

**LINK COMMUNITY CHARTER SCHOOL
 MINUTES OF THE BOARD OF TRUSTEES MEETING
 August 19, 2019, 6:30 PM
 at Link Community Charter School
 23 Pennsylvania Avenue, Newark, New Jersey 07114**

CALL TO ORDER

The meeting was called to order at 6:42 by Denise Smith, vice chair.

OPEN PUBLIC MEETINGS NOTICE: READING OF THE “SUNSHINE LAW” STATEMENT

Adequate notice of this meeting of the LCCS Board of Trustees, setting forth time, date and location, was provided by placing a notice in the New Jersey *Star Ledger and nj.com* on June 25, 2019 and *El Nuevo Coqui* on June 27, 2019, by letters mailed and faxed to the city clerks of the four districts of residence dated June 20, 2019, by posting notice on the school website, and by communicating same to the Board of Trustees.

FLAG SALUTE

ROLL CALL

Member	Present	Present by Phone	Absent
Covington, Regina			√
Holguin-Veras, Susana	√		
Marshall, Richard	√		
Petrillo, John	√		
Purefoy, Frances	√		
Smith, Denise	√		
Thompson, Kwamara			√

IN ATTENDANCE: NON-VOTING STAFF/BOARD ATTORNEY

Maria Pilar Paradiso, head of school
 Sharon Machrone, board recording secretary
 Bima Baje, school business administrator
 Leslie Baynes, chief operating officer
 Kyle Ulscht, board attorney

APPROVAL OF MINUTES

Resolution #081919-01: Be it Resolved that the Board of Trustees accepts and approves the minutes of the meeting held on July 8, 2019.

Moved by Mr. Marshall

Seconded by Mrs. Purefoy

Discussion: None

Vote: Voice, passed with one abstention (Ms. Holguin-Veras)

APPROVAL OF AGENDA

Resolution #081919-02: Be it Resolved that the Board of Trustees accepts and approves the agenda for the meeting on August 19, 2019.

Moved by Mrs. Purefoy

Seconded by Mr. Marshall

Discussion: None

Vote: Voice; passed unanimously

PUBLIC COMMENT

During the course of the board meeting the Board of Trustees offers members of the public an opportunity to address issues regarding the operation of LCCS. The Board reminds those individuals to take this opportunity to identify themselves by name and address and to limit their comments to items listed on the agenda and/or items directly related to the operation of the LCCS. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered, and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the Board are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility, nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments. Comments by each member of the public choosing to speak are limited to 3 minutes.

No member of the public in attendance

CLOSING OF PUBLIC COMMENT

The chair closed the public comment section of the meeting.

ACKNOWLEDGMENT OF CORRESPONDENCE

A letter from an attorney representing a graduate of the Class of 2019 was received, asking for documents regarding the student’s tenure at Link. The correspondence has been referred to the board attorney.

ELECTION OF BOARD MEMBER

Resolution #081919-03: Be it Resolved that the Board of Trustees elects Brenda Daughtry as a board member with a three-year term, retroactive to July 1, 2019 and until June 30, 2022, as recommended by the Governance Committee.

Moved by Mrs. Purefoy

Seconded by Mrs. Holguin-Veras

Discussion: none

Vote: Roll call; passed unanimously

OATH OF OFFICE

Board attorney Kyle Ulscht administered the Oath of Office to Brenda Daughtry

Mrs. Smith turned the meeting over to Mrs. Daughtry.

ROLL CALL

Member	Present	Present by Phone	Absent
Covington, Regina			√
Daughtry, Brenda	√		
Holguin-Veras, Susana	√		
Marshall, Richard	√		
Petrillo, John	√		
Purefoy, Frances	√		
Smith, Denise	√		
Thompson, Kwamara			√

PRESENTATION: Expansion and Sustainability. Mrs. Paradiso

HEAD OF SCHOOL

Head of School Report

See attached report.

