









# LINK COMMUNITY CHARTER SCHOOL

Approved 2020-2021 School Calendar, 03.09.20

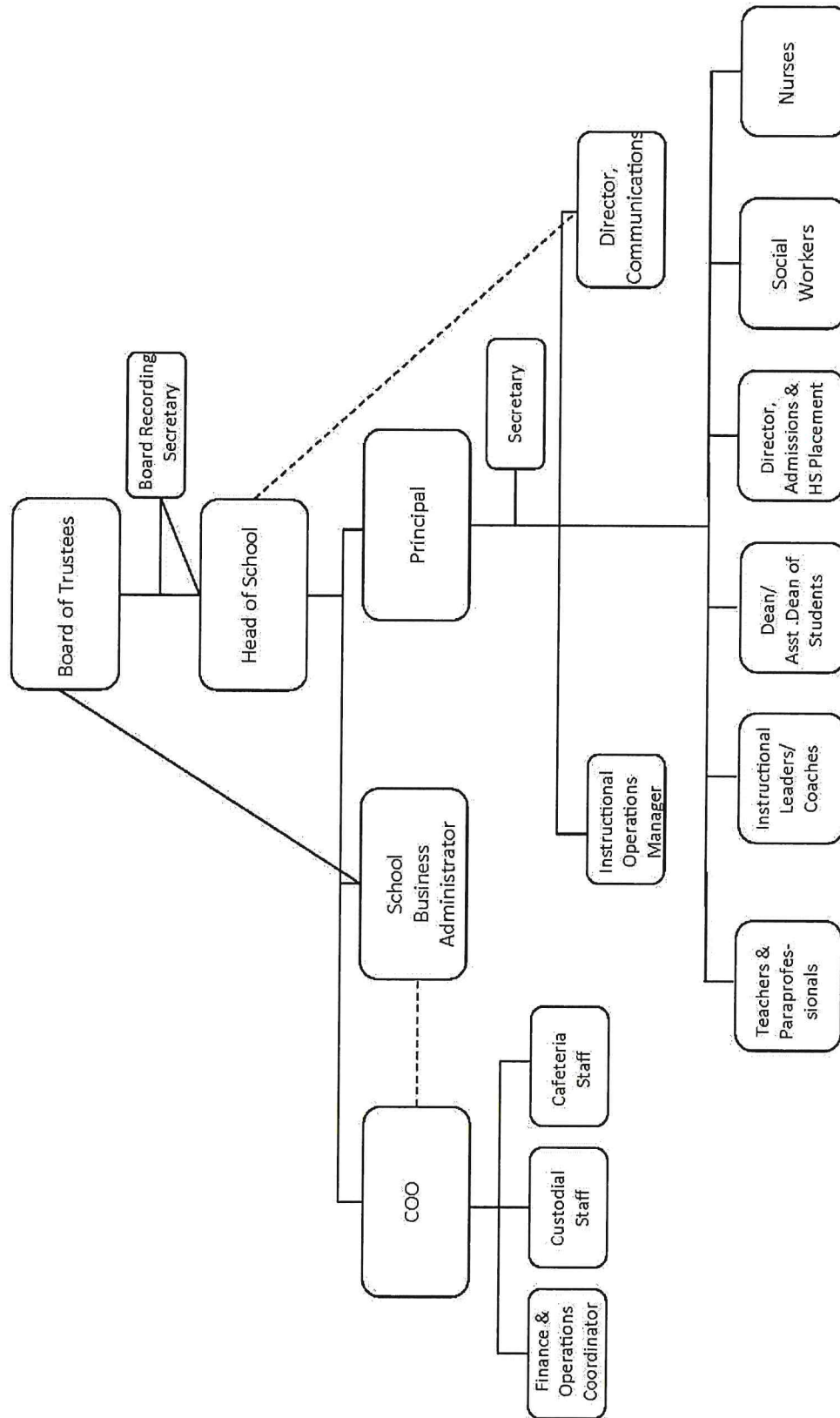
School year begins on Wednesday, September 2, 2020 and ends on Friday, June 18, 2021.

