

**LINK COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES SPECIAL MEETING**

January 30, 2023, 6:30 PM

Via Zoom Only

**Link Community Charter School
23 Pennsylvania Avenue, Newark, New Jersey 07114**

Approved Minutes

LINK COMMUNITY CHARTER SCHOOL MISSION

Link Community Charter School will provide an outstanding elementary and middle school education for learners of all academic abilities by developing the mind, body and spirit through a strong curriculum, experiential learning, immersion in the arts, and an enduring commitment to Core Values; this will allow them to be successful in competitive high schools and become responsible and resourceful citizens who give back to others.

CALL TO ORDER

The special meeting was convened at 6:38pm by Ms. Paczkowski, board recording secretary, in the absence of board chair, Mr. Marshall and inability of vice-chair Ms. Barkley to lead the meeting.

FLAG SALUTE

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 with the *New Jersey Star Ledger* and *nj.com*, *Irvington Herald*, *East Orange Record*, *Orange Transcript*, and *Essex Daily News* on January 10, 2023; by email to the city clerks of, East Orange, Irvington, and Orange, and the county superintendent of education on January 10, 2023 and by mail on January 10, 2023 to the city clerk of Newark; by posting notice on the school website; and by communicating same to the Board of Trustees.

ROLL CALL

Member	Present	Absent
Barkley, Ms.	√	
Barnett, Ms.	√	
Clarke-Avignant, Mrs.	√	
Daughtry, Ms.	√	
Ebanks, Ms.	√	
Fox, Ms.	√	
Key, Mr.	√	
Marshall, Mr.		√
Naar, Mr.		√

IN ATTENDANCE: NON-VOTING STAFF/BOARD ATTORNEY

Maria Pilar Paradiso, Head of School
Debbie Paczkowski, Board Recording Secretary
Bima Baje, School Business Administrator
Leslie Baynes, Chief Operating Officer
Christine Martinez, Esq., Board Attorney

Sharon Machrone, Director of Communications

Resolution to approve a board member to conduct the meeting

Be it Resolved that the Board of Trustees approves the nomination of Brenda Daughtry as the board member to lead this evening's meeting.

Moved by Mrs. Clarke-Avignant

Second by Ms. Barnett

Discussion: None

Vote: Voice; passed unanimously

Ms. Paczkowski turned the floor over to Ms. Daughtry

APPROVAL OF MINUTES

Resolution #013023-01: Be it Resolved that the Board of Trustees accepts and approves the minutes of the regular board meeting held on January 9, 2023.

Moved by Mrs. Clarke-Avignant

Second by Ms. Barnett

Discussion: None

Vote: Voice; passed unanimously, one abstention Ms. Ebanks

APPROVAL OF AGENDA

Resolution #013023-02: Be it Resolved that the Board of Trustees accepts and approves the agenda for the special board meeting on January 30, 2023.

Moved by Ms. Barnett

Second by Mrs. Clarke-Avignant

Discussion: None

Vote: Voice; passed unanimously

PRESENTATION

- Revised School Budget 2022-2023 (Post School Aid Report), Bima Baje, School Business Administrator

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.

CLOSING OF PUBLIC COMMENT

Seeing no members of the public, Ms. Daughtry closed the public comment portion of this meeting.

ACKNOWLEDGMENT OF CORRESPONDENCE

None

Amendment to Resolution #101722-08 Approval to transport students

Resolution #013023-03: Be it Resolved that the Board of Trustees approves amending resolution #101722-08 so that members of the school's athletic teams will be transported 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 Newark Charter School Athletic League, with the understanding that Link Education Partners will fund such transportation and that parents are responsible for transporting students from the games to home, except when games are not in Newark, except for the 2023 winter Basketball Season, as recommended by the head of school.

Moved by Mrs. Clarke-Avignant

Seconded by Ms. Fox

Discussion: None

Vote: Roll call; passed unanimously

Approval of field trips

Resolution #013023-04: Be it Resolved that the Board of Trustees approves the following field trips, as recommended by the head of school.

Grade	Trip	Date/Time	Location	Funded by	Transportation
1- Bridges	Mighty Writers	Thursday, February 2, 2023, 10:30am-11:45am	59 Lincoln Park Newark, NJ	N/A	Walk
1- Masih	Mighty Writers	Thursday, February 9, 2023, 10:30am-11:45am	59 Lincoln Park Newark, NJ	N/A	Walk

Moved by Mrs. Clarke-Avignant

Seconded by Ms. Ebanks

Discussion: None

Vote: Roll call; passed unanimously

Approval of Stipend

Resolution #013023-05: Be it Resolved the Board of Trustees approves the following stipends for the following individuals for the 2022-2023 school year, as recommended by the head of school:

Name	Duty	Amount
Jeanette Rios	Morning Duty	\$1,500.
Amanda Ryan	Morning Duty	\$1,500.
Annie Gunther	Hiring Advisory Committee	\$1,500.
Natasha Valentin	Hiring Advisory Committee	\$1,500.
Jeanette Rios	Hiring Advisory Committee	\$1,500.
Amanda Ryan	Testing Coordinator	\$1,500.

