

**LINK COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING  
November 8, 2021, 6:30 PM  
In-Person and Via Zoom  
Link Community Charter School  
23 Pennsylvania Avenue, Newark, New Jersey 07114**

**Approved Minutes**

**LINK COMMUNITY CHARTER SCHOOL MISSION**

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

**CALL TO ORDER**

This meeting was called to order at 6:35pm.

**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 October 19, 2021; by email to the city clerks of the four districts of residence and the county superintendent of education on October 19, 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  
Christine Martinez, Esq., Board Attorney  
Sharon Machrone, Director of Communications

**APPROVAL OF MINUTES**

**Resolution #110821-01:** Be it Resolved that the Board of Trustees accepts and approves the minutes of the regular meeting held on October 18, 2021.

Moved by Mrs. Smith

Second by Mrs. Covington

Vote: Voice; passed unanimously

## **APPROVAL OF AGENDA**

**Resolution #110821-02:** Be it Resolved that the Board of Trustees accepts and approves the agenda for the regular meeting on November 8, 2021.

Moved by Mrs. Smith

Second by Mrs. Covington

Vote: Voice; passed unanimously

## **APPOINTMENT OF THE LPA MEMBER TO THE BOARD**

**Resolution # 110821-03:** Be it Resolved that the Board of Trustees appoints Revelle Clarke-Avignant to fill the seat on the LCCS Board of Trustees allotted by the organization's bylaws to a parent appointed by the Link Parent Association, effective November 8, 2021, with a term ending June 30, 2022, as recommended by the Governance Committee.

Moved by Ms. Barkley

Second by Mrs. Smith

Discussion: None

Vote: Roll Call; passed unanimously

**OATH OF OFFICE**, administered by C. Martinez, board attorney

## **ROLL CALL**

<b>Member</b>	<b>Present</b>	<b>Absent</b>
Barkley, Ms.	√	
Clarke-Avignant, Mrs.	√	
Covington, Mrs.	√	
Daughtry, Mrs.	√	
Ebanks, Ms.	√	
Holguin-Veras, Mrs.	√	
Marshall, Mr.	√	
Petrillo, Mr.		√
Smith, Mrs.	√	

**PRESENTATION-** Emergency Virtual or Remote Instructional Policy, M. Paradiso, head of school

## **PUBLIC COMMENT**

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

## **CLOSING OF PUBLIC COMMENT**

Seeing no comments from members of the public, Mrs. Daughtry closed the public portion of this meeting.

## ACKNOWLEDGMENT OF CORRESPONDENCE

None

## HEAD OF SCHOOL

- **School Update**

See attached.

- **Approval of elective instructors**

**Resolution #110821-04:** Be it Resolved that the Board of Trustees approves the following elective instructors for the second quarter of the 2021-2022 school year, as recommended by the head of school.

Name	Affiliation	Class	Funded
Anne Monsees	Newark Yoga Movement	Yoga	LEP
Kelly Start	Link Community Charter School	Dungeons and Dragons	LCCS
Darryl Scipio	Newark Chess Club	Chess	LEP
Danielle Stone	Link Community Charter School	Fun Food Fridays	LCCS
Sage Taylor	Link Community Charter School	Musical Movie Mornings	LCCS
Thyson Halley	Newark Public Library	American Sign Language	LEP
Lisa Duggan & Amira Rogers	Glass Roots	Product Design	LEP
Lisette Santiago	Link Community Charter School	Ukulele Elective	LEP
Gwen Howard	Link Community Charter School	Printmaking	LCCS
Jim Peck/Gail Campbell	Link Community Charter School	Spotlight on Role Models	LEP
Tamara Fleming	Tamara Fleming Photography	Photography	LEP

Moved by Mrs. Smith

Second by Mrs. Covington

Discussion: None

Vote: Roll Call; passed unanimously

- **Approval of transfer**

**Resolution #110821-05:** Be it Resolved that the Board of Trustees approves a transfer from Kindergarten Aid to Kindergarten Teacher for LiaRose Chacon with an annualized salary of \$50,470 and an actual salary for the remainder of the 2021-2022 school year of \$40,856.67 as of October 26, 2021, as recommended by the head of school.