Approval of additions to the 2019-2020 Personnel List

Resolution #081919-04: Be it Resolved that the Board of Trustees approves the following additions to the Link Community Charter School Personnel List for the 2019-2020 school year, approved at its May 13, 2019 meeting, as recommended by the head of school:

Name	10/12 Mo.	FT/PT	Position	2019-2020 Salary
Danielle Perrotta	10 mo.	P/T, 3 days/wk	Math Specialist and Coach	\$40,000
Diana Lelinho	10 mo.	F/T	ELA Teacher, gr. 7	\$77,759
Sarah Freer	10 mo.	F/T	Special Education Teacher, gr. 6	\$52,920

Moved by Mrs. Smith
 Seconded by Mrs. Purefoy
 Discussion: None
 Vote: Roll Call, passed unanimously

Approval to hire through Jesuit Volunteer Program

Resolution #081919-05: Be it Resolved that the Board of Trustees approves the hire of Grace Stagliano in the position of Student Life Coordinator, through the Jesuit Volunteer Program pursuant to Resolution # 061019-13, from August 12, 2019 through July 31, 2020, as recommended by the head of school.

Moved by Mrs. Smith
 Seconded by Mr. Petrillo
 Discussion: None
 Vote: Roll call; passed unanimously

Approval of teaching artists

Resolution #081919-06: Be it Resolved that the Board of Trustees approves the following teaching artists for the 2019-2020 school year, as recommended by the head of school:

Curriculum Area	Teaching Artist	Partner Organization
Music	Lisette Santiago	Jazz House Kids
Performing Arts	Sahirah Johnson	Streams of Creativity LLC
Creative Writing	Erica Bradshaw	Bradshaw Creative Services LLC

Moved by Mr. Petrillo
 Seconded by Mrs. Smith
 Discussion: A member asked for an explanation of this position’s duties. Mrs. Paradiso explained that duties include coordination of elective classes and field trips, duty assignments, overseeing the parent communications envelopes, and more.
 Vote: Roll call; passed unanimously

Approval of stipends

Resolution #081919-07: Be it Resolved that the Board of Trustees approves the following stipends for additional responsibilities for the 2019-2020 school year, as recommended by the head of school, with the understanding that the individuals receiving same will be approved by the board at a later date:

Responsibility	Stipend	Funded by
After School Library Duty	\$35 per hour	LCCS
Saturday Detention Duty	\$100 per day	LCCS
After School Enrichment Programs	\$35 per hour	Link Education Partners
School Culture Lead	\$10,000 annual stipend	LCCS
Spring Musical Director	\$1,500	Link Education Partners
Black History Month Performance Director	\$300	Link Education Partners
Black History Month Performance Support (up to 3)	\$300 each	Link Education Partners
Holiday Program Director	\$300	Link Education Partners
Holiday Program Support (up to 3)	\$300 each	Link Education Partners

After Care Program	\$25 per hour	LCCS
Student Government Advisor	\$1,000 each	LCCS
Art Show Director, 3 shows	\$300 per show	Link Education Partners
Graduation Music Director	\$125	Link Education Partners
Athletic Director	\$2,500 annual stipend	LCCS
Athletic Team Coaches Volleyball, Basketball, Soccer, Cheerleading	\$1,000 each (max. 2 coaches per team)	LCCS
Girls on the Run Program Coaches	\$75 per day (max. 2 coaches)	Link Education Partners
The Island School Chaperones	\$1,000 each (2 chaperones)	Link Education Partners
Relay Residency Advisor	\$1,000	Link Education Partners
Open House Gym Chaperone	\$25 per hour	LCCS
Grade Level Leaders	\$2,000 annually	LCCS
Math Boot Camp	\$150 per day	Link Education Partners

Moved by Mrs. Purefoy

Seconded by Mr. Petrillo

Discussion: None

Vote: Roll call; passed unanimously

Approval of payment of stipend

Resolution #081919-08 Be it Resolved that the Board of Trustees approves the payment of the following stipends, as recommended by the head of school:

Responsibility	Employee	Stipend (approved in previous motion)
School Culture Leader	Hannah Kennedy	\$10,000
Math Boot Camp	Annie Tanella	\$150
Math Boot Camp	James Clauberg	\$150
Math Boot Camp	Anne Gunther	\$150
Math Boot Camp	Jeffrey Locklear	\$150
Math Boot Camp	Suzanne Boyle	\$150
Grade Level Leader	Claire Snyder	\$2,000
Grade Level Leader	Amanda Voorhees	\$2,000
Grade Level Leader	Jasmine Seegers	\$2,000
Math Boot Camp	Christine Lynskey	\$150
Math Boot Camp	Amanda Voorhees	\$150
Math Boot Camp	Marisa Musico	\$150
Math Boot Camp	Sarah Freer	\$150

Moved by Mr. Petrillo

Seconded by Ms. Holguin-Veras

Discussion: None.