Moved by Mrs. Clarke-Avignant

Seconded by Ms. Barnett

Discussion: None

Vote: Roll call; passed unanimously

Approval to extend a leave

Resolution #013023-06: Be it Resolved that the Board of Trustees approves extending the unpaid leave of absence for employee #133 on FMLA with benefits to include a return date of April 1, 2023.

Moved by Ms. Barkley

Seconded by Ms. Ebanks

Discussion: None

Vote: Roll call; passed unanimously

Finance Committee

Approval of grant acceptance

Resolution#013023-07: Be it Resolved that the Board of Trustees approves the acceptance of the Emergent Capital Grant in the amount of \$50, 325, as recommended by the school business administrator.

Moved by Ms. Barnett

Seconded by Mrs. Clarke-Avignant

Discussion: None

Vote: Roll call; passed unanimously

Approval of bills for payment

Resolution #013023-08: 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 attached Bill List, as recommended by the school business administrator.

Moved by Ms. Barnett

Seconded by Ms. Ebanks

Discussion: None

Vote: Roll call; passed unanimously

OLD BUSINESS

Approval of revised school budget

Resolution#013023-09: Be it Resolved that the Board of Trustees approves reconsidering Resolution # 010923-12, Approval of revised school budget that was tabled at the regular board meeting on January 09, 2023, as recommended by the school business administrator.

Moved by Ms. Ebanks

Seconded by Ms. Barnett

Discussion: None

Vote: Roll call; passed unanimously

Approval of revised school budget

Resolution #010923-12: Be it Resolved that the Board of Trustees approves the revised budget for SY 2022-2023, as recommended by the school business administrator.

Moved by Ms. Barkley

Seconded by Mrs. Clarke-Avignant

Discussion: None

Vote: Roll call; passed unanimously

NEW BUSINESS

Approval of stipend

Resolution #010923-10: Be it Resolved the Board of Trustees approves the following quarter 2 stipends for the following individuals for the 2022-2023 school year, as recommended by the head of school:

Name	Duty	Amount
Jeffrey Locklear	Additional Math Class	\$2,500.
Rosa Martinez	Additional Math Class (To be prorated for leave departure)	\$2,500.
Annie Gunther	Additional Math Class	\$2,500.
James Clauberg	Additional Math Class	\$2,500.
Taheera DeMyers	Additional Math Class (To be prorated for hire date)	\$2,500.

Moved by Ms. Ebanks

Seconded by Mrs. Clarke-Avignant

Discussion: None

Vote: Roll call; passed unanimously

ANNOUNCEMENTS

The next regular board meeting is February 13, 2023.

The board retreat is February 27, 2023.

MOTION TO ADJOURN

Moved by Ms. Ebanks

Seconded by Ms. Barnett

Vote: Voice; passed unanimously

The meeting was adjourned at 7:31 pm.

These minutes represent a record of 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,



Debra Paczkowski, Board Recording Secretary

Date: January 31, 2023

Approved by the Link Community Charter School Board of Trustees: February 13, 2023

