



INVOICE

Invoice # 70
Date: 08/07/2024
Due On: 09/06/2024

Law Offices of Damon G. Tyner, LLC

114 Rainbow Trail
Egg Harbor Township, NJ

Cumberland County Technical Education Center
2745 S. Delsea Drive
Vineland, NJ 08360

00015-Cumberland County Technical Education Center

HR/Labor Relations

Type	Date	Notes	Quantity	Rate	Total
Service	06/25/2024	Prepare for and attend meeting with Megan and Dina regarding Final Employee evaluation tool. Discuss office wide training	1.80	\$150.00	\$270.00
Service	06/25/2024	r/r/r email from Megan re: Evaluation tool	0.60	\$150.00	\$90.00
Service	06/27/2024	r/r/r email from Megan re: meeting on July 24	0.40	\$150.00	\$60.00
Service	06/27/2024	email to D. Rossi/M. Duffield to propose training dates	0.20	\$150.00	\$30.00
Service	06/27/2024	r/r/r email from client attaching Employment Conditions for non-bargaining unit	0.90	\$150.00	\$135.00
Service	06/27/2024	Review yearly sign off sheet in preparation of policy review for training sessions	0.20	\$150.00	\$30.00
Service	06/27/2024	Begin review of policies in preparation of outline for training session	3.20	\$150.00	\$480.00
Service	07/01/2024	Continuation of policy review in preparation of outline for training session	5.20	\$150.00	\$780.00
Service	07/01/2024	r/r email from client re final employee evaluation template	0.60	\$150.00	\$90.00
Service	07/02/2024	review NJSA 18-A re earned sick leave to prepare for policy training	2.60	\$150.00	\$390.00
Service	07/08/2024	Policy review to prepare outline for policy training meeting	3.20	\$150.00	\$480.00
Service	07/08/2024	r/r/r to email from client re employee training for 8/21	0.60	\$150.00	\$90.00



INVOICE

Invoice # 76
Date: 08/29/2024
Due On: 09/28/2024

Law Offices of Damon G. Tyner, LLC

114 Rainbow Trail
Egg Harbor Township, NJ

Cumberland County Technical Education Center
2745 S. Delsea Drive
Vineland, NJ 08360

00015-Cumberland County Technical Education Center

HR/Labor Relations

Type	Date	Notes	Quantity	Rate	Total
Service	07/17/2024	Review following policies in anticipation of draft training outline 4111 CREATING POSITIONS 4124 EMPLOYMENT CONTRACT 4125 EMPLOYMENT OF SUPPORT STAFF MEMBERS (M) 4130 ASSIGNMENT AND TRANSFER 4140 TERMINATION 4145 LAYOFFS 4146 NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER 4150 DISCIPLINE 4152 WITHHOLDING AN INCREMENT 4159 SUPPORT STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES 4160 PHYSICAL EXAMINATION (M) 4161 EXAMINATION FOR CAUSE 4211.3 CONSULTING OUTSIDE THE DISTRICT	3.20	\$150.00	\$480.00
Service	07/18/2024	Review following policies in anticipation of draft training outline 4212 ATTENDANCE 4214 CONFLICT OF INTEREST 4215 CODE OF ETHICS 4216 DRESS AND GROOMING 4216.1ID BADGES/KEY CARDS	2.30	\$150.00	\$345.00
Service	07/20/2024	Review following policies in anticipation of draft training outline	3.30	\$150.00	\$495.00

4217 USE OF CORPORAL PUNISHMENT
 4218 SUBSTANCE ABUSE (M)
 4219 COMMERCIAL DRIVER CONTROLLED
 SUBSTANCES AND ALCOHOL USE TESTING (M)
 4220 EMPLOYEE EVALUATION
 4230 OUTSIDE ACTIVITIES
 4233 POLITICAL ACTIVITIES
 4240 EMPLOYEE TRAINING
 4281 INAPPROPRIATE STAFF CONDUCT
 4282 USE OF SOCIAL NETWORKING SITES
 4283 ELECTRONIC COMMUNICATIONS BETWEEN
 SUPPORT STAFF MEMBERS AND STUDENTS (M)
 4321 ACCEPTABLE USE OF COMPUTER
 NETWORK(S)/ COMPUTERS AND RESOURCES BY
 SUPPORT STAFF MEMBERS
 4322 STAFF MEMBER'S USE OF PERSONAL
 CELLULAR TELEPHONES/OTHER
 COMMUNICATION DEVICES
 4324 RIGHT OF PRIVACY
 4340 GRIEVANCE