Student Days: 183\* Staff Days: 194\* \*does not include Summer Academy

Students: 0      Staff: 7							Students: 20      Staff: 21													
July '20							August '20							September '20						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
			1	2	3	4							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
Students: 21      Staff: 21							Students: 18      Staff: 19							Students: 16      Staff: 16						
October '20							November '20							December '20						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25*	26	27	28	20	21	22*	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		
Students: 18      Staff: 19							Students: 18      Staff: 18							Students: 22      Staff: 23						
January '21							February '21							March '21						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
					1	2		1	2	3	4	5	6		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31																				
Students: 16      Staff: 16							Students: 20      Staff: 20							Students: 14      Staff: 14						
April '21							May '21							June '21						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29**	30			
							30	31												

	School Closed/Holidays		Teacher PD Day (no school for students); 8/21 new staff starts 8/21 and all staff 8/24-9/1. **7/2/20 and 6/29/21 are PD days for summer academy staff.
	Link Summer Academy		Early Dismissal, all (except for 12-month employees)/ *means 12 noon dismissal
	Building Closed for Cleaning (District & School closed)		Early Dismissal, students; Teacher PD 1:15 – 4:30 pm; Graduation, June 18 <sup>th</sup> (All staff must attend.)
	School closed, except for 12-month employees		First Day of School

# LINK COMMUNITY CHARTER SCHOOL Organization 2019-2020







**Instructional Program Operations Manager**  
**(Status-Exempt, 12 Month, Part-Time)**  
Job Description

Position Description

The Instructional Program Operations Manager oversees important facets of the daily operation of the instructional program to support Link Community Charter School's mission, in collaboration with the school's leadership and faculty. While the Manager reports directly to and works closely with the School Principal, s/he also works closely with other members of the Administrative Team to implement initiatives designed to ensure a positive school climate, smooth operations and effective instruction. The Instructional Program Operations Manager is an administrative position, not a teaching position and thus does not follow the teacher schedule or use the certificated staff evaluation tool.

This position requires 29 hours per week on site, Monday through Friday with hours that are mutually agreed upon to meet the needs of the school.

Specific Responsibilities

**Staff Culture, Diversity and Cultural Competency/Relevance Leadership**

- Develop and implement monthly staff newsletter and other initiatives to support a positive staff culture
- Lead Diversity Team to provide guidance and support to school leadership on issues relating to race, ethnicity, religion and gender/identity.
- Organize and lead monthly sessions on diversity, cultural competence and relevance for staff

**State Reporting**

- Gather and input data/documentation for state and local submissions, including residency verification, registration documentation, annual HIB, violence and suspension reporting, annual report to the NJ Charter School Office, October 15 Reporting, annual attendance, etc.
- Develop tools for compliance and streamlining each submission process.
- Manage state student enrollment systems, including NJSMART and CHE
- Support state reports throughout the school year
- Communications with the county education office as needed

**PowerSchool Management**

- Conduct data entry for initial student registration annually and complete ongoing updates as needed
- Increase knowledge base on capabilities of PowerSchool to take on increasing level of responsibility

**Student Enrollment and Transportation**

- Develop and prepare registration documents and protocols
- Manage student registration process, including documentation and home district enrollment and transfer
- Set up and manage student files
- Manage student transfers
- Communicate with home districts as needed with regard to enrollment and transportation
- Support transportation reimbursement program from home districts

### Main Office Management

- Manage office operations from 4:00 to 6:00 pm, answering the telephone and attending to parents and guests.
- Support main office operations as needed, including greeting, answering phones, filing, maintaining organized space, parent communications, mailings, etc.