BUDGET SUMMARY

Line		FY Year: 2022-2023	Common Size
1	Enrollments		
2	District of Residence	139	
3	Non-Resident District	183	
4	Total Enrollments	322	
5			
6	Beginning Fund Balance	2,006,557	
7			
8	Revenues		
9	General Fund		
10		0	
11	Equalization/Local Levy Aid - Local Share	727,166	12.2%
12	Equalization/Local Levy Aid - State Share	4,133,433	69.6%
13	Total Equalization/Local Levy Aid (Lines 11,12)	4,860,599	81.9%
14	Categorical Aid		
15	Categorical Special Education Aid	225,024	3.8%
16	Categorical Security Aid	155,261	2.6%
17	Total Categorical Aid (Lines 15 and 16)	380,285	6.4%
18	Other State Revenue	FICA 183,173	3.1%
19	First Year Nonpublic Student Aid		0.0%
20	Adjustment Aid	209,814	3.5%
21	Other State Revenue		0.0%
22	Total Other State Aid (Lines 19 through 21)	392,987	6.6%
23	Other Revenue: LEP	60,000	
24	Total General Fund (Lines 13, 17, 22, 23)	5,693,871	95.9%
25	Restricted - Special Revenue Fund		
26	Revenue from State Sources:		0.0%
27	Source:		0.0%
28	Other:		0.0%
29	Total State Projects (Lines 27, 28):	0	0.0%
30	Revenue from Federal Sources:		0.0%
31	Source: ESEA,IDEA, & ESSER II	242,521	4.1%
32	Other: Charter Grant		0.0%
33	Total Federal Projects (Lines 31, 32):	242,521	4.1%
34	Revenues from Other Restricted Sources		0.0%
35	Source: ESSER II		0.0%
36	Source: CARES ACT	0	0.0%
37	Other:	0	0.0%
38	Total Other Sources (Lines 35, 36, 37):	0	0.0%
39	Total Special Revenue Fund (Lines 29, 33, 38)	242,521	4.1%
40	Total Revenues (Lines 24,39)	5,936,392	100.0%
41	Expenditures-General Fund		
42	Instruction		
43	Salaries of Teachers	2,176,191	36.0%
44	Other Salaries for Instruction	60,000	1.0%
45	Purchased Professional/Technical Services	281,750	4.7%
46	Other Purchased Services	0	0.0%
47	General Supplies	63,390	1.0%
48	Textbooks	47,450	0.8%
49	Miscellaneous Expense	54,000	0.9%
50	Total Instructional Expense	2,682,781	44.4%
51	Administrative		
52	Salaries - Administration	641,025	10.6%
53	Salaries of Secretarial/Clerical Assistants	225,338	3.7%
54	Total Benefit Costs	808,793	13.4%

Line		FY Year: 2022-2023	Common Size
55	Purch. Professional/Tech.Serv.(Consultants)		0.0%
55.1	Legal costs	35,000	0.6%
55.2	Other Purch. Professional/Tech Serv. (Consultants)	95,490	1.6%
56	Other Purchased Services	68,800	1.1%
57	Communications/Telephone	34,585	0.6%
58	Supplies and Materials	7,000	0.1%
59	Judgments Against Charter Schools		0.0%
60	Interest on Current Loans		0.0%
61	Interest for Lease Purchase Agreements		0.0%
62	Mortgage Payments-Interest		0.0%
63	Miscellaneous Expense	2,400	0.0%
64	Total Administrative Expense	1,918,430	31.7%
65	Support Services		
66	Salaries	335,258	5.5%
67	Purch. Professional/Tech. Serv.(Consultants)	71,000	1.2%
68	Other Purchased Services	201,820	3.3%
69	Rental of Land and Buildings	352,000	5.8%
70	Insurance for property, liability and fidelity	81,260	1.3%
71	Supplies and Materials	23,800	0.4%
72	Transportation - Other than to/from school	0	0.0%
73	Reserved for future use		0.0%
74	Energy Costs (Heat and Electricity)	86,550	1.4%
75	Miscellaneous Expense	5,000	0.1%
76	Total Support Services Expense	1,156,688	19.1%
77	Capital Outlay		
78	Instructional Equipment	47,500	0.8%
79	Noninstructional Equipment	0	0.0%
80	Purchase of Land/Improvements	0	0.0%
81	Lease Purchase Agreements-Principal	0	0.0%
82	Mortgage Payments-Principal	0	0.0%
83	Building Purchase other than Lease Purchase	0	0.0%
84	Miscellaneous Expense	0	0.0%
85	Total Capital Outlay	47,500	0.8%
86	Total General Fund (Lines 50, 64, 76, 85)	5,805,399	96.0%

Line		FY Year: 2022-2023	Common Size
87	Expenditures-Special Revenue Fund		0.0%
88	Restricted /Special Revenues Programs		0.0%
89			0.0%
90	State Projects:		0.0%
91	Source:	0	0.0%
92	Other:	0	0.0%
93	Total State Projects:	0	0.0%
94			0.0%
95	Federal Projects:		0.0%
96	Source: ESEA	242,521	4.0%
97	Other: Charter Grant	0	0.0%
98	Total Federal Projects:	242,521	4.0%
99	Other Restricted Expenditures:		0.0%
100	Source: Esser II		0.0%
101	Source:	0	0.0%
102	Other:	0	0.0%
103	Total Other Sources:	0	0.0%
104	Total Special Revenue Fund (Lines 93, 98, 103)	242,521	4.0%
105			0.0%
106	Total Expenditures (Lines 86, 104)	6,047,920	100.0%
107			
108	Ending Fund Balance (Lines 6 + 40 - 106)	1,895,029	