Moved by Mrs. Smith

Second by Ms. Barkley

Discussion: None

Vote: Roll Call; passed unanimously

- **Approval of Virtual or Remote Instruction Plan Attestation**

**Resolution #110821-06:** Be it Resolved that the Board of Trustees approves the Virtual or Remote Instruction Plan Attestation for the 2021-2022 school year to be submitted to the NJDOE, as presented this evening, as recommended by the head of school.

Moved by Mrs. Covington

Second by Mr. Marshall

Discussion: None

Vote: Roll Call; passed unanimously

### **Education Committee**

- **Committee Report**

None

### **Governance Committee**

- **Committee Report**

See attached.

- **Approval of the board grievance committee**

**Resolution #110821-07:** Be it Resolved that the Board of Trustees approves the following to serve on the Board of Grievance Committee until November 2022: Suzanne Dandie-Lashley, Chris Lynskey, Rosa Martinez as Link staff members and Kimberly Taliaferro, Naa-Adjorker Marques, and Aleesa Smith-Samuels as parent members, as recommended by the Governance Committee.

Moved by Mrs. Smith

Second by Mr. Marshall

Discussion: None

Vote: Roll Call; passed unanimously

- **Approval of adoption of new policies**

**Resolution #110821-08:** Be it Resolved that the Board of Trustees adopts the following policies:

Policy 5112 Entrance Age and Policy 2425 Emergency Virtual or Remote Instruction Program, with one reading pursuant to the provisions of Bylaw 0131, as recommended by the Governance Committee.

Moved by Ms. Barkley

Second by Mrs. Smith

Discussion: None

Vote: Roll Call; passed unanimously

- **Approval of the first reading of policy and regulations**

**Resolution #110821-09** Be it Resolved that the Board of Trustees approves the first reading of the following policies and regulations changes/additions, as recommended by the Governance Committee:

P 1648.13 School Employee Vaccination Requirements (Mandated) (New)

P 1648.14 Safety Plan for Healthcare Settings in School Buildings (Mandated) (New)

P5751 Sexual Harassment of Students (Mandated) (Revised)

R5751 Sexual Harassment of Students (Mandated)(Revised)

Moved by Mrs. Covington

Second by Mr. Marshall

Discussion: Mrs. Machrone explained the policies and resolutions.

Vote: Roll Call; passed unanimously

### **Finance Committee**

- **Committee Report**

See attached.

- **Approval of financial reports**

**Resolution #110821-10:** Be it Resolved that the Board of Trustees accepts and approves the Board Secretary Report and the Treasurer's Report for the month ending October 31, 2021, as recommended by the school business administrator.

Moved by Mrs. Smith

Second by Ms. Ebanks

Discussion: None

Vote: Roll Call; passed unanimously, one abstention (S. Holguin-Veras)

- **Approval of bills for payment**

**Resolution #110821-11:** Be it Resolved that the Board of Trustees approves for payment the bills for goods and services provided to Link Community Charter School as listed in the attached Bill List, as recommended by the school business administrator.

Moved by Ms. Barkley

Second by Mrs. Covington

Discussion: None

Vote: Roll Call; passed unanimously

- **Approval of budget transfer**

**Resolution #110821-12:** Be it Resolved that the Board of Trustees approves the attached budget transfer, as recommended by the school business administrator.

Moved by Mrs. Covington

Second by Mrs. Smith

Discussion: None

Vote: Roll Call; passed unanimously

## **OLD BUSINESS**

Mrs. Daughtry asked about the status of the gym ceiling repairs. Mrs. Paradiso stated the repairs were completed.

## **NEW BUSINESS**

None

## **ANNOUNCEMENTS**

The next regular board meeting will be held on Monday, December 13th, 2021.

## **MOTION TO ADJOURN**

Moved by Mrs. Covington

Second by Ms. Barkley

Vote: Voice; passed unanimously

The meeting was adjourned at 7:39pm.