### Testing:

- Support communication with staff, parents and students
- Coordinate all state testing (PARCC/NJSLA), NWEA and F&P on one school testing calendar
- Organize and coordinate all necessary technology and resources, ensuring all technical requirements are met by coordinating with the school's technology consultants
- Set up all student accounts
- Support staff training
- Schedule and coordinate proctors
- Distribute technology and resources and set up testing sites
- Manage testing sites
- Track student attendance and schedule make-ups
- Actively manage testing throughout assessment period

### Quarterly Student Performance Reports (Progress Reports and Report Cards):

- Work with the Principal to establish expectations and timelines
- Communicate with staff to share expectations and timelines on ongoing basis, sending reminders and tracking performance
- Collect and compile personal development scores
- Review advisory and teacher comments and finalize report cards, printing them for distribution
- Prepare teacher packets for Report Card Night and progress reports for mailing home
- Collect and compile award recipients
- Order light supper for teachers for Report Card Nights
- Coordinate set up and breakdown of Report Card rooms with custodial staff
- Coordinate report cards with PowerSchool consultant with aim to take on full responsibility for running report cards and quarterly honors
- Develop assessment for programs and gather feedback and report to principal and to staff
- Track parent attendance at report card nights and report data to principal and staff
- Develop programs and initiatives to increase parent participation

Perform other duties, as assigned by the Principal and/or Head of School.

### Meetings and Professional Development

- Maintain professional competence and continuous improvement through in-service education and other professional growth activities
- Participate in school-level planning, faculty meetings/committees and other school system groups
- Uphold and enforce school rules, administrative regulations and board policy

### Qualifications

- Bachelor's Degree preferred
- Minimum three years experience in school operations preferably in an urban setting
- Excellent leadership, organizational, management, communication and interpersonal skills
- Manage multiple projects well and be self-motivated
- Drive, initiative and can-do attitude
- Personable, positive personality, maintain confidentiality and professionalism at all times
- Required criminal history check

- Proof of U.S. citizenship or legal resident alien status
- Commitment to Link Community Charter School's mission, vision and core values

#### School Life Responsibilities

- Continually reinforce the school's Core Values, expectations and school spirit, first and foremost by modeling such values and, secondly, by teaching them to our students.
- Lead, actively support and/or participate in school-wide events, including September pot luck event, Back to School Night, graduation, awards assemblies, Holiday Celebration, Grandparents' Day/Black History Month Celebration, Student Professional Development Program, Multicultural Program, Field Day, Spirit Week, student dances, 8<sup>th</sup> grade end of year events. Sign-up will occur in August.
- Participate and assist in the outdoor/adventure education program with both day and overnight trips, as needed.

#### Reporting, Supervision, Working Relationships and Evaluation

The Instructional Program Operations Manager reports directly to and is supervised by the Principal. S/he has working relationships with all members of the faculty, staff and administration in the school. The Manager will take part in an end of year school wide/program evaluation with the Principal, gathering information from all stakeholders and providing input for a comprehensive appraisal of the academic program. The Manager will be evaluated in accordance with State statutes and regulations, Board policies and administrative directives.

#### Terms of Employment

The Instructional Program Operations Manager is a 12-month employee, in an administrative, non-teaching role. The Manager receives salary and benefits as approved by the Link Community Charter School's Board of Trustees. School policies and procedures, as approved by the Board of Trustees, are provided to all staff in a Staff Handbook, which is available at the school's website ([www.linkschool.org](http://www.linkschool.org)). The work day is Monday through Thursday, 9:30-10:30 am and 1:00-6:00 pm, Fridays, 9:00 am to 3 pm.

#### Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this position. It is not designed to contain or be interpreted as comprehensive inventory of all duties, responsibilities, and qualifications required of employees for this job. Duties may be modified as deemed appropriate by the Link Community Charter School.

