keeping, and delivery of meals) must be documented as part of the Response and Projected Operating Statement (Form#23CR) and invoiced monthly to the SFA using a Monthly Operating Statement and invoice.
4. In accordance with 7 CFR 225.15(a)(3), the SFA shall maintain all management responsibilities of the SFSP.
5. The SFA shall be responsible for determining eligibility for all SFSP sites.
6. The SFA, as the SFSP sponsor, shall be responsible for conducting and documenting the required site visits of all sites for both pre-approval and during the operation of the program.
7. Subcontracting: The FSMC shall not subcontract for the total meal, with or without milk, or for the assembly of the meal.
8. Noncompliance: In cases of nonperformance or noncompliance on the part of the FSMC, the FSMC shall pay the SFA for any excess costs which the SFA may incur by obtaining meals from another source.
9. The FSMC will provide meals using: (indicate choice)

SFSP Meal Patterns OR

NSLP/SBP/ASSP Meal Patterns

10. Bonding Requirements for SFSP

The FSMC will comply with all bonding requirements mandated in 7 CFR 225.15(m) (5-7).

- a. SFSP Performance Guarantee: If the estimated SFSP value of the awarded contract exceeds \$100,000.00, the FSMC shall obtain a performance bond in the amount of 10% of the Total Expenses of the SFSP portion of the contract. This amount is calculated for the SFA and FSMC in the Response and Projected Operating Statement (Form#23CR) on page 1.

This bond must be furnished upon the final approval by the State Agency of the FSMC/SFA contract, but no later than 7 calendar days prior to contract commencement if the SFSP will operate in SY 2020-2021 (SFSP2020). The performance bond shall be held for the duration of the SFSP meal service period.

- b. If the SFSP is a future program, the performance bond must be provided prior to the time the program begins to operate and each year the SFSP operates thereafter.
- c. The performance bond must be from one of the surety companies listed in the most recent issue of the U.S. Department of Treasury Circular 570. Cash, certified checks, letters of credit, and escrow accounts, are not acceptable substitutes for bid bonds.

More information about the SFSP can be found at:

https://www.nj.gov/agriculture/divisions/fn/childadult/summer_food.html

F. REVISED PARAGRAPH UNDER Section AA. CACFP (Child and Adult Care Food Program):

AA. Child and Adult Care Food Program (CACFP)

If the SFA will be operating the CACFP "At Risk" meal program for SY 2020-2021, the Response and Projected Operating Statement (Form#23CR) CACFP section must be completed.

1. The FSMC shall furnish food and non-food and milk products as ordered by the SFA.
2. All meals served under this contract shall conform to the cycle menu upon which the proposal was based and to the menu changes agreed upon by the SFA and the FSMC.
3. The SFA shall be responsible for the administration of the CACFP including: determining the eligibility of all CACFP sites, submitting the reimbursement claim, and monitoring sites. The SFA shall not delegate any CACFP management responsibilities to the FSMC. 7 CFR 226.15(c).
4. The SFA shall be responsible for ensuring the food service operation conforms to all program requirements outlined in 7 CFR Part 226.
5. The FSMC will operate the CACFP as part of this contract. The anticipated budget and cost of operation (including the cost of food, preparation, record keeping, and delivery of meals) must be documented on the Response and Projected Operating Statement (Form #23CR) and billed monthly to the SFA using a Monthly Operating Statement and invoice.
6. The FSMC will provide meals using: (indicate choice)

CACFP Meal Patterns (7 CFR 226) OR

NSLP/SBP/ASSP Meal Patterns (7 CFR 210/220)

More information about the CACFP can be found at:
<https://www.nj.gov/agriculture/divisions/fn/childadult/food.html>

CERTIFICATIONS:

I certify that the increase in the Management/Administrative Fee (combined as one fee) in this renewal **DOES NOT** exceed the Index Rate (as calculated on the Index Rate/Food Service Management Company (FSMC) Fee Worksheet (Form#272) and returned with this renewal) in place at the time this renewal was approved at the SFA's Board of Education Meeting (for Public and Charter Schools) or date signed by the School Administrator (for Non-Public Schools)

Public and Charter Schools must complete the following:

I certify that this Contract Renewal was approved by the Board of Education and the fee, total cost of the contract renewal (Form#23CR), and guarantee information are included in the official Board Minutes.

Board Meeting Date: _____ **Resolution/Agenda Number:** _____

Except as specifically set forth in this Renewal, all other terms and conditions of the Contract shall remain the same and continue to be in full force and effect. In the event of a conflict between the provisions of the Contract and this Renewal, the provisions of this Renewal shall be controlling as to the matters set forth herein. The Parties agree that upon the effective date of this Renewal, it shall become a binding and integral part of the Contract.

IN WITNESS WHEREOF, the parties hereto have caused this Contract Renewal to be signed by their duly authorized representatives.

SCHOOL BOARD PRESIDENT

SCHOOL FOOD AUTHORITY REPRESENTATIVE

Printed Name: _____

Printed Name: _____

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____

FOOD SERVICE MANAGEMENT COMPANY REPRESENTATIVE

Printed Name: John White

Signature: _____

Title: Regional Vice President

Date: _____

PUBLIC

RESPONSE AND PROJECTED OPERATING STATEMENT
ATTACH AS FIRST PAGES OF RESPONSE TO REQUEST FOR PROPOSAL (RFP)
PUBLIC - Response and Projected Operating Statement
for

SFA: Camden Promise Charter School
School Year 2020 - 2021

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

FSMC NAME: Sodexo Management Inc
FSMC ADDRESS: 20 Pioneer Blvd, Westampton New Jersey 08060
FSMC REPRESENTATIVE'S NAME/TITLE: Ed Kenna
SIGNATURE: _____
TELEPHONE #: 215 499-0810 FAX #: _____
E-MAIL: Edward.Kenna@Sodexo.com

This proposal is subject to all the attached terms, conditions and specifications. If accepted we hereby agree to enter into a FOOD SERVICE MANAGEMENT

COMPANY (FSMC) CONTRACT as described in the Contract/RFP.

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

Administrative/Management Fee, Profit/Loss and Guarantee

	NSLP, SBP, ASSP	CACFP	SFSP	CATERING/VENDED	TOTAL
CENTS PER MEAL:	\$0.2472	\$0.00	\$9,912.72		\$173,713.92
FLAT FEE /		\$0.00	\$0.00	\$0.00	\$0.00
CATERING FEE:		\$0.00	\$55,214.90	\$25,205.05	\$260,000.00
RETURN / (LOSS)		\$0.00	\$0.00	\$0.00	\$0.00
EQUIPMENT		\$0.00	\$55,214.90	\$25,205.05	\$260,000.00
INVESTMENT		\$0.00			
R/L WITH EQUIP.					
INVESTMENT		\$0.00			

GUARANTEE: FSMC must check one of the following options.

<input type="checkbox"/> No Guarantee	Amount	<input type="checkbox"/> Guaranteed Breakeven	<input type="checkbox"/> Guaranteed Return
<input type="checkbox"/> Guaranteed (Loss)	NA	<input checked="" type="checkbox"/>	

BOND TYPE & REGULATION	CHECK BOX IF INCLUDED	BOND AMOUNT	BOND BASED ON THIS AMOUNT:	BOND PERCENT FROM RFP	*Note: State Bid Bond 10% not to exceed \$20,000.00 - see RFP for requirements.	**Note: Performance Bond for SFSP is required if reimbursement is greater than \$100,000.
*BID BOND 18A:18A	<input type="checkbox"/>	\$20,000.00	\$1,716,719.25	10.00%		
BID BOND - SFSP (FEDERAL SURITY CO. ONLY)	<input type="checkbox"/>	\$3,562.47	\$71,249.35	5.00%		
**PERFORMANCE BOND - SFSP (FED. SURITY CO. ONLY)	<input type="checkbox"/>	\$7,124.93	\$71,249.35	10.00%		

INDEX RATE/FOOD SERVICE MANAGEMENT COMPANY (FSMC) FEE WORKSHEET

School Year 2020-2021

Complete all sections: A, B and C. Email to DFHcontracts@ag.nj.gov with documents on Form 16CR: "School Food Authority (SFA)/FSMC CR Renewal Checklist"

Agreement #: 08006215 SFA (District/School): Camden Promise Charter School Network FSMC: Sodexo Management, Inc.

Section A: FSMC Fee – Complete ONE of the charts below based on the base year of the FSMC contract. List each fee separately, even if unchanged, for each year:

1st Renewal (2nd year of service)

	Fee 1
Base Year Fee (2019-2020)	.24
Renewal Fee (2020-2021)	.2472

2nd Renewal (3rd year of service)

	Fee 1
Base Year Fee (2018-2019)	
First Renewal Fee (2019-2020)	
Second Renewal Fee (2020-2021)	

3rd Renewal (4th year of service)

	Fee 1	Fee 2
Base Year Fee(s) (2017-2018)		
First Renewal Fee(s) (2018-2019)		
Second Renewal Fee(s) (2019-2020)		
Third Renewal Fee(s) (2020-2021)		

4th Renewal (5th year of service)

	Fee 1	Fee 2
Base Year Fee(s) (2016-2017)		
First Renewal Fee(s) (2017-2018)		
Second Renewal Fee(s) (2018-2019)		
Third Renewal Fee(s) (2019-2020)		
Fourth Renewal Fee(s) (2020-2021)		

Section B: Date of Contract Renewal Approval/Effective Index Rate

Public/Charters: Date of Board of Education meeting approving renewal of FSMC contract: ___/___/___ Index Rate Percentage in effect on date of meeting: ___%

Or

Non-Public: Date renewal was signed by the SFA: ___/___/___ Index Rate Percentage in effect on date of signature by SFA: ___%

The Index Rate Percentage is posted on: NJ Department of Community Affairs website: http://www.state.nj.us/dca/divisions/dlgs/programs/lpcl_docs/cur_index_rate.pdf

The increase in the FSMC fee(s) cannot exceed the Index Rate posted on the date of the Board meeting approving the renewal (Public/Charter) or execution by the SFA (Non-Public) (N.J.S.A.18A:18A-42)

Section C: Signature

Signature of Business Administrator or Non-Public Administrator responsible for the School Nutrition Program

Printed Name

Date

STATE AGENCY USE ONLY: Fee 1: ___ % increase: ___

Fee 2: ___ % increase: ___

Not Approved: ___ Date: ___

Approved: ___ Date: ___

Comments:

Dues Breakdown

Yearbook	\$ 60.00	Will receive
T Shirt	\$ 15.00	Will receive
Jacket	\$ 40.00	Will receive
Cap and Gown	\$ 30.00	Will receive
Picnic	\$ 25.00	Cancelled
Prom	\$ 65.00	Rescheduled
Class Picture	\$ 15.00	Will receive
Total Senior Dues	<u>\$ 250.00</u>	
Picnic	\$ (25.00)	Cancelled
Prom	\$ (65.00)	Rescheduled
Total Cost	<u><u>\$ 160.00</u></u>	

Student Receipts

Total Students	163	
Student Cost	\$125	Student Due reduced to \$125
Total Receipts	<u>\$ 20,375.00</u>	

School Cost

Total Student Receipts	\$ 20,375.00	
Total Cost	\$ 26,080.00	\$160 * 163 Students
Schools Balance	<u><u>\$ (5,705.00)</u></u>	

Student Refund

Total Students paid in full	115	
Student Cost	\$125	
Refund Amount to Date	<u><u>\$ 14,375.00</u></u>	

20 Students partial payments

28 Students No payments



April 26, 2020

Dear Non-Profit Organization,

As a part of the Coronavirus Farm Assistance Program, Secretary Perdue announced on April 17th that the USDA is exercising authority under the Families First Coronavirus Response Act to purchase and distribute up to \$3 billion of agricultural products to those in need.

J. Ambrogi Foods is pursuing this contract which would allow us to provide kits containing a combination of fresh fruits and vegetables ready to distribute or bulk produce for you to assemble your own kits at no cost to you. The program would run May 15th through June 30th, with optional continuation periods through the end of this calendar year. We are reaching out to invite you into a partnership for this program to support your hunger relief efforts. If you are interested in participating as a recipient of free produce should the contract be awarded to us, please respond to this email with the following information no later than

12:00pm EST on Wednesday, April 29th:


- Verification that your organization is a qualified **tax-exempt** entity. An example of an acceptable document is a copy of your organization's IRS determination letter, which you received when you received 501(c)(3).
- A brief description of your plan for distributing the fresh fruit and vegetable kits.
- The weekly quantity of kits containing a combination of fresh fruits and vegetables or the poundage of (5) assorted bulk products you would like delivered between May 15th through June 30th.
- Address to be used for product delivery.
- Any days or times during the day your facility is closed and unable to accept a delivery between May 15th-June 30th. The plan is to make one delivery per week to your facility.
- The name of the person(s) on site who will be authorized to sign for the delivery.

We recognize the rapid turnaround time in which we are requesting this information, however, we have just a few days to respond to the solicitation with a detailed plan to get as much fresh produce into the communities that need it as possible. We should know if we are awarded a contract on May 8th, and will inform you upon notification. If you have any questions or concerns, please do not hesitate to reach out to us. Thank you for your consideration.

Sincerely,
Your Partners at J. Ambrogi Foods

Denise Hopkins
Director of Strategic Partnerships
dhopkins@ambrogifoods.com

Robert Teraskiewicz
Director of Purchasing
rteraskiewicz@ambrogifoods.com

 <p style="font-size: small;">Camden County</p> <p style="font-size: large; font-weight: bold;">Educational Services Commission</p>	<p style="font-size: large; font-weight: bold;">2020/2021</p> <p style="font-size: large; font-weight: bold;">Professional Services Proposal</p>
--	--

SERVICES WILL BEGIN AFTER PURCHASE ORDER IS RECEIVED

Date:	February 24, 2020	CCESC Contact:	Mary Hartsell
School or District:	Camden Promise Charter Network	Proposal #:	20210005
Address:	879 Belderman Avenue		
Address:	Camden, NJ 08105		
Requisitioner:	Melissa Hocko		

QUANTITY	UNIT PRICE	ITEM NUMBER AND DESCRIPTION OF GOODS/SERVICES	TOTAL
ESY 2019 (July-August)			
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00

2019-2020 School Year- September-June			
1	\$ 85,680.00	Speech Language Pathologist- 1 FTE	\$85,680.00
		<i>CCESC Employee Subject to availability</i>	\$0.00
180	\$ 82.00	Contract Physical Therapist	\$14,760.00
130	\$ 82.00	Contract Occupational Therapist	\$10,660.00
		CCESC Administrative fee- contract Therapist only	\$1,271.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
		TOTAL	\$112,371.00

EMPLOYEE PROVIDED SERVICES ARE BILLED IN EQUAL MONTHLY INSTALLMENTS THROUGH JUNE 30

Employee rates are subject to staff availability
Third Party Contractor is billed when services are rendered
Contractor rate is CCESC cost plus 5% administrative fee

Business Office Use Only:

Mary G. Hartsell, M.Ed., OTR/L
Supervisor of Clinical Services

225 White Horse Avenue, Clementon, NJ 08021 • 856-784-2100 x117 • CamdenESC.org

Baughn, Richelle

From: Berenato, Jody <Jody.Berenato@doe.nj.gov>
Sent: Friday, May 01, 2020 11:36 AM
To: Baughn, Richelle
Subject: FW: FY 2019 CAFR,AMR Camden Promise Charter School
Attachments: 6107-CAP-20191219.PDF; 6107-COI-20191219.PDF; 6107-RES-20200224.PDF

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Do not provide any username, email address, or password information as the technology department will never ask for this via email.

Ms. Baughn,
 Please excuse the oversight. The documents are needed for Camden Promise Charter School.

