

**LINK COMMUNITY CHARTER SCHOOL  
MINUTES OF THE BOARD OF TRUSTEES  
09/13/2021, 6:30 PM  
In-Person and Via Zoom  
23 Pennsylvania Avenue, Newark, New Jersey 07114**

**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**

**This meeting is called to order at 6:40pm by Mrs. Brenda Daughtry, Board Chair.**

**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 August 24, 2021; by email to the city clerks of the four districts of residence and the county superintendent of education on August 24, 2021; by posting notice on the school website; and by communicating same to the Board of Trustees.

**ROLL CALL**

<b>Member</b>	<b>Present</b>	<b>Absent</b>
Barkley, Kaitlin	√	
Covington, Regina	√	
Daughtry, Brenda	√	
Ebanks, Shawna		√
Holguin-Veras, Susana	√	
Marshall, Richard	√	
Petrillo, John		√
Smith, Denise	√	

**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

**APPROVAL OF MINUTES**

**Resolution #091321-01:** Be it Resolved that the Board of Trustees accepts and approves the minutes of the regular meeting held on August 23, 2021.

Moved by Mrs. Holguin-Veras

Seconded by Ms. Barkley

Vote: Voice; passed unanimously

## **APPROVAL OF AGENDA**

**Resolution #091321-02:** Be it Resolved that the Board of Trustees accepts and approves the agenda for the regular meeting on September 13, 2021.

Moved by Mrs. Holguin-Veras

Seconded by Ms. Barkley

Vote: Voice; passed unanimously

**PRESENTATION** - Kindergarten Curriculum, Dr. Kenneth Kunz, Gina Molinari-Schiano, and Danielle Perrotta

## **PUBLIC COMMENT**

During the course of 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 comments from members of the public, Mrs. Daughtry closed the public comment portion of this meeting.

## **ACKNOWLEDGMENT OF CORRESPONDENCE**

None.

## **HEAD OF SCHOOL**

- **School Update**
- **Approval of new position descriptions**  
**Resolution #091321-03:** Be it Resolved that the Board of Trustees approves the new position description for ESL Teacher and Elementary Dean, as recommended by the head of school.  
Moved by Mrs. Smith  
Seconded by Ms. Barkley  
Discussion: None  
Vote: Roll call; passed unanimously
- **Approval of Elective Instructors**  
**Resolution #091321-04:** Be it Resolved that the Board of Trustees approves the following as elective instructors for the first quarter of the 2021-2022 school year, as recommended by the head of school:

<b>Name</b>	<b>Affiliation</b>	<b>Class</b>	<b>Funded by</b>
Anne Monsees and Debby Kaminskly	Newark Yoga Movement	Yoga	LEP
Lisette Santiago	Jazz House Kids	Drum Ensemble	LEP

Gwen Howard	LCCS	Writing with a Flair: Cursive and Calligraphy	LEP for supplies and LCCS
Jim Peck and Gail Campbell		Profiles of Interest	LEP and LCCS
Danielle Stone	LCCS	Fun Food Fridays	LEP for supplies
Sage Taylor	LCCS	Movie Mornings	LEP for supplies

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

- **Approval of grade level leader**

**Resolution #091321-05:** Be it Resolved that the Board of Trustees approves Jeffrey Locklear as grade level leader for 5<sup>th</sup> grade with a stipend of \$2,000, as recommended by the head of school.

Moved by Mrs. Smith  
 Seconded by Ms. Barkley  
 Discussion: None  
 Vote: Roll call; passed unanimously

- **Approval of Strategic Planning Focused Lens consultation through the Charter Schools Program Grant**

**Resolution #091321-06:** Be it Resolved that the Board of Trustees approves the expenditure of \$75,000 to be funded by the 2021 Charter Schools Program Grant received by LCCS to be paid in three annual installments of \$25,000 to Lumen Impact Group, with the first installment due by October 31, 2021, with LCCS' participation to take place in the Spring cohort, as recommended by the head of school.

Moved by Mrs. Smith  
 Seconded by Ms. Barkley  
 Discussion: None  
 Vote: Roll call; passed unanimously

- **Approval of Application for COVID-19 Testing Funds**

**Resolution #091321-07:** Be it Resolved that the Board of Trustees approves LCCS' opt-in to the New Jersey Department of Education to access no-cost COVID testing services for schools, utilizing the state contracted vendor option rather than reimbursement for in-house testing program with school-selected provider, as recommended by the head of school.

Moved by Mrs. Smith  
 Seconded by Ms. Barkley  
 Discussion: None  
 Vote: Roll call; passed unanimously

- **Approval of participation in vaccination program**

**Resolution #091321-08:** Be it Resolved that the Board of Trustees approves LCCS' participation in a vaccination program to be held at the school building through either Essex County programs or private providers at no cost to the school, as recommended by the head of school.

Moved by Mrs. Smith  
 Seconded by Ms. Barkley  
 Discussion: None  
 Vote: Roll call; passed unanimously

- **Approval of addition to personnel list**

**Resolution #091321-09:** Be it Resolved that the Board of Trustees approves the following addition to the Personnel List for the 2021-2022 school year, as recommended by the head of school.

Name	Position	Duration	FT/PT	Start Date	2021-2022 Salary Annualized	2021-22 Actual Salary
Sharon Machrone	Director of Communications	3 Month renewable	FT	10/01/21	36,876.06	\$9,219.00

Moved by Mrs. Smith

Seconded by Ms. Barkley

Discussion: None

Vote: Roll call; passed unanimously

- **Approval to amend master stipend list**

**Resolution #091321-10:** Be it Resolved that the Board of Trustees approves amending the Master Stipend List approved at the August 23, 2021, meeting to read \$275 per day for Content Area Boot Camp (outside of school hours) and to removed “School Culture Leader” from the list, as recommended by the head of school.

Moved by Mrs. Smith

Seconded by Ms. Barkley

Discussion: None

Vote: Roll call; passed unanimously

### Education Committee

- **Education Report**

### Governance Committee

- **Committee Report**

- **Approval of policy and regulations**

**Resolution #091321-11:** Be it Resolved that the Board of Trustees approves the first reading of the following policies and regulations, as recommended by the Governance Committee:

P 1648.11 The Road Forward COVID-19 – Health and Safety (Mandated) (New)

P 2422 Comprehensive Health and Physical Education (Mandated) (Revised)

P 2467 Surrogate Parents and Resource Family Parents (Mandated) (Revised)

P 6115.01 Federal Awards/Funds Internal Controls – Allowability of Costs (Mandated) (New)

P 6115.02 Federal Awards/Funds Internal Controls – Mandatory Disclosures (Mandated) (New)

P 6115.03 Federal Awards/Funds Internal Controls – Conflict of Interest (Mandated) (New)

P 6311 Contracts for Goods or Services Funded by Federal Grants (Mandated) (Revised)

P & R 7432 Eye Protection (Mandated) Revised)

P 8420 Fire and Fire Drills (Mandated) (Revised)

R 8420.1 Emergency and Crisis Situations (Mandated) (Revised)

P 8540 School Nutrition Programs (Mandated) (Revised)

P 8550 Meal Charges/Outstanding Food Service Bill (Mandated) (Revised)

Moved by Mrs. Smith

Seconded by Ms. Barkley

Discussion: None

Vote: Roll call; passed unanimously

- **Approval to abolish policies**

**Resolution #091231-12:** Be it Resolved that the Board of Trustees approves abolishing the following, as recommended by the Governance Committee:

- P 1648 Restart and Recovery Plan
- P 1648.02 Remote Learning Options for Families
- P 1648.03 Restart and Recovery Plan – Full-Time Remote Instruction
- P 5114 Children Displaced by Domestic Violence
- P 8810 Religious Holidays

Moved by Mrs. Smith

Seconded by Ms. Barkley

Discussion: None

Vote: Roll call; passed unanimously

## **Finance Committee**

- **Committee Report**

- **Approval of financial reports**

**Resolution #091321-13:** Be it Resolved that the Board of Trustees accepts and approves the Board Secretary Report and the Treasurer's Report for the month ending August 31, 2021, as recommended by the school business administrator.

Moved by Mrs. Smith

Seconded by Ms. Barkley

Discussion: None

Vote: Roll call; passed unanimously

- **Approval of bills for payment**

**Resolution #091321-14:** 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 Mrs. Smith

Seconded by Ms. Barkley

Discussion: Non

Vote: Roll call; passed unanimously

## **OLD BUSINESS**

None

## **NEW BUSINESS**

Walk-in motion was presented

- **Approval of additional board meeting**

**Resolution #091321-15:** Be it Resolved that the Board of Trustees approves the addition of a board meeting on September 27<sup>th</sup>, 2021, at 6:30pm, as recommended by the head of school.

Moved by Mrs. Smith

Seconded by Ms. Barkley

Discussion: None

Vote: Roll call; passed unanimously

## **ANNOUNCEMENTS**

Next scheduled regular board meeting is September 27, 2021, and then October 18, 2021

**MOTION TO ADJOURN**

Moved by Mrs. Smith

Seconded by Ms. Barkley

Vote: Roll call; passed unanimously

The meeting was adjourned at 7:54pm.

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,

A handwritten signature in black ink, appearing to read "Debra Paczkowski", with a long horizontal flourish extending to the right.

Debra Paczkowski, Board Recording Secretary

Date: September 13, 2021

Approved by the Link Community Charter School Board of Trustee: September 27, 2021



**Head of School Report**  
**September 13, 2021**

**Link Enrollment:**

<b>Grade Level</b>	<b>Approved Enrollment</b>	<b>20/21 Enrolled &amp; Attending</b>	<b>Enrollment in process</b>	<b>21-22 Wait List Students Status</b>
Kindergarten	50	23	1	6 students called, no responses 22 declined
5	50	51	1	10 on waiting list
6	80	81	0	15 on waiting list
7	80	79	0	3 on waiting list
8	80	80	0	13 on waiting list
<b>Total</b>	<b>304</b> <b>(100 K-5 span)</b> <b>(240 6-8 span)</b>	<b>(74 K-5 span)</b> <b>(240 6-8 span)</b>		

**Staffing:**

The Hiring Advisory Committee and the Principal have collaborated to put together a great team. We are beginning with a few long-term substitutes and will continue to seek out strong staff for open positions.

**ESSER II and III:**

- Additional federal allocations under ESSER may become available soon
- The application for ESSER III is due in November

**Planning for COVID in 2021-22**

We have shared the appendix to the Reopening Plan with the policies and await further guidance from NJDOE throughout September.

SSDS



## **Elementary School Dean (Status-Exempt, Full-time, 10 Months)**

### Job Description

#### Position Description

The Link Community Charter School Elementary School Dean (hereinafter “EL Dean”) works closely with the Principal and other school leadership to support student’s academic and personal achievement and teachers’ professional growth in Kindergarten to 5<sup>th</sup> grades. The Elementary School Dean’s work sustains a strong school culture and student climate grounded in the school’s Core Values, strong expectations, positive and caring community, and legacy of service to Newark youngsters. The Elementary School Dean seeks to maximize students’ positive engagement in the school community by instilling positive student behaviors through a proactive approach to student engagement and supporting overall discipline. The Elementary School Dean strives to maximize teacher performance through strong modeling, support, supervision, and evaluation in collaboration with content area Instructional Coaches and the Principal.

#### Specific Responsibilities

- Participation on the Administrative Team
  - Work closely with the Principal to establish a positive, structured, achievement-oriented, and creative school culture
  - Serve on the Principal’s Administrative Team and attend scheduled meetings with the Administrative Team
  - Provide voice and perspective for the academic program; collaborate on planning and execution of procedures, protocols, and policies; contribute to strategic planning; and support program development and ongoing growth
- Planning and Development: Work closely with the Principal and the Vice Principal to develop a strong and positive school culture that includes
  - Strong expectations for student engagement and behavior
  - Robust systems of supports for students, including student mentoring, restorative justice, volunteer activities, and more
  - Proactive approaches for teacher and staff practice
  - Thoughtful annual revisions/updates to the Parent-Student Handbook and Discipline Rubric
  - Effective routines and practices to capture and evaluate relevant student data
  - Informative feedback loop for staff’s ongoing improvement
  - Cohesive connection to the school’s culture through collaboration with the Vice Principal
  - Programming for family engagement
  - Strong communication systems for staff and families
- Supporting School Operations
  - Attend school wide, grade, and/or house level meetings with parents/families as needed
  - Plan for and support family engagement through special events
  - Attend and participate in Back to School Night and Report Card Conferences/Nights
  - Serve in duty assignments, including morning, lunch/recess, dismissal and closing/end of day
  - Document state required disciplinary action and prepare relevant reports
  - Capture relevant information for school-based evaluations and reflection
- Support and Supervise Teachers and Staff
  - Work closely with instructional coaches/content area specialists, vice principal, and principal to develop and implement systems that foster and support strong instructional practices



- Engage in school and classroom “walk-throughs” to support a positive school environment and strong mission alignment
- Contribute to the development of professional development for teachers and staff to support strong, positive student engagement and outcomes
- Act as a resource to teachers in their instructional practice, especially as it relates to academic rigor, differentiation, content standards, lesson planning and preparation, relationships with students, classroom management, and school culture.
- Assist teachers, students, and parents, in collaboration with the social worker, in the effective creation and implementation of individual behavior plans.
- Guide teachers and staff in relationship-building with students, as the foundation of a strong school community
- Support the Stronge Evaluation System process for teachers and professional staff, contributing to teachers’ annual evaluations
- Supporting Student Achievement: Strengthen student engagement and behaviors
  - Help to identify and implement a student engagement program/classroom-parent communication system, such as Deans List.
  - Serve as the point person for dealing with student engagement challenges, behaviors not meeting expectations and behavioral crisis-intervention.
  - Support positive attendance and provide interventions as needed, working closely with teachers and parents.
  - Support a strong homework completion practice and provide interventions as needed, working closely with teachers and parents.
  - Be present and visible during school hours for both students and teaches/staff.
  - Monitor behavioral interventions, such as detentions and suspensions.
  - Model the school’s values and the standard for professional behavior.
  - Supervise breakfast, lunch, in-between class transitions, enrichment, and dismissals, making sure students are always where they are supposed to be and ensuring a professional school culture at these times.
  - Keep accurate student discipline records, documenting all conferences, suspensions, and phone calls for behavior.

#### School Life Responsibilities

- Continually reinforce the school’s Core Values, expectations and school spirit, first and foremost by modeling such values and then teaching them to our students.
- Lead or actively support 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.
- Support as needed field trips and student excursions.

#### 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 enforces school rules, administrative regulations and board policy.

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

#### Qualifications:

- Master's Degree is required.
- 10 years of experience teaching in an urban school setting; Academic Dean, Dean of Students or similar role experience preferred.
- Valid New Jersey Instructional Certificate, with supervisor's endorsement; Principal's Certification a plus.
- Understanding of the nuances of urban school environments and school culture.
- Strong organizational and interpersonal skills, with ability to manage multiple tasks well and meet deadlines.
- The ability to communicate clearly and empathically with children and adults.
- The ability to set and maintain a positive tone and to diffuse emotionally-charged conversations.
- The ability to communicate clearly and effectively verbally and in writing.
- Strong technological skills, including database management and word processing.
- Knowledge of New Jersey School statutes, regulations, procedures, and practices relating to student discipline and services.
- Demonstrated experience in providing reports and documentation.
- 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

Reporting, Supervision, Working Relationships and Evaluation:

The Elementary School Dean 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 Elementary School Dean 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 Elementary School Dean will be evaluated with the Stronge Evaluation System, as approved by the Link Community Charter School's Board of Trustees, and in accordance with State statutes and regulations, Board policies, and administrative directives.

Terms of Employment:

The Elementary School is an eleven (11) month employee. The Dean of Students 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)).

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



## **ESL Teacher (Status-Exempt, Full-time, 10 Months)**

### Job Description

#### Overview:

In February 2021, LCCS was approved to launch an elementary school with Kindergarten to open in September, 2021. The ESL position will be part of the inaugural elementary school team, helping to shape the school's expansion. The ESL Teacher will lead the development of a program for English language learners and then implement the program to support them in gaining English language proficiency. The ESL Teacher will collaborate closely with classroom teachers and special education teachers.

#### Specific Responsibilities:

- Develop and build a program that evaluates, instructs and improves English proficiency for English Language Learners
- Build a library of materials and resources to support ESL programming
- Collaborate and interact with Child Study Team members to support needs of ELL students
- Develop, implement, monitor, and evaluate instructional programming to meet the needs of ELL students, using all available research on "best practices" in the field of ESL
- Regularly review and update ESL curriculum
- Identify ELL students using district criteria and screening assessments.
- Assess students' progress and maintain accurate records of students' achievements
- Serve as a resource for classroom teachers working with ELLs by modeling instructional strategies, identifying and developing instructional resources, and providing professional development related to the needs of ELL students.
- Fulfill all relevant Elementary and Secondary Education Act (ESEA) compliance requirements
- Deliver highly engaging and student-centered instruction, differentiating for all students to be successful
- Maintain ongoing communication with parents of ELL students.
- Maintain and communicate high academic and personal expectations for all students
- Build a positive classroom culture that supports joy, active learning and the core values
- Be open to and committed to working in a co-teaching model
- Maintain an organized, structured, well managed classroom with clear policies and fair, consistently applied discipline
- Actively support a positive school culture for all members of the community

#### School Life Responsibilities

- Continually reinforce the school's Core Values, expectations and school spirit, first and foremost by modeling such values, and also teaching them to students.
- Lead or actively support 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.

#### 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/staff meetings and committees and other school system groups.
- Uphold and enforces school rules, administrative regulations and board policy.

Perform other duties as assigned by the Principal and other district administrators as designated by the Superintendent. The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive.

#### Qualifications:

- Valid [New Jersey Instructional Certificate and English as a Second Language Endorsement or Eligibility-](#)
- A minimum of five (5) years of experience delivering an ESL program; ESL leadership experience a plus
- Successful teaching experience in a classroom setting with proven track record of high student achievement and use of data in making instructional choices. Demonstrated ability to evaluate student performance and a willingness to be held accountable for student results.
- Possess strong content knowledge and awareness of developmental needs/milestones
- Experience in high needs/at-risk communities a plus
- Excellent oral and written communication skills and interpersonal skills
- Ability to engage the interest of and connect with young people
- Ability to work with a diverse group of children and to work well with parents
- Ability to engage in self-evaluation with regard to performance and professional growth
- Ability to work effectively as a team member, bringing a positive attitude, strong personal drive and motivation, joy, flexibility and a sense of humor
- Fluency in Spanish a plus
- Bachelor's Degree required; Masters Degree in related area a plus
- Required criminal history check, medical exam, and residency in New Jersey (residency within one year of hire)
- Proof of U.S. citizenship or legal resident status
- Commitment to Link Community Charter School's mission, vision and Core Values

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

The ESL Teacher 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 ESL Teacher will be evaluated with the Stronge Evaluation System, as approved by the Link Community Charter School's Board of Trustees, and in accordance with State statutes and regulations, Board policies, and administrative directives.

#### Terms of Employment:

The ESL Teacher is a ten (10) month employee. The ESL Teacher 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)).

#### 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.

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Signature

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Date

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Printed Name

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Date

LINK Community Charter School Education Committee  
September 13, 2021

**Present:**

Kathleen Hester  
Kaitlin Barkley  
Regina Covington  
Richard Marshall

**I. Opening School Meetings**

- Teachers engaged in two days of Boot Camp
- Spent time working on the vertical alignment of the curriculum
- Friday was used to set up classrooms

The following week:

- Teachers engaged in various other trainings

Teachers were briefed on the ingress procedures and the schedule for the school day which included:

Ingress procedures:

- Students submitting health forms
- There are (3) different health forms (K), (5-6) & (7-8)

Daily schedule/breakfast & lunch

- Kindergarteners remain in the same class all day including for breakfast and lunch
- 5th graders remain in the same class all day including for breakfast lunch with the exception of Health and Physical Education classes.
- 6th graders travel between two classes, including for breakfast and lunch with the exception of Health and Physical Education classes
- 7th and 8th graders transition every 2.5 -3 hours, sanitizing their area when they enter the classroom.

Additional Professional Developments: Social & Emotional Care for Teachers:

- Art teachers conducted a workshop on self-care through art.
- Music teacher conducted a workshop on self-care through using music to relax.

Because of the flood, Thursdays meetings were cancelled.

Teachers returned to the building on Friday

**II. Staffing**

- 5th grade ELA Instructor: (on leave) long-term substitute teacher is covering classes

- 8th grade ELA Instructor (vacancy) permanent long-term substitute (Ms. Williamson). After working closely with Ms. Snyder, Ms. Williamson provides follow-up with small group instruction.
- 5th grade Special Education Instructor (vacancy) permanent long-term substitute: Grisham
- 6th grade Special Education Instructor (vacancy) long term substitute

Two additional permanent substitute teachers:

- (1) 7th grade paraprofessional
- (1) In-house substitute teacher

### **III. Schedule**

Last week the school ran on an orientation schedule which included:

- Social and Emotional Health
- Building Relationships

The goal for September is to “build strong relationships”

### **IV. Testing**

1. Start Strong will be administered at the end of September-October.  
Students participated in the Start Strong last year
2. NWEA will be administered the end of October
3. To retrieve students' reading levels, ELA classes will engage in the Literably Assessment (September-October). The assessment is 5-10 minutes per student.