Total	
Benefits	808,793
Salaries	3,437,811
%	23.53%

Instr	
3,208,875.85	59.36%

Admin. %	
1,313,460.83	24.30%

Support %		
883,562.15	16.34%	40.64%

Total	
5,405,898.83	

% fund bal. to Gen Fund	
32.64%	

Bank Account Code(s): A,B,D Only, Non-Checks Excluded

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
A:04884	1/10/23	Jump Ahead Pediatrics Occupational Therapy Nov	72.50	P202300124	11-000-216-300-001-067
A:04885	1/11/23	MACHADO LAW GROUP Legal Services 2022-23	560.00	P202300039	11-000-230-331-000-055
A:04886	1/12/23	Motivated Security Services, Inc. Security Services 2022-23	6,196.24	P202300023	11-000-240-500-000-068
A:04887	1/17/23	Net2Phone Global Services Phone serv Dist Office	252.22	P202300025	11-000-230-530-000-057
A:04888	1/24/23	Net2Phone Global Services Phone serv Dist Office	256.67	P202300025	11-000-230-530-000-057
A:04889	1/25/23	Dr. Kia Grundy 2022-23 Medical Services	3,000.00	P202300065	11-000-216-300-001-067
A:04890	1/26/23	Digital Arts Imaging Mission & Vision signage Shipping	700.00 45.00	P202300108 P202300108	11-000-230-610-000-058 11-000-230-610-000-058
Total Check Amount:			<u>745.00</u>		
A:04891	1/26/23	AT&T Teleconference Services Teleconference serv	30.98	P202300031	11-000-230-530-000-057
D:01230	1/26/23	AXA Equitable Equi-Vest December Contributions Josie Arizmendi	200.00	91 - 472	AXA
A:04892	1/27/23	Staples Advantage Office supplies Supplies	37.49 755.78	P202300030 P202300092	11-000-262-610-000-071 11-000-262-610-000-071
Total Check Amount:			<u>793.27</u>		
A:04893	1/27/23	Avaya Inc. Voice Message sys	128.49	P202300028	11-000-230-530-000-057
A:04894	1/27/23	Verizon Phone serv 2022-23	144.00	P202300017	11-000-230-530-000-057
A:04895	1/27/23	Charles Nechtem Associates, Inc. Counseling Services 2022-23 Counseling Services 2022-23	291.66 291.66	P202300056 P202300056	11-000-230-331-000-055 11-000-230-331-000-055
Total Check Amount:			<u>583.32</u>		
A:04896	1/27/23	Horizon BCBS acct 168959384 dental 2/23	3,484.13	91 - 485	Dental
A:04897	1/27/23	CIT Copiers/Printers 2022-23	373.25	P202300024	11-000-240-500-000-068

Bank Account Code(s): A,B,D Only, Non-Checks Excluded

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
A:04898	1/27/23	Delta-T Group North Jersey, Inc.			
		Substitutes & Paras 2022-23	5,468.80	P202300074	11-190-100-320-000-045
		Substitutes & Paras 2022-23	936.00	P202300074	11-190-100-320-000-045
		Total Check Amount:	<u>6,404.80</u>		
A:04899	1/30/23	Catapult Learning, LLC			
		Learning loss instruction (grant)	6,471.26	20 - 421	ACCTS PAYABLE
		Learning loss instruction 21-22 (grant)	6,471.26	20 - 421	ACCTS PAYABLE
		Total Check Amount:	<u>12,942.52</u>		
A:04900	1/30/23	LINK EDUCATION PARTNERS, INC			
		Additional space Lower Level 23 Pennsylvania	2,000.00	P202300002	11-000-262-441-000-069
		Rent 23 Pennsylvania	27,333.33	P202300002	11-000-262-441-000-069
		Parking 972 Broad	4,000.00	P202300002	11-000-262-441-000-069
		Total Check Amount:	<u>33,333.33</u>		
A:04901	1/30/23	New Jersey Manufacturers Insurance Company			
		Workmans Compensation	2,828.00	P202300006	11-000-291-260-000-054
A:04902	1/30/23	CIT			
		Printers/copiers dist office	413.28	P202300024	11-000-240-500-000-068
		Copiers/Printers 2022-23	2,742.52	P202300024	11-000-240-500-000-068
		Total Check Amount:	<u>3,155.80</u>		
A:04903	1/30/23	Motivated Security Services, Inc.			
		Security Services 2022-23	5,092.48	P202300023	11-000-240-500-000-068
A:04904	1/30/23	Great Minds			
		Edulastic Affirm Gr 1-8 1 yr student lic 2021-22	2,100.00	10 - 421	ACCTS PAYABLE
A:04905	1/30/23	IISC-Education			
		School Messenger Annual	1,249.99	P202300107	11-000-230-530-000-057
		The Grand Total of all Checks from Fund 10 is:	2,100.00		
		The Grand Total of all Checks from Fund 11 is:	65,200.34		
		The Grand Total of all Checks from Fund 20 is:	12,942.52		
		The Grand Total of all Checks from Fund 91 is:	3,684.13		
		The Grand total of all checks for this period is:	83,926.99		