Thank you, Jody

From: Berenato, Jody
Sent: Friday, May 01, 2020 11:32 AM
To: 'rbaughn@camdencsn.org' <rbaughn@camdencsn.org>
Subject: FY 2019 CAFR,AMR

Ms. Vaughn:

After reviewing the CAFR/AMR the following attached document(s) have been submitted incorrectly:

- **Corrective Action Plan-Signature missing**

The Corrective Action Plan is uploaded to the CAFR Repository at <http://homerom.state.nj.us/> within 30 days of board approval. The CAP must address all findings contained in the Comprehensive Annual Financial Report (CAFR) and the Auditor's Management Report (AMR) with appropriate subheadings. A completed CAP should be signed and dated by the chief school administrator and the board secretary/school business administrator. Prepare a CAP only when there is a finding(s) in the CAFR or AMR.

<https://www.nj.gov/education/finance/fp/audit/1819/program/FY2019%20CAP.docx>

- **Board Resolutions-, Accepting the CAFR/AMR)**

*Specific board action and disposition of each audit recommendation must be duly noted in the minutes of the board. The board resolution **must read**, "Accept the Audit and Approve the Corrective Action Plan (if Applicable)". A general statement of the Board's acceptance of the audit and recommendations is NOT in compliance. The board resolution should mirror the recommendation(s) of the CAP. In addition, it must address the corrective action(s) voted by the*

board and signed by the chief school administrator and board secretary/school business administrator.

- **Certification of Implementation (COI)-Signature missing**

The COI is due to be uploaded to the CAFR repository by June 30, 2020 only where there is a finding(s) in the CAFR or AMR and after all the corrective action have been fully implemented. However, if the CAP was implemented please complete COI as soon as possible and submit for review.

<https://www.nj.gov/education/finance/fp/audit/1819/program/FY2019%20COL.docx>

Please complete and email the document(s) to my attention I will upload to the Repository.
E-Mail: jody.berenato@doe.nj.gov

Thank you and please contact me if you have any questions regarding this subject

Jody Berenato

Analyst, Special Audits Unit

Department of Education

Office of Fiscal Accountability and Compliance

200 River View Plaza

PO Box 500

Trenton, New Jersey 08625-0500

Phone: 609.376.3569/609.633.9615

Fax: 609.633.3661/609.396.2032

E-Mail: jody.berenato@doe.nj.gov

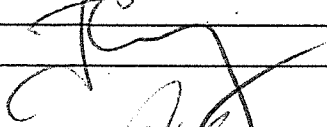
CONFIDENTIALITY NOTICE: The information contained in this communication from the New Jersey Department of Education is privileged and confidential and is intended for the sole use of the persons or entities who are the addressees. If you are not an intended recipient of this email, the dissemination, distribution, copying or use of the information it contains is strictly prohibited. If you have received this communication in error, please immediately contact the New Jersey Department of Education at (609) 376-3500 to arrange for the return of this information.

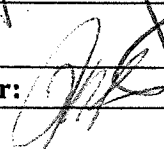
Corrective Action Plan (CAP)
Prepare only when there is a finding(s) in the CAFR or AMR.

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: 12/4/19

Board Secretary/School Business Administrator:  Date: 12/5/19

[Certification of Implementation (COI)]

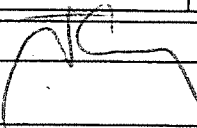
For the Fiscal Year ended June 30, 2019

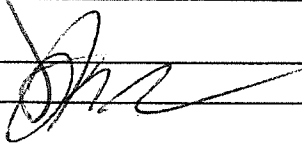
Prepare only if a CAP was uploaded
Upload to CAFR Repository with file name: COLPDF

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:

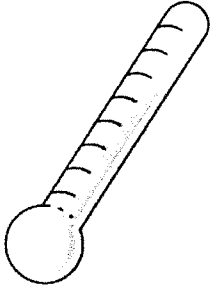
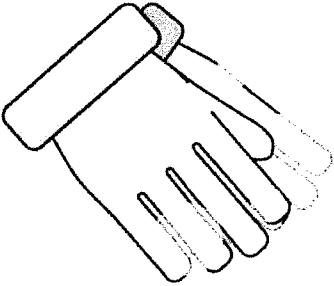
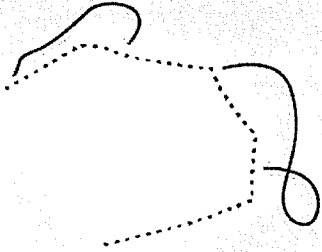
CAP Recommendation Number (Not Implemented)	Comments
NONE	

Chief School Administrator:  Date: 12/5/19

Board Secretary/School Business Administrator:  Date: 12/5/19

Return to Work

Outline Provided by Joel Sand at OneDigital - jsand@onedigital.com



Return to Work

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This sample plan is intended for informational purposes only and does not include state or local guidance related to COVID-19. In addition, it should not be used as legal or medical advice. Please consult a legal or medical professional for further advice. © 2020 Zywave, Inc. All rights reserved.

Return to Work

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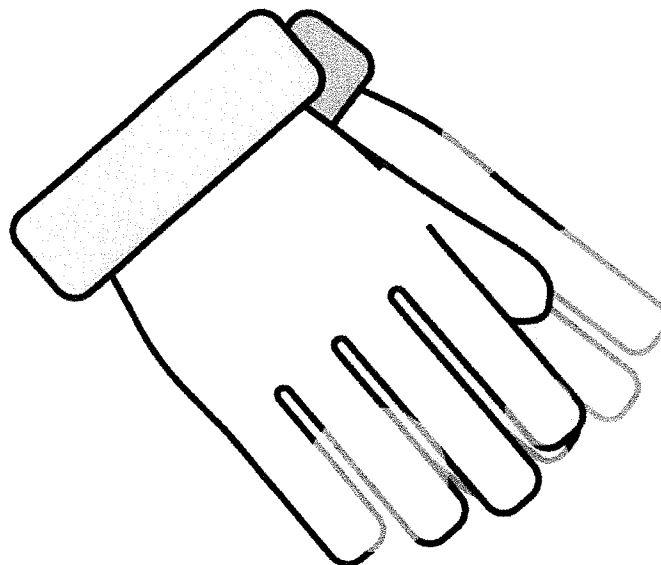
This sample return to work action plan serves as an **example plan for businesses to use as a template** when preparing their own plans. It does not account for state and local guidance related to COVID-19, but follows the guidance laid out by the CDC and OSHA that is designed to keep employers, employees and customers safe. In addition, this sample return to work action plan doesn't include industry-specific guidance. As such, this plan will need to be customized prior to use.

Introduction

At , it is our priority to keep our employees and their families healthy, especially in the midst of the COVID-19 pandemic. As such, we will abide by governmental guidelines when possible as we strive to balance public health concerns with the needs of our business. This return to work action plan details how we plan to reopen our business and still keep all of our employees safe to every extent possible. This plan, which pulls from Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance, highlights the responsibilities of managers and employees, and outlines the steps is taking to address COVID-19.

While we will implement various protocols to ensure your safety, it's up to you and your co-workers to execute on these protocols daily. By releasing this return to work action plan, hopes to clearly communicate our plans moving forward, highlight workplace protocols in place to protect your safety and establish a level of comfort for all of our employees as we ask you to return to the office.

We understand that every employee's situation is different and encourage those with specific risks or concerns to reach out to their manager or HR to discuss alternate arrangements, should they be necessary.



Return to Work

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Return to Work Timeline

Due to the evolving nature of the COVID-19 pandemic, creating an exact timeline for resuming “normal” operations is not feasible. will continue to monitor applicable state and local guidance and determine next steps for reopening the office.

At this time, we’ve created a tentative phased approach for asking our employees to return to work. To remain consistent with federal guidance, our phased approach to reopening our office mirrors the guidelines included in the White House’s [Opening Up America Again Guidelines](#).

Office Closure

This is the current stage we are in, as state and local guidance prohibits gatherings of 10 or more people. At this time, our office will remain closed to employees, vendors and visitors. Employees who are able to work remotely are asked to continue doing so until further notice.

Phase One

Under Phase One, the office may reopen. We will evaluate whether it is possible to open our office and permit a maximum of 10 essential employees to return to work. Social distancing protocols will be put in place and should be followed. However, any other employees who are able to do so should continue to remain home and work remotely. Under Phase One guidance from the government, nonessential travel should be avoided. Business-related travel will not resume under Phase One.

Phase Two

Under Phase Two, the office may reopen to more employees. Government guidance states that in Phase Two, gatherings of up to 50 people are permitted. As such, we will review our situation, consider opening our office and permit a maximum of 50 employees to return to the office. will observe governmental guidelines related to occupancy and capacity given our office’s square footage. Similar to Phase One, employees who are able to work from home should continue to do so. Access to the office will be granted for job roles that are critical to business operations or for employees who are not able to work remotely.

Should we reopen our office in this limited capacity, social distancing protocols will be put in place and workplace modifications may be made to ensure social distancing can be maintained throughout the workday. The following protocols will be put in place to ensure our headcount in the office does not exceed 50 employees and to promote social distancing efforts:

- **Staggered and monitored schedules**— will implement a tracking system for employees to request and record their attendance in the office. Additionally, rotating schedules will be used until all restrictions are lifted to minimize employee contact.
- **Workstation modifications**— will modify the office layout to create at least 6 feet of distance between employee workstations, and face-to-face desk layouts will be changed.
- **Prohibition of in-person meetings**—Until all social distancing requirements are lifted, bans in-person meetings. Instead, employees should conduct virtual meetings. Employees who are in the office should avoid gathering in groups.

In addition to the protocols mentioned above, may implement additional guidance during Phase Two that is designed to promote workplace safety.

Return to Work

Finally, although governmental guidance dictates that nonessential travel may resume under Phase Two, business-related travel will remain banned. A travel approval workflow will be implemented once the majority of states have entered Phase Two of the federal government's plan. Any employee who travels should follow self-isolation guidelines and not return to work during the isolation to ensure the safety of their peers.

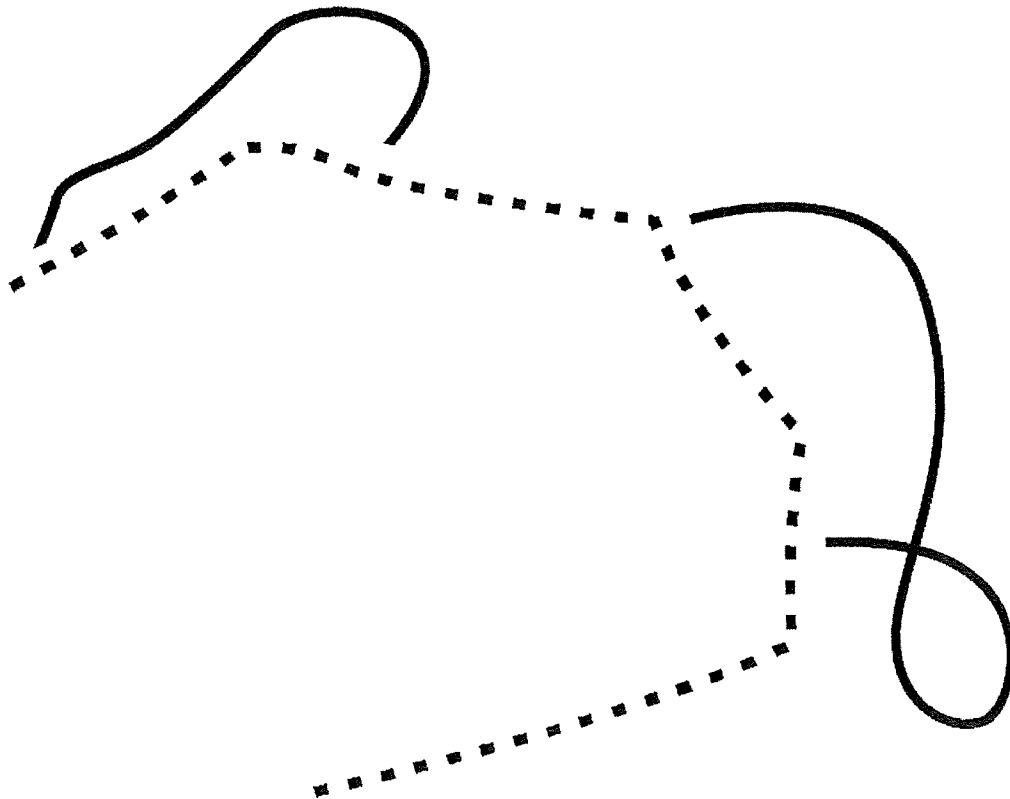
Phase Three

Under Phase Three, the office may reopen to all employees. We will consider reopening the office and implement various protocols to ensure the health and safety of our employees. At this phase, we may also consider resuming business-related travel.

Considerations

It's important to note that these phases are tentative and are subject to change based on state and local guidance, and the pandemic itself. Should an employee test positive for COVID-19 after the office reopens, our plan may change in an effort to protect our employees. In addition, if cases of COVID-19 spike again in our state or in our local area, we will consider whether to remain open or close.

We recognize that each individual will need to make a personal decision as to when he or she is comfortable returning to the office based on individual circumstances. Please reach out to your supervisor, manager or HR to discuss your personal situation.



Workplace Protocols to Follow When Returning to Work

has implemented various workplace protocols designed to preserve the health and safety of our employees as they return to work. This section further explains these protocols. For additional information, please reach out to your manager or supervisor.

Employee Screening, Exposure and Confirmed Illness Protocols

Keeping employees safe is our priority. To accomplish this task, we have created various procedures for screening employees who return to work, dealing with exposure to COVID-19, responding to a confirmed case of COVID-19 and reporting transparency.

Employee Screening Protocols

The Equal Employment Opportunity Commission permits employers to measure employees' body temperatures before allowing them to enter the worksite. Any employee screening will be implemented on a nondiscriminatory basis, and all information gleaned should be treated as confidential medical information—specifically, the identity of workers exhibiting a fever or other COVID-19 symptoms should only be shared with members of company management with a true need to know.

employees may be asked to confirm the status of their health as part of working in the office. The company reserves the right to implement a screening protocol for symptoms, such as temperature checks or signed certifications, at any point. Results will be tracked separately from any personnel records and will be kept confidential. This protocol will commonly be implemented upon initial opening of the office and as a response to a confirmed diagnosis. Employees unwilling to complete a screening will be required to work remotely.

COVID-19 Exposure and Confirmed Illness Protocol

Employees who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and self-quarantine. When self-quarantining, employees should:

- Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.
- Not allow visitors.
- Wear a face mask if they have to be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels and bedding.
- Clean high-touch surfaces daily.
- Continue monitoring their symptoms, calling their health care provider if their condition worsens.

Notably, employees who are symptomatic or who have tested positive should not return to work until the conditions outlined in the table below are met:

Return to Work

Return to Work Considerations	
Employee was symptomatic but was not tested for COVID-19.	Employee was tested for COVID-19.
The employee may return to work if: <ul style="list-style-type: none">• They have not had a fever for at least 72 hours and have not used fever-reducing medication during that time.• Coughs and other symptoms have improved.• Seven days have passed since they first experienced symptoms.	The employee may return to work if: <ul style="list-style-type: none">• They no longer have a fever.• Coughs and other symptoms have improved.• They have received two negative COVID-19 tests in a row.

When an employee tests positive for COVID-19, deep-cleaning procedures will be triggered. Furthermore, employees who have been in close contact with an individual who has tested positive for COVID-19 will be instructed to self-quarantine.

Reporting Transparency Protocol

Any employee who experiences COVID-19 symptoms or has tested positive for COVID-19 must notify HR as soon as practicable. The employee will be asked to assist with contact tracing. This information will be tracked separately from personnel records, and names will not be released. Depending on the circumstances, will notify impacted employees if there is a confirmed case of COVID-19 in the workplace. may elect to close the office for a period up to 72 hours following a confirmed case to allow for natural deactivation of the virus.