### **V. Academic Program**

- Will begin on Friday from 12:45 PM-4PM via the platform Catapult
- Will meet with students to review expectations
- Students will be grouped based on need
- Program will be data-driven and based on standards & strategies

### **VI. Technology**

- LCCS has a new web browser which will not allow students to access YOUTUBE
- Chromebooks were returned at the end of the school year. Of those returned, 70 were beyond repairable.
- All chromebooks have been issued to students for the new school year.

**Link Community Charter School  
Board of Trustees  
Governance Committee Report  
September 9, 2021**

Attendees: D. Smith, B. Daughtry, M. Paradiso, S. Machrone

Mrs. Machrone explained the policies and regulations to be put before the board for readings on September 13 and October 18<sup>th</sup>. There are also a few policies to abolish.

Mrs. Paradiso spoke to COVID-19 vaccination and testing. She would like to hold a Vaccination Day at the school for families and staff. Also she is aware that there is funding to pay for testing and will pursue that before the next board meeting. She is seeking a provider that is child friendly for the testing.



## **Summary of Policy and Regulations Revisions for Readings on September 13 and October 18, 2021**

### **P 1648.11 The Road Forward COVID-19 – Health and Safety (M) (New)**

This policy outlines the health and safety protocols for school reopening, replacing policies to be abolished relating to The Road Back, Restart and Recovery Plan from June 2021.

### **P 2422 Comprehensive Health and Physical Education (M) (Revised)**

New statutes were created to add mandatory curriculum to this policy related to the health and wellbeing of students.

### **P 2467 Surrogate Parents and Resource Family Parents (M) (Revised)**

Revisions mainly focus on terminology updates including the replacement of “foster parent” with “resource family parent.”

**The next four policies address internal controls for Federal Awards Funds received by a school:**

### **P 6115.01 Federal Awards/Funds Internal Controls – Allowability of Costs (M) (New)**

### **P 6115.02 Federal Awards/Funds Internal Controls – Mandatory Disclosures (M) (New)**

### **P 6115.03 Federal Awards/Funds Internal Controls – Conflict of Interest (M) (New)**

### **P 6311 Contracts for Goods or Services Funded by Federal Grants (M) (Revised)**

### **P & R 7432 Eye Protection (M) Revised)**

This policy and the following regulation were updated to address a revision in state administrative code. There was no substantive change in the policy, just clarification.

### **P 8420 Fire and Fire Drills (M) (Revised)**

### **R 8420.1 Emergency and Crisis Situations (M) (Revised)**

This policy and regulation were updated to administrative code language changes. There is no substantive change in the policy.

### **P 8540 School Nutrition Programs (M) (Revised)**

P.L. 2018, c. 25 was recently passed and requires school districts to provide eligible students with a “Breakfast After the Bell” program. Students who do not arrive to school in time for the School Breakfast Program must be offered an opportunity to be served breakfast after the beginning of the school day.

### **P 8550 Meal Charges/Outstanding Food Service Bill (M) (Revised)**

**There were several major revisions to this policy, including:**

1. The amended statute prohibits a school district from taking certain actions in response to a student's school meal bill being in arrears. These prohibited actions include, but are not limited to: the student not being publicly identified; requiring the student to sit at a separate table, wear a wristband, or do chores or other work to pay for the school meal; requiring a student to discard a meal after it has been served because of the student's inability to pay for the meal if the student's meal bill is in arrears; and serving the student an alternate meal;
2. The amended statute requires a school district to take certain actions if a student owes money for the equivalent of five or more school meals. These required actions include but are not limited to: a determination by the school district to assess if the student is eligible for a free or reduced school meal; school district assistance to the parent in completing the school lunch application; and a school district determination if there are household issues causing the situation; and
3. The policy incorporates the new requirements in the revised statute, and no longer requires a school district to withhold a breakfast or lunch after the parent receives multiple notes that the student has an arrearage in their school lunch bill. However, the revised Policy Guide indicates a school district *may* deny the student a meal.
4. The United States Department of Agriculture requires Boards of Education to develop and implement a meal charge program pursuant to NJDOE guidance. Link will permit students to charge all or a limited number of reimbursable meals.

## **Policies to Be Abolished on September 13, 2021**

P 1648	Restart and Recovery Plan
P 1648.02	Remote Learning Options for Families
P 1648.03	Restart and Recovery Plan – Full-Time Remote Instruction
P 5114	Children Displaced by Domestic Violence
P 8810	Religious Holidays

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The Road Forward COVID-19 – Health and Safety

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## 1648.11 THE ROAD FORWARD COVID-19 – HEALTH AND SAFETY

The Board of Trustees plans to provide full-day, full-time, in-person instruction and operations for the 2021-2022 school year. In June 2021, the New Jersey Department of Health (NJDOH) and the New Jersey Department of Education (NJDOE) worked collaboratively to develop guidance, The Road Forward – Health and Safety Guidance for the 2021-2022 School Year (The Road Forward).

The Road Forward replaces the mandatory anticipated minimum standards outlined in the NJDOE’s “The Road Back – Restart and Recovery Plan for Education” (June 2020) and provides a range of recommendations rather than mandatory standards. These recommendations are meant to assist school districts in implementing protocols to reduce risks to students and staff from COVID-19 while still allowing for full-time learning.

The Board considered many factors as they prepared for the 2021-2022 school year, including the level of COVID-19 transmission in the community at large and in the school community, as well as vaccination coverage rates in both the community at large and the school community.

For the purpose of this Policy, “Order” shall mean any Governor of New Jersey Executive Order, New Jersey State Agency mandate, Centers for Disease Control and Prevention (CDC) guidance, New Jersey statute, or administrative code requiring compliance by the school district.

The Board considered the recommendations outlined in The Road Forward to develop health and safety protocols. The Board will consider all recommended Orders and comply with all mandatory Orders when developing health and safety protocols and reviewing them periodically.

The Board considered the recommendations outlined in The Road Forward to develop the school district’s COVID-19 protocols in the following areas and included in corresponding Appendices:



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The Road Forward COVID-19 – Health and Safety

- A. General Health and Safety Concerns of Students, Staff Members, and Visitors
  - 1. Vaccination – See Appendix A.;
  - 2. Communication with the Local Health Department – See Appendix B.;
  - 3. Mask Wearing Protocol – See Appendix C.;
  - 4. Physical Distancing and Cohorting Protocols – See Appendix D.;
  - 5. Hand Hygiene and Respiratory Etiquette Protocols – See Appendix E.;
  - 6. Provision of Meals – See Appendix F.; and
  - 7. Transportation Protocols – See Appendix G.
- B. Cleaning, Disinfection, and Airflow – See Appendix H.
- C. Screening, Exclusion, and Response to Symptomatic Students and Staff Members – See Appendix I.
- D. Contact Tracing – See Appendix J.
- E. Testing – See Appendix K.
- F. Student and Staff Member Travel – See Appendix L.

The absence of one or more of the recommendations outlined in The Road Forward and/or in the school district's health and safety protocols will not prevent the reopening of the school(s) in the district for full-day in-person operation with all enrolled students and staff members present.



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The Road Forward COVID-19 –Health and Safety

Pursuant to N.J.S.A. 18A:7F-9, schools must be in session for 180 days to receive State Aid. The statute requires that school facilities be provided for at least 180 days during the school year. N.J.S.A. 18A:7F-9(b) indicates when a school district is required to close the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive and/or recommendation by the appropriate health agency or officer to institute a public health-related closure, days of virtual or remote instruction commensurate with in-person instruction will count toward the school district's 180-day requirement.

The school district may be confronted with the incidence of COVID-19 positive cases among staff and/or students. If the school district is required to exclude a student, group of students, a class, or multiple classes as a result of possible exposure to COVID-19, while the school itself remains open for in-person instruction, the school district may offer virtual or remote instruction to those students in a manner commensurate with in-person instruction to the extent possible. In circumstances when the school facilities remain open and in-person instruction continues in those classrooms that are not required to quarantine, those days in session will also count toward the school district's 180-day requirement in accordance with N.J.S.A. 18A:7F-9.

The school district anticipates updates to The Road Forward and as such this Policy is subject to review by the Head of School to ensure compliance with Orders that may arise after Board adoption of this Policy. All revisions to Orders affecting this Policy and corresponding Appendices shall be reviewed by the Head of School with the Board Attorney, School Physician, and Board of Trustees, if appropriate. The Head of School may revise the health and safety protocols included in any Appendix as necessary and appropriate. All students, parents, and staff members will be notified of any changes to school district-developed protocols implemented as a result of this Policy, as appropriate.

Adopted:



# THE ROAD FORWARD

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## **Appendices**

### **The Road Forward**

**Link Community Charter School  
Board of Trustees**

**Fall 2021**

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# THE ROAD FORWARD

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## **Appendix A**

### **Vaccination**

- a. Pursuant to Executive Order No. 253, all staff, contracted workers, and adult volunteers must provide adequate proof that they have been fully vaccinated by October 18, 2021 or submit to COVID-19 Testing at a minimum of one or two times weekly. (Contracted workers include substitutes, paraprofessionals, custodial staff, cafeteria workers, security guards and anyone regularly in the school. (This does not include one-time or limited duration repairs, services, or construction.)
- b. Personnel who wish to be exempted from the vaccination mandate must provide written documentation from a physician to support the exemption.
- c. Link staff are asked to pay for testing and vaccination as the year gets underway. Link has opted into the state sponsored testing program and will make that available to unvaccinated staff when the program is up and running, at which time all staff and students will also be able to participate in regular testing.
- d. Parents will be encouraged to have children aged 12 and up vaccinated.



# THE ROAD FORWARD

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## **Appendix B**

### **Communication with the Local Health Department**

- a. Link will remain in close communication with the Newark Public Health Department in order to provide information and share resources on COVID-19 transmission, prevention, and control.
- b. Link will immediately notify the Newark Public Health Department of any instances of COVID-19 among staff or students.

# THE ROAD FORWARD

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## Appendix C

### Mask Wearing Protocol

- a. Pursuant to Executive Order No. 251, all students, staff, contracted workers, volunteers, and visitors, regardless of vaccination status, are required to wear masks over their noses and mouths inside the building at all times.
- b. Staff and students may wear a personal mask (cloth or disposable); but if they do not have one or request one, they will be provided one upon entering the school.
- c. Exceptions to mask wearing include:
  - when doing so would inhibit the individual's health, such as exposure to extremely high heat indoors;
  - when an individual has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove a face covering without assistance;
  - when a student's documented condition or disability, as reflected in an Individualized Education Program (IEP) or Educational Plan pursuant to Section 504 of the Rehabilitation Act of 1973 precludes the use of a face covering;
  - when the individual; is under two years of age;
  - when the individual is engaged in activity that cannot physically be performed while wearing a face mask, such as eating, drinking, or playing an instrument;
  - when the individual is engaged in high intensity aerobic or anaerobic activity;
  - when a student is participating in high intensity physical activities during a physical education class in a well-ventilated location and able to maintain a physical distance of 6 feet from all others;
  - when wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.

# THE ROAD FORWARD

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## **Appendix D**

### **Physical Distancing and Cohorting Protocols**

- a. Students and staff will maintain three feet of distance between one another in classroom settings whenever possible. (Six feet between students and staff and between staff who are not vaccinated, whenever possible.)
- b. Outside of classrooms, in hallways, the gym, and cafeteria, social distancing will be maintained to the greatest extent possible.
- c. All student and teacher desks/tables are equipped with shields. To the greatest extent possible, all student desks will face in the same direction within the room.
- d. Students will remain in their team (cohort) in one room for classroom instruction, moving only to other rooms for the arts and physical education, whenever possible.
- e. As the school year gets underway, students will eat their breakfast, lunch, and snacks in their classrooms with their team.

# THE ROAD FORWARD

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## **Appendix E**

### **Hand Hygiene and Respiratory Etiquette Protocols**

- a. Link will teach hand hygiene to all students.
- b. Link will reinforce handwashing with soap and water or with hand sanitizer.
- c. Link will maintain a good supply of hand sanitizer and tissues for use throughout the building.
- d. Link will encourage students and staff to cover coughs and sneezes with a tissue if not wearing a mask. The user will be required to throw their tissue in the trash immediately and follow up by the use of hand sanitizer.

# THE ROAD FORWARD

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## **Appendix F**

### **Provision of Meals**

- a. As the school year gets underway, students will eat their breakfast, lunch, and snacks in classrooms with their team (cohort).
- b. As the school year gets underway, food will be delivered to the classrooms, to avoid self-serve lines.
- c. Students will wipe down tables/desks after meals.

# THE ROAD FORWARD

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## **Appendix G**

### **Transportation Protocols**

- a. Link does not provide busing to and from school.
- b. If a field trip would be scheduled, students and staff would be required to wear masks on the bus, regardless of vaccination status. Social distancing would be followed. Windows would be opened to increase airflow, if possible.

# THE ROAD FORWARD

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## Appendix H

### Cleaning, Disinfection, and Airflow

- a. Link will provide adequate supplies (i.e. classroom supplies, technology, etc.) to minimize sharing of high touch materials or limit the use of supplies and equipment by one group of students at a time.
- b. All surface and objects that are touched often; such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, and toys will be cleaned at least once daily.
- c. Hand hygiene practice will be encouraged between the use of shared items.
- d. If a person exhibits COVID-19 compatible symptoms or tests positive for Coronavirus within 24 hours of being in the school building, the area that person occupied will be cleaned, disinfected and not used for several hours.
- e. Airflow in the building will be improved to the extent possible to increase circulation of outdoor air, increase the delivery of clean air, and dilute potential contaminants. When feasible, windows will be opened. Fans will be used to increase the effectiveness of open windows. Air purifiers will be installed in all rooms.

# THE ROAD FORWARD

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## Appendix I

### Screening, Exclusion, and Response to Symptomatic Students and Staff Members

- a. Families are required to complete a Health Check Form provided by the school for their child(ren) each day. All school personnel are also required to complete the form.
- b. Families will be encourage to keep their child home if sick. Staff who are sick are expected to remain at home.
- c. Link will provide clear and accessible directions to parents/caregivers and students for reporting symptoms and reasons for absence.
- d. Students or staff who become ill with COVID-19 symptoms during the school day will be isolated in a room designated by the school's nurses.
- e. The school's nurses will use Standard and Transmission-Based Precautions to care for those exhibiting any symptoms.
- f. Individuals with COVID-19 symptoms will be sent home as soon as possible with the suggestion to see a health care provider for clinical evaluation and testing.
- g. Areas/materials used by a student/adult who is sent home will be cleaned and disinfected per Appendix H.
- h. Individuals who are ill with COVID-19 compatible symptoms or who test positive for COVID-19 will remain excluded from the building pursuant to the NJDOH COVID-19 Exclusion List.



# THE ROAD FORWARD

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## **Appendix J**

### **Contact Tracing**

- a. Link will identify school-based close contacts of positive COVID-19 cases in the school through procedures implemented by the school's nurses.
- b. Link will notify parents and staff of the close contact exposure and exclusion requirements while maintaining confidentiality.

# THE ROAD FORWARD

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## **Appendix K**

### **Testing**

- a. Link Community Charter School will “opt in” to the state testing program and use state contracted vendors.
- b. Link Community Charter School will share information with the school community about rapid viral testing options in their community for the testing of individuals who were exposed to someone with COVID-19.

# THE ROAD FORWARD

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## **Appendix L**

### **Student and Staff Member Travel**

- a. Link will follow the recommended CDC guidelines for student and staff member travel out-of-State.

# POLICY GUIDE

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**Comprehensive Health and Physical Education**  
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## 2422 COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION

The Board of Trustees requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Student Learning Standards (NJSLS) that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the NJSLS is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community.

**The curriculum requirements listed below address the need for students to gain knowledge and skill in caring for themselves, interacting effectively with others, and analyzing the impact of choices and consequences. The primary focus of the curriculum listed below is to help students develop concepts and skills that promote and influence healthy behaviors.**

The NJSLS incorporate New Jersey statutes related to health and well-being of students in New Jersey schools. The following statutes incorporated into the NJSLS include, but are not limited to, the following requirements:

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires regular courses of instruction in accident and fire prevention.
2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires offering instruction on breast self-examination for students in grades seven through twelve.
3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs.
4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness by the Commissioner of Education.



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## Comprehensive Health and Physical Education

5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve.
6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse.
7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students.
8. Health, Safety, and Physical Education (N.J.S.A. 18A:35-5) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week.
9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines for each grade Kindergarten through twelve.
10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through 5.3) requires the development of Lyme Disease curriculum guidelines and training to all teaching staff members who instruct students with Lyme Disease.
11. Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve.
12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program by the Commissioner of Education for utilization by school districts.
13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the “AIDS Prevention Act of 1999,” requires sex education programs to stress abstinence.



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## Comprehensive Health and Physical Education

14. Suicide Prevention (N.J.S.A. 18A:6-111 through 113) requires instruction in suicide prevention in public schools.
15. Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires public high schools and charter schools to provide instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student prior to graduation.
16. Sexually Explicit Images through Electronic Means (N.J.S.A. 18A:35-4.32 and 4.33) requires instruction, once during middle school, on the social, emotional, and legal consequences of distributing and soliciting sexually explicit images through electronic means.
17. History of Disabled and LGBT Persons (N.J.S.A. 18A:35-4.35 and 4.36) requires instruction on the political, economic, and social contributions of persons with disabilities and lesbian, gay, bisexual, and transgender people for middle and high school students.
18. Financial Literacy (N.J.S.A. 18A:35-4.34) requires instruction with basic financial literacy necessary for sound financial decision-making in each of the grades six through eight.
19. **Sexual Abuse and Assault Awareness and Prevention Education (N.J.S.A. 18A:35-4.5a) requires age-appropriate sexual abuse and assault awareness and prevention education in grades preschool through twelve.**
20. **Curriculum to Include Instruction on Diversity and Inclusion (N.J.S.A. 18A:35-4.36a) requires instruction on diversity and inclusion in an appropriate place in the curriculum for students in grades Kindergarten through twelve.**



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Comprehensive Health and Physical Education

21. **Incorporation of Age-Appropriate Instruction Relative to Consent for Physical Contact and Sexual Activity (N.J.S.A. 18A:35-4.38)** requires age-appropriate instruction in grades six through twelve on the law and meaning of consent for physical contact and sexual activity.
22. **Health Curriculum to Include Instruction on Mental Health (N.J.S.A. 18A:35-4.39)** requires health education programs to include instruction on mental health and the relation of physical and mental health for students in grades Kindergarten through twelve.
23. **Information About “New Jersey Safe Haven Infant Protection Act” Included in Public School Curriculum (N.J.S.A. 18A:35-4.40)** information on the provisions of the “New Jersey Safe Haven Infant Protection Act” shall be included in curriculum for public school students in grades nine through twelve.
24. **Infusion of African American Accomplishments into School Curricula (N.J.S.A. 18A:35-4.43)** requires in the curriculum for all elementary and secondary students instruction that infuses into all courses on the United States the centuries of accomplishments by African Americans in the building and development of America.
25. **Other Statutory or Administrative Codes.** The Board will incorporate into its health and physical education curriculum any other requirements of the NJSL in Comprehensive Health and Physical Education.

In accordance with the provisions of N.J.S.A. 18A:35-4.7, any student whose parent presents to the Principal a signed statement that any part of the instruction in health, family life education, or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result.



# POLICY GUIDE

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## Comprehensive Health and Physical Education

The Board of Trustees must provide two and one-half hours of health, safety, and physical education courses in each school week, or proportionately less when holidays fall within the week. Recess period(s) shall not be used to meet the requirements of N.J.S.A. 18A:35-5, 7, and 8.

In accordance with N.J.S.A. 18A:35-4.31, the Board shall provide a daily recess period of at least twenty minutes for students in grades Kindergarten through five. A recess period is not required on a school day in which the day is substantially shortened due to a delayed opening or early dismissal. The recess period shall be outdoors, if feasible. A student shall not be denied recess for any reason, except as a consequence of a violation of the school district's Code of Student Conduct, including a harassment, intimidation, or bullying (HIB) investigation pursuant to N.J.S.A. 18A:37-13 et seq. Students may not be denied recess more than twice per week for a violation of the Code of Student Conduct or HIB investigation and these students shall be provided restorative justice activities during the recess period.

Restorative justice activities are defined as activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.

A copy of the NJSLS for Comprehensive Health and Physical Education and all related curriculum/course guides and instructional material shall be available for public inspection in each school.

~~N.J.S.A. 18A:35-4.31~~

Adopted:





# POLICY GUIDE

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Surrogate Parents and **Resource**

**Family Foster** Parents

Aug 21

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## 2467 SURROGATE PARENTS AND RESOURCE FAMILY FOSTER PARENTS

Federal and State laws require the Board of Trustees ensure the rights of a student are protected through the provision of an individual to act as surrogate for the parent and assume all parental rights under N.J.A.C. 6A:14-2.2 when:

1. The parent, ~~as defined according to N.J.A.C. 6A:14-1.3,~~ cannot be identified;
2. The parent cannot be located after reasonable efforts;
3. An agency of the State of New Jersey has guardianship of the student **or the student is determined a ward of the State and, if the student is placed with a resource family parent, the resource family parent declines to serve as the student's parent; and that agency has not taken steps to appoint a surrogate parent for the student; or**
4. ~~The student is a ward of the State and no State agency has taken steps to appoint a surrogate parent for the student;~~
5. ~~No parent can be identified for the student in accordance with N.J.A.C. 6A:14-1.3 except a foster parent, the foster parent does not agree to serve as the student's parent, and no State agency has taken steps to appoint a surrogate parent for the student; and~~
46. The student is an unaccompanied ~~homeless~~ youth **as that term is defined in section 725(6) of the McKinney-Vento Homeless Assistance Act (42 USC §11434.(a)6) and N.J.A.C. 6A:17-1.2 and no State agency has taken steps to appoint a surrogate parent for the student.**



# POLICY GUIDE

PROGRAM

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Surrogate Parents and **Resource**

**Family Foster Parents**

## Qualifications and Selection

The district ~~shall will~~ make reasonable efforts to appoint a surrogate parent within thirty days of ~~the it's~~ determination that a surrogate parent is ~~needed required~~ for a student. If the district fails to appoint a surrogate parent for a ward of the State, a judge may appoint a surrogate parent if the judge determines a surrogate parent is necessary for such student.