I have read this job description and understand the expectations embodied here. I commit to perform the duties and meet expectations pursuant to this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date





Line		2019-20	2020-21	2021-22	2022-23	2023-24
1	Enrollments					
2	District of Residence	129	158	246	289	331
3	Non-Resident District	175	214	334	391	449
4	Total Enrollment	304	372	580	680	780
5						
6	Beginning Fund Balance	621,753	400,706	1,334,868	991,164	1,217,670
7						
8	Revenues					
9	General Fund	0				
10		0				
11	Equalization/Local Levy Aid - Local Share	674,507	887,509	1,331,264	1,553,141	1,775,018
12	Equalization/Local Levy Aid - State Share	3,293,917	4,334,101	6,501,151	7,584,677	8,668,202
13	Total Equalization/Local Levy Aid (Lines 11,12)	3,968,424	5,221,610	7,832,415	9,137,818	10,443,220
14	Categorical Aid					
15	Categorical Special Education Aid	181,539	238,867	358,301	418,017	477,734
16	Categorical Security Aid	145,730	191,750	287,624	335,562	383,499
17	Total Categorical Aid (Lines 15 and 16)	327,269	430,617	645,925	753,579	861,233
18	Other State Revenue	164,994	194,189	301,287	354,968	398,129
19	First Year Nonpublic Student Aid					
20	Adjustment Aid	767,296	1,009,600	1,514,400	1,766,800	2,019,200
21	Other State Revenue					
22	Total Other State Aid (Lines 19 through 21)	932,290	1,203,789	1,815,687	2,121,768	2,417,329
23	Other Revenue					
24	Total General Fund (Lines 13, 17, 22, 23)	5,227,983	6,856,016	10,294,027	12,013,165	13,721,782
25	Restricted - Special Revenue Fund					
26	Revenue from State Sources:					
27	Source:					
28	Other:					
29	Total State Projects (Lines 27, 28):	0				
30	Revenue from Federal Sources:					
31	Source: NCLB	154,845	189,481	450,273	515,318	656,054
32	Other: IDEA	58,708	71,840	170,717	219,383	248,737
33	Total Federal Projects (Lines 31, 32):	213,553	261,321	620,990	734,700	904,790
34	Revenues from Other Restricted Sources					
35	Source: Newark Charter School Fund					
36	Source:					
37	Other:					
38	Total Other Sources (Lines 35, 36, 37):	0				
39	Total Special Revenue Fund (Lines 29, 33, 38)	213,553	261,321	620,990	734,700	904,790
40	Total Revenues (Lines 24, 39)	5,441,536	7,117,337	10,915,017	12,747,865	14,626,573
41	Expenditures-General Fund					
42	Instruction					



## K-8 Expansion Budget

Line		2019-20	2020-21	2021-22	2022-23	2023-24
43	Salaries of Teachers	2,077,867	2,182,925	3,350,083	4,010,535	4,564,233
44	Other Salaries for Instruction	-	-	-	-	-
45	Purchased Professional/Technical Services	347,600	436,000	897,100	1,081,217	1,226,519
46	Other Purchased Services	0	20,000	97,000	134,200	199,701
47	General Supplies	67,500	68,990	223,893	174,908	179,734
48	Textbooks	45,700	65,700	186,900	261,800	286,798
49	Miscellaneous Expense	10,000	10,000	65,000	67,400	94,650
50	Total Instructional Expense	2,548,667	2,783,615	4,819,976	5,730,060	6,551,634
51	Administrative					
52	Salaries - Administration	666,181	681,683	890,316	936,123	1,086,245
53	Salaries of Secretarial/Clerical Assistants	182,630	226,283	465,808	520,125	530,527
54	Total Benefit Costs	724,053	758,412	794,671	820,087	842,918
55	Purch. Professional/Tech. Serv. (Consultants)					
55.1	Legal costs	40,000	40,000	115,000	121,000	126,000
55.2	Other Purch. Professional/Tech Serv. (Consultants)	85,600	85,400	129,770	164,634	176,724
56	Other Purchased Services	67,000	68,800	97,800	97,800	112,800
57	Communications/Telephone	34,585	34,585	50,085	50,085	50,085
58	Supplies and Materials	7,000	7,000	15,200	17,840	19,280
59	Judgments Against Charter Schools					
60	Interest on Current Loans					
61	Interest for Lease Purchase Agreements					
62	Mortgage Payments-Interest					
63	Miscellaneous Expense	2,400	2,400	4,800	4,800	4,800
64	Total Administrative Expense	1,809,449	1,904,562	2,563,451	2,732,493	2,949,378