Social Distancing Protocol

Employees should follow social distancing best practices while at 's facilities, including but not limited to workstations, cafeterias, common areas and office spaces. Specifically, employees are asked to:

- Stay 6 feet away from others when working or on breaks. Where a minimum distance cannot be maintained, engineering or administrative controls will be in place.
- Avoid job tasks that require face-to-face work with others when possible.
- Avoid contact with others whenever possible (e.g., handshakes).
- Avoid touching surfaces that may have been touched by others when possible.
- Distance themselves from anyone who appears to be sick.
- Avoid gathering when entering and exiting the facility. Employees should also only enter and exit designated areas.
- Follow any posted signage regarding COVID-19 social distancing practices.

Return to Work

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- Disinfect their workspace often.
- Avoid touching their face.
- Avoid nonessential gatherings.
- Stagger lunches to limit the number of individuals in the break room or cafeteria.
- Avoid using common areas.

may extend our social distancing guidelines after the office reopens. Please monitor your email and adhere to any additional guidance as it is provided.

Employee Health and Safety Protocols

The success of our return to work action plan relies on how well our employees follow social distancing and health and safety protocols. As such, the following protocols have been implemented to ensure your health and safety. Please bring any concerns regarding the following protocols to a manager or supervisor immediately.

General Employee Health and Hygiene

Practicing good hygiene is essential to prevent the spread of COVID-19. Do your part by practicing good hygiene at work and at home:

- Regularly wash your hands for at least 20 seconds throughout the day with warm water and soap, specifically before eating.
- Cover coughs and sneezes.
- Avoid touching your eyes, nose and mouth.

To help employees remain healthy, has hand sanitizer and disinfecting wipes available throughout the office. We have limited amounts of these supplies and will continue to restock as we are able. It is suggested that employees wash their hands more frequently than normal. Additionally, building management has instructed the office cleaning crew to disinfect key areas such as faucets and door handles on a daily basis.

In addition, employees are strongly encouraged to wear face coverings when in public and when physical distancing of 6 feet or more cannot be guaranteed. Employees will provide their own face coverings in accordance with CDC guidelines. It is recommended that employees wear face coverings when entering and exiting the building and when using common areas such as bathrooms, kitchens and the lobby. will maintain a small inventory of disposable masks and gloves as a backup to employee-provided PPE. Inventory quantities will be regularly tracked and documented but cannot be guaranteed.

Finally, employees who are feeling sick are asked to stay home from the office. Employees who have symptoms of acute respiratory illness, should immediately seek medical attention and follow the guidance of a health care provider. Employees with symptoms are required to work remotely or take PTO. Employees who have been diagnosed with or are aware they've been directly exposed to COVID-19 should notify HR.

Return to Work

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Employee Mental Health Considerations

understands that the COVID-19 pandemic has increased stress levels of employees across the country. We want to prioritize our employees' mental health during these uncertain times. As such, we have made every effort to ensure that the workplace is safe for employees to return to work and are ready to discuss personal situations. Managers and supervisors are aware of mental health considerations during this transition. Employees with concerns regarding their mental health should request additional resources from their manager or supervisor.

Cleaning and Disinfecting Protocol

Employees should do their part to help keep the office as clean as possible by cleaning and disinfecting their workstations and surfaces they commonly use. Employees should also avoid using others' workstations, tools and equipment. Additionally, whenever an employee uses a common piece of equipment (e.g., printer or fax machine), it should be wiped down prior to and following use. Proper cleaning and disinfecting supplies will be provided by . Employees should wash their hands with warm water and soap for at least 20 seconds after cleaning or sanitizing a surface.

has requested that building management facilitates cleaning of common areas and other frequently touched surfaces throughout the day. The frequency of this cleaning may change depending on the situation.

Office Procedures

In addition to the guidance outlined above, has implemented the following workplace procedures to be followed until social distancing guidelines are lifted:

- **Deliveries**— will set up contactless drop zones for all deliveries, including mail and packages. An assigned contact or contacts will process mail and packages at least three times per week, utilizing gloves. Employees ordering food delivery service will need to instruct drivers to utilize drop off zones for contactless delivery.
- **Visitors**—Until further notice, all nonessential visitors are prohibited and any interviews should be conducted virtually. For business-critical visits (e.g., material deliveries), will take steps to safeguard employees and visitors by:
 - Requiring visitors to go directly to their assigned work area without unnecessarily interacting with employees.
 - Requiring visitors to practice social distancing and good hygiene while on-site.
- **Vending and catering services**—To ensure the health of employees, will observe governmental guidelines and restrictions related to self-serve vending stations. In the absence of vending, employees will be responsible for bringing their own food and beverage, preferably in a temperature-controlled bag. It is recommended that all dishware be taken home nightly for cleaning in a dishwasher. The company will avoid catering events that allow for cross-contamination.

may add to this list of workplace procedures as employees return to work. Employees should monitor workplace communications to ensure they're up to date on all health and safety communications.

Return to Work

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Conclusion

looks forward to the future of our employees returning to work. The COVID-19 pandemic has created uncertain times and resulted in unprecedented workplace changes. As communicated throughout this return to work action plan, we are prioritizing the health of our employees every step of the way as we consider reopening our business's doors.

We will execute on our plan cautiously, following applicable state and local guidance as much as possible. We also understand that each employee's needs and situations will be different as our doors begin to reopen. Employees should discuss any concerns they have about returning to work as it relates to their personal health or situation with their manager or supervisor.

Finally, we ask that employees are patient and understanding of the fact that the COVID-19 pandemic may require our return to work plans to change. Employees will be given as much notice as possible in the event of an unforeseen setback or office closure.

Employees should direct questions regarding the content of this action plan to their supervisor. Furthermore, while the strategies highlighted in this document can protect workers from COVID-19, it's important to follow CDC guidance at all times. For more information, click [here](#).



Conway, Joseph

From: Miller, Cameron
Sent: Monday, April 27, 2020 8:37 AM
To: Satchell, Daneen; Conway, Joseph; Arasim, Jennifer
Subject: 2020-2021 School Year

Categories: HR

Good morning,

It is with sincere sadness that I am writing to inform you of my intent to not return for the 2020-2021 school year. My long term boyfriend has just completed his fourth year of medical school at Rowan University and has matched into surgical residency at Ascension Genesys Hospital in Michigan. We will be moving to Michigan together at the end of the school year where he will begin his residency and I will be seeking a local teaching position.

I will be genuinely sad to leave such supportive and helpful staff who have been instrumental in making my first year teaching so enjoyable. I cannot say enough wonderful things about Camden's Charter School Network and I will always be grateful for the experiences I have had here these past two years.

Sincerely,
Ms. Miller

*Cameron Elizabeth Miller, M.S.T
8th Grade Science Teacher
Camden's Promise Charter School
Room 802
cmiller@camdenicsn.org*

Conway, Joseph

From: Rosario, Wanda
Sent: Wednesday, April 29, 2020 11:58 AM
To: Conway, Joseph
Cc: Baughn, Richelle; Ash, Dara
Subject: Fw: 2020-2021

Categories: HR

Good afternoon,

Please see email from Ms. Manojkumar.

Thank you

Wanda Rosario

Office 856-365-1000 x 801

Fax 856-409-5742

Camden's Promise Charter School

Camden's Pride Charter School

Camden Academy Charter High School

Katz Dalvey Academy Charter School



From: Manojkumar, Shalini <smanojkumar@camdencsn.org>
Sent: Wednesday, April 29, 2020 11:56 AM
To: Rosario, Wanda <wrosario@camdencsn.org>; Ash, Dara <dash@camdencsn.org>; Albright, Tyler <talbright@camdencsn.org>; Hamilton, Shelyna <shamilton@camdencsn.org>
Subject: 2020-2021

I will not be returning for the 2020-2021 school year. I thank you for the opportunity to work at Camden Academy.

Sincerely,

Maya Brown
7598 Bouelvard Ave. Pennsauken, NJ 08110
mbrown@camdencsn.org
c-609-792-1901

To Dr. Conway and Mrs. Conway,

I want to inform you both that I would like to resign as a teacher in the network effective the last day of the 2019-2020 school year, June 5th.

I was given an opportunity elsewhere that I could not refuse. Thank you for the experiences that I have gained while being with the network, and thank you for the opportunity. I wish my former students, all students, and your network continued success.

If there is anything that you may need from me to help with the transition process, please reach out.

Thank you,

Maya Brown

2020-2021 Teachers Step-Pay Scale

Step	School Wide Sub	Associate Teacher	Cert BA	Cert MA	Cert MA +30	Doctoral
1	\$120/ PerDiem	30000	CE 48,000 CEAS 49,000	50,000	52,000	54,000
2		30,000	50,000	52,000	54,000	56,000
3		30,000	51,000	53,000	55,000	57,000
4		30,000	52,000	54,000	56,000	58,000
5		30,000	53,000	55,000	57,000	59,000
6		30,000	54,000	56,000	58,000	60,000
7		30,000	55,000	57,000	59,000	61,000
8		30,000	56,000	58,000	60,000	62,000
9		30,000	57,000	59,000	61,000	63,000
10		30,000	58,000	60,000	62,000	64,000
11		30,000	59,000	61,000	63,000	65,000
12		30,000	60,000	62,000	64,000	66,000
13		30,000	61,000	63,000	65,000	67,000
14		30,000	62,000	64,000	66,000	68,000
15		30,000	63,000	65,000	67,000	69,000
16		30,000	64,000	66,000	68,000	70,000
17		30,000	65,000	67,000	69,000	71,000
18		30,000	66,000	68,000	70,000	72,000
19		30,000	67,000	69,000	71,000	73,000
20		30,000	68,000	70,000	72,000	74,000
21		30,000	69,000	71,000	73,000	75,000
22		30,000	70,000	72,000	74,000	76,000
23		30,000	71,000	73,000	75,000	77,000
24		30,000	72,000	74,000	76,000	78,000
25		30,000	73,000	75,000	77,000	79,000

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

- *Fourth year = \$1,000.00
- *Eighth year = \$3,000.00
- *Twelfth year = \$5,000.00
- *Sixteenth year = \$8,000.00
- *Twentieth year = \$12,000.00

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

- Rating 0= Increment Withholding
- Rating 1= Step Scale Increase Only
- Rating 2=\$1,000.00 Bonus
- Rating 3=\$1,500.00 Bonus
- Rating 4=\$2,000.00 Bonus

Teacher of the Year Award

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

Camden's Promise Charter School Certified Staff 2020-2021

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>HIRE DATE</u>	<u>MONTHS</u>	<u>TENURE</u>	<u>CATEG</u>	<u>STEP</u>	<u>SAL_SCALE</u>	<u>LONGEVITY</u>	<u>SAL_ADJUST</u>	<u>SAL_TOTAL</u>
ALBERTO, ELIZABETH	TEACHERS	KATZ	8/20/2012	10 T	10 T	BA	9	57,000	3,000	-	60,000
ALBRIGHT, TYLER J	TEACHERS	ACADEMY	8/17/2015	10 C	10 C	BA	7	55,000	1,000	-	56,000
ALDEN, FREDERICK	TEAM LEADERS	PROMISE	6/16/1999	12 T	12 T	MA	24	74,000	12,000	17,200	103,200
Ali, Nykea	TEACHERS	ACADEMY	12/17/2018	10 C	10 C	MA	7	57,000	3,000	-	57,000
ALIMARIO, ERICA A	CST	ALL	8/22/2011	10 T	10 T	MA	11	61,000	3,000	-	64,000
Ait Jason	TEACHERS	PROMISE	8/12/2019	10 C	10 C	BA	3	51,000	-	16,000	51,000
ARASIM, JENNIFER	VICE PRINCIPAL	PROMISE	8/28/1998	12 T	12 T	MA	13	105,000	-	16,000	121,000
ARDIS, PATRICK K	TEACHERS	ACADEMY	8/14/2017	10 C	10 C	BA	5	53,000	1,000	-	54,000
ASH, DARÁ	PRINCIPAL	ACADEMY	8/20/2001	12 T	12 T	MA	10	99,000	-	16,000	115,000
Atzinger, Caitlyn	TEACHERS	PROMISE	8/12/2019	10 C	10 C	BA	4	52,000	-	30,000	52,000
BAUGHN, RICHELLE H	BUSINESS ADMINISTRAT	ALL	8/1/2004	12 T	12 T	MA		105,000	-	-	135,000
BEARD, WILLIAM H	TECH	ALL	2/1/2014	12 C	12 C			96,000	-	-	96,000
BELL (CASSIDY), KATHLEEN	TEACHERS	PRIDE	8/17/2015	10 C	10 C	BA	8	56,000	1,000	-	57,000
Benedetti, Corina	TEACHERS	ACADEMY	1/30/2019	10 C	10 C	MA	7	57,000	-	-	57,000
BENEVENTO, LIANNE	TEACHERS	PRIDE	8/17/2015	10 C	10 C	BA	7	55,000	1,000	-	56,000
BENIQUEZ-CUEVAS, NAZALIA	NURSE	PRIDE	6/1/2015	12 C	12 C	MA	17	67,000	-	-	67,000
Bermudez, Melanie	TEACHERS	KATZ	2/7/2019	10 C	10 C	BA	3	51,000	-	-	51,000
BIRD, LANCE P	TEACHERS	KATZ	8/15/2016	10 C	10 C	BA	6	54,000	1,000	-	55,000
BOHN, SHARON	TEACHERS	PRIDE	8/20/2012	10 T	10 T	BA	13	61,000	3,000	-	64,000
Borrelli, Joshua	TEACHERS	PROMISE	8/12/2019	10 C	10 C	BA	4	52,000	-	-	52,000
BRADLEY (HOWARD), KELLY	TEACHERS	KATZ	3/15/2010	10 T	10 T	BA	11	59,000	3,000	-	62,000
BRANDT, ANDREW T	TEACHERS	KATZ	8/18/2014	10 T	10 T	MA2	7	59,000	1,000	-	60,000
BRNICH, TIFFANY L	TEACHERS	KATZ	2/2/2015	10 C	10 C	MA	7	57,000	1,000	-	58,000
BROWN, AARON L	TEACHERS	PROMISE	1/3/2001	12 T	12 T	MA	22	72,000	12,000	16,800	100,800
BROWN, EUGENE	TEACHERS	ACADEMY	12/1/2005	10 T	10 T	BA	20	68,000	8,000	-	76,000
BROWN, JULIE	TEACHERS	KATZ	8/18/2014	10 T	10 T	BA	8	56,000	1,000	-	57,000
BROWN-HARRIS, TAMIKA	TEAM LEADERS	PROMISE	8/21/2000	12 T	12 T	MA	21	71,000	12,000	16,600	99,600
BRYANT, LESLIE	TEACHERS	PRIDE	6/26/2017	10 C	10 C	BA	6	54,000	1,000	-	55,000
BURKE, KATHLEEN F	TEACHERS	KATZ	8/18/2014	10 T	10 T	MA	8	58,000	1,000	-	59,000
BURKE, LAUREN	TEACHERS	KATZ	8/13/2018	10 T	10 T	BA	2	50,000	-	-	50,000
Cacace, Frederick	TEACHERS	Pride	8/12/2019	10 C	10 C	BA	1	49,000	-	-	49,000
CAFFREY, AMY M	TEACHERS	PROMISE	8/15/2016	10 C	10 C	BA	6	54,000	1,000	-	55,000
CARABALLO, JESSICA F	TEACHERS	PROMISE	8/15/2016	10 C	10 C	MA	22	72,000	1,000	-	73,000
Carmody, Brigid	TEACHERS	PROMISE	8/13/2018	10 C	10 C	BA	2	50,000	-	-	50,000
CASPARRO, DEANNA V	TEACHERS	KATZ	8/23/2010	10 T	10 T	BA	11	59,000	3,000	-	62,000
CASSELL, HELEN S	SOCIAL WORKER	ALL	8/26/2008	10 T	10 T	MA	15	65,000	5,000	-	70,000
CHELLEW (SENSKI), JULIA	TEACHERS	PRIDE	8/15/2016	10 C	10 C	BA	6	54,000	1,000	-	55,000
CIERVO, NATALIE	TEAM LEADERS	PROMISE	8/22/2011	12 T	12 T	MA	10	60,000	3,000	12,600	75,600
Clark, Katherine	TEACHERS	PRIDE	12/13/2018	10 C	10 C	BA	3	51,000	-	-	51,000
CLOUD, VEDA L	SOCIAL WORKER	PRIDE	8/15/2016	10 C	10 C	MA	6	56,000	1,000	-	57,000