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: November 08, 2021

Approved by the Link Community Charter School Board of Trustee:



***Chapter 27 Emergency  
Virtual or Remote Instruction Programs  
2021-2022 School Year***



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.





**Goal:** To ensure transparency, high quality & standards-based instruction, and mission alignment throughout any period of closure, pursuant to Chapter 27, for 3 plus days



# **Delivery of Remote Instruction**



Teachers have continued to use Google Classroom and will immediately pivot to remote learning in all core, co- and extra-curricular programming

All staff have school-issued laptops to plan and execute strong instruction and services

The admin team members have access to school-issued cell phones to maintain strong connections



# **Academic, Social and Emotional Supports**



LCCS's Social Workers, Counselor, Nurses, Deans,  
and Instructional Leaders will provide academic,  
social-emotional, & behavioral supports

Advisory and Circle will continue

The Child Study Team will continue to monitor  
progress and meet as needed

We will stay connected with our families



# Length of Remote Instruction Day



LCCS will run a full day of school, with a combination of synchronous and asynchronous instruction

Teachers will have scheduled office hours/small group sessions to support students

All staff will support instruction



# Addressing the Digital Divide





All students have a second school-issued  
chromebook for home use

LCCS has purchased over 100 hotspots to deploy to  
families who don't have reliable connectivity  
Staff will immediately pivot to virtual instruction,  
having prepared platforms/using them on-site



# School Meals Program



Free breakfast and lunch for all students  
throughout this school year

Communication of menus through email,  
website, & automated calls

Lunch pick-up will be scheduled

LCCS will coordinate with our food provider  
during any remote/virtual learning period



# Questions?



## **2021-2022 Plan for Chapter 27 District-Wide Emergency Virtual or Remote Instruction Program**

**Plan Goal:** To ensure transparency, high quality and standards-based instruction, and mission alignment throughout any period of closure for 3 plus days pursuant to Chapter 27

**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.

**Delivery of Remote Instruction:** Teachers have continued to use Google Classroom and will immediately pivot to remote learning in all core, co- and extra-curricular programming. All staff have school-issued laptops to plan and execute strong instruction and services. The admin team members have access to school-issued cell phones to maintain strong connections

**Academic, Social, and Emotional Supports:** LCCS's Social Workers, Counselor, Nurses, Deans, and Instructional Leaders will provide academic, social-emotional, & behavioral supports. Advisory and Circle will continue. The Child Study Team will continue to monitor progress and meet as needed. LCCS will stay connected with our families.

**Length of Remote Instruction Day:** LCCS will run a full day of school (8 hours), with a combination of synchronous and asynchronous instruction. Teachers will have scheduled office hours/small group sessions to support students. All staff will support instruction.

**Addressing the Digital Divide:** All students have a second school-issued Chromebook for home use. LCCS has purchased over 100 hotspots to deploy to families who don't have reliable connectivity and a survey will be shared with all families to provide updated data on need. Staff will immediately pivot to virtual instruction, having prepared lessons on platforms and having used them on-site. Students have been using many virtual platforms including Google Classroom while on-site so as to prepare for transition to virtual/remote instruction as needed.

**School Meals Program:** Free breakfast and lunch will be provided for all students throughout this school year. Communication of menus will continue through email, website, & automated calls. LCCS will coordinate with our food provider and on-site food program staff during any remote/virtual learning period to ensure food is ready for pick-up. Meal pick-up will be scheduled for families.