**The district shall establish a method for selecting and training surrogate parents.**

The person serving as a surrogate parent shall:

1. Have no interest that conflicts with ~~the interest those~~ of the student ~~they he/she~~ represents;
2. Possess knowledge and skills that ensure adequate representation of the student;
3. Not be replaced without cause;
4. Be at least eighteen years of age; **and**
5. **Complete** ~~Have~~ a criminal history review **pursuant to in** accordance with N.J.S.A. 18A:6-7.1 **if the person completed prior** to his or her serving as the surrogate parent, ~~if the school district is compensated. compensates the surrogate parent for such services; and~~
6. ~~Not be an employee of the New Jersey Department of Education, this district, or a public or nonpublic agency that is involved in the education or care of the child.~~

**The person(s) serving as a surrogate parent may not** ~~Not~~ be an employee of the New Jersey Department of Education, this district, or a public or nonpublic agency that is involved in the education or care of the child.

**[Optional - A surrogate parent will** ~~may~~ **be paid solely to act in this capacity.]**



# POLICY GUIDE

## PROGRAM

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### Surrogate Parents and **Resource Family Foster-Parents**

The Head of School shall serve as Surrogate Parent Coordinator and will: determine whether there is a need for a surrogate parent for a student; contact any State agency that is involved with the student to determine whether the State has a surrogate parent appointed for the student; and make reasonable efforts to appoint a surrogate parent for the student within thirty days of determining that there is a need for a surrogate parent for the student.

When a student (who is or may be a student with a disability) is in the care of a **resource family foster**-parent, and the **resource family foster** parent is not the parent of the student as defined in N.J.A.C. 6A:14-1.3, the district where the **resource family foster** parent resides shall contact the student's case manager at the Division of Child Protection and Permanency (DCP&P) in the Department of Children and Families to determine whether the parent retains the right to make educational decisions and determine the whereabouts of the parent.

If the parent retains the right to make educational decisions and the parent's whereabouts are known to the school district, the **Head of School or designee Surrogate Parent Coordinator** shall obtain all required consent from, and provide written notices to, the parent.

If the district cannot ascertain the whereabouts of the parent, the **resource family foster** parent, ~~unless that person is unwilling to do so,~~ shall serve as the parent **unless that person is unwilling to do so** pursuant to N.J.A.C. 6A:14-1.3. If there is no **resource family foster** parent, or if the **resource family foster** parent is unwilling to serve as the student's parent, the Surrogate Parent Coordinator shall consult with the student's case manager at DCP&P to assist in identifying an individual to serve as a surrogate parent, ~~and appointing~~ **appointing** a surrogate parent, and ~~obtaining~~ **providing** all required consent from, and ~~providing~~ written notices to, the surrogate parent.

#### Training

N.J.A.C 6A:14-2.2(d) requires the district train surrogate parents so they have the knowledge and skills that ensure adequate representation of the student. The Surrogate Parent Coordinator shall coordinate the training for surrogate parents. The training ~~may will~~ include, but not be limited to:

1. Providing the surrogate parent a copy of:
  - a. Parental Rights in Special Education booklet;



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Surrogate Parents and **Resource**

**Family Foster-Parents**

- b. N.J.A.C. 6A:14;
  - c. The Special Education Process;
  - d. **Administrative** Code Training Materials from the Department of Education website; and
  - e. Other relevant materials.
2. Providing the surrogate parent an opportunity to meet with the Surrogate Parent Coordinator to discuss the rights of the surrogate parent and the applicable statutes, administrative codes, and Federal laws. The Surrogate Parent Coordinator shall provide the surrogate parent the opportunity to review and to become familiar with the State and Federal requirements for assessment, individualized educational program development, and parental rights with respect to the referral and placement process, including their rights with respect to seeking a due process hearing if they disagree with the local procedure or decisions;
  3. Providing the surrogate parent adequate time to become familiar with the student and the nature of the student's disability through a review of the student's record;
  4. Providing the surrogate parent an opportunity to confer with the student's case manager to discuss the student; and
  5. Other information and resources to provide the surrogate parent the knowledge and skills to ensure adequate representation of the student.

## Rights of the Surrogate Parent

A surrogate parent appointed in accordance with N.J.A.C. 6A:14-2.2 shall assume all parental rights under N.J.A.C. 6A:14.

N.J.A.C. 6A:14-2.2

Adopted:



# POLICY GUIDE

FINANCES

6115.01/page 1 of 2

Federal Awards/Funds Internal Controls –

Allowability of Costs

Aug 21

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[See POLICY ALERT No. 224]

## 6115.01 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – ALLOWABILITY OF COSTS

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.302(b)(7) requires written procedures for determining the allowability of costs in accordance with 2 CFR §200 – Cost Principles. Determining the allowability of costs shall be in accordance with the requirements outlined in 2 CFR §200.403 – Factors Affecting Allowability of Costs. The School Business Administrator/Board Secretary or designee shall be responsible for determining the allowability of costs are in accordance with the provisions of 2 CFR §200.403.

The following procedures shall be used to determine the allowability of costs in accordance with 2 CFR §200.403:

Except where otherwise authorized by statute, the School Business Administrator/Board Secretary or designee will ensure costs meet the following general criteria in order to be allowable under Federal awards:

1. Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
2. Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
3. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the non-Federal entity.
4. Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.



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### Federal Awards/Funds Internal Controls – Allowability of Costs

5. Be determined in accordance with Generally Accepted Accounting Principles (GAAP), except for State and local governments, which includes school districts, as otherwise provided for in 2 CFR §200.403.
6. Not be included as a cost or used to meet cost sharing or matching requirements of any other Federally-financed program in either the current or a prior period. (See also 2 CFR §200.306 – Cost Sharing or matching 2. above).
7. Be adequately documented. (See also 2 CFR §200.300 – Statutory and National Policy Requirements through 2 CFR §200.309 – Period of Performance).

In the event the School Business Administrator/Board Secretary or designee is not sure if a cost is allowable under 2 CFR Subpart E - §200.403, the School Business Administrator/Board Secretary or designee will contact the New Jersey Department of Education or the United States Department of Education for assistance.

2 CFR §200.302(b)(7)  
2 CFR §200.403

Adopted:



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Federal Awards/Funds Internal Controls –

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[See POLICY ALERT No. 224]

## 6115.02 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – MANDATORY DISCLOSURES

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.113 – Mandatory disclosures requires a non-Federal entity or applicant (a New Jersey Board of Education) for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or to the New Jersey Department of Education all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.

If the Board receives a Federal award including the terms and conditions outlined below as per 2 CFR §200 – Appendix XII – Award Term and Condition for Recipient Integrity and Performance Matters shall report certain civil, criminal, or administrative proceedings to the System for Award Management (SAM). Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338 - Remedies for noncompliance, including suspension or debarment. (See also 2 CFR §180, 31 USC 3321, and 41 USC 2313)

### A. General Reporting Requirement

1. If the total value of all Board currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then the Head of School or designee, on behalf of the Board as the recipient during that period of time, must maintain the currency of information reported to the SAM that is made available in the designated integrity and performance system about civil, criminal, or administrative proceedings described in B. below.
2. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 USC 2313).



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3. As required by section 3010 of Public Law 111-212, all information posted in designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

B. Proceedings About Which the Board of Must Report

1. The Head of School or designee must disclose to the Federal awarding agency or to the New Jersey Department of Education information required about each proceeding that:
  - a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
  - b. Reached its final disposition during the most recent five-year period; and
  - c. Is one of the following:
    - (1) A criminal proceeding that resulted in a conviction, as defined in E. below;
    - (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
    - (3) An administrative proceeding, as defined in E. below, that resulted in a finding of fault and liability and the payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
    - (4) Any other criminal, civil, or administrative proceeding if:





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### Federal Awards/Funds Internal Controls – Mandatory Disclosures

- (a) It could have led to an outcome described in B.1.c.(1), (2), or (3) above of this award term and condition;
- (b) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on the school district's part; and
- (c) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

#### C. Reporting Procedures

- 1. The Head of School or designee shall enter in the SAM Entity Management area the information that the SAM requires about each proceeding described in B. above.
- 2. The Head of School or designee does not need to submit the information a second time under assistance awards the Board of Trustees received if the Head of School or designee already provided the information through the SAM because the Board was required to do so under Federal procurement contracts the Board was awarded.

#### D. Reporting Frequency

- 1. During any period of time when the Board of Trustees is subject to the requirement in A. above, the Head of School or designee must report proceedings information through the SAM for the most recent five year period, either to report new information about any proceeding(s) the Board has not reported previously or affirm that there is no new information to report.
- 2. If the Board has Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000, the Board must disclose semiannually any information about the criminal, civil, and administrative proceedings.



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## E. Definitions

### 1. For purposes of this Policy:

- a. “Administrative proceeding” for the purposes of 2 CFR §200 - Appendix XII and this Policy means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability. This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.
- b. “Conviction” for the purposes of 2 CFR §200 - Appendix XII and this Policy, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
- c. Total value of currently active grants, cooperative agreements, and procurement contracts includes:
  - (1) Only the Federal share of the funding under any Federal award with a Board of Trustees cost share or match; and
  - (2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

2 CFR §200.113

Adopted:



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Federal Awards/Funds Internal Controls –

Conflict of Interest

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## 6115.03 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – CONFLICT OF INTEREST

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.318 – General Procurement Standards addresses standards of conduct covering conflict of interest and governs the actions of school district employees, officers, and agents in the selection, award, and administration of contracts supported by a Federal award.

The Board of Trustees must use its own documented procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to the applicable Federal law and the standards identified in 2 CFR §200.

The Board of Trustees must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

The Board of Trustees must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts supported by a Federal award.

1. No employee, officer, or agent of the Board may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.
  - a. Such a conflict of interest would arise when a Board employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.



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### Federal Awards/Funds Internal Controls – Conflict of Interest

2. The Board officers, employees, and agents must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
3. However, a Board may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

The Board of Trustees' procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the Board is encouraged to enter into State and local intergovernmental agreements or inter-entity agreements where appropriate for procurement of use of common or shared goods and services.

The Board is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

The Board is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

The Board must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. (See also 2 CFR §200.213 – Suspension and Debarment).



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Federal Awards/Funds Internal Controls –  
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The Board must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

The Board may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a Board is the sum of:

1. The actual cost of materials; and
2. Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since the time and material formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the Board of Trustees awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

The Board of Trustees alone must be responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the Board of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgement for that of the Board unless the matter is primarily a Federal concern. Violations of law will be referred to the local, State, or Federal authority having proper jurisdiction.

The Board of Trustees and its employees shall be required to comply with all New Jersey statutes and administrative codes regarding school ethics and internal controls.

2 CFR §200.318

Adopted:



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Contracts for Goods or Services Funded by

Federal Grants

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[See POLICY ALERT Nos. 192, 221 and 224]

## 6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the **Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.213 – Suspension and Debarment** ~~Federal Acquisition Regulations (FAR) Subpart 9.4 – Debarment, Suspension, and Ineligibility.~~

The School Business Administrator/Board Secretary shall be responsible to check the web-based **System for Award Management (SAM) Excluded Parties Lists System (EPLS)** maintained by **the United States government - the General Services Administration (GSA)**. The purpose of the **SAM EPLS** is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving Federal contracts or Federally approved contracts or Federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The School Business Administrator/Board Secretary, upon opening of bids or upon receipt of proposals for goods or services to be funded by a Federal grant shall ~~access review~~ the **SAM EPLS** to determine if the vendor has been disbarred, suspended, or proposed for disbarment. The School Business Administrator/Board Secretary shall also ~~access review~~ the **SAM EPLS** list immediately prior to the award of a bid or contract to ensure that no award is made to a vendor on the list.

In the event a vendor under consideration to be awarded a bid or contract for goods or services to be funded by a Federal grant is on the **SAM EPLS** list or proposed for disbarment, the School Business Administrator/Board Secretary shall comply with the contracting restrictions as outlined in **2 CFR §200 FAR Subpart 9.405**.



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Contracts for Goods or Services Funded by  
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Continuation of current contracts and restrictions on subcontracting with vendors who are on the **SAM EPLS** list or proposed for disbarment shall be in accordance with the limitations as outlined in **2 CFR §200 FAR Subparts 9.405.1 and 9.405.2.**

Any rejection of a bid or disqualification of a vendor who has been disbarred, suspended, or proposed for disbarment shall be consistent with the requirements as outlined in N.J.S.A. 18A:18A – Public School Contracts Law and all applicable State laws.

~~Federal Acquisition Regulations (FAR) Subpart 9.4~~ **2 CFR §200**

Adopted:



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Eye Protection  
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[See POLICY ALERT Nos. 168 and 224]

## 7432 EYE PROTECTION

The Board of Trustees **requires each student, staff member, and school visitor, including individuals present for evening adult-school programs, to wear appropriate eye protective devices while participating in educational activities and programs as defined in N.J.A.C. 6A:7-1.3. Appropriate eye protective devices must be worn by anyone engaged in a process or activity where exposure to which might have a tendency to cause damage to the eyes pursuant to N.J.A.C. 6A:26-12.5(a) and N.J.S.A. 18A:40-12.1** ~~directs the rigorous implementation and enforcement of eye safety practices for students, staff members, and visitors exposed to conditions potentially hazardous to the eyes in the instructional program of this district.~~

The term “appropriate eye protective device” shall include plain or prescription lenses provided the lenses and other portions of the device meet or exceed the prescribed specifications for the device. Specifications for appropriate eye protection for various activities shall meet or exceed standards described in the American National Standard Practice for Occupational and Educational Eye and Face Protection, ANSI Z87.1-1989; American National Standard Practice for the Safe Use of Lasers, ANSI Z136.1-1986, and eye protective procedures recommended by the manufacturer of the laser device.

The Head of School **or designee** shall be responsible for the continual monitoring of the school program, including, but not limited to, all vocational education, industrial arts education, science education, technology education and arts education, for conditions under which students, staff members, or visitors are exposed to a process or activity that might have a tendency to cause damage to the eyes.





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Eye Protection

~~Each student, staff member, and visitor, exposed to a condition identified as hazardous to the eyes must wear an eye protective device appropriate to the activity and certified to meet the standards established by the State Board of Education, the American National Standard Practice for Occupational and Educational Eye and Face Protection, ANSI Z87.1-1979, and American National Standard Practice for the Safe Use of Lasers, ANSI Z136.1-1986 and the New Jersey Administrative Code. The appropriate eye protective device shall be supplied by the Board, except that the student, staff member, or visitor, including individuals present for evening adult-school programs, may wear personal eye wear that is appropriate to the activity and certified, in writing, by a licensed optician or other qualified licensed eye professional to meet or exceed those standards. District-owned appropriate eye protective devices shall be inspected regularly by the appropriate staff member, and defective or poorly fitting devices shall be returned to the Principal for repair or discard. Any shared appropriate eye protective devices shall be disinfected between uses by the method prescribed by the school medical inspector.~~

Each classroom, shop, laboratory, and other area of the school in which students or staff members are exposed to caustic materials that can cause damage to the eyes shall be equipped with an emergency eye wash fountain in accordance with standards established by the New Jersey Department of Education.

The Building Principal **or designee** shall ensure that each area in the school identified as housing an activity hazardous to the eyes shall be posted with conspicuous signs that warn participants that an appropriate eye protective device must be worn during the activity. Staff members of such activities are responsible for instructing students in appropriate eye safety practices and for serving as exemplary models in the implementation of such practices.

The Board authorizes each staff member responsible for an activity or process hazardous to the eyes to compile and maintain, for the duration of the course of study, a list of students in the course who wear contact lenses.

~~A student who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices shall be dismissed from the day's class by his/her teacher. Any such dismissal from class will be considered to be an absence, in accordance with Board policy on student attendance, and an accumulation of such absences may result in loss of course credit.~~



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Eye Protection

~~A staff member who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be disciplined for insubordination for failing to obey the rules established by this Board. The proper implementation of eye protection practices shall be a criterion in the evaluation of every staff member required to observe such practices.~~

~~A visitor to the schools who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be requested to leave the school premises.~~

~~The school district Head of School shall promulgate regulations to implement this policy that conform to rules of the State Board of Education and shall provide annual in-service training and appropriate supplies and equipment to all school personnel responsible for implementing the eye-safety policies and program. The training shall cover all aspects of eye protection in schools as described in N.J.A.C. 6A:26-12.5(a) through (f). staff members whose instructional duties include activities hazardous to the eyes. The Head of School shall report annually to the Board on the implementation of the eye protection program and the eye injuries, if any, occurring in the course of the instructional program.~~

N.J.S.A. 18A:40-12.1; 18A:40-12.2  
**N.J.A.C. 6A:7-1.3**  
N.J.A.C. 6A:26-12.5  
~~N.J.A.C. 6:53-5.1 [vocational districts]~~

Adopted:



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Emergency and Crisis Situations

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[See POLICY ALERT Nos. 189, 191, 221, and 224]

## 8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Trustees recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement **comprehensive** written plans, ~~and~~ procedures, **and mechanisms** to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, students, and their families.

**“School security drill” means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.**

The Head of School of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school district’s plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

A copy of the school district’s school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district’s safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be **notified** ~~briefed~~ in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crises, consistent with the school district’s plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive this in-service training, as appropriate, within sixty days of the



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### Emergency and Crisis Situations

effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district's practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.

~~In accordance with N.J.S.A. 18A:41-1, at least one fire drill and one school security drill will be conducted each month within school hours, including any summer months, which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, bomb threat, or active shooter situation that is similar in duration to a fire drill. Schools are required to hold a minimum of two active shooter, non-fire evacuation, bomb threat, and lockdown security drills annually. Fire alarm systems shall be initiated only during a fire drill evacuation. Responses made necessary by the unplanned activation of emergency procedures or by any other emergency shall not be substituted for a required school security drill.~~

**Every Principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, and shall require all teachers of all schools, whether occupying buildings of one or more stories, to keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual fire or school security emergency that occurs at a school during the month and that includes activities which are the equivalent of a drill shall be considered a drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1.**

**Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year.**



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### Emergency and Crisis Situations

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. **A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1** ~~Although these outside agencies are not required to observe school security drills, the Principal is encouraged to invite representatives from local law enforcement and emergency responder agencies to attend and observe at least four different security drills annually.~~

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds **in accordance with N.J.A.C. 6A:16-5.1** ~~as provided by the New Jersey Office of Homeland Security and Preparedness.~~

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3

N.J.S.A. 18A:41-1 ~~et seq.~~; **18A:41-2; 18A:41-6;** 18A:41-7

N.J.A.C. 6A:16-5.1; 6A:27-11.2

Adopted:



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[See POLICY ALERT Nos. 206 and 224]

## 8540 SCHOOL NUTRITION PROGRAMS

The Board of Trustees recognizes the importance of a child receiving a nutritious, well-balanced meal to promote sound eating habits, to foster good health and academic achievement, and to reinforce the nutrition education taught in the classroom. Therefore, the Board may participate in the school nutrition programs of the New Jersey Department of Agriculture in accordance with the eligibility criteria of the program. These programs may include the National School Lunch Program, the School Breakfast Program, the After-School Snack Program, and the Special Milk Program.

**If seventy percent or more of the students enrolled in a school in the district on or before the last school day before October 16 of the preceding school year are eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a “Breakfast After the Bell” program for that school in accordance with N.J.S.A. 18A:33-11.1 et seq. The district may request a waiver of the requirements of the “Breakfast After the Bell” program pursuant to N.J.S.A. 18A:33-12.**

The Board of Trustees shall sign an Agreement with the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture for every school nutrition program operated within the school district. Any child nutrition program operated within the school district shall be operated in accordance with the provisions of the Agreement and all the requirements of the program.

Students may be eligible for free or reduced pricing in accordance with the requirements of the program operating in the school district. Prices charged to paying children shall be established by the Board of Trustees, but must be within the maximum prices established by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Prices charged to adults shall be in accordance with the requirements of the program.



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### School Nutrition Programs

The Head of School or designee shall annually notify parents of all children in the school district of the availability, eligibility requirements, and application procedures for free or reduced price meals or free milk in accordance with the notification requirements and procedures of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The Head of School will designate in the annual notification to parents, the person who will determine, in accordance with standards issued by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture, a student's eligibility for free or reduced price meals or free milk depending on the programs operated in the school district.

A parent may request a household application and instructions from the Principal of their child's school. A household application must be completed before eligibility is determined. Where necessary, the Principal or designee shall assist the applicant in the preparation of the household application.