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NAME	POSITION	LOCATION	HIRE DATE	MONTHS	TENURE	CATEG	STEP	SAL SCALE	LONGEVITY	SAL ADJUST	SAL TOTAL
COAR, ESTHER R	TEACHERS	PROMISE	10/24/2011	10	T	BA	13	61,000	3,000	-	64,000
Coffin, Daniel	TEACHERS	PROMISE	8/22/2019	10	C	MA	8	58,000			58,000
Collins, Ryan	TEACHERS	ACADEMY	5/23/2019	10	C	BA	1	49,000			49,000
CONWAY, ANA PAULA	VICE PRINCIPAL	KATZ	9/1/2008	12	T	MA	4	78,600		10,000	88,600
CONWAY, JOSEPH V	SUPERINTENDENT	ALL	8/30/1998	12	T	DOC		168,000			168,000
COSSABOOM, ANDREW J	TEACHERS	KATZ	8/18/2014	10	C	BA	8	56,000	1,000		57,000
COSTA, JANE	TEACHERS	PROMISE	8/15/2003	10	T	MA	18	68,000	8,000		76,000
COTTO, MARCOS	TEACHERS	ACADEMY	9/29/2004	10	T	MA	19	69,000	8,000		77,000
CRAGIN, TAYLOR	TEACHERS	PROMISE	8/22/2013	10	T	BA	8	56,000	3,000		59,000
CROZIER, JAMES	TEACHERS	PROMISE	10/20/2005	10	T	MA	15	65,000	5,000		70,000
Cruz, Jazimine	TEACHERS	KATZ	9/16/2019	10	C	MA	5	55,000			55,000
CRUZ, JONATHAN	TEACHERS	PROMISE	8/15/2016	10	C	BA	4	52,000	1,000		53,000
DEHEL-ANGELOZZI, LAUREN	TEACHERS	KATZ	3/1/2017	10	C	BA	5	53,000	1,000		54,000
Delany, Allison	TEACHERS	KATZ	8/12/2019	10	C	BA	3	51,000			51,000
DELGADO, NANCY	NURSE	ALL	8/18/2014	10	C	BA	13	61,000			61,000
DEMEDIO, CRYSTAL V	TEACHERS	KATZ	8/14/2017	10	C	BA	7	55,000	1,000		56,000
Deschler, Allison	TEACHERS	PROMISE	8/12/2019	10	C	MA	5	55,000			55,000
DeSivio, Heather	TEACHERS	PROMISE	8/22/2019	10	C	BA	9	57,000			57,000
DIGIOVANNI, CARLY M	TEACHERS	KATZ	8/15/2016	10	C	BA	7	55,000	1,000		56,000
DiPietro, Elizabeth	TEACHERS	All	7/2/2018	10	C	MA	10	60,000			60,000
DIVELLO, LEA M	TEACHERS	KATZ	8/21/2006	10	T	BA	14	62,000	5,000		67,000
Donahue, Marybeth	TEACHERS	KATZ	8/13/2018	10	C	MA	6	56,000			56,000
Donnelly, Gina	TEACHERS	KATZ	8/12/2019	10	C	BA	3	51,000			51,000
Doughty, Meghan	TEACHERS	KATZ	8/13/2018	10	C	BA	3	51,000			51,000
DOWNS, EDWARD C, JR	TEACHERS	ACADEMY	6/17/2002	10	T	MA	24	74,000	8,000		82,000
DUNCAN, ANDREA D	TEACHERS	PROMISE	2/20/2014	10	T	BA	7	55,000	1,000		56,000
DZHURBIY, LILIYA V	TEACHERS	PROMISE	8/14/2017	10	C	BA	14	62,000	1,000		63,000
EHRGOOD, TAMARA	TEAM LEADERS	PROMISE	8/22/2010	11	T	MA	11	61,000	3,000	6,000	70,000
FARMER, GEORGE	TEAM LEADERS	KATZ	8/15/2016	12	C	BA	8	56,000		11,200	67,200
FENNER, MADELINE A	TEACHERS	ACADEMY	8/15/2004	10	T	DOC	22	76,000	8,000		84,000
FENNING, CAITLIN R	TEACHERS	ACADEMY	8/14/2017	10	C	BA	6	54,000	1,000		55,000
FLEIG, JOSHUA M	TECH	ALL	2/1/2014	12	T	MA		100,000			100,000
FLEMING (VARGAS), CHRIST	TEACHERS	PROMISE	8/14/2017	10	C	MA	6	56,000	1,000		57,000
Flynn, Kelci	TEACHERS	Pride	8/13/2018	10	C	BA	3	51,000			51,000
Frederico, Erica	TEACHERS	PRIDE	8/12/2019	10	C	BA	7	55,000			55,000
Fuchs, Kiersten	TEACHERS	PROMISE	8/23/2019	10	C	MA	2	50,000			50,000
GALBRAITH, SEAN	TEACHERS	KATZ	8/20/2012	10	T	BA	9	57,000	3,000		60,000
GARCIA, JOSE I	TEACHERS	ACADEMY	8/1/2002	10	T	MA	24	74,000	8,000		82,000
GARGIULE, MORRIS	TEACHERS	ACADEMY	9/15/2008	10	T	BA	14	62,000	3,000		65,000
GARLIC, KIMBERLY A	TEACHERS	PROMISE	11/12/2002	10	T	BA	19	67,000	8,000		75,000

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Garvey, Meqan	TEACHERS	Pride	8/12/2019	10 C	MA	7	57,000				57,000
GEIGER, FRANK J	TEACHERS	ACADEMY	8/14/2017	10 C	BA	6	54,000	1,000	-	-	55,000
GENDRON, JILL	TEACHERS	KATZ	8/20/2012	10 T	BA	11	59,000	3,000	-	-	62,000
GILLETTE, BRITNEY N	TEACHERS	PROMISE	8/15/2016	10 C	BA	6	54,000	1,000	-	-	55,000
GIRONDI, MELISSA	TEACHERS	ACADEMY	8/20/2003	10 T	MA	19	69,000	8,000	-	-	77,000
GONZALEZ, MARIE	GUIDANCE COUNSELOR	ACADEMY	8/22/2005	12 T	MA2	15	67,000	8,000	15,000	-	90,000
GRAHAM, YOLANDA D	SOCIAL WORKER	PROMISE	9/30/2013	10 T	MA2	9	61,000	3,000	-	-	64,000
Green, Jeanine	TEACHERS	PROMISE	1/16/2020	10 C	BA	7	55,000				55,000
Greene, Jasmine	TEACHERS	ACADEMY	8/13/2018	10 C	MA	12	62,000				62,000
GROCHAL, ROBERT L	TEACHERS	ACADEMY	8/20/2003	10 T	BA	18	66,000	8,000	-	-	74,000
GUZMAN-CABA, YUDERQUIS	SOCIAL WORKER	KATZ	8/14/2017	10 C	MA	7	57,000	1,000	-	-	58,000
Haddad, Kimberly	TEACHERS	ACADEMY	8/13/2018	10 C	MA	9	59,000				59,000
HAHN, CHRISTA	PRINCIPAL	PRIDE	8/18/2008	12 T	MA	5	89,000	-	8,000	-	97,000
HAMILTON, SHELYNA L	TEACHERS	ACADEMY	12/17/2007	11 T	MA2	11	63,000	5,000	6,800	-	74,800
HANSON, HENRIETTA Y	TEACHERS	PRIDE	8/17/2015	10 C	BA	5	53,000	-	-	-	53,000
HARRIS, NICOLE Y	TEAM LEADERS	PROMISE	9/17/2001	12 T	MA	21	71,000	12,000	16,600	-	99,600
HELMBRECHT, WILLIAM D	SUPERINTENDENT	ALL	8/29/1998	12 T	MA		158,000	-	-	-	158,000
HERNANDEZ-DIAZ, KAYLA M	TEACHERS	PRIDE	8/18/2014	10 T	BA	7	55,000	1,000	-	-	56,000
HIGINBOTHAM, RICKY	TEACHERS	ACADEMY	8/1/2002	10 T	MA	19	69,000	8,000	-	-	77,000
Hinlicky, Julia	TEACHERS	Pride	8/12/2019	10 C	BA	2	50,000				50,000
HINTON, LAURA W	TEACHERS	PROMISE	11/30/2015	10 C	BA	12	60,000	1,000	-	-	61,000
HOAGLAND, FELICIA Y	TEACHERS	PROMISE	7/6/1999	10 T	BA	24	72,000	12,000	-	-	84,000
HOCKO, MELISSA D	CST	ALL	8/19/2013	12 T	MA2	12	89,000	-	-	-	89,000
Hong, Alex	TEACHERS	PROMISE	8/13/2018	10 C	BA	4	52,000				52,000
IANNUZZI, FRANCIS A	TEACHERS	ACADEMY	8/15/2002	10 T	BA	19	67,000	8,000	-	-	75,000
ILLUMINATI, VALERIE D	TEACHERS	ACADEMY	8/15/2016	10 C	MA	8	58,000	1,000	-	-	59,000
IVEY, JOLENE N	TEACHERS	PRIDE	8/18/2009	10 T	BA	13	61,000	5,000	-	-	66,000
JACKSON, RONALD	TEACHERS	ACADEMY	8/24/2009	10 T	MA	15	65,000	5,000	-	-	70,000
JOHNSON, AMY E	TEACHERS	PROMISE	1/13/2016	10 C	BA	6	54,000	1,000	-	-	55,000
JOHNSON, DEAN	TEACHERS	ACADEMY	8/1/2002	10 T	MA	25	75,000	8,000	-	-	83,000
JULIANI, RACHAEL	TEACHERS	PRIDE	8/18/2014	10 T	MA	12	62,000	1,000	-	-	63,000
KALITAN-GREENBERG, KIMBE	TEACHERS	PROMISE	6/26/2017	10 C	MA	7	57,000	1,000	-	-	58,000
KELLEHER, ROBERT J	TEACHERS	PRIDE	8/15/2016	10 C	BA	6	54,000	1,000	-	-	55,000
KELLY, JOHN	TEACHERS	PROMISE	8/22/2011	10 T	MA	10	60,000	3,000	-	-	63,000
Kerns, Michael	TEACHERS	ACADEMY	8/13/2018	10 C	BA	7	55,000				55,000
KLEINMAN, JENNA L	TEACHERS	PRIDE	8/15/2016	10 C	BA	6	54,000	1,000	-	-	55,000
KOHLER, KATHERINE M	TEACHERS	KATZ	8/15/2016	10 C	BA	9	57,000	1,000	-	-	58,000
KOPP, LISA M	TEACHERS	PROMISE	8/20/2012	10 T	MA2	11	63,000	3,000	-	-	66,000
KOPPEN, JENNIFER L	TEACHERS	PROMISE	8/14/2017	10 C	BA	13	61,000	1,000	-	-	62,000
LANTSMAN, ALLA A	TEACHERS	ACADEMY	8/24/2009	10 T	BA	14	62,000	5,000	-	-	67,000

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LARACUENTE, NADIA	TEACHERS	PRIDE	8/15/2016	10 C		BA	6	54,000	1,000	-	55,000
LEONELLI-CLARK, LISA M	TEACHERS	KATZ	8/17/2015	10 T		BA	18	66,000	1,000	-	67,000
Levay, Kelli	TEACHERS	KATZ	8/13/2018	10 C		BA	3	51,000			51,000
MADDONNI, BARBARA	TEACHERS	KATZ	8/20/2012	10 T		MA2	15	67,000	3,000	-	70,000
MAINES, AARON	TEACHERS	PROMISE	8/21/2006	10 T		BA	16	64,000	5,000	-	69,000
MAJOR, MARCUS	TEACHERS	ACADEMY	7/5/2005	10 T		MA	19	69,000	8,000	-	77,000
Maldonado, Ana	TEACHERS	KATZ	2/26/2018	10 C		BA	8	56,000			56,000
Marino, Joanna	TEACHERS	PROMISE	8/12/2019	10 C		BA	2	50,000			50,000
Maro, William	TEACHERS	Academy	8/12/2019	10 C		BA	10	58,000			58,000
Martinez, Evelin	TEACHERS	Pride	8/13/2018	10 C		BA	3	51,000			51,000
MARTINEZ, GABRIELLE D	TEACHERS	ACADEMY	8/18/2014	10 T		MA	8	58,000	1,000	-	59,000
MARZAN-SHEPHARD, CHRISTI	TEACHERS	ACADEMY	1/2/2014	10 C		BA	10	58,000	1,000	-	59,000
Masaro, Sofia	TEACHERS	ACADEMY	9/9/2019	10 C		BA	5	53,000			53,000
Massey, Kimberly	TEACHERS	PROMISE	8/13/2018	10 C		MA	7	57,000			57,000
Mattei, Raul	TEACHERS	PRIDE	8/12/2019	10 C		BA	10	58,000			58,000
Mattei, Tania	TEACHERS	Pride	8/13/2018	10 C		BA	10	58,000			58,000
MAZAREH, SAMAR	TEACHERS	ACADEMY	1/26/2009	10 T		BA	17	65,000	5,000	-	70,000
MAZZARELLA, BRENDA	TEACHERS	PRIDE	11/7/2005	10 T		MA	14	64,000	5,000	-	69,000
MCCALL, CHRISTINA H	TEACHERS	KATZ	8/15/2016	10 C		BA	6	54,000	1,000	-	55,000
MCCALL, LOUIS C	TEACHERS	PROMISE	8/17/2015	10 C		BA	6	54,000	1,000	-	55,000
MCDUGALD, KEVIN	TEAM LEADERS	PROMISE	8/20/2012	12 T		BA	19	67,000	3,000	14,000	84,000
MCDUGALD, NEIL	TEACHERS	ACADEMY	8/20/2001	10 T		MA	20	70,000	12,000	-	82,000
MCKEEVER, KELLY A	TEACHERS	KATZ	8/17/2015	10 C		BA	6	54,000	1,000	-	55,000
MEDORI, GINA	TEACHERS	PRIDE	8/22/2011	10 T		MA	12	62,000	3,000	-	65,000
MERRIGAN, AMBER	TEACHERS	PROMISE	1/29/2001	10 T		BA	21	69,000	12,000	-	81,000
MILLS, JESSICA R	TEACHERS	ACADEMY	8/14/2017	10 C		BA	7	55,000	1,000	-	56,000
MITCHELL (BONFIGLIO), LA	TEACHERS	PRIDE	2/1/2017	10 C		BA	6	54,000	1,000	-	55,000
Mitchell, Benjamin	TEACHERS	Pride	8/12/2019	10 C		BA	1	49,000			49,000
MITCHELL, NICHOLAS A	TEACHERS	PROMISE	8/17/2015	10 C		MA	6	56,000	1,000	-	57,000
MonJack, Jeff	TEACHERS	Academy	8/12/2019	10 C		BA	7	55,000			55,000
Morales, Roberto	TEACHERS	PROMISE	4/30/2018	10 C		MA	3	53,000			53,000
MORRISON, JOSEPH R	TEACHERS	ACADEMY	8/21/2006	10 T		BA	17	65,000	5,000	-	70,000
MURRAY, BRIGID K	TEACHERS	PRIDE	8/18/2014	10 T		BA	7	55,000	1,000	-	56,000
Muzyk, Scott	TEACHERS	Pride	9/3/2019	10 C		BA	2	50,000			50,000
MYERS, CHRISTINA	TEACHERS	PROMISE	8/24/2009	10 T		BA	12	60,000	5,000	-	65,000
NAYLOR, MATTHEW G	TEACHERS	ACADEMY	8/21/2006	10 T		BA	21	69,000	5,000	-	74,000
NECKONCHUK, COURTNEY	TEACHERS	KATZ	8/18/2014	10 T		BA	7	55,000	1,000	-	56,000
NIGRO, CARMINE	DEANS	ACADEMY	8/24/1998	12 T		MA	24	74,000	12,000	17,200	103,200
Nop, Alexis	TEACHERS	Pride	10/15/2019	10 C		BA	2	50,000			50,000
NOP, BRAIN	TEACHERS	PROMISE	8/22/2016	10 C		BA	3	51,000	1,000	-	52,000