*Questions and/or feedback? Please reach out to Ms. Hester at [khester@linkschool.org](mailto:khester@linkschool.org) or 973-642-0529.*

**Head of School Report  
November 8, 2021**

**Link Enrollment:**

<b>Grade Level</b>	<b>21/22 Approved Enrollment</b>	<b>21/22 Enrolled &amp; Attending</b>	<b>Enrollment in process</b>	<b>21-22 Wait List Status</b>
<b>Kindergarten</b>	<b>50</b>	<b>25</b>	<b>0</b>	<b>56 total applications 22 declined</b>
<b>5</b>	<b>50</b>	<b>53</b>	<b>1</b>	<b>10 on waiting list 23 declined</b>
<b>6</b>	<b>80</b>	<b>82</b>	<b>0</b>	<b>12 on waiting list 20 declined</b>
<b>7</b>	<b>80</b>	<b>83</b>	<b>2</b>	<b>45 on waiting list 5 declined</b>
<b>8</b>	<b>80</b>	<b>80</b>	<b>0</b>	<b>79 on waiting list 2 declined</b>
<b>Total</b>	<b>340 (100 K-5 span) (240 6-8 span)</b>	<b>323 (78 K-5 span) (243 6-8 span)</b>		

**COVID**

- We are working on setting up a COVID vaccination clinic at school

**Submissions and EWEG:**

- State, Staff and Special Education Uploads being worked on
- CHE final certification this month
- ESSER III application to be submitted this month

<b>Quarter 2</b>	<b>November 12, 19 December 3, 10, 17 January 7, 14, 21</b>						
<b>Confirmed?</b>	<b>Max. # of Students</b>	<b>Course Name</b>	<b>Instructor</b>	<b>Email</b>	<b>Phone</b>	<b>Provider</b>	<b>Organization Contact</b>
TRUE	40	Yoga	Anne Monsees	samatamurti@gmail.com		Newark Yoga Movement	
TRUE	8 (Kelly will invite students)	Dungeons and Dragons	Kelly Start	kstart@linkschool.org		Link	
TRUE	12	Chess	Darryl	newarkchessclub@gmail.com		Newark Chess Club	
TRUE	15	Fun Food Fridays	Danielle Stone	dstone@linkschool.org			
TRUE	22	Musical Movie Mornings	Sage Taylor	staylor@linkschool.org			
TRUE	15	American Sign Language	Thyson Halley	thalley@npl.org			
TRUE	15	Product Design	Lisa Duggan & Amira Rogers	lduggan@glassroots.org ; arogers@glassroots.org		Glass Roots	
TRUE	12	Ukulele Elective	Lisette Santiago	lsantiago@linkschool.org		Link	
TRUE	12	Printmaking	Gwen Howard	ghoward@linkschool.org			
TRUE	8	Spotlight on Role Models	Jim Peck/Gail Campbell	jpeck@linkschool.org & gcampbell@linkschool.org			
		Photography	I amara Fleming				

Afterschool Programs:	Forensics, Chess, etc.				
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## **Local Educational Agency Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2021-2022 School Year (SY)**

The New Jersey Department of Education (Department) remains at the ready to assist every local educational agency (LEA) in returning to full-time, in-person instruction for the 2021-2022 SY. This includes providing LEAs with guidance in the event of declared emergencies resulting in a district-wide closure. The Department appreciates the challenges that LEAs had to overcome during the 2020-2021 SY as they faced a myriad of decisions affecting both the safety of their students and staff as well as the instructional experience. The Department is encouraging LEAs to reflect upon their experiences with virtual and remote instruction when planning for the 2021-2022 SY.

In April 2020, Governor Murphy issued an executive order that became [P.L.2020, c.27](#). This law provides for the continuity of instruction in the event of a public-health related district closure so that LEAs can utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to *N.J.S.A. 18A:7F-9*. **In order to provide transparency and ensure that New Jersey students continue to receive high quality, standards-based instruction, each school district, charter school, renaissance school project and Approved Private School for Students with Disabilities (APSSDs) must annually submit its proposed program for virtual or remote instruction (plan) to the Commissioner of Education.** This plan would be implemented during a district closure lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure. A superintendent must consult with the board of education, if practicable, prior to implementing the school district's plan of virtual or remote instruction. A day of virtual or remote instruction, if instituted under a plan approved by the Commissioner of Education, is considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, awarding of course credit, and such other matters as determined by the Commissioner of Education.