Applications shall be reviewed in a timely manner. An eligibility determination will be made, the family will be notified of its status, and the status will be implemented as soon as possible within ten operating days of the receipt of the completed application. Any student found eligible shall be offered free or reduced price meals or free milk immediately upon the establishment of his/her eligibility and shall continue to receive such meals during the pendency of any inquiry regarding his/her eligibility in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Carry-over of previous year's eligibility for students shall be in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

A denial of eligibility for free or reduced price meals or free milk shall be in writing and shall include the reasons for which eligibility was denied, notice of the parent's right to appeal the denial, the procedures for an appeal, and a statement reminding parents that they may reapply at any time during the school year. Appeal procedures shall include: a hearing, if requested by the parent, held with reasonable promptness and convenience of the parent before a hearing officer other than the school official who denied the application; the parent's opportunity to be represented by counsel; a decision rendered promptly and in writing; and an opportunity to appeal the decision of the hearing officer to the School Business Administrator/Board Secretary. The appeal hearing will be conducted in accordance with the provisions as outlined by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.



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### School Nutrition Programs

There shall be no overt identification of any child(ren) who may be eligible to receive free or reduced price school meals or free milk. The identity of students who receive free or reduced price meals will be protected. Eligible students shall not be required to work in consideration for receiving such meals or milk. Eligible children shall not be required to use a separate dining area, go through a separate serving line, enter the dining area through a separate entrance, or consume their meals or milk at a different time. A student's eligibility status will not be disclosed at any point in the process of providing free or reduced price meals or free milk in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The School Business Administrator/Board Secretary or designee will verify applications of those eligible for free or reduced price meals in accordance with the requirements of the, Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The Board of Trustees will comply with all the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture Local Education Agency (LEA) Agreement and all requirements outlined in the School Nutrition Electronic Application Reimbursement System (SNEARS).

7 C.F.R. 210.1 et seq.

N.J.S.A. 18A:33-5; **18A:33-11.1 et seq.**; 18A:58-7.2

N.J.A.C. 2:36

Adopted:





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~~Unpaid~~ Meal Charges/Outstanding

Food Service **Bill Charges**

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## 8550 ~~UNPAID~~ MEAL CHARGES/OUTSTANDING FOOD SERVICE **BILL CHARGES**

**The Board of Trustees shall establish a meal charge program to permit students in the district to charge for breakfast or lunch. Collection of any payment for a meal charge program account that is in arrears shall be addressed in accordance with provisions of this Policy.**

The Board recognizes a student may forget to bring breakfast or lunch (meal), as applicable, or money to purchase a meal to school on a school day. In this circumstance, the food service program will provide the student a meal and will inform the Principal or designee. The Principal or designee will contact the student's parent to provide notice of an outstanding meal bill and will provide the parent with a period of ten school days to pay the amount due. If the student's parent has not made full payment by the end of the ten school days, the Principal or designee shall again contact the parent with a second notice informing the parent of any action to be taken by the school district in response to a student's school breakfast or school lunch bill being in arrears. Such action may include denying the student school breakfast or lunch. A school district shall report at least biannually to the New Jersey Department of Agriculture the number of students who are denied school breakfast or school lunch in accordance with N.J.S.A. 18A:33-21a. and this Policy.

The school district shall not:

1. Publicly identify or stigmatize a student who cannot pay for a meal or whose school meal bill is in arrears. (For example, by requiring the student to sit at a separate table or wear a wristband, hand stamp, or identifying mark or by serving the student an alternative meal);



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~~Unpaid~~ Meal Charges/Outstanding  
Food Service ~~Charges~~ **Bill Charges**

2. Require a student who cannot pay for a school meal or whose school meal bill is in arrears to do chores or other work to pay for the school meal; or
3. Require a student to discard a school meal after it has been served because of the student's inability to pay for a school meal or because money is owed for previously provided meals.

If a student owes money for the equivalent of five or more school meals at any time during the school year, the Principal or designee shall:

1. Determine if the student is eligible for a free or reduced-price school meal;
2. Make at least two attempts, not including the application or instructions provided to the parent each school year pursuant to N.J.S.A. 18A:33-21b.; to contact the student's parent and have the parent fill out an application for the school lunch program and school breakfast program; and
3. Contact the student's parent to offer assistance with the application for the school lunch and school breakfast program; determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school breakfast or school lunch; and offer any other appropriate assistance.

The school district shall direct communications about a student's school meal bill being in arrears to the parent and not the student. The school district's contact with the parent may be via email or telephone call. Nothing in N.J.S.A. 18A:33-21 shall prohibit the school district from sending a student home with a letter addressed to a parent.

If the student's meal bill is in arrears, but the student has the money to purchase a meal on a subsequent school day, the student will be provided a meal with payment and the food service program will not use the student's payment to repay previously unpaid charges if the student intended to use the money to purchase that school day's meal.



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~~Unpaid~~ Meal Charges/Outstanding  
Food Service ~~Bill~~ Charges

A parent who has received a second notice their child's meal bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent's refusal to meet with the Principal or designee or take other steps to resolve the matter may be indicative of more serious issues in the family or household. However, when a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

Students receiving free meals will not be denied a meal even if they accrued a negative balance from other purchases in the cafeteria.

In accordance with N.J.S.A 18A:33-21b., at the beginning of each school year, and upon initial enrollment in the case of a student enrolling during the school year, the school district shall provide to the parent of each student:

1. Information on the National School Lunch Program and the Federal School Breakfast Program;
2. An application to apply for the school lunch and school breakfast programs and instructions for completing the application; and
3. Information on the rights of students and their families under N.J.S.A. 18A:22-21 et seq.

The school district may provide the application and information electronically through the means by which the school district communicates with parents electronically. The application and information shall be in a language the parent understands.

The school district's liaison for the education of homeless children shall coordinate with school district personnel to ensure that a homeless student receives free school meals and is monitored according to the school district policies pursuant to N.J.S.A. 18A:33-21c.



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~~Unpaid~~ Meal Charges/Outstanding

Food Service **Bill** Charges

The school district may post this Policy on the school district's website provided there is a method in place to ensure this Policy reaches all households without access to a computer or the Internet.

N.J.S.A. 18A:33-21; **18A:33-21a.**; **18A:33-21b.**; **18A:33-21c.**

Adopted:



# REGULATION GUIDE

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## R 7432 EYE PROTECTION ~~PRACTICES~~

### A. Eye Protection ~~Devices~~ - N.J.A.C. 6A:26-12.5(a)

**The Board of Trustees requires each student, staff member, and school visitor, including individuals present for evening adult-school programs, to wear appropriate eye protective devices while participating in educational activities and programs as defined in N.J.A.C. 6A:7-1.3 in accordance with N.J.S.A. 18A:40-12.1 and N.J.A.C. 6A:26-12.5.**

### B. Eye Protection Devices - N.J.A.C. 6A:26-12.5(e)

**†.The following types of eye protective devices shall be used to fit the designated activities or processes** ~~The following types of eye protective devices must be worn by all students, staff members, and visitors (including persons attending evening adult school programs) participating in the activity or process designated wherever it may occur on school premises:~~

Potential Eye Hazard	Protective Devices
Caustic or explosive	Goggle, flexible fitting materials, hooded ventilation; add plastic window face shield for severe exposure
Dust producing operations	Goggle, flexible fitting, hooded ventilation
Electric arc welding	Welding helmet in combination with spectacles with eye cup or semi- or flat-fold side shields
Oxy-acetylene welding	Welding goggle, eye cup type with tinted lenses; welding goggle, coverspec type with tinted lenses or tinted plate lens



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Eye Protection Practices

Potential Eye Hazard	Protective Devices
Hot liquids and gases	Goggle, flexible fitting, hood ventilation; add plastic window face shield for severe exposure
Hot solids	Clear or tinted goggles or spectacles with side shields
Molten materials	Clear or tinted goggles and plastic or mesh window face shield
Heat treatment or tempering	Clear or tinted goggles or clear or tinted spectacles with side shields
Glare operations	Tinted goggles; tinted spectacles with side shields or welding goggles, eye cup or <del>coverspec coverage</del> type with tinted lenses or <b>tinted</b> plate lens
Shaping solid materials	Clear goggles, flexible or rigid body; clear spectacles with side shields; add plastic window face shield for severe exposure
Laser device operation or experimentation	Appropriate for specific hazard
<b>Vehicle repair or servicing</b> <del>Repair or servicing of vehicles</del>	Clear goggles, flexible or rigid body; clear spectacles with side shields
Other potentially hazardous processes or activities	Appropriate for specific hazard



# REGULATION GUIDE

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Eye Protection Practices

## **C. Eye Protective Policy and Program – N.J.A.C. 6A:26-12.5(f)**

### **1. The Board of Trustees establishes and implements Policy and Regulation 7432 to assure:**

- a. No staff member, student, or visitor shall be subjected to any hazardous environmental condition without appropriate eye protection;**
- b. The detection of eye hazardous conditions shall be continuous;**
- c. Eye protection devices shall be inspected regularly and adequately maintained;**
- d. Shared eye protective devices shall be disinfected between uses by a method prescribed by the local school medical inspector;**
- e. All eye protective devices shall meet or exceed the appropriate specifications for the various types of devices and suppliers of eye protective devices shall certify, in writing, that the devices meet or exceed said specifications;**
- f. Specific policy and procedures shall be established to deal with individuals who refuse to abide by established eye-safety practices and procedures;**

- (1) A student who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices shall be dismissed from the day's class by his/her teacher. Any such dismissal from class will be considered to be an absence, in accordance with Board policy on student attendance, and an accumulation of such absences may result in loss of course credit;**



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Eye Protection Practices

- (2) A staff member who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be disciplined for insubordination for failing to obey the rules established by this Board. The proper implementation of eye protection practices shall be a criterion in the evaluation of every staff member required to observe such practices; and
  - (3) A visitor to the schools who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be requested to leave the school premises;]
- g. The use of contact lenses shall be restricted in learning environments that entail exposure to chemical fumes, vapors, or splashes, intense heat, molten metals, or highly particulate atmospheres. When permitted, contact lenses shall be worn only in conjunction with appropriate eye protective devices, and the lens wearer shall be identified for appropriate emergency care in eye hazardous learning environments;
  - (1) Staff members in these learning environments shall identify the students in his/her class who wear contact lenses. A list of such students shall be kept by the staff member in order that appropriate emergency eye care may be given; the list shall be destroyed at the end of the course of study;]
- h. All spectacle-type eye protective devices shall have side shields of the eye-cup, semi- or flat-fold type; and





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Eye Protection Practices

- i. Students, staff members, or visitors wearing personal corrective eyewear shall be required to wear cover goggles or similar devices unless a competent authority can certify the personal eyewear meets or exceeds standards identified in N.J.A.C. 6A:26-12.5(b).**
- ~~2. The supplier of any eye protective device to this district shall certify in writing that the device meets or exceeds ANSI standards. All spectacle type eye protective devices shall have side shields of the eye cup, semi , or flat fold type.~~
- ~~3. Staff members shall regularly and frequently inspect the eye protective devices used in their classes and shall report to the Principal devices that are defective or poorly fitting. All eye protective devices shall be identified with the name(s) of the user(s) and shall be properly stored when not in use.~~
- ~~4. An eye protective device that is shared shall be disinfected between uses by a method prescribed by the local school medical inspector.~~
- ~~5. The use of contact lenses shall be restricted in learning environments which entail exposure to chemical fumes, vapors or splashes, intense heat, molten metals, or highly particulate atmospheres. Staff members in these learning environments shall identify the students in his/her class who wear contact lenses. A list of such students shall be kept by the staff member in order that appropriate emergency eye care may be given; the list shall be destroyed at the end of the course of study.~~

~~When permitted, contact lenses may be worn only in conjunction with appropriate eye protective devices. The contact lens wearer shall be identified for appropriate emergency eye care in hazardous learning environments.~~



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Eye Protection Practices

- ~~6. A student who wears prescription glasses shall be provided with an appropriate eye protective device that fits over his/her glasses. A student or staff member may wear his/her personal corrective eye wear in the course of an activity hazardous to the eyes provided that the eye wear has been certified in writing by a licensed optician to meet or exceed ANSI standards as defined in N.J.A.C. 6:29-1.7(b)1 and 2 for the appropriate eye protective device required.~~
- ~~7. The responsible staff member will provide each visitor to an area in which an activity hazardous to eyes is conducted with an appropriate eye protective device.~~

## **DB. Eye Wash Fountains - N.J.A.C. 6A:26-12.5(d)**

- 1. Emergency eye wash fountains, or similar devices capable of a minimum fifteen minutes continuous flow of eye-wash solution, shall be provided in classrooms, shops, laboratories, or other areas where students or instructors are exposed to caustic materials that can cause damage to the eyes in accordance with N.J.A.C. 6A:26-12.5(d). ~~Eye wash fountains or similar devices, capable of a minimum of fifteen minutes of continuous flow of eye wash solution shall be provided in accordance with Policy No. 7432 and the standards of the State Department of Education and N.J.A.C. 6:29-1.7(d).~~**
2. Eye wash fountains shall be routinely checked by the responsible staff member and any fountain that does not operate properly shall be promptly reported to the Principal.

## **EC. Inspection Enforcement**

- ~~1. Staff members shall not permit students to engage in an activity potentially hazardous to the eyes without appropriate eye protection and shall dismiss from the class period a student who refuses or persistently neglects to wear eye protection or to observe established eye protection practices. Any such dismissed student shall be reported absent for the class.~~



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Eye Protection ~~Practices~~

2. ~~Staff members shall report to the Building Principal a visitor who refuses or persistently neglects to wear eye protection or observe established eye protection practices.~~
3. The Principal **or designee** shall annually inspect the school premises for the existence of conditions potentially hazardous to the eyes, for the placement of signs requiring appropriate eye protective devices, and for an adequate supply of appropriate eye protective devices in satisfactory condition. Conditions potentially hazardous to the eyes include, in addition to the activities listed in paragraph A.1. above, the likelihood of flying objects and spilled liquids and the presence of protruding and sharp objects.

**FĐ. Training and Supplies - N.J.A.C. 6A:26-12.5(g)**

The school district shall provide annual training and appropriate supplies and equipment to all school personnel responsible for implementing the eye safety policies and program. The training shall include all aspects of eye protection as defined in **this Policy and Regulation 7432 and in accordance with N.J.A.C. 6A:26-12.5(g) regulation.**

**Adopted Issued:**



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## R 8420.1 FIRE AND FIRE DRILLS

### A. Fire Drills

1. The Principal of each school building will conduct at least one fire drill each month within school hours, including any summer months during which the school is open for instructional programs. **The Principal shall require all teachers to keep all doors and exits of their respective rooms and buildings unlocked during school hours. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill** ~~Attempts should be made to conduct drills in various weather conditions and at various times of the school day. Fire drills should always be unannounced to school staff and students. The Principal shall inform local firefighting officials whenever a fire alarm is for drill purposes.~~

**Attempts should be made to conduct drills in various weather conditions and at various times of the school day. Fire drills should be unannounced to school staff and students. The Principal shall inform local firefighting officials whenever a fire alarm is for drill purposes.**

**An actual fire that occurs at a school building during the month and includes activities which are the equivalent of a drill shall be considered a drill for the purposes of meeting the requirements of this Regulation and N.J.S.A. 18A:41-1.**

2. **The fire alarm shall be by a building-wide audible designated signal. Alarm signals should be tested regularly,** ~~before or after the school session.~~



# REGULATION GUIDE

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Fire and Fire Drills

3. When the fire alarm rings, each **staff member supervising students** ~~teacher~~ will:
  - a. Direct students to form into a single file line and proceed along the evacuation route to the nearest exit designated for evacuation;
  - b. Close the windows of the room and turn off all lights and audio-visual equipment;
  - c. Take the class register or roll book;
  - d. Ascertain that all students have left the room and that any student who may have left the classroom prior to the fire drill is located and escorted from the building;
  - e. Close all doors to the room when the room is empty and keep all doors and exits of their respective rooms and buildings unlocked ~~during the school hours, except during an emergency lockdown or an emergency lockdown drill;~~
  - f. Ensure their **assigned** students ~~assigned to him/her~~ have left the school along the route prescribed in the school evacuation plan. In the event a school building has been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill;
  - g. Direct ~~his/her~~ students to a location not less than a distance twice the height of the building walls and keep the students in a single file line facing the building;
  - h. Take attendance to determine all students who reported to ~~his/her~~ class have been evacuated from the building and report immediately to the Principal any student who is unaccounted for; and
  - i. When the recall signal is given, conduct ~~his/her~~ students back to the classroom.



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Fire and Fire Drills

4. Evacuation of the school in a fire drill must be conducted quickly and quietly and in an orderly fashion. Students must be silent, refrain from talking and running, and remain in closed, single file lines. Any student or staff member whose behavior disrupts the conduct of the fire drill shall be reported to the Principal and will be subject to discipline.
5. All persons in the school must leave the building during a fire drill, including all aides, visitors, volunteer workers, and all office, cafeteria, custodial, and maintenance employees, except those employees who have been assigned specific duties to be performed in the school building during a fire drill.
6. Physical education classes in progress outside the building should stop the game activity and line up in place or in their regularly assigned drill position.
7. Students will be instructed not to gather belongings to take outside on the fire drill. In inclement or cold weather, students may pick up their coats and put them on as they exit the building, provided no time is lost in that activity.
8. The office employee responsible for keeping the central attendance register, or a designated substitute, must carry the register out of the building during the drill.
9. Each Principal shall report monthly to the Head of School on the conduct of fire drills. ~~His/Her~~ **Their** report will include the date, weather conditions, and time to evacuate for each drill conducted, as well as any comments that could assist in improving the conduct of future drills.
10. Every fire drill will be conducted with seriousness and with the assumption that prompt evacuation is actually required for the safety and survival of persons in the school.



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Fire and Fire Drills

11. Principals are encouraged to change the circumstances of fire drills so that staff members and students are subjected to various conditions and learn to respond to them quickly, constructively, and safely. Any such variations should take into account the ages and abilities of children.
  - a. One or more exits may be designated as “blocked” so that students are required to use alternative evacuation routes.
  - b. A fire drill may be designated as a “smoke drill” so that students learn to avoid the hazards of smoke by walking in a low or crouching position (not a crawling position).

## B. Fire

1. A school staff member or any building occupant who detects a fire in a school building or on school grounds shall immediately report the fire by calling 911 and/or by activating a fire alarm pull station in accordance with law.
2. The school staff member or building occupant shall also report the fire to the school Principal, if possible.
3. In the event of a fire in a school building, the school Principal shall immediately sound the fire alarm, in the event the fire alarm had not been previously activated, for the evacuation of all students, staff members, visitors, and volunteers.
4. Evacuation shall be conducted in accordance with the fire drill procedures established in ~~paragraph~~ **A. above**, except that no employee may remain in the building to perform specific duties.
5. As a precaution, the Principal or designee will maintain a record of disabled students who may require special attention in the event of fire or other evacuation. Fire fighters will be promptly informed of the location and special circumstances of each such student.
6. As soon as practicable after the incident, the Principal shall submit a report to the Head of School on the appropriate form.



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Fire and Fire Drills

7. The school district shall immediately notify the appropriate local fire department of any fire which occurs in a school building or on school property in accordance with N.J.S.A. 18A:41-5.

## C. Fire and Smoke Doors

Every Principal and custodian/janitor in each school building in the district which has a furnace room, hallway, or stair-tower fire or smoke doors shall keep them closed during the time the school building is occupied by teachers and students pursuant to N.J.S.A. 18A:41-2.

Adopted:







## **Finance & Facilities Committee Report**

**August 23, 2021**

### **Attendance:**

- ☐ Leslie Baynes
- ☐ Bima Baje
- ☐ Shawna Ebanks
- ☐ Susanna Holgun-Veras

### **I. Financial Review**

#### **a. Treasurer's Report:**

- i. As of July 31, 2021, total operating cash on hand \$1,974,136.60  
net \$23,727.63 vendor payments and \$10,673.75 employee checks outstanding.

#### **b. Secretary's Report:**

- i. As of July 31, 2021
  - o \$288,163.40 in expenses have been paid
  - o \$5,988,097.57 in encumbrances are pending payment
  - o \$1,489,616.75 remains unencumbered

#### **c. Operations**

- o Insperity update- delay conversion date
- o Health insurance Horizon (current) premium costs, coverage inclusions
- o Liability Insurance renewal
- o 2021-22 Contracted Services
  - a. Information Tech- Link High Technologies (current)
  - b. Custodial- AAA Facilities Services (New 5 days per week)
  - c. Motivated Security (New)
- o Kindergarten space update- spaces to be used at start of school will be completed by 8/31..One classroom formerly part of the library and one LL small group instruction room will be completed after start of school, permits pending.

The space will be complete and furnished for students first day!