Vote: Roll call; passed aninmously

Approval of bus companies

Resolution #081919-09: Be it Resolved that the Board of Trustees approves the use of TransEd and Next Level bus companies for transporting students on field trips, to athletic activities and to other events as needed, as recommended by the head of school.

Moved by Mrs. Smith

Seconded by Mr. Petrillo

Discussion: A member asked why two bus companies. Mrs. Paradiso explained that sometimes one company might not be available to transport our students, so it is necessary to have more than one company.

Vote: Roll call; passed unanimously

Approval to join an athletic league

Resolution #081919-10: Be it Resolved that the Board of Trustees authorizes joining the New Jersey Charter School Athletic League, to be funded by Link Education Partners, for the 2019-2020 school year, as recommended by the head of school.

Moved by Mrs. Smith

Seconded by Mr. Petrillo

Discussion: None

Vote: Roll call; passed unanimously

Approval to transport athletes to games

Resolution #081919-11: Be it Resolved that the Board of Trustees, as recommended by the head of school, approves transporting members of the school’s athletic teams to games at the New Community Center on Hayes Street in Newark, to competitors’ schools, or to other appropriate facilities (such as a park for soccer games) in accordance with the schedule set by the New Jersey Charter School Athletic League, with the understanding that Link Education Partners will fund such transportation and that parents may be responsible for transporting students from the games to home.

Moved by Mrs. Purefoy

Seconded by Mr. Petrillo

Discussion: None

Vote: Roll call; passed unanimously

Approval of field trips

Resolution #081919-12: Be it Resolved that the Board of trustees approves the following field trip, as recommended by the head of school:

Trip	Date/Time	Purpose	Funded by
Slam Dunk the Junk, City of Newark. Grade 6, Lincoln Park	Thursday, October 3, 2019	Community Service	No cost

Moved by Mr. Petrillo

Seconded by Mrs. Purefoy

Discussion: None

Vote: Roll call; passed unanimously

Approval of professional development

Resolution #: #081919-13: Be it Resolved that the Board of Trustees approves the following staff to attend professional development opportunities, as recommended by the head of school:

Name	Conference/Training	Dates	Funded by:
Kathleen Hester	Active Shooter Training	Wednesday, August 31, 2019	LCCS
Detra DeNully	Stronge Refresher Program	Thursday, September 19, 2019	Link Education Partners
Christine Kelley-Kemple	Stronge Refresher Program	Thursday, September 19, 2019	Link Education Partners

Moved by Mrs. Smith

Seconded by Mr. Petrillo

Discussion: None

Vote: Roll call; passed unanimously

Approval of foreign language curriculum

Resolution #081919-14: Be it Resolved that the Board of Trustees approves Middlebury Interactive Languages as the curriculum for instruction in Spanish in grades 6 through 8 and its purchase at \$20,000 annually, as recommended by the head of school.

Moved by Mr. Petrillo
Seconded by Ms. Holguin-Veras
Discussion: None
Vote: Roll call; passed unanimously

COMMITTEE REPORTS

Governance Committee

See attached report.

Finance and Facility Committee

See attached report.

Approval of financial reports

Resolution #081919-15: Be it Resolved that the Board of Trustees accepts and approves the Board Secretary Report and the Treasurer's Report for the month ending July 31, 2019, as recommended by the school business administrator.

Moved by Mrs. Smith

Seconded by Ms. Holguin-Veras

Discussion: None

Vote: Roll call, passed unanimously

Approval of bills for payment

Resolution #081919-16: Be it Resolved that the Board of Trustees approves for payment the bills for goods and services provided to Link Community Charter School as listed in the revised Bill List, recommended by the school business administrator.

Moved by Mrs. Smith

Seconded by Mr. Marshall

Discussion: None

Vote: Roll call, passed unanimously

Approval of service vendor contracts

Resolution #081919-17: Be it Resolved that the Board of Trustees awards the following service contracts for the 2019-2020 school year, as recommended by the school business administrator:

- Information Technology Services to LinkHigh Technologies at \$36,800 annually
- Security to Allied Universal at \$15.98 as the regular time hourly rate and \$23.97 as the overtime hourly rate
- Food Services to Maschio's at \$12,000 per school year
- Custodial Services to Best Cleaning Services at \$1,275 per week (five days each week).