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NOVOA, MARY	TEACHERS	KATZ	8/20/2012	10 T		BA	11	59,000	3,000	-	62,000
O'Brien, Brittany	TEACHERS	ACADEMY	8/13/2018	10 C		MA	6	56,000			56,000
O'BRIEN, KYRA	GUIDANCE COUNSELOR	ACADEMY	8/18/2003	12 T		MA1	18	70,000	8,000	15,600	93,600
PAYTON, CHRISTINA S	TEACHERS	PROMISE	8/14/2017	10 C		BA	4	52,000	1,000	-	53,000
PEISCHL, LORETTA E.	TEACHERS	KATZ	2/4/2013	10 T		MA	9	59,000	3,000	-	62,000
Pettway, Cynthia	TEACHERS	PROMISE	7/2/2018	10 C		BA	4	52,000			52,000
PETTHYNG, JESSICA	TEACHERS	ACADEMY	10/20/2014	10 T		BA	12	60,000	1,000	-	61,000
PHILLIPS, EDWIN	TEACHERS	ACADEMY	8/18/2008	10 T		BA	21	69,000	5,000	-	74,000
PILLA, TIMOTHY S	TEACHERS	ACADEMY	8/17/2015	10 C		MA	9	59,000	1,000	-	60,000
Polanco, Angelica	TEACHERS	Pride	12/12/2018	10 C		BA	3	51,000			51,000
POLLARD, ASIA-LI S	TEACHERS	PROMISE	3/7/2014	10 T		BA	7	55,000	1,000	-	56,000
POMPEI, BREANNE R	TEAM LEADERS	PRIDE	8/18/2014	12 T		MA	7	57,000	1,000	11,600	69,600
PRICKITT, CARLY A	TEACHERS	KATZ	8/22/2017	10 C		BA	8	56,000	1,000	-	57,000
Pringle, Jordan	TEACHERS	ACADEMY	8/13/2018	10 C		MA	6	56,000			56,000
Pulaski, Christina	TEACHERS	PROMISE	8/12/2019	10 C		MA	3	53,000			53,000
QUAO, TAMIKA	DEANS	ACADEMY	3/15/2010	12 T		MA2	19	71,000	3,000	14,800	88,800
RAMBO, ERIN N	TEACHERS	PRIDE	8/14/2017	10 C		BA	6	54,000	1,000	-	55,000
Ramos, Jennifer	TEACHERS	PROMISE	8/13/2018	10 C		BA	4	52,000			52,000
RANKIN, MICHAEL P	TEACHERS	PROMISE	8/15/2016	10 C		BA	6	54,000	1,000	-	55,000
RASH, CAROLINE B	TEACHERS	ACADEMY	8/22/2016	10 C		MA	8	58,000	1,000	-	59,000
RATHGEBER, SUSAN P	TEACHERS	ACADEMY	6/26/2017	10 C		BA	18	66,000	1,000	-	67,000
REED, HAROLD	TEACHERS	PROMISE	8/21/2000	10 T		MA	21	71,000	12,000	-	83,000
REILLY, JUSTIN	TEACHERS	KATZ	8/19/2013	10 T		MA1	8	60,000	3,000	-	63,000
REITER, BRIAN	TEACHERS	PRIDE	9/1/2010	10 T		BA	12	60,000	3,000	-	63,000
Ribeira, Catarina	TEACHERS	KATZ	8/13/2018	10 C		BA	3	51,000			51,000
Rickert, Jennifer	TEACHERS	PROMISE	8/12/2019	10 C		BA	9	57,000			57,000
RINEHARDT, Ill., ROBERT	BUSINESS ADMINISTRAT	ALL	10/10/2017	12 C		MA	12	62,000	-	-	62,000
RIOS, HEYDIE Y	TEACHERS	PROMISE	8/14/2017	10 C		MA	6	56,000	1,000	-	57,000
Robinson, Andrea	TEACHERS	ACADEMY	08/22/20019	10 C		MA	13	63,000			63,000
Rosenberg, Jessica	TEACHERS	PROMISE	8/12/2019	10 C		BA	5	53,000			53,000
ROSS, KEANNA M	CST	ALL	8/15/2016	10 C		MA1	6	58,000	1,000	-	59,000
ROSSI, LOUETTA	TEACHERS	PROMISE	2/18/2014	10 T		MA	30	80,000	1,000	-	81,000
SANTIAGO, NATASHA B	TEACHERS	PRIDE	8/14/2017	10 C		MA	4	54,000	1,000	-	55,000
SANTONE, THOMAS	TEACHERS	PROMISE	8/14/2017	10 C		DOC	11	65,000	1,000	-	66,000
SATCHELL, DANEEN J	TEAM LEADERS	PROMISE	8/1/2002	12 T		MA	23	73,000	8,000	16,200	97,200
SCHOONMAKER, JUSTIN	TEACHERS	PROMISE	8/1/2002	10 T		MA	20	70,000	8,000	-	78,000
SHAW, DANIELLE K	TEACHERS	PRIDE	8/17/2015	10 C		BA	7	55,000	1,000	-	56,000
Shute, Thomas	TEACHERS	ACADEMY	12/9/2019	10 C		BA	4	52,000			52,000
SINGH, SIMRIT K	TEACHERS	PRIDE	8/14/2017	10 C		BA	7	55,000	1,000	-	56,000
SKILL, VICTORIA A	TEACHERS	PRIDE	5/7/2012	10 T		MA	9	59,000	3,000	-	62,000

Camden's Promise Charter School Certified Staff 2020-2021

NAME	POSITION	LOCATION	HIRE DATE	MONTHS	TENURE	CATEG	STEP	SAL SCALE	LONGEVITY	SAL ADJUST	SAL TOTAL
SMITH, CAROLINE	TEAM LEADERS	KATZ	8/19/2013	12 T	MA	9	59,000	3,000	12,400	74,400	
SMITH, MARIEL A	TEACHERS	PRIDE	8/18/2008	10 T	BA	13	61,000	5,000	-	66,000	
SMITH, THOMAS	TEACHERS	PROMISE	12/1/2005	10 T	BA	20	68,000	5,000	-	73,000	
SPRINGER, JAMIE L	TEACHERS	KATZ	8/18/2014	10 T	BA	7	55,000	1,000	-	56,000	
STEINER (NICOSIA), AMAND	TEACHERS	KATZ	8/26/2015	10 T	BA	8	56,000	1,000	-	57,000	
STONAKER, JILLIAN E	TEACHERS	PRIDE	8/15/2016	10 C	BA	6	54,000	1,000	-	55,000	
Stovall, Amber	TEACHERS	Pride	8/13/2018	10 C	BA	3	51,000	1,000	-	51,000	
STREET, LAKASHA R	DEANS	PROMISE	8/18/2014	12 C	MA	11	61,000	1,000	12,400	74,400	
SWARTZ, JESSICA	TEACHERS	PRIDE	8/17/2009	10 T	BA	12	60,000	5,000	-	65,000	
TAMAGNI, MICHAEL	TEACHERS	PROMISE	8/22/2005	10 T	DOC	20	74,000	8,000	-	82,000	
TAVEL, ERIC P	TEACHERS	ACADEMY	8/17/2015	10 T	MA	7	57,000	1,000	-	58,000	
THOMAS, ROSEMARIE D	TEACHERS	PRIDE	8/15/2016	10 C	BA	7	55,000	1,000	-	56,000	
Thompson, Allison	TEACHERS	ACADEMY	8/13/2018	10 C	BA	3	51,000	1,000	-	51,000	
THOMPSON, JOJI A	TEACHERS	ACADEMY	8/17/2015	10 T	MA	21	71,000	1,000	-	72,000	
THORNE, ROBIN F	CST	ALL	8/22/2005	10 T	MA1	17	69,000	8,000	-	77,000	
Thornton, Natasha	TEACHERS	PROMISE	8/12/2019	10 C	MA	3	53,000	1,000	-	53,000	
TRAEGER, ADAM I	TEACHERS	KATZ	8/18/2008	10 T	BA	13	61,000	5,000	-	66,000	
TREUSCH, REBECCA	TEACHERS	KATZ	8/17/2015	10 C	MA	6	56,000	1,000	-	57,000	
VAZQUEZ, JOSE J	TEACHERS	ACADEMY	6/26/2017	10 C	MA	6	56,000	1,000	-	57,000	
VEGA (TRAN), JENNIFER K	TEACHERS	KATZ	8/15/2016	10 C	BA	11	59,000	1,000	-	60,000	
VELEZ, WANDA P	SOCIAL WORKER	ACADEMY	3/27/2017	12 C	MA	17	67,000	1,000	13,600	81,600	
VILLANUEVA, ARLENE	SOCIAL WORKER	ACADEMY	8/14/2017	11 C	MA	10	60,000	1,000	5,700	66,700	
Villarini, Samantha	TEACHERS	PROMISE	4/29/2019	10 C	BA	2	50,000	1,000	-	50,000	
Virga, Maddie	TEACHERS	ACADEMY	10/15/2019	10 C	MA	3	53,000	1,000	-	53,000	
WAGNER, REBECCA A	TEACHERS	PRIDE	8/15/2016	10 C	MA	6	56,000	1,000	-	57,000	
WALLER, SHARON M	TEACHERS	ACADEMY	9/28/2016	10 C	BA	6	54,000	1,000	-	54,000	
WALLOWITCH, JOSHUA P	TEACHERS	PROMISE	8/14/2017	10 C	BA	4	52,000	1,000	-	53,000	
WARREN, ANTHONY	TEACHERS	ACADEMY	2/12/2018	10 C	BA	3	51,000	-	-	51,000	
WASHINGTON, TANGIER	TEACHERS	PROMISE	9/14/2011	10 T	BA	10	58,000	3,000	-	61,000	
WATSON, NORMAN L	TEAM LEADERS	PROMISE	7/1/2015	12 T	BA	31	79,000	1,000	16,000	96,000	
Webster, Megan	TEACHERS	KATZ	08/12/20015	10 C	BA	2	50,000	1,000	-	50,000	
WEINERT, CHRISTIE	NURSE	ALL	12/20/2010	10 T	BA	9	58,000	-	20,000	78,000	
WHOMSLY, SARAH L	TEACHERS	KATZ	8/17/2015	10 T	BA	7	55,000	1,000	-	56,000	
WILSON, ASHLEY M	TEACHERS	PRIDE	8/15/2016	10 C	BA	8	56,000	1,000	-	57,000	
Winfrey, Omar	TEACHERS	PROMISE	7/2/2018	10 C	BA	11	59,000	1,000	-	59,000	
Zakrewski, Welter	TEACHERS	ACADEMY	9/24/2018	10 C	BA	2	50,000	1,000	-	50,000	

Conway, Joseph

From: Ash, Dara
Sent: Sunday, April 26, 2020 9:05 PM
To: Conway, Joseph
Cc: Helmbrecht, Bill
Subject: Grading Proposal for Academy

Categories: Academy

Good morning,

As per your request, below you find the grading proposal for Academy.

<u>4th MP grade</u>	<u>Grade recorded</u>
91-100	100
81-90	90
71-80	80
61-70	70
Below 60	69

The plan is to place any student who is failing into a virtual "spring school" to help support and encourage students to improve their 4th MP grades. Spring school would occur during atypical After School Hours. To that end, we are also requesting funding to compensate those teachers who would be interested in facilitating our spring school program.

Please let me know if there is anything else that is needed. Thank you.

Ms. Dara Ash, Principal
 Camden Academy Charter High School
 Downtown Campus
 (856) 295-6000, ext. 501



**Policies and Practices under COVID-19 - based on njea advisory
And Elementary Schools set in place procedures**

Elimination of hard deadlines and late penalties

Students can complete assignments beyond the deadline without penalties. The goal is for the students to submit completed work. Elementary students need assistance from parents, teachers and other school staff to submit work.

Complete/In progress/Incomplete

As a replacement for letter/numerical grades on individual assignments, elementary teachers will indicate if the assignment was complete and submitted.

Homeroom core subjects: Students are to fulfil 3 assignments per week (5 working days) for each specific subject: math, ELA, writing.

Specials: Students will choose one subject per day to complete the work. Subjects are: PE, science, social studies/Life skills, art, computers, music, Literacy support. Students will be expected to submit a total of 4 assignments by June 3rd for the 4th marking period per subject.

Grade freeze or marking period adjustment

Grades will be "frozen" from the 3rd marking period as minimal final grade (final grade is an average of 3 marking periods).

Minimal final grades will be used for identifying students for the mandatory summer program and/or possible retention.

Pass/fail

Students will complete the minimum assignment for each subject according to our virtual learning plan. Letter/numbers grades are not given on individual assignments or for the 4th marking period as a whole. If students complete the assignment appropriately, meeting the basic level of minimum expectations, they will pass the subject.

Feedback Focus

Teachers are providing synchronous and asynchronous classes to students via Google Classroom. Students are enrolled in their grade level core subjects and specials. Teachers meet with students individually when necessary (students that are IEP, 504, I&RS receive accommodations based on the requirements of the assignment including individual conference calls.

ELL students are enrolled in an extra class that provides assistance with completing assignments for core subjects and specials.

Students in the Literacy Support/basic Skills program are enrolled in an extra class that provides assistance with completing assignments for core subjects and specials. Students



also work on School pace reading program

School/Parent communication

Communication is being sent home through daily morning announcements on the website and Google Classrooms, Official elementary school letters, parent/school communication apps (Class Dojo, Remind), all calls with the assistance of the Tech Department and .

Devices/Internet availability

In order to be able to provide virtual classes to our students, the school has provided all the computers on site to 3rd and 4th grade students and any parents in need. Tech has provided help with fixing or exchanging computers.

Our staff has provided assistance on usage of the device and navigation of the Google classroom in English and Spanish.

Social workers have provided assistance with internet availability through Comcast and Verizon assistance programs.

* 1. What school does your child attend?

- Camden Academy Charter High School
- Camden's Promise Charter School
- Camden's Pride Charter School
- Katz Dalsey Academy

* 2. What grade is my child in?