**Interim Balance Sheet**

**ASSETS AND RESOURCES**

<b>ASSETS</b>		
101 Cash in checking account	\$ 1,051,873.59	
102-106 Other cash equivalents	\$ 78,500.00	
Total cash		\$ 1,130,373.59
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
121 Tax levy receivable		\$ 5,646,121.63
Accounts receivable		
132 Interfund	\$ 44,812.02	
141 Intergovernmental - state	\$ 627,926.20	
142 Intergovernmental - federal	\$ 0.00	
143 Intergovernmental - other	\$ 26,964.69	
153 Other Accounts Receivable	\$ 0.00	
		\$ 699,702.91
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
199 Other current assets		\$ (4,550.00)
<b>RESOURCES</b>		
301 Estimated revenues (from adjusted budget)	\$ 0.00	
302 Less: revenues collected or accrued	\$ (6,605,806.00)	
		\$ (6,605,806.00)
<b>TOTAL ASSETS AND RESOURCES</b>		<b>\$ 865,842.13</b>

**LIABILITIES AND FUND EQUITY**

<b>LIABILITIES</b>		
401 Interfund loans payable	\$ 0.00	
402 Interfund accounts payable	\$ 0.00	
411 Intergovernmental accounts payable - state	\$ 0.00	
412 Intergovernmental accounts payable - federal	\$ 0.00	
413 Intergovernmental accounts payable - other	\$ 0.00	
421 Accounts payable	\$ (102,620.85)	
422 Judgments payable	\$ 0.00	
430 Compensated absences payable	\$ 0.00	
431 Contracts payable	\$ 0.00	
451 Loans payable	\$ 0.00	
461 Accrued Salaries and Benefits	\$ 10,534.87	
481 Deferred revenues	\$ 0.00	
499 Other current liabilities	\$ 0.00	
Total liabilities		\$ (92,085.98)

**FUND EQUITY**

Appropriated:

753 Reserve for encumbrances - current year				\$	5,229,696.19	
754 Reserve for encumbrances - prior year				\$	0.00	
760 Other reserves				\$	1,771,083.59	
771 Designated Fund Balance				\$	0.00	
772 Designated Fund Balance - ARRA/SEMI				\$	0.00	
601 Appropriations			\$	6,957,170.72		
602 Less: expenditures	\$	813,155.48				
603 Less: encumbrances	\$	5,229,696.19	\$	(6,042,851.67)	\$	914,319.05
Appropriations less expenditures						\$ 7,915,098.83

Unappropriated:

770 Fund Balance, July 1, 2021	\$	0.00	
303 Less: budgeted fund balance	\$	(6,957,170.62)	
Unappropriated fund balance			\$ (6,957,170.62)
Total fund equity			\$ 957,928.21

**TOTAL LIABILITIES AND FUND EQUITY**

**\$ 865,842.23**

**RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY**

	Budgeted	Actual	Variance
Appropriations	\$ 6,957,170.72	\$ 6,042,851.67	\$ 914,319.05
Less: Revenues	\$ 0.00	\$ (6,605,806.00)	\$ 6,605,806.00
Subtotal	\$ 6,957,170.72	\$ (562,954.33)	\$ 7,520,125.05
Less: adjustment to appropriations for Prior Year Encumbrances	\$ 0.00	\$ 0.00	\$ 0.00
Total current year budgeted fund balance	\$ 6,957,170.62	\$ (562,954.33)	\$ 7,520,124.95
Add: Unappropriated fund balance			\$ (6,957,170.62)
Total of budgeted and unappropriated fund balance			\$ 562,954.33

**Revenues/Sources of Funds**

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	6,957,170.62	0.00	6,957,170.62	(562,954.33)	7,520,124.95
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	0.00	0.00	5,410,156.00	(5,410,156.00)
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	0.00	0.00	1,195,650.00	(1,195,650.00)
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		6,957,170.62	0.00	6,957,170.62	6,042,851.67	914,318.95

**Fund 11 (Current Expense Fund)**

Account Group	Group Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Instructional Expense		3,372,496.18	0.00	3,372,496.18	350,024.85	2,691,585.64	330,885.69	0.00
Administrative		2,276,454.12	0.00	2,276,454.12	294,633.74	1,691,503.53	290,316.85	0.00
Support Services		1,258,220.42	0.00	1,258,220.42	139,544.21	828,489.70	290,186.51	0.00
Grand Totals for fund 11:		6,907,170.72	0.00	6,907,170.72	784,202.80	5,211,578.87	911,389.05	0.00

**Fund 12 (Capital Outlay Fund)**

Account Group	Group Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Capital Outlay		50,000.00	0.00	50,000.00	28,952.68	18,117.32	2,930.00	0.00
Grand Totals for fund 12:		50,000.00	0.00	50,000.00	28,952.68	18,117.32	2,930.00	0.00
Grand Totals for all Subfunds of Fund 10:		6,957,170.72	0.00	6,957,170.72	813,155.48	5,229,696.19	914,319.05	0.00

**Revenues Summary**

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	6,957,170.62	0.00	6,957,170.62	(562,954.33)	7,520,124.95
10-1200-000-011	Equalization/Lcl Lvy Aid-Local	0.00	0.00	0.00	924,304.00	(924,304.00)
10-1200-000-012	Equalization/Lcl Lvy Aid-State	0.00	0.00	0.00	4,485,852.00	(4,485,852.00)
10-1510-000-023	Interest	0.00	0.00	0.00	0.00	0.00
10-1900-000-023	Other Sources	0.00	0.00	0.00	0.00	0.00
10-1920-000-023	Contributions/Donations	0.00	0.00	0.00	0.00	0.00
10-1920-001-023	Fundraising	0.00	0.00	0.00	0.00	0.00
10-1980-000-023	Refund of Prior Yr Exp	0.00	0.00	0.00	0.00	0.00
10-1990-000-023	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
10-3100-000-012	Equalization/Lcl Lvy Aid-State	0.00	0.00	0.00	0.00	0.00
10-3130-000-015	Categorical Aid - Spec Ed	0.00	0.00	0.00	299,108.00	(299,108.00)
10-3177-000-016	Categorical Security Aid	0.00	0.00	0.00	187,132.00	(187,132.00)
10-3190-000-021	Other Unrestricted State Aid	0.00	0.00	0.00	709,410.00	(709,410.00)
10-3195-000-021	Consolidated Aid	0.00	0.00	0.00	0.00	0.00
10-3902-000-000	FICA/TPAF Reimbursement	0.00	0.00	0.00	0.00	0.00
10-4210-000-023	Federal Charter School Grant	0.00	0.00	0.00	0.00	0.00
Grand Totals		6,957,170.62	0.00	6,957,170.62	6,042,851.67	914,318.95

**Minimum Expense General Ledger Report****Fund 11 (Current Expense Fund)**

Expend. Account #	Account Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-130-100-101	Grade 7-8 Teacher	2,056,913.45	0.00	2,056,913.45	119,481.14	1,937,432.31	0.00	0.00
11-190-100-106	Oth Sal for Inst	0.00	43,345.00	43,345.00	43,345.00	0.00	0.00	0.00
11-190-100-320	Purch Prof Svcs	572,600.00	(46,745.00)	525,855.00	24,860.75	248,886.75	252,107.50	0.00
11-190-100-330	Other Purch Svcs	90,000.00	0.00	90,000.00	8,750.00	5,596.00	75,654.00	0.00
11-190-100-610	General Supplies	95,000.00	0.00	95,000.00	26,662.86	52,957.89	15,379.25	0.00
11-190-100-640	Textbooks	51,200.00	0.00	51,200.00	20,859.00	26,942.89	3,398.11	0.00
11-190-100-890	Miscellaneous Expense	50,000.00	0.00	50,000.00	16,761.00	7,929.08	25,309.92	0.00
11-200-100-101	Special Education Teacher	416,782.73	0.00	416,782.73	6,142.01	410,640.72	0.00	0.00
11-421-100-105	Stipends	40,000.00	3,400.00	43,400.00	83,163.09	1,200.00	(40,963.09)	0.00
<b>Instructional Expense</b>		<b>3,372,496.18</b>	<b>0.00</b>	<b>3,372,496.18</b>	<b>350,024.85</b>	<b>2,691,585.64</b>	<b>330,885.69</b>	<b>0.00</b>
11-000-230-100	Salaries	1,120,998.60	0.00	1,120,998.60	117,041.66	1,003,956.94	0.00	0.00
11-000-230-300	Purch Prof/Tech Svc	67,000.00	0.00	67,000.00	0.00	5,000.00	62,000.00	0.00
11-000-230-331	Judgements Against Charters	42,500.00	0.00	42,500.00	2,112.82	33,887.18	6,500.00	0.00
11-000-230-332	Audit Fees	17,250.00	0.00	17,250.00	0.00	0.00	17,250.00	0.00
11-000-230-530	Communications/Telephone	59,585.00	0.00	59,585.00	10,350.59	46,124.41	3,110.00	0.00
11-000-230-590	Other Purchased Services (400-500 Series)	57,350.00	0.00	57,350.00	27,051.53	11,423.63	18,874.84	0.00
11-000-230-610	Supplies & Materials	7,000.00	0.00	7,000.00	806.96	2,293.04	3,900.00	0.00
11-000-230-890	Miscellaneous Expense	2,400.00	0.00	2,400.00	0.00	0.00	2,400.00	0.00
11-000-291-230	Benefits - SS & Medicare	245,810.26	0.00	245,810.26	48,176.04	197,634.22	0.00	0.00
11-000-291-232	Benefits - NJ State Pension	165,000.00	0.00	165,000.00	0.00	0.00	165,000.00	0.00
11-000-291-250	State Unemployment Ins	43,678.25	0.00	43,678.25	587.67	43,090.58	0.00	0.00
11-000-291-260	Benefits - Workman's Comp	35,100.00	0.00	35,100.00	0.00	35,100.00	0.00	0.00
11-000-291-270	Benefits - Health Insurance	409,782.01	0.00	409,782.01	88,299.11	311,700.89	9,782.01	0.00
11-000-291-290	Benefits - FlexSpending Fees	3,000.00	0.00	3,000.00	207.36	1,292.64	1,500.00	0.00
<b>Administrative</b>		<b>2,276,454.12</b>	<b>0.00</b>	<b>2,276,454.12</b>	<b>294,633.74</b>	<b>1,691,503.53</b>	<b>290,316.85</b>	<b>0.00</b>
11-000-216-320	Purch Prof Tech Svcs - P/OT	130,000.00	0.00	130,000.00	0.00	0.00	130,000.00	0.00
11-000-240-110	Supp Svcs - Salaries	403,107.42	0.00	403,107.42	15,515.60	387,591.82	0.00	0.00
11-000-240-500	Other Purchased Services (400-500 Series)	197,200.00	0.00	197,200.00	22,383.71	108,055.78	66,760.51	0.00
11-000-251-830	Mortgage Payments-Interest	328,000.00	0.00	328,000.00	81,999.99	246,000.01	0.00	0.00
11-000-262-520	Insurance	72,413.00	0.00	72,413.00	1,546.00	0.00	70,867.00	0.00
11-000-262-610	Supplies & Materials	26,000.00	0.00	26,000.00	9,020.01	2,089.99	14,890.00	0.00
11-000-262-620	Energy Costs	76,500.00	0.00	76,500.00	3,818.50	67,181.50	5,500.00	0.00
11-000-262-890	Miscellaneous Expense	25,000.00	0.00	25,000.00	5,260.40	17,570.60	2,169.00	0.00
<b>Support Services</b>		<b>1,258,220.42</b>	<b>0.00</b>	<b>1,258,220.42</b>	<b>139,544.21</b>	<b>828,489.70</b>	<b>290,186.51</b>	<b>0.00</b>
<b>Grand Totals for fund 11:</b>		<b>6,907,170.72</b>	<b>0.00</b>	<b>6,907,170.72</b>	<b>784,202.80</b>	<b>5,211,578.87</b>	<b>911,389.05</b>	<b>0.00</b>

**Fund 12 (Capital Outlay Fund)**

Expend. Account #	Account Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
12-000-100-730	Instructional Equipment	50,000.00	0.00	50,000.00	28,952.68	18,117.32	2,930.00	0.00
<b>Capital Outlay</b>		<b>50,000.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>28,952.68</b>	<b>18,117.32</b>	<b>2,930.00</b>	<b>0.00</b>
<b>Grand Totals for fund 12:</b>		<b>50,000.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>28,952.68</b>	<b>18,117.32</b>	<b>2,930.00</b>	<b>0.00</b>

<b>Grand Totals for all Subfunds of Fund 10:</b>	<b>6,957,170.72</b>	<b>0.00</b>	<b>6,957,170.72</b>	<b>813,155.48</b>	<b>5,229,696.19</b>	<b>914,319.05</b>	<b>0.00</b>
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Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).


  
Bima Baje, Bus Adm/Bd Sec

9/12/21

Date

**Interim Balance Sheet****ASSETS AND RESOURCES**

ASSETS		
101 Cash in checking account	\$ 38,320.62	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ 38,320.62
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
121 Tax levy receivable		\$ 0.00
Accounts receivable		
132 Interfund	\$ 0.00	
141 Intergovernmental - state	\$ 0.00	
142 Intergovernmental - federal	\$ 6,344.00	
143 Intergovernmental - other	\$ 0.00	
153 Other Accounts Receivable	\$ 0.00	
		\$ 6,344.00
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
199 Other current assets		\$ 0.00
RESOURCES		
301 Estimated revenues (from adjusted budget)	\$ 0.00	
302 Less: revenues collected or accrued	\$ 0.00	
		\$ 0.00
TOTAL ASSETS AND RESOURCES		\$ 44,664.62

**LIABILITIES AND FUND EQUITY**

LIABILITIES		
401 Interfund loans payable	\$ 0.00	
402 Interfund accounts payable	\$ 0.00	
411 Intergovernmental accounts payable - state	\$ 0.00	
412 Intergovernmental accounts payable - federal	\$ 0.00	
413 Intergovernmental accounts payable - other	\$ 0.00	
421 Accounts payable	\$ 0.00	
422 Judgments payable	\$ 0.00	
430 Compensated absences payable	\$ 0.00	
431 Contracts payable	\$ 0.00	
451 Loans payable	\$ 0.00	
481 Deferred revenues	\$ 63,192.42	
499 Other current liabilities	\$ 0.00	
Total liabilities		\$ 63,192.42

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year			\$	357,672.20		
754 Reserve for encumbrances - prior year			\$	0.00		
760 Other reserves			\$	0.00		
771 Designated Fund Balance			\$	0.00		
601 Appropriations		\$	808,708.00			
602 Less: expenditures	\$	18,527.80				
603 Less: encumbrances	\$	357,672.20	\$	(376,200.00)	\$	432,508.00
Appropriations less expenditures					\$	790,180.20
Unappropriated:						
770 Fund Balance, July 1, 2021			\$	0.00		
303 Less: budgeted fund balance			\$	(1,303,708.00)		
Unappropriated fund balance					\$	(1,303,708.00)
Total fund equity					\$	(513,527.80)
TOTAL LIABILITIES AND FUND EQUITY					\$	(450,335.38)

**Revenues/Sources of Funds**

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	1,303,708.00	0.00	1,303,708.00	376,200.00	927,508.00
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	0.00	0.00	0.00	0.00
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	0.00	0.00	0.00	0.00
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		1,303,708.00	0.00	1,303,708.00	376,200.00	927,508.00

**Fund 20 (Special Revenue Fund)**

Account Group	Group Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Title IA - Improving Basic Pgms		179,413.00	0.00	179,413.00	0.00	45,000.00	134,413.00	0.00
IDEA Part B		75,062.00	0.00	75,062.00	0.00	0.00	75,062.00	0.00
ESSER II		499,233.00	0.00	499,233.00	6,300.00	275,000.00	217,933.00	0.00
American Rescue (ESSER III)		55,000.00	0.00	55,000.00	12,227.80	37,672.20	5,100.00	0.00
Grand Totals for fund 20:		808,708.00	0.00	808,708.00	18,527.80	357,672.20	432,508.00	0.00

**Revenues Summary**

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	1,303,708.00	0.00	1,303,708.00	376,200.00	927,508.00
20-4411-231-032	Title I	0.00	0.00	0.00	0.00	0.00
20-4413-234-032	Title I C/O	0.00	0.00	0.00	0.00	0.00
20-4415-260-032	Title VI	0.00	0.00	0.00	0.00	0.00
20-4416-261-032	Title VI C/O	0.00	0.00	0.00	0.00	0.00
20-4421-250-032	IDEA	0.00	0.00	0.00	0.00	0.00
20-4422-251-032	IDEA C/O	0.00	0.00	0.00	0.00	0.00
20-4451-270-032	Title II A	0.00	0.00	0.00	0.00	0.00
20-4452-272-032	Title II D	0.00	0.00	0.00	0.00	0.00
20-4453-271-032	Title II C/O	0.00	0.00	0.00	0.00	0.00
20-4471-280-032	Title IV	0.00	0.00	0.00	0.00	0.00
20-4473-281-032	Title IV C/O	0.00	0.00	0.00	0.00	0.00
20-4475-290-032	Title V	0.00	0.00	0.00	0.00	0.00
20-4476-000-000	Digital Divide	0.00	0.00	0.00	0.00	0.00
20-5000-000-035	Link Education Partners	0.00	0.00	0.00	0.00	0.00
20-6000-000-	Special Education Grant	0.00	0.00	0.00	0.00	0.00
Grand Totals		1,303,708.00	0.00	1,303,708.00	376,200.00	927,508.00



**Minimum Expense General Ledger Report**

## Fund 20 (Special Revenue Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
20-231-100-100	Title I Sal for Inst	45,000.00	0.00	45,000.00	0.00	45,000.00	0.00	0.00
20-231-100-300	Purchased Services	120,000.00	0.00	120,000.00	0.00	0.00	120,000.00	0.00
20-231-100-600	Supplies	2,377.00	0.00	2,377.00	0.00	0.00	2,377.00	0.00
20-231-200-200	Benefits	3,442.00	0.00	3,442.00	0.00	0.00	3,442.00	0.00
20-231-200-600	Supplies	8,594.00	0.00	8,594.00	0.00	0.00	8,594.00	0.00
Title IA - Improving Basic Pgms		179,413.00	0.00	179,413.00	0.00	45,000.00	134,413.00	0.00
20-250-200-300	Professional Services	75,062.00	0.00	75,062.00	0.00	0.00	75,062.00	0.00
IDEA Part B		75,062.00	0.00	75,062.00	0.00	0.00	75,062.00	0.00
20-483-100-101	Instruction- Sal of Teacher	275,000.00	0.00	275,000.00	0.00	275,000.00	0.00	0.00
20-483-100-300	Purchased Services-Instruction	117,638.00	0.00	117,638.00	0.00	0.00	117,638.00	0.00
20-483-100-600	Instructional Supplies	6,300.00	0.00	6,300.00	6,300.00	0.00	0.00	0.00
20-483-200-200	CRRSA - ESSER II Grant Program	100,295.00	0.00	100,295.00	0.00	0.00	100,295.00	0.00
ESSER II		499,233.00	0.00	499,233.00	6,300.00	275,000.00	217,933.00	0.00
20-486-200-600	Supplies	55,000.00	0.00	55,000.00	12,227.80	37,672.20	5,100.00	0.00
American Rescue (ESSER III)		55,000.00	0.00	55,000.00	12,227.80	37,672.20	5,100.00	0.00
Grand Totals for fund 20:		808,708.00	0.00	808,708.00	18,527.80	357,672.20	432,508.00	0.00

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).