Service	07/22/2024	Review following policies in anticipation of draft training outline	3.40	\$150.00	\$510.00
		4352 SEXUAL HARASSMENT (M) 4360 SUPPORT STAFF MEMBER TENURE 4381 PROTECTION AGAINST RETALIATION 4410 COMPENSATION 4413 OVERTIME COMPENSATION 4415 SUBSTITUTE WAGES 4420 BENEFITS 4421.10 HEALTH INSURANCE WAIVER 4421.13 POSTNATAL ACCOMMODATIONS 4425 WORK RELATED DISABILITY PAY 4425.1 MODIFIED DUTY EARLY RETURN TO WORK PROGRAM – SUPPORT STAFF MEMBERS 4433 VACATIONS 4434 HOLIDAYS 4435 ANTICIPATED DISABILITY 4436 PERSONAL LEAVE 4437 MILITARY LEAVE 4438 JURY DUTY			
Service	07/23/2024	r/r email from Megan Duffield cancelling 7/24 meeting	0.40	\$150.00	\$60.00
Service	07/23/2024	Response to Megan Duffield re cancellation of 7/24 meeting	0.20	\$150.00	\$30.00
Service	07/23/2024	Prepare draft training outline; begin to Prepare PDF's of all policies to create Hyperlinks to PP presentation	7.30	\$150.00	\$1,095.00
Service	07/25/2024	Preparation for and attendance at School Board Meeting	2.50	\$150.00	\$375.00
Service	07/31/2024	R/R email from Dr. Rossi re outline meeting	0.40	\$150.00	\$60.00
Service	08/09/2024	email to Megan Duffield re confirmation of 8/12	0.20	\$150.00	\$30.00

meeting					
Service	08/12/2024	Preparation and attend meeting with Dr. Rossi and Megan Duffield re training preparation	2.50	\$150.00	\$375.00
Service	08/12/2024	r/r email from Megan Duffield attaching updated Yearly Sign Off sheets; review documents	0.60	\$150.00	\$90.00
Expense	08/15/2024	Reimbursable expenses: Consultant	1.00	\$5,000.00	\$5,000.00
				Total	\$8,945.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
76	09/28/2024	\$8,945.00	\$0.00	\$8,945.00
Outstanding Balance				\$8,945.00
Total Amount Outstanding				\$8,945.00

Please make all amounts payable to: Law Offices of Damon G. Tyner, LLC

Please pay within 30 days.

Service	07/08/2024	r/r/r to email from client re District Office Professional Development - Summer Series and Delsea Drive Updates	0.60	\$150.00	\$90.00
Service	07/10/2024	Creation of introductory slide outline for policy training meeting	4.60	\$150.00	\$690.00
Service	07/12/2024	Continuation of policy review for training templates	4.60	\$150.00	\$690.00
Expense	07/15/2024	Reimbursable expenses: Grant Consultant	1.00	\$5,000.00	\$5,000.00
				Total	\$9,395.00

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
55	07/24/2024	\$5,375.00	\$0.00	\$5,375.00

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
70	09/06/2024	\$9,395.00	\$0.00	\$9,395.00
Outstanding Balance				\$14,770.00
Total Amount Outstanding				\$14,770.00

Please make all amounts payable to: Law Offices of Damon G. Tyner, LLC

Please pay within 30 days.



INVOICE

Invoice # 79
Date: 09/19/2024
Due On: 10/19/2024

Law Offices of Damon G. Tyner, LLC

114 Rainbow Trail
Egg Harbor Township, NJ

Cumberland County Technical Education Center
2745 S. Delsea Drive
Vineland, NJ 08360

00015-Cumberland County Technical Education Center

HR/Labor Relations

Type	Date	Notes	Quantity	Rate	Total
Service	08/19/2024	r/r email from MD re yearly policy sign off sheets	0.40	\$150.00	\$60.00
Service	08/19/2024	review sign off sheet	0.20	\$150.00	\$30.00
Service	08/19/2024	Edit slides 1-6 for training tool	3.20	\$150.00	\$480.00
Service	08/19/2024	Edit slide 9 for training tool	0.60	\$150.00	\$90.00
Service	08/19/2024	Revise slides 10- 13 Harassment for training tool	0.70	\$150.00	\$105.00
Service	08/19/2024	Revise slides 16-17 Retaliation for training tool	0.40	\$150.00	\$60.00
Service	08/19/2024	Review of policies; preparation for training session.	2.50	\$150.00	\$375.00
Service	08/20/2024	Revise slides 14-15 Harassment for training tool	0.40	\$150.00	\$60.00
Service	08/20/2024	Create Code of Ethics slide for training tool	0.90	\$150.00	\$135.00
Service	08/20/2024	Edit SLides 20-21 Staff conduct slide for training tool	0.30	\$150.00	\$45.00
Service	08/20/2024	Prepare and edit slides 34-36	2.20	\$150.00	\$330.00
Service	08/20/2024	Prepare and edit slides 31-32	0.30	\$150.00	\$45.00
Service	08/20/2024	Internal conference to review PP presentation	1.10	\$150.00	\$165.00
Service	08/20/2024	Final run through and edits of slides 1-38	1.70	\$150.00	\$255.00
Service	08/21/2024	Preparation and attendance of Policy Refresher Training	3.00	\$150.00	\$450.00
Service	08/21/2024	Preparation for and conduct employee training session re: new policies and procedures.	3.00	\$150.00	\$450.00

Service	08/22/2024	Preparation for an attendance at Regular School Board meeting	2.70	\$150.00	\$405.00
Expense	09/13/2024	Reimbursable expenses: Consultant	1.00	\$5,000.00	\$5,000.00
				Total	\$8,540.00

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
76	09/28/2024	\$8,945.00	\$0.00	\$8,945.00

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
79	10/19/2024	\$8,540.00	\$0.00	\$8,540.00
Outstanding Balance				\$17,485.00
Total Amount Outstanding				\$17,485.00

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