Moved by Mr. Petrillo

Seconded by Mrs. Smith

Discussion: None

Vote: Roll call; passed unanimously

Approval of vendors for employee benefits

Resolution #081919-18: Be it Resolved that the Board of Trustees approves contracting with AFLAC for optional additional disability and life insurance coverage for staff, to be funded 100% by employees selecting such coverage, as recommended by the school business administrator.

Moved by Mr. Petrillo

Seconded by Ms. Holguin-Veras

Discussion: None

Vote: Roll call; passed unanimously

Approval of vendors

Resolution #081919-19: Be it Resolved that the Board of Trustees approves the following vendor contracts for the 2019-2020 school year, as recommended by the school business administrator:

Vendor	Service Provided	Cost
Essex Regional Education Services Commission	Home Instruction	\$48.00 per hour
Learning.com	Digital Literacy Curriculum & Assessment	\$4,968 per year
CDK- Accounting Software	Accounting software for four users	\$4,035 per year
Mindplay	Virtual Reading Coach	\$2,250 per year
PowerSchool, Annual Subscription	Student Database System	\$6,687 per year
FrontLine (Stronge, My Learning Plan)	Teacher Evaluation	\$1,618 per year
Learning Ally	Reading and math online program	\$987 per year
Machado Law Group	Legal Fees	Attorneys \$160 per hour/ Paralegals \$75 per hour
Dr. Kia Grundy	Physician Services	\$3,000 per year up to 8 hours); \$500 per hour beyond 8 hours
Middlesex County Educational Services	Child Study Team	\$420 per diem
Delta-T	Substitutes	\$30 per hour
School Messenger	Automatic parent emergency notification system	\$646.20 per year
Schoolpresser LLC	Website Maintenance and Support	\$2,500 per year plus \$75 per hour for design support if needed
NWEA Map Testing	Student assessment	\$3,075 per year
One Source Solutions	Printing and mailing services	Per job request
Intersection	Outdoor advertising (recruitment)	Per job request
Trans Ed	Busing for field trips	Per job request
Next Level	Busing for field trips	Per job request
Frontline (Applitrack)	Employment Recruitment program	\$5,162 per year
Strauss Esmay	Policy Alert/Support System; Online Policy Software and Support	\$2,940 per year
Follett School Solutions, Inc.	Annual Library Support	\$1,226.50 per year
Invo Health Care	Speech Language Pathology & Occupational Therapy	\$98 per service and \$380 per evaluation
Western Pest Control	Pest management	\$429 per month
DeansList	Student Behavior Management System	\$5,450 per year
Identimetrics	Attendance scanning	\$600 per year

Moved by Mrs. Smith

Seconded by Mrs. Purefoy

Discussion: None

Vote: Roll call; passed unanimously

Education Committee

No report.

OLD BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENTS

Link has invited dignitaries to visit the school on Tuesday, September 3 for the opening of school in its 50th year. Board members are welcome to attend.

The 50th Anniversary Block Party will be held on Saturday, October 5 from noon until 4 pm.

As part of the celebration of the 50th anniversary, we will hold an alumni weekend September 27-29 with a basketball game on Friday night, a dinner dance (for those over 21 years of age) on Saturday night, and an Interfaith Service on Sunday.

A Taste of Newark on Wednesday, November 13 will be a celebration of Link. Invitations will go out soon.

LEP will host a Board-Staff Dinner on Thursday, September 12. LCCS board members will be invited. The invitation will be sent our soon.

Members were asked to vote online for Link in the State Farm Neighbor Assist program (sent to all members via email). Link is one of 200 non-profits out of 2000 selected for the competition for 40 \$25k grants.

The next regularly scheduled LCCS Board meeting is scheduled for Monday, September 9, 2019.

MOTION TO ADJOURN

Moved by Mrs. Smith

Seconded by Ms. Holguin-Veras

Vote: Voice; passed unanimously

The meeting was adjourned at 8:42 pm.

These minutes represent a record of the actions taken by the Board of Trustees during the meeting and a summary of the discussions that took place. The minutes are not intended to be, nor are they, a verbatim record of the discussion on a particular item.

Respectfully submitted,



Sharon F. Machrone, Board Recording Secretary

Date: August 19, 2019

Approved by the Link Community Charter School Board of Trustees: September 9, 2019