  
Bima Baje, Bus Adm/Bd Sec

9/12/21

Date

**REPORT OF THE TREASURER  
TO THE BOARD OF TRUSTEES  
LINK COMMUNITY CHARTER SCHOOL  
ALL FUNDS**

**FOR THE MONTH ENDING AUGUST 31, 2021**

		<b>CASH REPORT</b>			
<b>FUNDS</b>		(1) Beginning Cash Balance	(2) Cash Receipts/Transfers This Month	(3) Cash Disbursements/Transfers This Month	(4) Ending Cash Balance (1) + (2) - (3)
	<b>GOVERNMENTAL FUNDS</b>				
1	General Fund - Fund 10 - Operating	\$ 1,736,146.54	\$ 5,212.21	\$ 689,485.16	\$ 1,051,873.59
2	Charter Escrow	75,000.00	-	-	\$ 75,000.00
2	Special Revenue Fund - Fund 20	50,548.42	-	12,227.80	38,320.62
3	Total governmental funds (Lines 1 thru 2)	1,861,694.96	5,212.21	701,712.96	1,165,194.21
	<b>ENTERPRISE FUND</b>				
4	Food Service	23,536.87	-	-	23,536.87
	Total Enterprise funds (Lines 4 )	23,536.87	-	-	23,536.87
	<b>TRUST &amp; AGENCY FUNDS</b>				
5	Payroll Account	40,981.72	370,538.20	370,538.20	40,981.72
	PPP Account	-	-	-	-
6	Payroll Agency	34,945.45	5,505.14	14,171.18	26,279.41
7	Unemployment	25.00	-	-	25.00
8	Student Activity Account	12,952.60	-	-	12,952.60
9	Total Trust & Agency Funds (Lines 5 thru 8)	88,904.77	376,043.34	384,709.38	80,238.73
10	Total All Funds (Lines 3, 4 and 9)	\$ 1,974,136.60	\$ 381,255.55	\$ 1,086,422.34	\$ 1,268,969.81

**Prepared and Submitted By:**

\_\_\_\_\_  
Leslie Baynes  
Chief Operating Officer

**09/12/21**

\_\_\_\_\_  
Date

**LINK COMMUNITY CHARTER SCHOOL  
RECONCILIATION OF BOARD SECRETARY'S REPORT (A-148)  
AND TREASURER'S REPORT (A-149)  
FOR THE MONTH ENDING AUGUST 31, 2021**

<b><u>Fund</u></b>		
10.101	General fund - Regular Account	\$ 1,051,873.59
10.106	Charter Escrow	75,000.00
20.101	Special Revenue Fund	38,320.62
60.101	Enterprise Fund	23,536.87
90.104	PPP Account	-
90.101	Payroll Account	40,981.72
90.103	Unemployment	25.00
91.101	Agency Account	26,279.41
95.101	Student Activity Account	12,952.60
		<hr/>
<b>Total Board Secretary's Records - A-148</b>		1,268,969.81
Total Funds per Treasurer's Report		<hr/>
		1,268,969.81
Difference		<hr/> <hr/>
		\$ -

LINK COMMUNITY CHARTER SCHOOL  
TD Bank  
OPERATING ACCOUNT - 430-2520237  
FOR THE MONTH ENDING AUGUST 31, 2021

	<u>BANK</u>	<u>BOOKS</u> <u>G/FUND</u>	<u>BOOKS</u> <u>S/REVENUE</u>	<u>BOOKS</u> <u>TOTAL</u>
<b>BALANCE BEG. OF MONTH</b>	<b>\$ 1,810,422.59</b>	<b>\$ 1,736,146.54</b>	<b>\$ 50,548.42</b>	<b>\$ 1,786,694.96</b>
<b><u>Additions</u></b>				
Deposits	5,212.21	5,212.21	0.00	5,212.21
<b>Total Receipts</b>	<b>5,212.21</b>	<b>5,212.21</b>	<b>0.00</b>	<b>5,212.21</b>
<b><u>Deductions</u></b>				
Cash Disbursements	567,848.57	689,485.16	12,227.80	701,712.96
<b>Total Disbursements</b>	<b>567,848.57</b>	<b>689,485.16</b>	<b>12,227.80</b>	<b>701,712.96</b>
<b><u>BALANCE END OF MONTH</u></b>	<b>1,247,786.23</b>			
<b><u>RECONCILIATION</u></b>				
Less--Outstanding checks	157,592.02			
Deposit in transit				
<b>ADJUSTED BALANCE END OF MONTH</b>	<b>\$ 1,090,194.21</b>	<b>\$ 1,051,873.59</b>	<b>\$ 38,320.62</b>	<b>\$ 1,090,194.21</b>

The following checks are outstanding after this statement period:

<u>Date</u>	<u>Check #</u>	<u>Vendor</u>	<u>Amount</u>	<u>Comment</u>
09/11/2020	03779	RESOURCES FOR EDUCATORS	\$0.00	Prior Year Check
12/14/2020	03888	Montclair Board of Education	\$2,998.00	Prior Year Check
01/07/2021	03897	City of Newark Division of Water	\$560.65	Prior Year Check
03/04/2021	03968	Gordon & Rees	\$1,537.00	Prior Year Check
05/10/2021	04061	Window Repair Systems, Inc.	\$8,610.00	Prior Year Check
08/02/2021	04119	Northwest Evaluation Assn	\$4,787.50	
08/06/2021	04120	ALLIED UNIVERSAL SECURITY SERVIC	\$6,014.49	
08/06/2021	04125	Chalk.com Education	\$4,500.00	
08/06/2021	04127	Curriculum Associates	\$762.72	
08/06/2021	04128	Frontline Education Group LLC	\$7,453.02	
08/06/2021	04129	The Goodkind Group, LLC	\$3,473.25	
08/06/2021	04130	Jesuit Volunteer Corp	\$10,000.00	
08/06/2021	04131	Learning A-Z	\$1,944.00	
08/06/2021	04133	Literably, Inc.	\$2,264.58	
08/06/2021	04137	Quadient Finance USA, Inc.	\$1,500.00	
08/06/2021	04138	School Health Corp	\$110.73	
08/06/2021	04140	Verizon	\$915.10	
08/06/2021	04142	Waste Management of New Jersey, Inc.	\$1,250.82	
08/06/2021	04144	AT&T Mobility	\$7,992.97	
08/06/2021	04146	Protective Measures	\$527.17	
08/06/2021	04148	Fedex	\$5.92	
08/06/2021	04149	Center for the Collaborative Classroom	\$5,454.00	
08/16/2021	04151	Lakeshore Learning	\$205.99	
08/17/2021	04154	Scholastic Inc	\$900.00	
08/17/2021	04155	Blick Art Materials	\$1,783.36	
08/17/2021	04156	Savvas Learning Company LLC	\$17,053.94	
08/17/2021	04157	Gordon & Rees	\$569.50	
08/17/2021	04159	School Outfitters	\$9,570.00	
08/17/2021	04160	School Specialty, LLC	\$4,472.62	
08/17/2021	04162	NJ Charter Schools Association	\$4,480.00	
08/19/2021	04163	State of NJ- Dept of Comm. Affairs	\$214.00	
08/20/2021	04164	Nestl	\$2,252.00	
08/20/2021	04165	Gopher	\$883.46	
08/20/2021	04167	Amazon Capital Services	\$9,860.84	
08/20/2021	04168	LESLIE BAYNES	\$12,637.81	
08/20/2021	04181	Seton Hall	\$75.00	
08/20/2021	04169	For The Love of Literacy	\$8,750.00	
08/23/2021	04174	Kendall Hunt Publishing Company	\$2,903.44	
08/23/2021	04175	Savvas Learning Company LLC	\$403.06	
08/23/2021	04176	Touch Math	\$1,429.00	
08/23/2021	04173	The Learning Internet Inc.	\$600.00	
08/23/2021	04179	Maschio's Food Service Inc.	\$5,886.08	

The total of all checks outstanding this period: \$157,592.02

No Journal Entries remain outstanding after this period.

LINK COMMUNITY CHARTER SCHOOL  
TD Bank  
ACCOUNT #430-6745089  
FOR THE MONTH ENDING AUGUST 31, 2021

	<u>BANK</u>	<u>BOOKS</u>
BALANCE BEG. OF MONTH	<u>\$ 75,000.00</u>	<u>\$ 75,000.00</u>
RECEIPTS		
	0.00	0.00
<b>Total Receipts</b>	<u>0.00</u>	<u>0.00</u>
DISBURSEMENTS		
Disbursements	0.00	0.00
<b>Total Disbursements</b>	<u>0.00</u>	<u>0.00</u>
ADJUSTED BALANCE END OF MONTH	<u><u>\$ 75,000.00</u></u>	<u><u>\$ 75,000.00</u></u>



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LINK COMMUNITY CHARTER SCHOOL INC  
CHARTER ESCROW ACCOUNT  
23 PENNSYLVANIA AVE  
NEWARK NJ 07114

Page: 1 of 2  
Statement Period: Aug 01 2021-Aug 31 2021  
Cust Ref #: 4356745089-717-E-###  
Primary Account #: 435-6745089

**Overdraft Policy Change Effective August 6, 2021**

The following change applies only to Commercial and Small Business Checking Accounts and Money Market Accounts with check access: TD is making changes to reduce Customer overdraft fees: Instead of charging an overdraft fee if you overdraw your account by greater than \$5, you may now overdraw your account by up to \$10 without TD charging you an overdraft fee.

Overdraft fees apply to a maximum of five (5) items per day per account and this will remain unchanged. For Business Checking accounts on Account Analysis Billing, all overdrafts, regardless of volume, are billed through Account Analysis. Please contact your Treasury Management Officer for further details.

**TD Business Convenience Plus**

LINK COMMUNITY CHARTER SCHOOL INC  
CHARTER ESCROW ACCOUNT

Account # 435-6745089

**ACCOUNT SUMMARY**

Beginning Balance	75,000.00	Average Collected Balance	75,000.00
		Interest Earned This Period	0.00
Ending Balance	75,000.00	Interest Paid Year-to-Date	0.00
		Annual Percentage Yield Earned	0.00%
		Days in Period	31

**DAILY ACCOUNT ACTIVITY**

No Transactions this Statement Period

**Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to [www.tdbank.com](http://www.tdbank.com)**

**Begin by adjusting your account register as follows:**

- Subtract any services charges shown on this statement.
- Subtract any automatic payments, transfers or other electronic withdrawals not previously recorded.
- Add any interest earned if you have an interest-bearing account.
- Add any automatic deposit or overdraft line of credit.
- Review all withdrawals shown on this statement and check them off in your account register.
- Follow instructions 2-5 to verify your ending account balance.

1. Your ending balance shown on this statement is:
2. List below the amount of deposits or credit transfers which do not appear on this statement. Total the deposits and enter on Line 2.
3. Subtotal by adding lines 1 and 2.
4. List below the total amount of withdrawals that do not appear on this statement. Total the withdrawals and enter on Line 4.
5. Subtract Line 4 from 3. This adjusted balance should equal your account balance.

1	Ending Balance	75,000.00
2	Total Deposits	+
3	Sub Total	
4	Total Withdrawals	-
5	Adjusted Balance	

2 DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
<b>Total Deposits</b>		2

[illegible]

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
<b>Total Withdrawals</b>		<b>4</b>

**FOR CONSUMER ACCOUNTS ONLY — IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:**

If you need information about an electronic fund transfer or if you believe there is an error on your bank statement or receipt relating to an electronic fund transfer, telephone the bank immediately at the phone number listed on the front of your statement or write to:

**TD Bank, N.A., Deposit Operations Dept, P.O. Box 1377, Lewiston,  
Maine 04243-1377**

We must hear from you no later than sixty (60) calendar days after we sent you the first statement upon which the error or problem first appeared. When contacting the Bank, please explain as clearly as you can why you believe there is an error or why more information is needed. Please include:

- Your name and account number.
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- The dollar amount and date of the suspected error.

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We will investigate your complaint and will correct any error promptly. If we take more than ten (10) business days to do this, we will credit your account for the amount you think is in error, so that you have the use of the money during the time it takes to complete our investigation.

## INTEREST NOTICE

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## FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY

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**FINANCE CHARGES:** Although the Bank uses the Daily Balance method to calculate the finance charge on your Moneyline/Overdraft Protection account (the term "ODP" or "OD" refers to Overdraft Protection), the Bank discloses the Average Daily Balance on the periodic statement as an easier method for you to calculate the finance charge. The finance charge begins to accrue on the date advances and other debits are posted to your account and will continue until the balance has been paid in full. To compute the finance charge, multiply the Average Daily Balance times the Days in Period times the Daily Periodic Rate (as listed in the Account Summary section on the front of the statement). The Average Daily Balance is calculated by adding the balance for each day of the billing cycle, then dividing the total balance by the number of Days in the Billing Cycle. The daily balance is the balance for the day after advances have been added and payments or credits have been subtracted plus or minus any other adjustments that might have occurred that day. There is no grace period during which no finance charge accrues. Finance charge adjustments are included in your total finance charge.



LINK COMMUNITY CHARTER SCHOOL  
TD Bank  
ACCOUNT #430-1373918  
FOR THE MONTH ENDING AUGUST 31, 2021

	<u>BANK</u>	<u>BOOKS</u>
<b>BALANCE BEG. OF MONTH</b>	<b>\$ 23,536.87</b>	<b>\$ 23,536.87</b>
<b>RECEIPTS</b>		
	0.00	0.00
<b>Total Receipts</b>	<u>0.00</u>	<u>0.00</u>
<b>DISBURSEMENTS</b>		
Disbursements	0.00	0.00
<b>Total Disbursements</b>	<u>0.00</u>	<u>0.00</u>
<b>BALANCE END OF MONTH</b>	<b><u>\$ 23,536.87</u></b>	<b><u>\$ 23,536.87</u></b>
FUND 10 transfer		
Outstanding Check	-	
<b>BALANCE PER BOOKS</b>	<b><u>\$ 23,536.87</u></b>	<b><u>\$ 23,536.87</u></b>



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LINK COMMUNITY CHARTER SCHOOL INC  
FOOD SERVICE FUND ACCOUNT  
23 PENNSYLVANIA AVE  
NEWARK NJ 07114

Page: 1 of 2  
Statement Period: Aug 01 2021-Aug 31 2021  
Cust Ref #: 4301373918-717-E-###  
Primary Account #: 430-1373918

**Overdraft Policy Change Effective August 6, 2021**

The following change applies only to Commercial and Small Business Checking Accounts and Money Market Accounts with check access: TD is making changes to reduce Customer overdraft fees: Instead of charging an overdraft fee if you overdraw your account by greater than \$5, you may now overdraw your account by up to \$10 without TD charging you an overdraft fee.

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**TD Business Convenience Plus**

LINK COMMUNITY CHARTER SCHOOL INC  
FOOD SERVICE FUND ACCOUNT

Account # 430-1373918

**ACCOUNT SUMMARY**

Beginning Balance	23,536.87	Average Collected Balance	23,536.87
		Interest Earned This Period	0.00
Ending Balance	23,536.87	Interest Paid Year-to-Date	0.00
		Annual Percentage Yield Earned	0.00%
		Days in Period	31

**DAILY ACCOUNT ACTIVITY**

No Transactions this Statement Period

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**Begin by adjusting your account register as follows:**

- Subtract any services charges shown on this statement.
- Subtract any automatic payments, transfers or other electronic withdrawals not previously recorded.
- Add any interest earned if you have an interest-bearing account.
- Add any automatic deposit or overdraft line of credit.
- Review all withdrawals shown on this statement and check them off in your account register.
- Follow instructions 2-5 to verify your ending account balance.

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3. Subtotal by adding lines 1 and 2.
4. List below the total amount of withdrawals that do not appear on this statement. Total the withdrawals and enter on Line 4.
5. Subtract Line 4 from 3. This adjusted balance should equal your account balance.

1	Ending Balance	23,536.87
2	Total Deposits	+
3	Sub Total	
4	Total Withdrawals	-
5	Adjusted Balance	

2 DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
<b>Total Deposits</b>		2

[illegible]

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
<b>Total Withdrawals</b>		<b>4</b>

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- A description of the error or transaction you are unsure about.
- The dollar amount and date of the suspected error.

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We will investigate your complaint and will correct any error promptly. If we take more than ten (10) business days to do this, we will credit your account for the amount you think is in error, so that you have the use of the money during the time it takes to complete our investigation.

## INTEREST NOTICE

Total interest credited by the Bank to you this year will be reported by the Bank to the Internal Revenue Service and State tax authorities. The amount to be reported will be reported separately to you by the Bank.

## FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY

**In case of Errors or Questions About Your Bill:**

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- Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

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**FINANCE CHARGES:** Although the Bank uses the Daily Balance method to calculate the finance charge on your Moneyline/Overdraft Protection account (the term "ODP" or "OD" refers to Overdraft Protection), the Bank discloses the Average Daily Balance on the periodic statement as an easier method for you to calculate the finance charge. The finance charge begins to accrue on the date advances and other debits are posted to your account and will continue until the balance has been paid in full. To compute the finance charge, multiply the Average Daily Balance times the Days in Period times the Daily Periodic Rate (as listed in the Account Summary section on the front of the statement). The Average Daily Balance is calculated by adding the balance for each day of the billing cycle, then dividing the total balance by the number of Days in the Billing Cycle. The daily balance is the balance for the day after advances have been added and payments or credits have been subtracted plus or minus any other adjustments that might have occurred that day. There is no grace period during which no finance charge accrues. Finance charge adjustments are included in your total finance charge.

LINK COMMUNITY CHARTER SCHOOL  
TD Bank  
ACCOUNT #430-1373900  
FOR THE MONTH ENDING AUGUST 31, 2021

	<u>BANK</u>	<u>BOOKS</u>
BALANCE BEG. OF MONTH	<u>\$ 25.00</u>	<u>\$ 25.00</u>
RECEIPTS		
	0.00	0.00
<b>Total Receipts</b>	<u>0.00</u>	<u>0.00</u>
DISBURSEMENTS		
Disbursements	0.00	0.00
<b>Total Disbursements</b>	<u>0.00</u>	<u>0.00</u>
ADJUSTED BALANCE END OF MONTH	<u><u>\$ 25.00</u></u>	<u><u>\$ 25.00</u></u>



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LINK COMMUNITY CHARTER SCHOOL INC  
UNEMPLOYMENT TRUST ACCOUNT  
23 PENNSYLVANIA AVE  
NEWARK NJ 07114

Page: 1 of 2  
Statement Period: Aug 01 2021-Aug 31 2021  
Cust Ref #: 4301373900-717-E-\*\*\*  
Primary Account #: 430-1373900

**Overdraft Policy Change Effective August 6, 2021**

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**TD Business Convenience Plus**

LINK COMMUNITY CHARTER SCHOOL INC  
UNEMPLOYMENT TRUST ACCOUNT

Account # 430-1373900

**ACCOUNT SUMMARY**

Beginning Balance	25.00	Average Collected Balance	25.00
		Interest Earned This Period	0.00
Ending Balance	25.00	Interest Paid Year-to-Date	0.00
		Annual Percentage Yield Earned	0.00%
		Days in Period	31

**DAILY ACCOUNT ACTIVITY**

No Transactions this Statement Period

**Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to [www.tdbank.com](http://www.tdbank.com)**

## Page: 2 of 2

1. Your ending balance shown on this statement is:

2. List below the amount of deposits or credit transfers which do not appear on this statement. Total the deposits and enter on Line 2.

3. Subtotal by adding lines 1 and 2.

4. List below the total amount of withdrawals that do not appear on this statement. Total the withdrawals and enter on Line 4.

5. Subtract Line 4 from 3. This adjusted balance should equal your account balance.

2 DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
<b>Total Deposits</b>		2

[illegible]

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
<b>Total Withdrawals</b>		<b>4</b>

## FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY

**In case of Errors or Questions About Your Bill:**

**TD Bank, N.A., Deposit Operations Dept, P.O. Box 1377, Lewiston,  
Maine 04243-1377**

- Your name and account number.
- The dollar amount of the suspected error.
- Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

- You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

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Total interest credited by the Bank to you this year will be reported by the Bank to the Internal Revenue Service and State tax authorities. The amount to be reported will be reported separately to you by the Bank.

**LINK COMMUNITY CHARTER SCHOOL**  
**TD Bank**  
**PAYROLL ACCOUNT -430-1373885**  
**FOR THE MONTH ENDING AUGUST 31, 2021**

	<u><b>BANK</b></u>	<u><b>BOOKS</b></u>
<b>BALANCE BEG. OF MONTH</b>	<b>\$ 51,655.47</b>	<b>\$ 40,981.72</b>
<b>RECEIPTS</b>		
Deposits	370,538.20	370,538.20
<b>Total Receipts</b>	<u>370,538.20</u>	<u>370,538.20</u>
Disbursements	373,239.04	370,538.20
<b>Total Disbursements</b>	<u>373,239.04</u>	<u>370,538.20</u>
<b>Balance at End of Month</b>	48,954.63	40,981.72
<b>Less: Outstanding Checks</b>	<u>7,972.91</u>	<u>-</u>
<b>ADJUSTED BALANCE END OF MONTH</b>	<u><b>\$ 40,981.72</b></u>	<u><b>\$ 40,981.72</b></u>

Schedule of Outstanding Checks:

<b>Employee Name</b>	<b>Date</b>	<b>Check #</b>	<b>Amount</b>
Crawford, Jessica	12/31/20	1076	400.00
Paradiso, Maria	01/15/21	1082	2,010.77
Baynes, Leslie C	06/30/21	1084	3,786.45
Dandie, Suzanne L	06/30/21	1086	1,775.69
			7,972.91



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## STATEMENT OF ACCOUNT



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PAYROLL ACCOUNT  
23 PENNSYLVANIA AVE  
NEWARK NJ 07114

Page: 1 of 3  
Statement Period: Aug 01 2021-Aug 31 2021  
Cust Ref #: 4301373885-717-E-###  
Primary Account #: 430-1373885

**Overdraft Policy Change Effective August 6, 2021**

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**TD Business Convenience Plus**

LINK COMMUNITY CHARTER SCHOOL INC  
PAYROLL ACCOUNT

Account # 430-1373885

**ACCOUNT SUMMARY**

Beginning Balance	51,655.47	Average Collected Balance	49,077.84
Electronic Deposits	370,538.20	Interest Earned This Period	0.00
		Interest Paid Year-to-Date	0.00
Checks Paid	2,700.84	Annual Percentage Yield Earned	0.00%
Electronic Payments	370,538.20	Days in Period	31
Ending Balance	48,954.63		

**DAILY ACCOUNT ACTIVITY****Electronic Deposits**

POSTING DATE	DESCRIPTION	AMOUNT
08/13	eTransfer Credit, Online Xfer Transfer from CK 4302520237	108,282.09
08/31	eTransfer Credit, Online Xfer Transfer from CK 4302520237	262,256.11
Subtotal:		370,538.20

**Checks Paid**

No. Checks: 2

\*Indicates break in serial sequence or check processed electronically and listed under Electronic Payments

DATE	SERIAL NO.	AMOUNT
08/03	1087	1,118.72
08/02	1092*	1,582.12

Subtotal: 2,700.84

**Electronic Payments**

POSTING DATE	DESCRIPTION	AMOUNT
08/13	CCD DEBIT, N7728 LINK COMMU DIR DEP N7728	77,933.77
08/13	CCD DEBIT, PAYLOCITY TAX AC TAX COL N7728	29,504.50
08/13	CCD DEBIT, N7728 LINK COMMU BILLING N7728	473.32
08/13	CCD DEBIT, N7728 LINK COMMU AGENCY N7728	370.50
08/31	CCD DEBIT, N7728 LINK COMMU DIR DEP N7728	171,531.41

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5. Subtract Line 4 from 3. This adjusted balance should equal your account balance.

1	Ending Balance	48,954.63
2	Total Deposits	+
3	Sub Total	
4	Total Withdrawals	-
5	Adjusted Balance	

2 DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
<b>Total Deposits</b>		2

[illegible]

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
<b>Total Withdrawals</b>		<b>4</b>

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- The dollar amount and date of the suspected error.