- | | |
|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Pre K | <input type="checkbox"/> 6th Grade |
| <input type="checkbox"/> Kindergarten | <input type="checkbox"/> 7th Grade |
| <input type="checkbox"/> 1st Grade | <input type="checkbox"/> 8th Grade |
| <input type="checkbox"/> 2nd Grade | <input type="checkbox"/> 9th Grade |
| <input type="checkbox"/> 3rd Grade | <input type="checkbox"/> 10th Grade |
| <input type="checkbox"/> 4th Grade | <input type="checkbox"/> 11th Grade |
| <input type="checkbox"/> 5th Grade | <input type="checkbox"/> 12th Grade |

* 3. My child's Chromebook is in working condition:

Poor Fair Good Very Good Excellent

* 4. My child can access online coursework:

Poor Fair Good Very Good Excellent

* 5. There is clear communication between home and school:

Never Rarely Somewhat Often Always

* 6. The amount of work is appropriate for my child:

Poor Fair Good Very Good Excellent

* 7. Grades are posted in a timely manner:

Never Rarely Somewhat Often Always

* 8. Frustration level in my home right now is:

Low Somewhat Low Average High Very High

* 9. Food Access in my home right now is:

Never Rarely Somewhat Often Always

Other (please specify)

* 10. Possibility of Employment Layoff right now:

Low Somewhat Low Average High Very High N/A



11. Do you have any suggestions or comments for improvement for our virtual school program?

Camden's Promise Charter School

Infectious Illness Preparedness and Response Plan COVID-19

March 13, 2020
Amended May 7, 2020

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INTRODUCTION

In February 2020, the U.S. Centers for Disease Control and Prevention released a statement advising communities to prepare for a domestic outbreak of COVID-19, a new coronavirus strand. Camden's Promise Charter School (CPCS) understands that our schools are essential educational and community institutions that serve many members of our local population. CPCS also acknowledges that an outbreak of any infectious illness, including COVID-19, would be detrimental to our community. To guide preparation, response, and recovery from any such potential outbreak, CPCS has adopted this Infectious Illness Preparedness and Response Plan.

This document provides information about Camden's Promise Charter School's plans and responsibilities in the event of a local or regional outbreak of COVID-19. It is intended to be supplemental to the information provided by the Camden County Department of Health, the State of New Jersey Department of Health, and the Centers for Disease Control and Prevention. For the most current information about COVID-19 or any other public health concern, please access the information provided by these public health organizations.

CPCS is working closely with local, state, and national health officials to monitor ongoing developments related to the global outbreak of COVID-19. As additional information becomes available, the district will continue to communicate with families and the community. The most current information available from the Camden's Promise Charter school related to COVID-19 will always be posted on the Camden's Promise Charter School COVID-19 Coronavirus Response webpage on the CPCS website.

PURPOSE

CPCS's Infectious Illness Preparedness and Response Plan will serve as a resource guide for planning for, responding to, and recovering from a pandemic that may impact or is impacting our schools and communities. Unlike most other disasters or crises, a pandemic is people-centric and will require a community and people-focused response. Although this document is specifically focused on outlining the district's response to COVID-19, the same or similar strategies may be used to address any highly infectious illness that may impact our community.

The primary goals of this plan are to:

- Prevent or minimize the spread of illness while preserving, to the extent possible, the continuity of essential school and district functions.
- Continue the essential operations of Camden's Promise Charter School, as possible, in the event of increased student or staff absences due to an outbreak of a highly infectious illness.
- Ensure effective, timely, and situation-sensitive decision-making related to any outbreak that is impacting or has the potential to impact the CPCS community.

- Establish a clear communications plan that ensures that students, families, and staff receive timely and accurate information regarding illness prevention and infection control strategies as well as information about impacts to the school district and available services.

BACKGROUND INFORMATION: COVID-19

The 2020 outbreak of COVID-19, commonly referred to as “coronavirus,” originated in the Wuhan province of China. Symptoms of COVID-19 reportedly include mild to severe respiratory illness accompanied by fever, cough, and shortness of breath. The virus is spread person-to-person via respiratory droplets produced when an infected person sneezes or coughs. The droplets can land in the mouths or noses of people who are nearby, within a distance of about six feet, where the droplets are then inhaled into the lungs. Transmission may also be possible through contact with contaminated surfaces, though this is not considered the primary method of transmission. Symptoms typically appear within two to 14 days of exposure to the virus.

As of early March 2020, per the Center for Disease Control and Prevention, older adults and people who have severe chronic medical conditions like heart, lung or kidney disease seem to be at higher risk for more serious COVID-19 illness. Early data suggest older people are twice as likely to have serious COVID-19 illness. This may be because:

- As people age, their immune systems change, making it harder for their body to fight off diseases and infection.
- Many older adults are also more likely to have underlying health conditions that make it harder to cope with and recover from illness.

If a COVID-19 outbreak happens in your community, it could last for a long time. Depending on the severity of the outbreak, public health officials may recommend community actions to reduce exposures to COVID-19. These actions can slow the spread and reduce the impact of disease.

If you are at increased risk for COVID-19 complications due to age or because you have a severe underlying medical condition, it is especially important for you to take actions to reduce your risk of exposure.

While the spread of COVID-19 continues to evolve, the guidance we are provided at the current time, urges that the seasonal flu remains a much greater concern. With that in mind, officials highly recommend the following precautions:

- Wash hands frequently with warm water and soap for at least 20 seconds.
- Avoid touching the eyes, nose, mouth, and face.
- Drink plenty of water.
- Avoid contact with people who are sick.
- Minimize social contact such as shaking hands.
- Cover your cough/sneeze with a tissue or elbow (not hands); then wash hands
- Stay home when sick.

If a child is sick, parents/guardians are encouraged to notify the school and share information about symptoms and whether the child has had a positive influenza or COVID-19 diagnosis. According to the Family Educational Rights Protection Act, or FERPA, CPCS will not identify the name, grade, or age the student(s) or staff member(s) confirmed to have tested positive for COVID19 in any communication. CPCS also follows guidelines provided by the New Jersey Department of Health, included in this plan as Appendix B, for use in evaluating whether a child or staff member is too sick to attend school for any illness. Parents/guardians and staff are encouraged to consult these guidelines.

AUTHORITIES

In the United States, the State of New Jersey, and Camden County, various public officials have authorities related to the protection of public health and safety. During an outbreak of a highly infectious illness, the United States Government, specifically the US Department of Health and Human Services (HHS) along with the Centers for Disease Control and Prevention (CDC), is the national leader for communication and coordination efforts. In some instances, the United States Government may also work in collaboration with the World Health Organization (WHO). The US Department of Health and Human Services and the Centers for Disease Control and Prevention are responsible for:

- Identifying, appointing, and leading the national response to highly infectious illness; for enacting or modifying legislation and policies required to sustain and optimize pandemic preparedness, capacity development, and response efforts across all sectors.
- Leading national and domestic efforts to monitor and detect outbreaks while prioritizing and guiding the allocation and targeting of resources to achieve the goals outlined in the country's response.
- Providing additional resources for national pandemic preparedness, capacity development, and response measures, including supporting rapid containment of outbreaks and providing guidance to state level authorities on the use and timing of community infection control measures.
- Supporting biomedical research and development of new vaccines and medical countermeasures.
- Considering providing resources and technical assistance to countries experiencing outbreaks of the highly infectious illness.

At the state level, the New Jersey Department of Health is guided by the US Department of Health and Human Services and the CDC. At the local level, the Camden County Department of Health takes guidance from the NJDOH. National, state, and local authorities are charged with collaborating in highly infectious illness preparedness and response efforts. Camden's Promise Charter School cooperates with these authorities to raise awareness and take necessary actions in response to reported illness. ***Camden's Promise Charter School's response to any outbreak of COVID-19 will be guided by the recommendations of the Camden County Department of Health and the Centers for Disease Control and Prevention.***

In the event of reports of an infectious illness, such as COVID-19, Camden's Promise Charter School will:

- Remain in session until advised by local health authorities of the need to close schools.

- The Chief School Administrator has the authority to close schools for emergency reasons in accordance with applicable district policy and state law.
- The Chief School Administrator will work closely with all state and local officials, specifically with the Camden County Department of Health and the New Jersey Department of Education, to make all decisions related to possible school closure in response to an infectious illness, such as COVID-19.
 - The Camden County Health Officer will make a recommendation about whether to close school(s).
- Develop and deliver comprehensive communications for students, families, staff, and community members regarding the infectious illness and the district's planned response.
- The district and school nurse will continue to educate school communities about strategies for the prevention of illness including vaccinations, proper hand washing techniques, community mitigation, and social mitigation as well as any other strategies deemed necessary or appropriate for preventing illness transmission.
- The School nurse and school administration will continue to utilize and update plans to be enacted in the event that a child must be sent home from school due to illness.
- Continue to collaborate with the Camden County Department of Health to monitor health data and update schools, staff, and families regarding potential changes that may occur or new and pertinent information related to the extent or spread of the illness.

ASSUMPTIONS

In the event of a pandemic illness that results in a public health emergency, the New Jersey Governor may declare a state of emergency. In the event that a state of emergency is declared, response to the outbreak will be coordinated across all levels of government, including the school district. In a state of emergency:

- NJDOH will take the role of Lead State Agency for emergency support and will coordinate with the New Jersey Office of Emergency Management, the Division of Homeland Security and Emergency Management, and other state and local agencies as part of a unified command structure.
- Effective prevention and therapeutic measures, including vaccine and antiviral medications could be delayed, in short supply, or be unavailable.
- Substantial public education regarding the need to target priority groups for vaccination and antiviral/antibiotic medication and the allocation of limited supplies, will be crucial to avert public panic.
- Non-pharmaceutical interventions, travel restrictions, cancellation of public events, isolation and/or quarantine may be required to slow the spread of an outbreak.
- Secondary bacterial infections, following the outbreak, may result in shortages in antibiotic supplies.
- The Camden County Department of Health will work with health care providers to coordinate distribution of vaccines, antivirals, and other medications and/or medical supplies as necessary.
- There may be a need for alternate care sites to be used as temporary health facilities.
- Healthcare workers, firefighters, police officers, and other emergency services personnel may be at higher risk of exposure and illness than the general population, which may strain outbreak response.

- Widespread illness could increase the likelihood of sudden and potentially significant shortages of personnel in other sectors that provide critical public safety and necessary services.
- It may be necessary to expand mortuary service capacity including Disaster Mortuary Operational Response Teams (DMORT) through NJDOH.
- It is possible that there may be waves of illness. In the case of pandemic influenza, for example, there may be up to two months of little or no flu activity, but there may be up to 18 months where there is ongoing risk to the public.

As additional assumptions or information about COVID-19 are identified or become available, these assumptions may be updated.

PREPARATION

Preparedness includes the actions and measures taken before an event to better handle that event when it arises. In this case, the Centers for Disease Control and Prevention (CDC) plays a significant role in ensuring that states and local health departments are prepared for public health emergencies. At the state and local levels, the New Jersey Department of Health and (NJDOH) and the Camden County Department of Health collaborate with the Camden County Department of Education and Camden's Promise Charter School to prepare the district prior to, during, and after exposure to a highly infectious illness.

Prior to or in the early stages of an outbreak or pandemic, public health officials encourage the practice of every day good health habits and implementation of non-pharmaceutical interventions to prevent and protect the population from the spread of highly infectious illness. These habits include:

- Avoiding close contact with people who are sick.
- When you are sick, stay away from others to prevent passing on your illness to others.
- Cover your mouth and nose when sneezing or coughing with a tissue and then throw away the tissue.
- Wash your hands with soap and water for at least 20 seconds or use hand sanitizer that contains at least 60% alcohol if soap and water are not available.
 - The CDC offers free hand washing resources to encourage proper hand washing technique and that include tips for families to help children develop good hand washing habits.
- Avoid touching your eyes, nose, or mouth to prevent the spread of germs.
- Practice other good health strategies, including cleaning and disinfecting surfaces especially when someone is ill; get plenty of sleep, manage stress, and be physically active.

In addition to these good health habits, other non-pharmaceutical interventions that can help to mitigate the spread of illness in the community include:

- Social distancing or creating ways to provide distance between people in close contact areas including at work and at school.
- Closures or cancellations of non-urgent events and avoidance of scheduling community events during an outbreak or pandemic in Camden County or neighboring regions.

- Being prepared and informed about the pandemic and appropriate steps to prevent the spread of illness.
- Communication with students, families, employees, and community members that informs and provides updates on the status of an outbreak or pandemic and provides information on good hygiene methods that may help mitigate the spread of illness.
- Ongoing monitoring of the outbreak or pandemic.
- Maintaining clean and disinfected environments.
- Encouraging those who are sick, including students and staff, to stay home.

As Camden's Promise Charter School continues its preparation efforts, the district is also implementing the following preparedness measures in accordance with guidance from the CDC and the Camden County Department of Health:

- **Planning:**
 - Reviewing, updating, and implementing emergency operations plans in collaboration with the Camden County Department of Health.
 - Monitoring and planning for absenteeism in schools and offices.
 - Camden's Promise Charter School has adopted guidelines that dictate that daily absence rates exceeding 10% of staff or students due to illness of any form must be reported to the Camden County Department of Health. Please see Appendix A for complete guidelines.
 - Review of attendance and sick leave policies. Encouraging students and staff to stay home when sick.
 - The CDC and the Camden County Department of Health have developed guidelines for businesses managing employee leave and sick time. The district will reference these guidelines as needed.
 - Identifying critical job functions and positions and planning for alternative coverage of these positions as needed.
 - Developing plans for remote learning for students and for remote work for staff in the event of extended closures.
 - Encouraging staff to prepare for potential absence or closure by preparing lesson plans ahead of time, bringing materials home as needed to allow for remote work, etc.
 - Determining what level of absenteeism will disrupt continuity of teaching and learning.
 - Creating communications plans to ensure that students, families, staff, and the community receive information necessary to prepare for and respond to an outbreak.
- **Education and Prevention:**
 - Encouraging all students, families, and staff to follow good health habits and encouraging implementation of measures that prevent the spread of illness.
 - Sharing resources with families to help them understand when to keep children home. CPCS will continue to share the resources published by the CDC and the Camden County Department of Health. Information about evaluating whether students are too sick to attend school can be found in Appendix B.

- Following procedures to ensure students and staff who become sick at school or arrive at school sick are sent home as soon as possible and ensuring that sick students and staff are separated from well students and staff until they can leave.
- Performing routine environmental cleaning of the school, busses, and offices including cleaning of frequently touched surfaces (i.e. doorknobs, light switches, countertops, door frames, handicap push buttons, tabletops, backs of chairs, pencil sharpeners, keyboards, mice, monitors, portions of walls, etc.) with cleaning products according to the directions on the label.
 - CPCS's cleaning procedures are governed by district's ABM cleaning contract.
 - In times of more prevalent illness, the custodial department works closely with the Camden County Health Department regarding cleaning and disinfection protocols.

The district will continue to adopt and implement additional preparedness measures as they are identified.

RESPONSE

If local health officials report that there are cases of COVID-19 in Camden County or in counties adjacent to Camden County, Camden's Promise Charter School will transition into a response phase. *The first step of any response phase will be consultation with local health officials from the Camden County Department of Health and the Camden County Department of Education.* The second step of response will be the convening of the district's Health and Safety Team.

Once it is determined that transition to a response phase is necessary, CPCS, via the Health and Safety team, will consider the circumstances and determine the most appropriate response. The potential response options and phases outlined herein are based on current knowledge of COVID19. As additional information becomes available about the virus, how it spreads, and how severe it is, this response protocol may be updated in accordance with recommendations provided by the Camden County Department of Health and the CDC.

Immediate and Temporary CPCS School/Office Closure

According to the Centers for Disease Control and Prevention, temporarily dismissing childcare programs and K-12 schools is a strategy to stop or slow the spread of COVID-19 in communities. Local health officials may recommend temporary school closures in instances where a student or staff member attended school or work prior to being confirmed as a COVID-19 case. In such instances, local health officials with the Camden County Department of Health will make recommendations related to the scope of the closure. The duration of closures will be determined on a case-by-case basis using the most up-to-date information available about COVID-19 and the specific case(s) in the community.

In the event of exposure within the CPCS community, the following steps will be taken:

- CPCS will confer with local health officials, primarily the Camden County Department of Health, to obtain a recommendation regarding school closure, timing, scope, and duration.
- CPCS will communicate the possible exposure to the community, which includes students, families, staff, and community members. In accordance with the Family Educational Rights Protection Act, or FERPA, PSD will not identify the name, grade, or age the student(s) or staff member(s) confirmed to have tested positive for COVID-19.
- CPCS will communicate plans for school and office closures and event/group activity cancellations as appropriate and in as timely a fashion as possible.