## K-8 Expansion Budget

Line			2019-20	2020-21	2021-22	2022-23	2023-24
65	<b>Support Services</b>						
66	Salaries		323,450	379,135	765,613	847,939	1,019,678
67	Purch. Professional/Tech. Serv.(Consultants)		60,000	72,000	199,200	261,120	296,654
68	Other Purchased Services		164,100	164,820	332,822	347,960	389,266
69	Rental of Land and Buildings		328,000	328,000	1,128,000	1,128,000	1,128,000
70	Insurance for property, liability and fidelity		63,363	63,673	112,109	112,464	112,629
71	Supplies and Materials		20,500	22,050	44,560	53,622	59,360
72	Transportation - Other than to/from school		0		-	-	-
73	Reserved for future use						
74	Energy Costs (Heat and Electricity)		76,500	76,500	153,000	153,000	153,000
75	Miscellaneous Expense		25,000	25,000	75,000	75,000	75,000
76	Total Support Services Expense		1,060,913	1,131,178	2,830,304	2,979,105	3,233,587
77	<b>Capital Outlay</b>						
78	Instructional Equipment		20,000	92,500	387,000	308,250	310,750
79	Noninstructional Equipment		10,000	10,000	37,000	36,750	39,000
80	Purchase of Land/Improvements						
81	Lease Purchase Agreements-Principal						
82	Mortgage Payments-Principal						
83	Building Purchase other than Lease Purchase						
84	Miscellaneous Expense						
85	Total Capital Outlay		30,000	102,500	424,000	345,000	349,750
86	Total General Fund (Lines 50, 64, 76, 85)		5,449,029	5,921,854	10,637,731	11,786,658	13,084,349
87	<b>Expenditures-Special Revenue Fund</b>						
88	Restricted /Special Revenues Programs						
89							
90	State Projects:						
91	Source:		-				
92	Other:		-				
93	Total State Projects:		-				
94							
95	Federal Projects:						
96	Source:		154,845	189,481	450,273	515,318	656,054
97	Other:		58,708	71,840	170,717	219,383	248,737
98	Total Federal Projects:		213,553	261,321	620,990	734,700	904,790



K-8 Expansion Budget

Line			2019-20		2020-21		2021-22		2022-23		2023-24
99	Other Restricted Expenditures:										
100	Source:										
101	Source:										
102	Other:										
103	Total Other Sources:		0								
104	Total Special Revenue Fund (Lines 93, 98, 103)		213,553		261,321		620,990		734,700		904,790
105											
106	Total Expenditures ( Lines 86, 104)		5,662,582		6,183,176		11,258,721		12,521,358		13,989,140
107											
108	Ending Fund Balance (Lines 6 + 40 - 106)		400,706		1,334,868		991,164		1,217,670		1,855,103
	Fund balance change				934,162		(343,704)		226,507		637,433
	Total			Total				Total			
	Benefits		724,053	Benefits	758,412		794,671	Benefits	820,087		842,918
	Salaries		3,250,129	Salaries	3,470,025		5,491,821	Salaries	6,314,722		7,200,684
	%		22.3%	%	21.9%		14.5%	%	13.0%		11.7%
	Instruction %			Instruction %				Instruction %			
			59.15%		59.4%		58.4%		60.6%		61.1%
	Admin %			Admin %				Admin %			
			25.0%		26.4%		21.6%		20.4%		19.8%
	Support %			Support %				Support %			
			15.8%		16.1%		20.0%		19.0%		19.2%
	Total			Total				Total			
	% fund bal to Gen Fund			% fund bal to Gen Fund		% fund bal to Gen Fund		% fund bal to Gen Fund		% fund bal to Gen Fund	
			7.4%		9.3%		10.3%		14.2%		