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- Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

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**FINANCE CHARGES:** Although the Bank uses the Daily Balance method to calculate the finance charge on your Moneyline/Overdraft Protection account (the term "ODP" or "OD" refers to Overdraft Protection), the Bank discloses the Average Daily Balance on the periodic statement as an easier method for you to calculate the finance charge. The finance charge begins to accrue on the date advances and other debits are posted to your account and will continue until the balance has been paid in full. To compute the finance charge, multiply the Average Daily Balance times the Days in Period times the Daily Periodic Rate (as listed in the Account Summary section on the front of the statement). The Average Daily Balance is calculated by adding the balance for each day of the billing cycle, then dividing the total balance by the number of Days in the Billing Cycle. The daily balance is the balance for the day after advances have been added and payments or credits have been subtracted plus or minus any other adjustments that might have occurred that day. There is no grace period during which no finance charge accrues. Finance charge adjustments are included in your total finance charge.

**Bank**

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**STATEMENT OF ACCOUNT**LINK COMMUNITY CHARTER SCHOOL INC  
PAYROLL ACCOUNT

Page: 3 of 3  
Statement Period: Aug 01 2021-Aug 31 2021  
Cust Ref #: 4301373885-717-E-###  
Primary Account #: 430-1373885

**DAILY ACCOUNT ACTIVITY****Electronic Payments (continued)**

POSTING DATE	DESCRIPTION	AMOUNT
08/31	CCD DEBIT, PAYLOCITY TAX AC TAX COL N7728	89,999.59
08/31	CCD DEBIT, N7728 LINK COMMU AGENCY N7728	370.50
08/31	CCD DEBIT, N7728 LINK COMMU BILLING N7728	354.61
	Subtotal:	370,538.20

**DAILY BALANCE SUMMARY**

DATE	BALANCE	DATE	BALANCE
07/31	51,655.47	08/03	48,954.63
08/02	50,073.35		

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Bank Deposits FDIC Insured | TD Bank, N.A. | Equal Housing Lender

**LINK COMMUNITY CHARTER SCHOOL**  
**Provident**  
**PPP ACCOUNT -1001171279**  
**FOR THE MONTH ENDING AUGUST 31, 2021**

	<u><b>BANK</b></u>	<u><b>BOOKS</b></u>
<b>BALANCE BEG. OF MONTH</b>	<u><b>\$ -</b></u>	<u><b>\$ -</b></u>
<b>RECEIPTS</b>		
Deposits	0.00	0.00
<b>Total Receipts</b>	<u><b>0.00</b></u>	<u><b>0.00</b></u>
Disbursements	0.00	0.00
<b>Total Disbursements</b>	<u><b>0.00</b></u>	<u><b>0.00</b></u>
<b>Balance at End of Month</b>	0.00	0.00
		0.00
<b>Less: Outstanding Checks</b>	<u><b>0.00</b></u>	<u><b>-</b></u>
<b>ADJUSTED BALANCE END OF MONTH</b>	<u><u><b>\$ -</b></u></u>	<u><u><b>\$ -</b></u></u>

**LINK COMMUNITY CHARTER SCHOOL**  
**TD Bank**  
**Acct# 430-1373893**  
**FOR THE MONTH ENDING AUGUST 31, 2021**

	<u><b>BANK</b></u>	<u><b>BOOKS</b></u>
<u><b>BALANCE BEG. OF MONTH</b></u>	<u><b>\$ 34,945.45</b></u>	<u><b>\$ 34,945.45</b></u>
<u><b>RECEIPTS</b></u>		
Deposits /Interests	5,505.14	5,505.14
 <b>Total Receipts</b>	 <u>5,505.14</u>	 <u>5,505.14</u>
-		
Cash Disbursements	14,171.18	14,171.18
 <b>Balance at End of Month</b>	 <b>26,279.41</b>	 <b>26,279.41</b>
Outstanding Checks	0.00	
 <u><b>ADJUSTED BALANCE END OF MONTH</b></u>	 <u><b>26,279.41</b></u>	 <u><b>\$ 26,279.41</b></u>



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## STATEMENT OF ACCOUNT



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LINK COMMUNITY CHARTER SCHOOL INC  
PAYROLL AGENCY ACCOUNT  
23 PENNSYLVANIA AVE  
NEWARK NJ 07114

Page: 1 of 3  
Statement Period: Aug 01 2021-Aug 31 2021  
Cust Ref #: 4301373893-713-E-###  
Primary Account #: 430-1373893

**Overdraft Policy Change Effective August 6, 2021**

The following change applies only to Commercial and Small Business Checking Accounts and Money Market Accounts with check access: TD is making changes to reduce Customer overdraft fees: Instead of charging an overdraft fee if you overdraw your account by greater than \$5, you may now overdraw your account by up to \$10 without TD charging you an overdraft fee.

Overdraft fees apply to a maximum of five (5) items per day per account and this will remain unchanged. For Business Checking accounts on Account Analysis Billing, all overdrafts, regardless of volume, are billed through Account Analysis. Please contact your Treasury Management Officer for further details.

**TD Business Simple Checking**

LINK COMMUNITY CHARTER SCHOOL INC  
PAYROLL AGENCY ACCOUNT

Account # 430-1373893

**ACCOUNT SUMMARY**

Beginning Balance	34,945.45	Average Collected Balance	31,619.51
Electronic Deposits	5,505.14	Interest Earned This Period	0.00
		Interest Paid Year-to-Date	0.00
Checks Paid	9,054.19	Annual Percentage Yield Earned	0.00%
Electronic Payments	5,116.99	Days in Period	31
Ending Balance	26,279.41		

**DAILY ACCOUNT ACTIVITY****Electronic Deposits**

POSTING DATE	DESCRIPTION	AMOUNT
08/13	eTransfer Credit, Online Xfer Transfer from CK 4302520237	1,503.66
08/31	eTransfer Credit, Online Xfer Transfer from CK 4302520237	4,001.48
Subtotal:		5,505.14

**Checks Paid**

No. Checks: 3

\*Indicates break in serial sequence or check processed electronically and listed under Electronic Payments

DATE	SERIAL NO.	AMOUNT	DATE	SERIAL NO.	AMOUNT
08/30	1179	4,293.96	08/30	1181	445.23
08/30	1180	4,315.00			
Subtotal:					9,054.19

**Electronic Payments**

POSTING DATE	DESCRIPTION	AMOUNT
08/09	CCD DEBIT, DIV OF PENS&BENE TEPS PERS 000000021753308	3,843.62
08/09	CCD DEBIT, DIV OF PENS&BENE TEPS PERS 000000021753288	1,149.11
08/10	CCD DEBIT, BENEFLEX INC BT0809 000000147352329	124.26
Subtotal:		5,116.99

**Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to [www.tdbank.com](http://www.tdbank.com)**

**Begin by adjusting your account register as follows:**

- Subtract any services charges shown on this statement.
- Subtract any automatic payments, transfers or other electronic withdrawals not previously recorded.
- Add any interest earned if you have an interest-bearing account.
- Add any automatic deposit or overdraft line of credit.
- Review all withdrawals shown on this statement and check them off in your account register.
- Follow instructions 2-5 to verify your ending account balance.

1. Your ending balance shown on this statement is:
2. List below the amount of deposits or credit transfers which do not appear on this statement. Total the deposits and enter on Line 2.
3. Subtotal by adding lines 1 and 2.
4. List below the total amount of withdrawals that do not appear on this statement. Total the withdrawals and enter on Line 4.
5. Subtract Line 4 from 3. This adjusted balance should equal your account balance.

1	Ending Balance	26,279.41
2	Total Deposits	+
3	Sub Total	
4	Total Withdrawals	-
5	Adjusted Balance	

2 DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
<b>Total Deposits</b>		2

[illegible]

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
<b>Total Withdrawals</b>		<b>4</b>

**FOR CONSUMER ACCOUNTS ONLY — IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:**

If you need information about an electronic fund transfer or if you believe there is an error on your bank statement or receipt relating to an electronic fund transfer, telephone the bank immediately at the phone number listed on the front of your statement or write to:

**TD Bank, N.A., Deposit Operations Dept, P.O. Box 1377, Lewiston,  
Maine 04243-1377**

We must hear from you no later than sixty (60) calendar days after we sent you the first statement upon which the error or problem first appeared. When contacting the Bank, please explain as clearly as you can why you believe there is an error or why more information is needed. Please include:

- Your name and account number.
- A description of the error or transaction you are unsure about.
- The dollar amount and date of the suspected error.

When making a verbal inquiry, the Bank may ask that you send us your complaint in writing within ten (10) business days after the first telephone call.

We will investigate your complaint and will correct any error promptly. If we take more than ten (10) business days to do this, we will credit your account for the amount you think is in error, so that you have the use of the money during the time it takes to complete our investigation.

## INTEREST NOTICE

Total interest credited by the Bank to you this year will be reported by the Bank to the Internal Revenue Service and State tax authorities. The amount to be reported will be reported separately to you by the Bank.

## FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY

**In case of Errors or Questions About Your Bill:**

If you think your bill is wrong, or if you need more information about a transaction on your bill, write us at P.O. Box 1377, Lewiston, Maine 04243-1377 as soon as possible. We must hear from you no later than sixty (60) days after we sent you the FIRST bill on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights. In your letter, give us the following information:

- Your name and account number.
- The dollar amount of the suspected error.
- Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

**FINANCE CHARGES:** Although the Bank uses the Daily Balance method to calculate the finance charge on your Moneyline/Overdraft Protection account (the term "ODP" or "OD" refers to Overdraft Protection), the Bank discloses the Average Daily Balance on the periodic statement as an easier method for you to calculate the finance charge. The finance charge begins to accrue on the date advances and other debits are posted to your account and will continue until the balance has been paid in full. To compute the finance charge, multiply the Average Daily Balance times the Days in Period times the Daily Periodic Rate (as listed in the Account Summary section on the front of the statement). The Average Daily Balance is calculated by adding the balance for each day of the billing cycle, then dividing the total balance by the number of Days in the Billing Cycle. The daily balance is the balance for the day after advances have been added and payments or credits have been subtracted plus or minus any other adjustments that might have occurred that day. There is no grace period during which no finance charge accrues. Finance charge adjustments are included in your total finance charge.

**Bank**

America's Most Convenient Bank®

**STATEMENT OF ACCOUNT**LINK COMMUNITY CHARTER SCHOOL INC  
PAYROLL AGENCY ACCOUNT

Page: 3 of 3  
Statement Period: Aug 01 2021-Aug 31 2021  
Cust Ref #: 4301373893-713-E-###  
Primary Account #: 430-1373893

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**DAILY BALANCE SUMMARY**

<b>DATE</b>	<b>BALANCE</b>	<b>DATE</b>	<b>BALANCE</b>
07/31	34,945.45	08/13	31,332.12
08/09	29,952.72	08/30	22,277.93
08/10	29,828.46	08/31	26,279.41

**Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to [www.tdbank.com](http://www.tdbank.com)**Bank Deposits FDIC Insured | TD Bank, N.A. | Equal Housing Lender 

**LINK COMMUNITY CHARTER SCHOOL**  
**TD Bank**  
**STUDENT ACTIVITY FUND - 430-1373926**  
**FOR THE MONTH ENDING AUGUST 31, 2021**

	<u><b>BANK</b></u>	<u><b>BOOKS</b></u>
<b>BALANCE BEG. OF MONTH</b>	<b>\$ 12,952.60</b>	<b>\$ 12,952.60</b>
<b>Receipts</b>	<hr/>	<hr/>
Deposits	0.00	0.00
<b>Total</b>	<hr/> 0.00 <hr/>	<hr/> 0.00 <hr/>
<b>Disbursements</b>		
Disbursements	-	-
<b>Total</b>	<hr/> - <hr/>	<hr/> - <hr/>
<b>Bank Balance</b>	12,952.60	12,952.60
<b>Less: Outstanding checks</b>		-
<b>BALANCE END OF MONTH</b>	<hr/> <b>\$ 12,952.60</b> <hr/>	<hr/> <b>\$ 12,952.60</b> <hr/>





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STATEMENT OF ACCOUNT



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LINK COMMUNITY CHARTER SCHOOL INC  
STUDENT ACTIVITY ACCOUNT  
23 PENNSYLVANIA AVE  
NEWARK NJ 07114

Page: 1 of 2  
Statement Period: Aug 01 2021-Aug 31 2021  
Cust Ref #: 4301373926-713-E-###  
Primary Account #: 430-1373926

**Overdraft Policy Change Effective August 6, 2021**

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Overdraft fees apply to a maximum of five (5) items per day per account and this will remain unchanged. For Business Checking accounts on Account Analysis Billing, all overdrafts, regardless of volume, are billed through Account Analysis. Please contact your Treasury Management Officer for further details.

**TD Business Simple Checking**

LINK COMMUNITY CHARTER SCHOOL INC  
STUDENT ACTIVITY ACCOUNT

Account # 430-1373926

**ACCOUNT SUMMARY**

Beginning Balance	12,952.60	Average Collected Balance	12,952.60
		Interest Earned This Period	0.00
Ending Balance	12,952.60	Interest Paid Year-to-Date	0.00
		Annual Percentage Yield Earned	0.00%
		Days in Period	31

**DAILY ACCOUNT ACTIVITY**

No Transactions this Statement Period

**Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to [www.tdbank.com](http://www.tdbank.com)**

## Page: 2 of 2

1. Your ending balance shown on this statement is:

2. List below the amount of deposits or credit transfers which do not appear on this statement. Total the deposits and enter on Line 2.

3. Subtotal by adding lines 1 and 2.

4. List below the total amount of withdrawals that do not appear on this statement. Total the withdrawals and enter on Line 4.

5. Subtract Line 4 from 3. This adjusted balance should equal your account balance.

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
<b>Total Withdrawals</b>		<b>4</b>

Total interest credited by the Bank to you this year will be reported by the Bank to the Internal Revenue Service and State tax authorities. The amount to be reported will be reported separately to you by the Bank.

## Link Community Charter School Trial Balance Sheet for Fund 10 (General Fund)

FY2022 Data is Posted to 08/31/21

Printed: 9/12/2021, 7:17:32PM

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
10-101	CASH-CHECKING	0.00	2,203,215.97	1,151,342.38	1,051,873.59
10-103	PETTY CASH	0.00	3,500.00	0.00	3,500.00
10-105	Cash with Fiscal Agents	0.00	0.00	0.00	0.00
10-106	Charter Escrow	0.00	75,000.00	0.00	75,000.00
10-108	Impact Aid Rsv (General)	0.00	0.00	0.00	0.00
10-109	Impact Aid Rsv (Capital)	0.00	0.00	0.00	0.00
10-111	INVESTMENTS	0.00	0.00	0.00	0.00
10-114	INTEREST ON INV	0.00	0.00	0.00	0.00
10-116	CAPITAL RSV ACT	0.00	0.00	0.00	0.00
10-117	Maintenance Reserve	0.00	0.00	0.00	0.00
10-118	Emergency Reserve	0.00	0.00	0.00	0.00
10-121	TAX LEVY RECVBL	0.00	5,896,396.00	250,274.37	5,646,121.63
10-131	I/F LOANS REC	0.00	0.00	0.00	0.00
10-132	INTERFUND	0.00	0.00	0.00	0.00
10-133	Enterprise	0.00	5,886.08	34,490.78	(28,604.70)
10-134	Interfund Payroll	0.00	32,397.36	0.00	32,397.36
10-135	Interfund-Payroll Agency	0.00	41,019.36	0.00	41,019.36
10-137	Student Activity	0.00	0.00	0.00	0.00
10-141	STATE A/R	0.00	709,410.00	81,483.80	627,926.20
10-142	FEDERAL A/R	0.00	0.00	0.00	0.00
10-143	OTHER A/R	0.00	26,964.69	0.00	26,964.69
10-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
10-153	OTHER ACC RECBL	0.00	0.00	0.00	0.00
10-199	OTH CURR ASSETS	0.00	0.00	4,550.00	(4,550.00)
10-301	EST REVENUES	0.00	0.00	0.00	0.00
10-302	REVENUES	0.00	0.00	6,605,806.00	6,605,806.00
10-303	BGTD FUND BAL	6,957,170.62	0.00	0.00	6,957,170.62
10-307	BG WD FR CAPRSV	0.00	0.00	0.00	0.00
10-308	Bud With Sale/Leaseback Res	0.00	0.00	0.00	0.00
10-309	Bud With Cap Res Excess Costs	0.00	0.00	0.00	0.00
10-310	Bud With Maint Res	0.00	0.00	0.00	0.00
10-311	Bud With Tuition Res	0.00	0.00	0.00	0.00
10-312	Bud With Emer. Res	0.00	0.00	0.00	0.00
10-314	Bud With Waiver Offset Res	0.00	0.00	0.00	0.00
10-315	Bud With Bus Ad Rsv for Fuel C	0.00	0.00	0.00	0.00
10-317	Bud With Cap Res xFer to D.S.	0.00	0.00	0.00	0.00
10-318	Bud With Impact Aid Rsv (Gen)	0.00	0.00	0.00	0.00
10-319	Bud With Impact Aid Rsv (Cap)	0.00	0.00	0.00	0.00
10-401	Interfund Loans Payables	0.00	0.00	0.00	0.00
10-402	INTERFUND A/P	0.00	0.00	0.00	0.00
10-411	I/G A/P - STATE	0.00	0.00	0.00	0.00
10-412	I/G A/P-FEDERAL	0.00	0.00	0.00	0.00
10-421	ACCTS PAYABLE	0.00	334,428.54	231,807.69	(102,620.85)
10-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
10-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
10-430	COMP ABS PBLE	0.00	0.00	0.00	0.00
10-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00

## Link Community Charter School Trial Balance Sheet for Fund 10 (General Fund)

FY2022 Data is Posted to 08/31/21

Printed: 9/12/2021, 7:17:32PM

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
10-451	LOANS PAYABLE	0.00	0.00	0.00	0.00
10-461	Health Insurance Emp share	0.00	(2,127.72)	8,407.15	10,534.87
10-462	FSA	0.00	0.00	0.00	0.00
10-463	Accrued Salaries	0.00	0.00	0.00	0.00
10-481	DEFRRD REVENUES	0.00	0.00	0.00	0.00
10-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
10-601	APPROPRIATIONS	6,957,170.72	0.00	0.00	6,957,170.72
10-602	EXPENDITURES	0.00	813,155.48	0.00	813,155.48
10-603	ENCUMBRANCES	0.00	6,042,851.67	813,155.48	5,229,696.19
10-604	INCR IN CAP RES	0.00	0.00	0.00	0.00
10-605	Incr. Sale/Leaseback Rsv	0.00	0.00	0.00	0.00
10-606	Incr. Maintenance Reserve	0.00	0.00	0.00	0.00
10-607	Incr. Emergency Reserve	0.00	0.00	0.00	0.00
10-609	Incr. Waiver Offset Rsv	0.00	0.00	0.00	0.00
10-610	Incr. Bus Ad Reserve for Fuel	0.00	0.00	0.00	0.00
10-611	Incr. Impact Aid Rsv (General)	0.00	0.00	0.00	0.00
10-612	Incr. Impact Aid Rsv (Capital)	0.00	0.00	0.00	0.00
10-753	RSV ENC CURR YR	0.00	813,155.48	6,042,851.67	5,229,696.19
10-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00
10-755	Res Fund Bal Bus Ad Rsv Fuel	0.00	0.00	0.00	0.00
10-756	Res Fund Impact Aid Rsv (Gen)	0.00	0.00	0.00	0.00
10-757	Res Fund Impact Aid Rsv (Cap)	0.00	0.00	0.00	0.00
10-760	OTHER RESERVES	0.00	0.00	1,771,083.59	1,771,083.59
10-761	RES FB-CA RS AC	0.00	0.00	0.00	0.00
10-763	Res Fund Bal S/L Rsv	0.00	0.00	0.00	0.00
10-764	Res Fund Bal Maint Rsv	0.00	0.00	0.00	0.00
10-765	Res Fund Bal Tuition Rsv	0.00	0.00	0.00	0.00
10-766	Res Fund Bal Emer. Rsv	0.00	0.00	0.00	0.00
10-768	Res Fund Bal Waiver Offset Rsv	0.00	0.00	0.00	0.00
10-770	CE SURPLUS	0.00	0.00	0.00	0.00
10-772	Res Fund Bal ARRA/SEMI	0.00	0.00	0.00	0.00
			<hr/>	<hr/>	
			16,995,252.91	16,995,252.91	