If local health officials recommend closure of a CPCS school, local high schools, or the entire county school system, the following protocols will be followed:

- **Building Closure and Cleaning**
 - The school(s) and district offices, as appropriate, will be closed beginning on the date/time collaboratively determined in collaboration with local health officials.
 - The extent of closure – whether it impacts students or students and staff – will be determined in partnership with local health officials.
 - Only identified essential personnel and building administrators will have access to school buildings during closure.
 - *CPCS will clearly communicate that staff, with the exception of those designated as essential personnel by their supervisor, and students are not to enter or CPCS school or district facility during a closure.*
 - The district will evaluate options to provide meal programs, if feasible, or to connect to community resources where available. Per World Health Organization (WHO) guidance, cafeterias will not be open during building closures.
 - CPCS intends to offer breakfast and lunch to students who qualify for free and reduced meals. Breakfast and lunch will be provided in “to go” containers and are available for pick up only. Pick-up is available between the hours of 9:00 a.m. and 11:00 a.m. on any campus in Camden City designated as a food service site.
 - All regularly scheduled events, including athletic and extracurricular activities, performances, etc. will be cancelled or postponed until further notice.
 - All facility rentals will be cancelled or postponed until further notice.
 - Before and after school childcare at CPCS will be cancelled.
 - Signs will be posted at the school indicating playground closures for the duration of the school closure or unless otherwise determined. Playgrounds and school grounds with fencing will be secured/locked and no access will be permitted.
 - Students will be asked to take all necessary learning technology and curricular materials home with them for use in e-learning for the duration of the closure as directed by their teachers.
 - Staff will be required to take all work-related technology and tools home with them for use in support of e-learning or telecommuting for the duration of the closure as directed by their supervisor.
 - Cleaning of affected CPCS facilities will be completed in accordance with district protocols as outlined in the ABM contract and in accordance with recommendations from the Camden County Department of Health. All cleaning

will be completed prior to implementation of any student or staff building re-entry.

- Cleaning protocols in response to a closure would include removing trash and recycling from the building, vacuuming all floor surfaces, sweeping, mopping, scrubbing all desks, counters, sinks, and tabletops. Restrooms, locker rooms, and health offices would be cleaned and disinfected. All high-touch surfaces would be disinfected, including wiping all surfaces with towels that have been soaked in disinfectant. Surfaces with cracks or corners will be wiped and sprayed with disinfectant (BioBlasting). All Early Childhood and kindergarten toys will be disinfected. All carpet will be sprayed with disinfectant and all kitchens, including floors, prep areas, serving tables, and equipment, and restrooms would be disinfected. Buses and child restraint devices for transportation will continue to be cleaned and disinfected as well.
 - The business office has articulated a plan to ensure that payroll will be processed based on all current scheduled assignments and paid to existing direct deposit accounts. Employees without direct deposit will not receive checks until buildings are reopened. Due to fraud risks, employees will not be able to sign up for direct deposit during a closure, unless a Payroll Manager is able to positively confirm the change with the employee.
- **Communication:** Information about the closure will be shared as soon as possible after closure determinations are made via:
 - District website and social media presences;
 - School Messenger emails, phone calls, and text messages to families and staff;
 - Signage on the door at CPCS; and
 - School outgoing voicemail recordings.

Information about closures will be updated daily to ensure that the community has the most current information available.

- **Continuity of Education and District Services:** In the event of a closure, the district will implement tele-education and telecommute plans for students and staff, where appropriate.
 - To prepare to support continuity of education and district services, CPCS will utilize comprehensive plans for the following:
 - E-learning for students that includes digital and distance learning options, such as access to digital textbook resources, online classroom collaboration tools, etc.
 - Google Classroom and Canvas will be used, for example, to assign lessons, grade student work, and provide feedback on student work.
 - Curriculum adoptions since 2016 have also included robust digital platforms to support remote student learning (Canvas, iXL, Khan Academy, etc.).

- Clear expectations for e-learning will be defined as part of this planning effort. Plans for supporting students without regular access to the internet to support e-learning will also be developed.
 - Providing training to teachers to support e-learning for students including preparation of online lessons, use of online learning tools, etc.
 - Administration and teachers will collaborate to develop resources for a distance learning experience.
 - Clear expectations for supporting e-learning will be defined as part of this planning effort.
 - Collaborating with the Camden County Department of Education regarding any necessary waivers to state requirements for in-person instructional hours, school days, or seat time.
 - Collaborating and receiving guidance from the Camden County Department of Education regarding state assessment requirements.
 - Continuing service to students on Individual Education Plans (IEP) and 504 Plans as well as providing mental health support to students remotely.
 - Providing training to non-instructional staff to support telecommute options, including training on remote use of key district software and information management systems.
 - Exploring and identifying the resources that may be needed to support tele education and telecommute options, including but not limited to wireless internet connection solutions for students without home internet connections, conferencing and collaboration tools for teams, etc. Determinations about the resources the district will provide will be made on a case-by-case basis.
 - Each department will develop guidelines associated with expectations for staff as related to working remotely. These guidelines will be communicated to staff by their supervisors.
 - Planning for necessary technical support of e-learning and telecommute efforts via the Information Technology department.
 - Planning for ongoing maintenance of school and office buildings as needed.
 - Planning for ensuring ongoing security of school and office buildings as needed.
- **Other Considerations**
 - Extended Closures: In the event of extended school/office closures, the district is also exploring the following:
 - The potential need to modify school schedules as a result of extended closures (i.e. adding days to the end of the school year etc.). **CPCS has successfully moved to a virtual platform. The school is operating on a one-to one technology platform. All classes are being conducted remotely and no additional days will be added to the calendar.**
 - Modifying contracts with employees, as needed, to accommodate for extended closures. This consideration will be informed by decisions

made by the New Jersey Department of Education regarding requirements to make up days/class time missed. **Employee contracts were not amended. The school has operated with minimal essential employees reporting to the school site. Essential employees have consisted of business and support personnel.**

- Long-term financial planning to meet the district's financial obligations (i.e. payroll, etc.). **Long-term financial planning is ongoing. The school has implemented a plan to meet all financial obligations for the 2020 school year.**
- Food Service- **CPCS will continue to offer pick-up of breakfast and lunch.**
- **Attendance and Assessment-Attendance and Assessment will continue to be monitored by individual classroom teachers. Students will be required to meet daily check in and weekly hour requirements. Check-ins will include instructional videos, guided Zoom classrooms and scheduled teacher office hours. Grade-levels through 8th grade will implement a modified Pass/Fail grading system for the 4th marking period. Grades 9-12 will utilize a scaled numerical system for each individual class for the 4th marking period. Finals will be modified into project-based activities.**
- **Special Education- The Child Study Team will continue to operate and oversee the implementation of the special education program. IEP meetings will be held virtually through Zoom. Modifications and services will continue to be monitored by case managers and instruction will be offered virtually.**
- **ELL- ELL students will continue to assisted by ESL instructors.**

More information related to the specifics of extended closures will be shared as the need for such closures are identified.

- **Travel:** As COVID-19 cases continue to be identified across the country and around the world, CPCS will continue to evaluate whether to permit domestic and international travel for field trips or school-sponsored events and/or for staff professional development.
 - As of March 6, 2020, determinations about whether to travel are to be made by parents/guardians on behalf of students. Staff may make personal decisions about whether to travel.
 - Should the district make district-level determinations about whether to permit student and staff travel for district-sponsored events, field trips, professional development, etc., they will be made on a case-by-case basis and will be shared with schools, students, families, and staff. **Note: All field trips have been canceled. All recognition ceremonies(BETA, National Honor Society, Awards, Concerts, and Graduations) have**

been/ will be held virtually. Refunds for cancelled events were issued to families.

RECOVERY

In the event of school or office closures related to COVID-19, CPCS will communicate when CPCS staff and Camden County Department of Health officials have conferred and determined that it is safe to return to school as well as what steps and precautions will need to be followed at that time.

All schools, offices, buses, and support vehicles will be cleaned and sterilized, as appropriate, prior to reopening of buildings. As school is reopened, a process for cleaning and disinfecting equipment (i.e. laptops, cell phones, etc.) and materials brought home during closure will also be implemented. Cleaning and sterilization practices will be guided by recommendations from the Camden County Department of Health.

Communications platforms that will be utilized to share information about the reopening of the building and the reentry process will include, but are not limited to, the district website and social media platforms, voicemail recordings, emails, phone calls, and text messages to staff and families.

CPCS will also develop and implement a plan for return to the classroom for students who may have missed an extended period of instruction during a school closure. This will include the possible use of virtual or in-person summer programs depending on allowance of program offerings.

CPCS will make every effort to return to “business as usual” following any necessary closures.

Concurrently, the district will rely on the guidance department to evaluate the need for additional support and resources for our students, families, and staff, and will provide these supports to the extent possible. **CPCS will utilize CARES Act funding to supplement existing Title programs throughout the summer and 2020-2021 school year to identify and fill gaps obtained during the outage.**

The district will also continue to partner with local health officials to monitor the illness on an ongoing basis and will continue to communicate with the community.

Debriefing among local health officials and school district staff will also occur after any closures to ensure that successes and challenges are identified to inform planning for any future pandemic events.

Demographic Profile

Total enrollment as of today 2245

Ell - 120	5%
Sp Ed - 214	9%
Free - 1741	77.6%
Reduced - 233	10%
Free/Reduced together 1974	88%

Essential Personnel

Roles	Duties	Number of Individuals
CSA	Oversee school operations	1
BA	Oversee budget and facility operations	1
Facility Manager	Oversee custodians and facility	1
Custodial	Clean and disinfect	Contracted 6 employees
Food Service	Provide breakfast/lunch	Contracted 5 employees
Technology	Maintain Server and Educational devices	5
Teachers	As needed to update resources/materials	Varies

Student Access to Technology and Internet

Families in need of a device and issued a Chromebook to use at home	100%
Families in need of internet access who have been provided assistance to gain temporary, free access by Comcast	0

*Every student/family who has expressed a need to borrow a chromebook to use at home has been provided with a device. *If a student is having difficulty or needs technical support, our tech team provides assistance. All students/families have been provided with information on who to contact for assistance.

Camden's Promise Charter School

Continuity of Instruction

Camden's Promise Charter School communicates the specific COVID 19 responses to it's community at-larger through the following website: <https://www.promiseacademycharter.org/o/ccsn/page/covid-19-updates--3>

Grades K to 4: Remote Learning Expectations and Protocols

Specific details and actual Virtual Academy programs are available at the following websites:

<https://www.promiseacademycharter.org/o/pride/page/access-pride>

<https://www.promiseacademycharter.org/o/katz-dalsey/page/access-katz-dalsey>

Daily Schedule for Grades PreK-4th Grade

- Teachers log on to Google Sheet to clock in
- Teachers watch daily announcements and communicate with families via phone, text, email, and class dojo. Students will communicate via google classroom and GoGuardian.
- Teachers will log in to Google Classroom where they will post daily agendas, classwork assignments, and daily zoom meeting or google meet times for students.
 - See attached :
https://drive.google.com/open?id=1CTykqHrfaKulJqvyAUa_b6My96Ft6SG9
 - https://drive.google.com/open?id=1CTykqHrfaKulJqvyAUa_b6My96Ft6SG9
- Teachers will be available for individual student support during the hours of 8am to 4pm. Students will use Google Meet, Zoom, or phone to receive targeted and individualized attention and support.
- Teachers will meet via zoom weekly for grade-level meetings with admin and coordinate a planning period for the week amongst one another.
- Specials teachers will post their assignments in the classroom's google classroom. Each student will need to complete the proper number of assignments at each checkpoint. Specials teachers will use Dojo and Google Classroom as well as phone calls to help support students who need extra help.
 - See attached tutorial :
https://drive.google.com/file/d/1nfezZZ4StyoHbjF_vMv4wRl_4iqa9m2I/view?usp=sharing

Google Classroom Posting and Student/Family Communication

- Teachers will be communicating with students and parents via the Class Dojo app, phone and email.
- Administration and Social Workers will be available at all times for support and to assist families with internet connection and devices.
 - See attached: <https://drive.google.com/file/d/1Yt2gs42LBP0yWDGionXaKfefafEdoIP5/view?usp=sharing>
- Teachers will post the following to their Google Classroom:
 - Teacher email address
 - Link to sign up for class dojo notifications
 - Time and link for daily lessons (recorded via Zoom/Class Dojo/Google Classroom)
 - Link for teachers for previously recorded lessons
 - See attached: <https://drive.google.com/open?id=1rNSeNYZ4ZeQzGstCHB7p4w1wOnx1WjDG>
 - Time and link for individual video conference appointments to be scheduled
 - Link to Google Classroom or Class Dojo (include class codes for google classroom)
 - Link to common online resources utilized in the course (i.e. epic.com, ixl.com, etc)
- Social workers will be available to assist families with internet connection and devices.
- School secretaries, nurses, and social workers will contact parents/students not completing daily requirements with 1-1 phone calls

Teacher/ Staff Attendance:

- Teachers and staff will clock in via Google Sheets link daily
- Any teacher that does not clock in will be contacted by the Principal
- When a teacher is absent, the grade level partners will cover the class and ensure that student work is completed for that day.
- Admin will assign a 'substitute' teacher when needed as well as any maternity leaves, etc.
 - This 'substitute' teacher will support students and families in the absence of the primary teacher. The

'substitute' teacher will complete student attendance for that day.

- Principal will maintain written records including emails, text messages.
- Teacher and staff will email an end of the day summary of activities.
- Any teacher that does not clock out will be contacted by the Principal.

Student attendance and participation.

- Teachers will mark student attendance on google classroom.
- Homeroom teachers will communicate daily with students/parents indicating that the student did not complete an assignment for an specific subject
 - Special teachers will communicate with homeroom teachers daily about students' assignments.
 - Special teachers will communicate with students/families weekly to update and notify of the status of assignments and projects completion.
- If a teacher is unable to contact a parent or a student, the teacher will send a text or an email to the Principal and Social Worker for assistance.
- Social Worker and Secretary will assist with translation.

Gradebook Requirement

- Grading requirements continue for classwork, projects, tests, quizzes etc.
- All assignments are to be completed online or in paper form and uploaded on google classroom. Grades will be reported daily on google classroom gradebook.
- Teachers will record daily attendance based on assignments submitted and attendance on classroom meetings.

IEP / 504 / ELL students

- In accordance with the prescribed IEP, 504, and ELL programs, modifications will be made to the online learning for the students.
- Assignments will be modified for each student on Google Classroom.
- Completion extensions will be given to students.
- Teachers will provide 1:1 support via GoGuardian, Google Meet, phone calls, or Zoom.
- Smaller pull-out group supports will be created and facilitated by the Sped teacher or the ELL teachers.

- Communication between students and teachers will happen at least 2x per week.

Direction on Live teaching sessions:

- Live lessons will occur at least 3x per week via Google Meet or Zoom. Lessons will be recorded and re-posted.
- Attendance to the live meeting is not mandatory.
- All teachers will add Principal and Site Leaders to the Google Classroom in order to follow lessons.
- Teachers will utilize grading and communication/ targeted instructional support scheduled time as an opportunity to contact parent/students 1-1 daily to provide clarification on the daily lessons.

Lesson Plans and Gradebook Review:

- Principals and Site leaders will review lesson plans via Google Classroom.
- Daily assignment grades will be entered into the online gradebook.