## Link Community Charter School Trial Balance Sheet for Fund 20 (Special Revenue Fund)

FY2022 Data is Posted to 08/31/21

Printed: 9/12/2021, 7:17:59PM

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
20-101	CASH-CHECKING	0.00	270,350.00	232,029.38	38,320.62
20-102	Cash on Hand	0.00	0.00	0.00	0.00
20-111	INVESTMENTS	0.00	0.00	0.00	0.00
20-114	INTEREST ON INV	0.00	0.00	0.00	0.00
20-116	CAPITAL RSV ACC	0.00	0.00	0.00	0.00
20-121	TAX LEVY RECVBL	0.00	0.00	0.00	0.00
20-131	I/F LOANS REC	0.00	0.00	0.00	0.00
20-132	INTERFUND A/R	0.00	0.00	0.00	0.00
20-141	STATE A/R	0.00	0.00	0.00	0.00
20-142	FEDERAL A/R	0.00	276,694.00	270,350.00	6,344.00
20-143	OTHER A/R	0.00	0.00	0.00	0.00
20-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
20-153	OTHER ACC RECBL	0.00	0.00	0.00	0.00
20-199	OTH CURR	0.00	0.00	0.00	0.00
20-301	EST REVENUES	0.00	0.00	0.00	0.00
20-302	REVENUES	0.00	0.00	0.00	0.00
20-303	BGTD FUND BAL	1,303,708.00	0.00	0.00	1,303,708.00
20-307	BGT WD FROM CR	0.00	0.00	0.00	0.00
20-402	I/F ACCTS PAYABLE	0.00	0.00	0.00	0.00
20-411	I/G A/P - STATE	0.00	0.00	0.00	0.00
20-412	I/G A/P-FEDERAL	0.00	0.00	0.00	0.00
20-421	ACCTS PAYABLE	0.00	0.00	0.00	0.00
20-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
20-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
20-430	COMP ABS PBLE	0.00	0.00	0.00	0.00
20-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
20-451	LOANS PAYABLE	0.00	0.00	0.00	0.00
20-481	DEFRRD REVENUES	0.00	0.00	63,192.42	63,192.42
20-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
20-601	APPROPRIATIONS	808,708.00	0.00	0.00	808,708.00
20-602	EXPENDITURES	0.00	18,527.80	0.00	18,527.80
20-603	ENCUMBRANCES	0.00	376,200.00	18,527.80	357,672.20
20-604	INCR IN CAP RSV	0.00	0.00	0.00	0.00
20-753	RSV ENC CURR YR	0.00	18,527.80	376,200.00	357,672.20
20-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00
20-760	OTHER RESERVES	0.00	0.00	0.00	0.00
20-761	RSV FD BAL CR	0.00	0.00	0.00	0.00
20-770	CE SURPLUS	0.00	0.00	0.00	0.00
			<hr/>	<hr/>	
			960,299.60	960,299.60	

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
60-101	CASH-CHECKING	0.00	53,377.34	29,840.47	23,536.87
60-102	Cash on Hand	0.00	0.00	0.00	0.00
60-111	INVESTMENTS	0.00	0.00	0.00	0.00
60-114	INTEREST ON INV	0.00	0.00	0.00	0.00
60-121	TAX LEVY RECVBL	0.00	0.00	0.00	0.00
60-131	I/F LOANS REC	0.00	0.00	0.00	0.00
60-133	Interfund-Fund 10	0.00	23,954.39	16,422.47	7,531.92
60-135	Interfund-Student Activity	0.00	0.00	0.00	0.00
60-141	STATE A/R	0.00	0.00	19,768.18	(19,768.18)
60-142	FEDERAL A/R	0.00	0.00	0.00	0.00
60-143	OTHER A/R	0.00	0.00	0.00	0.00
60-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
60-153	Other Receivable	0.00	0.00	0.00	0.00
60-199	OTH CURR ASSETS	0.00	0.00	0.00	0.00
60-301	EST REVENUES	0.00	0.00	0.00	0.00
60-302	REVENUES	0.00	0.00	4,186.21	4,186.21
60-303	BGTD FUND BAL	0.00	0.00	0.00	0.00
60-411	I/G A/P - STATE	0.00	0.00	0.00	0.00
60-412	I/G A/P-FEDERAL	0.00	0.00	0.00	0.00
60-421	ACCTS PAYABLE	0.00	0.00	0.00	0.00
60-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
60-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
60-430	COMP ABS PBLE	0.00	0.00	0.00	0.00
60-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
60-451	LOANS PAYABLE	0.00	0.00	0.00	0.00
60-481	DEFRRD REVENUES	0.00	0.00	0.00	0.00
60-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
60-601	APPROPRIATIONS	0.00	0.00	0.00	0.00
60-602	EXPENDITURES	0.00	5,886.08	0.00	5,886.08
60-603	ENCUMBRANCES	0.00	100,000.00	5,886.08	94,113.92
60-753	RSV ENC CURR YR	0.00	5,886.08	100,000.00	94,113.92
60-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00
60-760	OTHER RESERVES	0.00	0.00	13,000.48	13,000.48
60-770	CE SURPLUS	0.00	0.00	0.00	0.00
			<hr/>	<hr/>	
			189,103.89	189,103.89	

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
90-101	CASH-CHECKING	0.00	712,449.19	933,723.58	(221,274.39)
90-102	Payroll Agency	0.00	0.00	0.00	0.00
90-103	Unemployment	0.00	0.00	0.00	0.00
90-104	PPP Account	0.00	0.00	0.00	0.00
90-111	INVESTMENTS	0.00	0.00	0.00	0.00
90-114	INTEREST ON INV	0.00	0.00	0.00	0.00
90-121	TAX LEVY RECVBL	0.00	0.00	0.00	0.00
90-131	I/F LOANS REC	0.00	0.00	0.00	0.00
90-132	Interfund Accounts Receivable	0.00	0.00	0.00	0.00
90-133	Interfund	0.00	0.00	0.00	0.00
90-141	STATE A/R	0.00	0.00	0.00	0.00
90-142	FEDERAL A/R	0.00	0.00	0.00	0.00
90-143	OTHER A/R	0.00	0.00	0.00	0.00
90-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
90-153	OTHER ACC RECVBL	0.00	0.00	0.00	0.00
90-199	OTH CURR ASSETS	0.00	0.00	0.00	0.00
90-301	EST REVENUES	0.00	0.00	0.00	0.00
90-302	REVENUES	0.00	0.00	0.00	0.00
90-303	BGTD FUND BAL	0.00	0.00	0.00	0.00
90-402	Interfund Accounts Payable	0.00	933,723.58	712,449.19	(221,274.39)
90-403	Interfund Payable	0.00	0.00	0.00	0.00
90-411	I/G A/P - STATE	0.00	0.00	0.00	0.00
90-412	I/G A/P-FEDERAL	0.00	0.00	0.00	0.00
90-421	ACCTS PAYABLE	0.00	0.00	0.00	0.00
90-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
90-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
90-430	COMP ABS PBLE	0.00	0.00	0.00	0.00
90-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
90-451	LOANS PAYABLE	0.00	0.00	0.00	0.00
90-471	SUI	0.00	0.00	0.00	0.00
90-472	AXA	0.00	0.00	0.00	0.00
90-481	DEFRRD REVENUES	0.00	0.00	0.00	0.00
90-482	Withholding-FSA	0.00	0.00	0.00	0.00
90-483	Withholding-TSA	0.00	0.00	0.00	0.00
90-484	vision	0.00	0.00	0.00	0.00
90-485	Dental	0.00	0.00	0.00	0.00
90-486	Dependent Care	0.00	0.00	0.00	0.00
90-487	Garnishment	0.00	0.00	0.00	0.00
90-488	TPAF Payable	0.00	0.00	0.00	0.00
90-489	PERS Payable	0.00	0.00	0.00	0.00
90-490	UNPDT	0.00	0.00	0.00	0.00
90-491	DCRP	0.00	0.00	0.00	0.00
90-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
90-601	APPROPRIATIONS	0.00	0.00	0.00	0.00
90-602	EXPENDITURES	0.00	0.00	0.00	0.00
90-603	ENCUMBRANCES	0.00	0.00	0.00	0.00
90-753	RSV ENC CURR YR	0.00	0.00	0.00	0.00

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
90-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00
90-760	OTHER RESERVES	0.00	0.00	0.00	0.00
90-770	CE SURPLUS	0.00	0.00	0.00	0.00
			<hr/>	<hr/>	
			1,646,172.77	1,646,172.77	



## Link Community Charter School Trial Balance Sheet for Fund 91 (Payroll Agency Fund)

FY2022 Data is Posted to 08/31/21

Printed: 9/12/2021, 7:19:17PM

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
91-101	CASH-CHECKING	0.00	69,430.30	43,150.89	26,279.41
91-102	Payroll Agency	0.00	0.00	0.00	0.00
91-103	Unemployment	0.00	0.00	0.00	0.00
91-111	INVESTMENTS	0.00	0.00	0.00	0.00
91-114	INTEREST ON INV	0.00	0.00	0.00	0.00
91-121	TAX LEVY RECVBL	0.00	0.00	0.00	0.00
91-131	I/F LOANS REC	0.00	0.00	0.00	0.00
91-132	Interfund Accounts Receivable	0.00	0.00	41,034.51	(41,034.51)
91-133	Interfund	0.00	0.00	0.00	0.00
91-141	STATE A/R	0.00	0.00	0.00	0.00
91-142	FEDERAL A/R	0.00	0.00	0.00	0.00
91-143	OTHER A/R	0.00	0.00	0.00	0.00
91-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
91-153	OTHER ACC RECVBL	0.00	0.00	0.00	0.00
91-199	OTH CURR ASSETS	0.00	0.00	0.00	0.00
91-301	EST REVENUES	0.00	0.00	0.00	0.00
91-302	REVENUES	0.00	0.00	0.00	0.00
91-303	BGTD FUND BAL	0.00	0.00	0.00	0.00
91-402	Interfund Accounts Payable	0.00	0.00	0.00	0.00
91-403	Interfund Payable	0.00	0.00	0.00	0.00
91-411	I/G A/P - STATE	0.00	0.00	0.00	0.00
91-412	I/G A/P-FEDERAL	0.00	0.00	0.00	0.00
91-421	ACCTS PAYABLE	0.00	0.00	0.00	0.00
91-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
91-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
91-430	COMP ABS PBLE	0.00	0.00	0.00	0.00
91-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
91-451	LOANS PAYABLE	0.00	0.00	0.00	0.00
91-471	SUI	0.00	0.00	0.00	0.00
91-472	AXA	0.00	5,825.00	3,870.00	(1,955.00)
91-473	AFLAC	0.00	445.23	697.17	251.94
91-474	AFLAC- Post Tax	0.00	0.00	0.00	0.00
91-481	DEFRRD REVENUES	0.00	0.00	0.00	0.00
91-482	Withholding-FSA	0.00	0.00	0.00	0.00
91-483	Withholding-TSA	0.00	0.00	0.00	0.00
91-484	vision	0.00	313.89	0.00	(313.89)
91-485	Dental	0.00	9,210.55	0.00	(9,210.55)
91-486	Dependent Care	0.00	0.00	(2,105.24)	(2,105.24)
91-487	Garnishment	0.00	0.00	0.00	0.00
91-488	TPAF Payable	0.00	14,543.83	2,297.50	(12,246.33)
91-489	PERS Payable	0.00	12,812.39	7,687.16	(5,125.23)
91-490	UNPDT	0.00	0.00	0.00	0.00
91-491	DCRP	0.00	0.00	587.52	587.52
91-499	OTHER CURR LIAB	0.00	0.00	15,361.68	15,361.68
91-601	APPROPRIATIONS	0.00	0.00	0.00	0.00
91-602	EXPENDITURES	0.00	0.00	0.00	0.00
91-603	ENCUMBRANCES	0.00	0.00	0.00	0.00

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
91-753	RSV ENC CURR YR	0.00	0.00	0.00	0.00
91-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00
91-760	OTHER RESERVES	0.00	0.00	0.00	0.00
91-770	CE SURPLUS	0.00	0.00	0.00	0.00
			<hr/>	<hr/>	
			112,581.19	112,581.19	

## Link Community Charter School Trial Balance Sheet for Fund 95 (Student Activity Fund)

FY2022 Data is Posted to 08/31/21

Printed: 9/12/2021, 7:23:22PM

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
95-101	CASH-CHECKING	0.00	12,952.60	0.00	12,952.60
95-111	INVESTMENTS	0.00	0.00	0.00	0.00
95-114	INTEREST ON INV	0.00	0.00	0.00	0.00
95-121	TAX LEVY RECVBL	0.00	0.00	0.00	0.00
95-131	I/F LOANS REC	0.00	0.00	0.00	0.00
95-132	Interfund Receivable	0.00	0.00	250.00	(250.00)
95-133	Interfund-Enterprise	0.00	0.00	0.00	0.00
95-141	STATE A/R	0.00	0.00	0.00	0.00
95-142	FEDERAL A/R	0.00	0.00	0.00	0.00
95-143	OTHER A/R	0.00	0.00	0.00	0.00
95-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
95-153	OTHER ACC RECBL	0.00	0.00	0.00	0.00
95-199	OTH CURR ASSETS	0.00	0.00	0.00	0.00
95-301	EST REVENUES	0.00	0.00	0.00	0.00
95-302	REVENUES	0.00	0.00	0.00	0.00
95-303	BGTD FUND BAL	0.00	0.00	0.00	0.00
95-411	I/G A/P - STATE	0.00	0.00	0.00	0.00
95-412	I/G A/P-FEDERAL	0.00	0.00	0.00	0.00
95-421	ACCTS PAYABLE	0.00	0.00	0.00	0.00
95-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
95-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
95-430	COMP ABS PBLE	0.00	0.00	0.00	0.00
95-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
95-451	LOANS PAYABLE	0.00	0.00	0.00	0.00
95-481	DEFRRD REVENUES	0.00	0.00	2,909.00	2,909.00
95-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
95-601	APPROPRIATIONS	0.00	0.00	0.00	0.00
95-602	EXPENDITURES	0.00	0.00	0.00	0.00
95-603	ENCUMBRANCES	0.00	0.00	0.00	0.00
95-753	RSV ENC CURR YR	0.00	0.00	0.00	0.00
95-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00
95-760	OTHER RESERVES	0.00	0.00	9,793.60	9,793.60
95-770	CE SURPLUS	0.00	0.00	0.00	0.00
			<hr/>	<hr/>	
			12,952.60	12,952.60	

## All Bank Accounts Included

<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:04182	9/8/21	All-Safe Fire Sprinkler Co., Inc. Test & Inspection on Fire System	765.00	P202200098	11-000-240-500-000-068
A:04183	9/8/21	ALLIED UNIVERSAL SECURITY SERVICES 8/6/21-8/12/21 Security Services	719.10	P202200044	11-000-240-500-000-068
A:04184	9/8/21	AT & T 2021-2022 Long Distance	339.01	P202200045	11-000-230-530-000-057
A:04185	9/8/21	Blick Art Materials 2021-2022 Art Supplies	5.09	P202200027	11-190-100-610-000-047
A:04186	9/8/21	CITY FIRE EQUIPMENT CO Fire Sys Maintenance & Inspections 2021-2022	777.45	P202200100	11-000-240-500-000-068
A:04187	9/8/21	CIT 2021-2022 Copier	2,701.30	P202200049	11-000-240-500-000-068
A:04188	9/8/21	City of Newark Division of Water August 2021 Water	692.40	P202200077	11-000-262-620-000-074
A:04189	9/8/21	Deanslist Fall 2021 DeansList License payment	2,798.00	P202200099	11-190-100-330-000-046
A:04190	9/8/21	Essex Regional Services Commission 2021-2022 Home Instruction	1,897.50	P202200101	11-190-100-320-000-045
A:04191	9/8/21	Lakeshore Learning School Supplies	764.08	P202200058	11-190-100-610-000-047
		Kindergarten supplies	6,031.63	P202200035	11-190-100-610-000-047
Total Check Amount:			6,795.71		
A:04192	9/8/21	Link High Technologies Inc. Sept 2021 IT Service Agreement & Monthly Anti	4,700.00	P202200007	11-190-100-320-000-045
		Sept 2021 GSuite & GDrive Backup	132.50	P202200007	11-190-100-320-000-045
		Sept 2021 Datto Back Monthly Service	561.25	P202200007	11-190-100-320-000-045
Total Check Amount:			5,393.75		
A:04193	9/8/21	New Jersey Manufacturers Insurance Company 2021-2022 WC	2,951.00	P202200102	11-000-291-260-000-054
A:04194	9/8/21	One Source Solutions Student recruitment postcards	2,020.00	P202200092	11-000-230-610-000-058
A:04195	9/8/21	Optimum 2021 Internet	146.26	P202200006	11-000-230-530-000-057
A:04196	9/8/21	Protective Measures Oct-Dec Fire System Maint. & Central Monitorin	527.17	P202200060	11-000-262-890-000-075
A:04197	9/8/21	Quadient Finance USA, Inc. 2021-2022 Postage	637.30	P202200055	11-000-240-500-000-068

## All Bank Accounts Included

Check#	Date	Vendor (Payee)/Check Line Comments	Amount	PO or Bal Sht	Exp. Acct. or Balance Sheet Title
A:04198	9/8/21	The Reading Warehouse, Inc. Kindergarten books	1,370.16	P202200069	11-190-100-640-000-048
A:04199	9/8/21	Scholastic Inc			
		Grade K- Guided Reading (Fiction + Non-Fiction S&H	1,749.00	P202200081	11-190-100-640-000-048
			157.41	P202200081	11-190-100-640-000-048
		Grade K- Guided Reading (Fiction + Non-Fiction S&H	1,749.00	P202200081	11-190-100-640-000-048
			157.41	P202200081	11-190-100-640-000-048
Total Check Amount:			3,812.82		
A:04200	9/8/21	School Health Corp 2021-2022 Nurse Supplies	32.25	P202200019	11-190-100-610-000-047
A:04201	9/9/21	Staples Advantage			
		Supplies	43.57	P202200018	11-190-100-610-000-047
		Supplies	179.96	P202200018	11-190-100-610-000-047
		Supplies	27.60	P202200018	11-190-100-610-000-047
		Supplies	80.19	P202200018	11-190-100-610-000-047
		Supplies	1.35	P202200018	11-190-100-610-000-047
		PPE	6,439.72	P202200074	20-486-200-600-000-097
Total Check Amount:			6,772.39		
A:04202	9/9/21	Verizon Fios 2021-2022 Fios	314.00	P202200057	11-000-230-530-000-057
A:04203	9/9/21	Western Pest Services			
		Pest Control 5/3 & 5/17	225.00	10 - 421	ACCTS PAYABLE
		Pest Control 6/4 & 6/18	474.00	10 - 421	ACCTS PAYABLE
		2021-2022 Pest Control	474.00	P202200103	11-000-240-500-000-068
		2021-2022 Pest Control	237.00	P202200103	11-000-240-500-000-068
		2021-2022 Pest Control	237.00	P202200103	11-000-240-500-000-068
Total Check Amount:			1,647.00		
A:04204	9/9/21	Worrall Communications Newspapers, Inc. 9/2/21 ADS	53.12	P202200008	11-190-100-890-000-049
A:04205	9/9/21	Lazog Electric LLC Electrical adds & replacements	3,075.00	P202200104	11-000-230-500-000-056
A:04206	9/9/21	NJCOOPEXAM HSPT Exam-Nov. 5, 2021	5,200.00	P202200105	11-190-100-330-000-046
A:04207	9/9/21	Verizon Sept 2021 Telephone Service	399.64	P202200056	11-000-230-530-000-057
A:04208	9/10/21	Troxell Communications, Inc.			
		Kindergarten Chromebooks (Grant)	3,900.00	P202200068	11-000-262-890-000-075
		Kindergarten Chromebooks (Grant)	2,000.00	P202200068	11-000-262-890-000-075
		Kindergarten Chromebooks (Grant)	1,815.00	P202200068	11-000-262-890-000-075
		Kindergarten Chromebooks	17,500.00	P202200068	12-000-100-730-000-078
		Student chromebooks w warranty & case (30) (Gr	8,700.00	P202200090	20-486-200-600-000-097
Total Check Amount:			33,915.00		



## All Bank Accounts Included

<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:04209	9/10/21	The Goodkind Group, LLC Paraprofessionals Week Ending 9/5/21	5,760.70	P202200032	11-190-100-320-000-045
A:04210	9/10/21	Kendall Hunt Publishing Company Curriculum overview : 2hr Virtual PD for teacher	1,500.00	P202200041	11-190-100-320-000-045
A:04211	9/10/21	LINK EDUCATION PARTNERS, INC OCT 2021 Rent	27,333.33	P202200003	11-000-251-830-000-062
D:01182	9/10/21	State of New Jersey Divisions of Pensions KH Back Deductions Payoff	3,319.96	10 - 135	Interfund-Payroll Agency
A:04212	9/13/21	Horizon BCBS Oct 2021 Health Ins	30,631.62	P202200016	11-000-291-270-000-054
A:04213	9/13/21	Delta-T Group North Jersey, Inc. Para/Subs 8/30-9/3	896.00	P202200106	11-190-100-320-000-045
A:04214	9/13/21	William H. Conolly & Co., LLC Management liability 2021-22	23,220.49	P202200107	11-000-262-520-000-070
A:04215	9/13/21	Selective Insurance Company of America Liability 2021-22	7,068.00	P202200108	11-000-262-520-000-070
A:04216	9/13/21	School Specialty, LLC Art Supplies 2021-2022	1,668.76	P202200029	11-190-100-610-000-047
A:04217	9/13/21	Maria Paradiso Educational supplies.	3,584.04	P202200005	11-190-100-610-000-047
A:04218	9/13/21	West Elm Furniture	25,000.00	P202200110	12-000-300-730-000-079
D:01183	9/13/21	Horizon BCBS Oct 2021 Dental	2,301.89	91 - 485	Dental
D:01184	9/13/21	AFLAC	346.95	91 - 473	AFLAC
D:01185	9/13/21	AXA Equitable Equi-Vest	2,545.00	91 - 472	AXA
The Grand Total of all Checks from Fund 10 is:			4,018.96		
The Grand Total of all Checks from Fund 11 is:			154,081.64		
The Grand Total of all Checks from Fund 12 is:			42,500.00		
The Grand Total of all Checks from Fund 20 is:			15,139.72		
The Grand Total of all Checks from Fund 91 is:			5,193.84		
<b>The Grand total of all checks for this period is:</b>			<b>220,934.16</b>		