Digital After-School Programs

- Students will be given the opportunity to sign up for a Digital Enrichment and Academic After School Program.
- Teachers will create programs that offer STEAM activities as well as exercise activities for all students and family members.
- Teachers will create Google Classrooms with Zoom meetings for specific time slots for students

Grades 5 to 8: Remote Learning Expectations and Protocols

Specific details and actual Virtual Academy programs are available at the following website:

<https://www.promiseacademycharter.org/o/promise/page/access-promise>

Daily Schedule for Grades 5th-8th Grade

- Teachers log on to Google Sheet to clock in
- Teachers watch daily announcements and communicate with families via phone, text, email, and class dojo. Students will communicate via google classroom and GoGuardian.
- Teachers will log in to Google Classroom where they will post daily agendas, classwork assignments, and daily zoom meeting or google meet times for students.
- Teachers will be available for individual student support during the hours of 8am to 4pm. Students will use Google

Meet, Zoom, or phone to receive targeted and individualized attention and support.

- Teachers will meet via zoom weekly for grade-level meetings with admin and coordinate a planning period for the week amongst one another.
- Specials teachers will post their assignments in the classroom's google classroom. Each student will need to complete the proper number of assignments at each checkpoint. Specials teachers will use Dojo and Google Classroom as well as phone calls to help support students who need extra help.

Google Classroom/ Canvas Posting and Student/Family Communication

- Teachers will be communicating with students and parents via the Class Dojo app, phone and email.
- Administration and Social Workers will be available at all times for support and to assist families with internet connection and devices.
- Teachers will post the following to their Google Classroom/Canvas:
 - Teacher email address
 - Link to sign up for class dojo notifications
 - Time and link for daily lessons (recorded via Zoom/Class Dojo/Google Classroom)
 - Time and link for individual video conference appointments to be scheduled
 - Link to Google Classroom or Class Dojo (include class codes for google classroom)
 - Link to common online resources utilized in the course (i.e. epic.com, ixl.com, etc)
- Social workers will be available to assist families with internet connection and devices.
- School secretaries, nurses, and social workers will contact parents/students not completing daily requirements with 1-1 phone calls

Teacher/ Staff Attendance:

- Teachers and staff will clock in via Google Sheets link daily
- Any teacher that does not clock in will be contacted by the Principal

- When a teacher is absent, the grade level partners will cover the class and ensure that student work is completed for that day.
- Admin will assign a 'substitute' teacher when needed as well as any maternity leaves, etc.
 - This 'substitute' teacher will support students and families in the absence of the primary teacher. The 'substitute' teacher will complete student attendance for that day.
- Principal will maintain written records including emails, text messages.
- Teacher and staff will email an end of the day summary of activities.
- Any teacher that does not clock out will be contacted by the Principal.

Student attendance and participation.

- Teachers will mark student attendance on google classroom.
- Homeroom teachers will communicate daily with students/parents indicating that the student did not complete an assignment for an specific subject
 - Special teachers will communicate with homeroom teachers daily about students' assignments.
 - Special teachers will communicate with students/families weekly to update and notify of the status of assignments and projects completion.
- If a teacher is unable to contact a parent or a student, the teacher will send a text or an email to the Principal and Social Worker for assistance.
- Social Worker and Secretary will assist with translation.

Gradebook Requirement

- Grading requirements continue for classwork, projects, tests, quizzes etc.
- All assignments are to be completed online or in paper form and uploaded on google classroom. Grades will be reported daily on Realtime and Canvas.
- Teachers will record daily attendance based on assignments submitted and attendance on classroom meetings.

IEP / 504 / ELL students

- In accordance with the prescribed IEP, 504, and ELL programs, modifications will be made to the online learning for the students.

- Assignments will be modified for each student on Google Classroom.
- Completion extensions will be given to students.
- Teachers will provide 1:1 support via GoGuardian, Google Meet, phone calls, Canvas or Zoom.
- Smaller pull-out group supports will be created and facilitated by the Sped teacher or the ELL teachers.
- Communication between students and teachers will happen at least 2x per week.

Direction on Live teaching sessions:

- Live lessons will occur at least 3x per week via Canvas or Zoom. Lessons will be recorded and re-posted.
- Attendance to the live meeting is not mandatory.
- All teachers will add Principal and Site Leaders to the Google Classroom/Canvas in order to follow lessons.
- Teachers will utilize grading and communication/ targeted instructional support scheduled time as an opportunity to contact parent/students 1-1 daily to provide clarification on the daily lessons.

Lesson Plans and Gradebook Review:

- Principals and Site leaders will review lesson plans via Google Classroom.
- Daily assignment grades will be entered into the online gradebook.

Digital After-School Programs

- Students will be given the opportunity to sign up for a Digital Enrichment and Academic After School Program.
- Teachers will create programs that offer STEAM activities as well as exercise activities for all students and family members.
- Teachers will create Google Classrooms with Zoom meetings for specific time slots for students

Grades 9 to 12: Remote Learning Expectations and Protocols

Specific details and actual Virtual Academy programs are available at the following website:

<https://www.promiseacademycharter.org/o/cachs/page/access-academy>

Daily Schedule for Grades 9th-12th Grade

- Teachers log on to Google Sheet to clock in

- Teachers watch daily announcements and communicate with families via phone, text, email, and class dojo. Students will communicate via google classroom and GoGuardian.
- Teachers will log in to Google Classroom where they will post daily agendas, classwork assignments, and daily zoom meeting or google meet times for students.
- Teachers will be available for individual student support during the hours of 8:30 am to 4pm. Students will use Google Meet, Zoom, or phone to receive targeted and individualized attention and support.
- Teachers will meet via zoom weekly for grade-level meetings with admin and coordinate a planning period for the week amongst one another.
- Specials teachers will post their assignments in the classroom's google classroom. Each student will need to complete the proper number of assignments at each checkpoint. Specials teachers will use Dojo and Google Classroom as well as phone calls to help support students who need extra help.

Google Classroom/ Canvas Posting and Student/Family Communication

- Teachers will be communicating with students and parents via the Class Dojo app, phone and email.
- Administration and Social Workers will be available at all times for support and to assist families with internet connection and devices.
- Teachers will post the following to their Google Classroom/Canvas:
 - Teacher email address
 - Link to sign up for class dojo notifications
 - Time and link for daily lessons (recorded via Zoom/Class Dojo/Google Classroom)
 - Time and link for individual video conference appointments to be scheduled
 - Link to Google Classroom or Class Dojo (include class codes for google classroom)
 - Link to common online resources utilized in the course (i.e. epic.com, ixl.com, etc)
- Social workers will be available to assist families with internet connection and devices.
- School secretaries, nurses, and social workers will contact parents/students not completing daily requirements with 1-1 phone calls

Teacher/ Staff Attendance:

- Teachers and staff will clock in via Google Sheets link daily
- Any teacher that does not clock in will be contacted by the Principal
- When a teacher is absent, the grade level partners will cover the class and ensure that student work is completed for that day.
- Admin will assign a 'substitute' teacher when needed as well as any maternity leaves, etc.
 - This 'substitute' teacher will support students and families in the absence of the primary teacher. The 'substitute' teacher will complete student attendance for that day.
- Principal will maintain written records including emails, text messages.
- Teacher and staff will email an end of the day summary of activities.
- Any teacher that does not clock out will be contacted by the Principal.

Student attendance and participation.

- Teachers will mark student attendance on google classroom.
- Homeroom teachers will communicate daily with students/parents indicating that the student did not complete an assignment for an specific subject
 - Special teachers will communicate with homeroom teachers daily about students' assignments.
 - Special teachers will communicate with students/families weekly to update and notify of the status of assignments and projects completion.
- If a teacher is unable to contact a parent or a student, the teacher will send a text or an email to the Principal and Social Worker for assistance.
- Social Worker and Secretary will assist with translation.

Gradebook Requirement

- Grading requirements continue for classwork, projects, tests, quizzes etc.
- All assignments are to be completed online or in paper form and uploaded on google classroom. Grades will be reported daily on Realtime and Canvas.
- Teachers will record daily attendance based on assignments submitted and attendance on classroom meetings.

IEP / 504 / ELL students

- In accordance with the prescribed IEP, 504, and ELL programs, modifications will be made to the online learning for the students.
- Assignments will be modified for each student on Google Classroom.
- Completion extensions will be given to students.
- Teachers will provide 1:1 support via GoGuardian, Google Meet, phone calls, Canvas or Zoom.
- Smaller pull-out group supports will be created and facilitated by the Sped teacher or the ELL teachers.
- Communication between students and teachers will happen at least 2x per week.

Direction on Live teaching sessions:

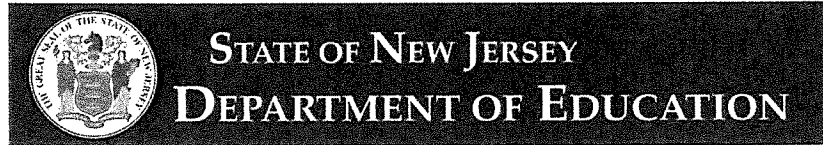
- Live lessons will occur at least 3x per week via Canvas or Zoom. Lessons will be recorded and re-posted.
- Attendance to the live meeting is not mandatory.
- All teachers will add Principal and Site Leaders to the Google Classroom/Canvas in order to follow lessons.
- Teachers will utilize grading and communication/ targeted instructional support scheduled time as an opportunity to contact parent/students 1-1 daily to provide clarification on the daily lessons.

Lesson Plans and Gradebook Review:

- Principals and Site leaders will review lesson plans via Google Classroom.
- Daily assignment grades will be entered into the online gradebook.

Digital After-School Programs

- Students will be given the opportunity to sign up for a Digital Enrichment and Academic After School Program.
- Teachers will create programs that offer STEAM activities as well as exercise activities for all students and family members.
- Teachers will create Google Classrooms with Zoom meetings for specific time slots for students



New Jersey Department of Education Checklist for School Health-Related Closure Plans (Updated 5.4.20)

On March 16, 2020, Governor Phil Murphy signed Executive Order No. 104 (EO 104), implementing aggressive social distancing measures to mitigate further spread of COVID-19 in New Jersey. Among other directives, Governor Murphy's Executive Order indefinitely closed all public, private, and parochial preschools and elementary and secondary schools to students beginning on March 18, 2020. Executive Order No. 107, signed on March 21, 2020, superseded EO 104 and continued the necessary closure of all schools. As detailed in guidance issued by the New Jersey Department of Education (NJDOE) on March 5, 2020 and supplementary guidance issued on March 13, 2020, in order to count days during this closure period toward the statutory requirement to provide public school facilities for 180 days, school districts, charter schools, renaissance school projects and Approved Private Schools for Students with Disabilities (APSSD) were required to develop school health-related closure preparedness plans. These plans were designed to address continuity of critical school services such as remote instruction, special education and related services, and nutrition benefits. As a guidepost for districts in developing remote instruction plans, the NJDOE cited its regulations regarding home instruction due to a temporary or chronic health condition (N.J.A.C. 6A:16-10.1).

Requirement to Update the District, Charter, Renaissance and APSSD Public Health-Related School Closure Plan as of May 4, 2020

On May 4, 2020, Governor Murphy announced that all New Jersey school buildings would remain closed for in-person instruction for the remainder of school year 2019-2020. Private schools with longer academic years will remain closed until at least June 30, 2020. To ensure that New Jersey students continue to receive high quality, standards-based instruction through the end of the school year, and to provide appropriate transparency, each school district, charter school, renaissance school project and APSSD **must update and post to its website its school health-related closure preparedness plan**. Pursuant to P.L. 2020, c.27, the revised plans must be approved by the district board of education or board of trustees.



Checklist for School Health-Related Closure Plans (Updated May 4, 2020)

***Denotes the required updates/revision/additions to existing plans. Any other component of the existing plan can be updated as appropriate.**

Contact Information

County:

Name of District, Charter School, APSSD or Renaissance School Project:

Chief School Administrator/Charter or Renaissance Leader Name/APSSD Lead:

Phone Number of Contact:

Equitable Access to Instruction Plan Component 1

Question	District Yes or No	County Yes or No
Does the plan include equitable access to instruction for all students?	Yes	
Does the plan include an overall demographic profile for your district, including student counts for state funded preschool, homeless, migrant LSE, Students with Disabilities, and English Language Learners (ELLs)?	Yes	
Does the plan ensure that all students, with their varied and age appropriate needs, are addressed through the plan?	Yes	
Does the plan demonstrate a working knowledge (data summary or narrative) of student access to technology for grades identified in your plan as being served by one or more online platforms?	Yes	
*Does the district's plan account for measuring and addressing any ongoing digital divide that exists, whether it be network access or lack of sufficient access to devices?	Yes	

Notes on Component 1



Addressing Special Education Needs Plan Component 2

Question	District Yes or No	County Yes or No
Does the plan address the provision of remote/virtual instruction to implement Individualized Education Plans (IEPs) for students with disabilities to the greatest extent possible, including accessible materials and platforms?	Yes	
*Does the plan address methods to document IEP implementation including the tracking of services, student progress as well as provision of accommodations and modifications?	Yes	
*Does the plan describe how case managers will follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible?	Yes	
*Does the plan address procedures for virtual IEP meetings, evaluation and other meetings to identify, evaluate and/or reevaluate students with disabilities?	Yes	

Notes on Component 2

Addressing ELL and Bilingual Needs Plan Component 3

Question	District Yes or No	County Yes or No
*Does the plan include ESL and bilingual education to meet the needs of English Language Learners (ELLs)?	Yes	
*Does the plan contain how the district communicates with ELL families, including translated materials and directions?	Yes	
*Does the district's plan address alternate methods of instruction, differentiation, access to technology and strategies to troubleshoot ELL access challenges?	Yes	

Notes on Component 3



Safe Delivery of Meals Plan Component 4

Question	District Yes or No	County Yes or No
*Does the plan contain how the district will provide continued safe delivery of meals to students?	Yes	

Notes on Component 4

Length of Virtual or Remote Instructions Day Plan Component 5

Question	District Yes or No	County Yes or No
*Is the virtual or remote learning plan designed to maximize student growth and learning to the greatest extent possible? <ul style="list-style-type: none">• Differentiate instructional time, class assignments, independent work, and measures of student learning by grade bands. In each grade band, design virtual and remote learning plans to maximize student growth and learning to the greatest extent possible.	Yes	

Notes on Component 5



Attendance Plan Component 6

Question	District Yes or No	County Yes or No
*Does the plan address attendance aligned to the district policy on including how the district determines whether a student is present or absent, and how a student's attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will affect the student?	Yes	
*Does the plan describe how the district is following up with the family when a student is not participating in online instruction and/or submitting assignments?	Yes	

Notes on Component 6

Facilities Plan Component 7

Question	District Yes or No	County Yes or No
*Does the plan contain an outline of how the building will be maintained throughout this extended period of closure?	Yes	

Notes on Component 7



Summer Programming Plan Component 8

Question	District Yes or No	County Yes or No
<p>*Does the plan contain a preliminary outline for the provision of summer services, including:</p> <ul style="list-style-type: none"> • Extended School Year (ESY) for students with disabilities including how ESY will be delivered • 21st Century programs • Assessment of credit loss or shortages for high school seniors and an initial plan to address credit recovery • Assessments of learning loss and an initial plan for potentially addressing learning loss • STEM or other programs using reallocated grant funds • Title 1 extended learning programs • Any preliminary plans for Class of 2020 graduation ceremonies 	Yes	

Notes on Component 8

Empty text box for notes on Component 8.

Board Approval Component 9

*Is the plan board approved? Yes No Enter Date (mm/dd/yyyy):

Notes on Component 9

Empty text box for notes on Component 9.



Posted on Website Component 10

*Is the plan posted on the district/APSSD/Charter/Renaissance School Project Website? Yes No

Enter Date (mm/dd/yyyy):

Notes on Component 10

Posted on Website Component 11

Question	District Yes or No	County Yes or No
*Does the plan contain a list of essential employees by job title? (can be an addendum)	Yes	

Notes on Component 11

APSSD Applicable Only: Sharing Plans Component 12

*Was the plan shared with all sending districts? Yes No

Notes on Component 12