LEAs must include the statutory requirements listed in the "LEA Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2021-2022 SY," in their plans for virtual or remote instruction for the 2021-2022 school year. The 2021-2022 plans must be approved by the LEA's board of education or board of trustees (board), submitted to the county office of education for review and approval, and posted on the LEA's website. **The board-approved plan and checklist are due to the county office of education no later than October 29, 2021.** In the event that the LEA is directed to provide virtual or remote instruction before garnering county office approval, the approval date will be retroactive. Questions should be directed to the [county office of education](#).



## LEA Guidance for Virtual or Remote Instruction Plan Attestation for the 2021-2022 SY

### Contact Information

County:

Name of District, Charter School, APSSD or Renaissance School Project:

Name of Chief School Administrator or Lead Person:

Chief School Administrator or Lead Person Contact Number:

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The New Jersey Department of Education (Department) is providing the following guidance pursuant to *N.J.S.A. 18A:7F-9(c)* to assist districts in the development of their 2021-2022 virtual or remote instruction plans. The Department encourages LEAs to reflect on the previous school year to improve elements of the prior year's plan to provide the most substantive education, including related services, to their students in the event of a district closure.

For each of the three areas below, the chief school administrator or lead person will either mark "yes," confirming that the information is in the plan and list the corresponding plan page number, or mark "no" if the information is not contained in the plan. The chief school administrator or lead person is expected to provide an explanation to the county office of education for all areas marked "no."

By October 29, 2021, the chief school administrator or lead person must submit a board-approved LEA Guidance for Virtual or Remote Instruction Plan for 2021-2022 along with this form to their county office of education. At the time of submission to the county office of education, the plan must be posted on the LEA's website. Plans will be reviewed in each county office of education on a rolling basis with an electronic response communicated within two business days of receipt.

**The plan outlines how virtual or remote instruction will be provided to students who may not have access to sufficient broadband, or to any technology required for virtual or remote instruction.**

The program should account for measuring and addressing any ongoing digital divide that exists, whether it be network access or lack of sufficient access to devices.

Page Number:

District Confirmation: Yes      No

County Confirmation: Yes      No



**The plan addresses the impact of virtual or remote instruction on the school lunch and school breakfast programs.**

The plan should contain how the LEA will provide continued safe delivery of meals to eligible students.

Page Number:

District Confirmation: Yes No

County Confirmation: Yes No

**The plan contains the required length of a virtual or remote instruction day.**

The minimum hours of instruction for a virtual or remote day is four hours excluding lunch and recess.

Page Number:

District Confirmation: Yes No

County Confirmation: Yes No

**Plan Posted on LEA Website**

Is the plan posted on your website? Yes No

Website link:

**APSSD Only**

Was your plan shared with all sending districts? Yes No

**Board Approval**

Date (mm/dd/yyyy):

**Name and Signature of Chief School Administrator or Lead Person**

Chief School Administrator or Lead Person Name:

Chief School Administrator or School Lead Person Signature:

Date (mm/dd/yyyy):

**Date of Submission to County Office**

Date (mm/dd/yyyy):

Link Community Charter School

Board of Trustees

Governance Committee Report

November 8, 2021

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

Mrs. Machrone went over the policies and regulations that are being presented in today's board meeting. Several of the policies are new and mandated but the Sexual Harassment policy and regulation are replacements.

Mrs. Machrone went over the policy adopting the entrance age for first and kindergarten to be December 31 for both. Mrs. Paradiso mentioned the only concern was if student left Link Community Charter School they may have to repeat the grade depending on guidelines of district that were going to. Link would make certain parents were made aware of this at the time of enrollment.

Mrs. Machrone mentioned Mrs. Paradiso and Mrs. Daughtry met with Mrs. Clark-Avignant, LPA Candidate to the Board of Trustees. The board will be asked to vote on tonight.

Mrs. Paradiso brought up her concern about providing nurse substitutes. There is a severe shortage of school nurses or RNs right now.

## **SUMMARY OF POLICIES AND REGULATIONS FOR THE BOARD FOR NOVEMBER 9 AND DECEMBER 13, 2021**

### **P 1648.13 School Employee Vaccination Requirements (Mandated) (New)**

This policy addresses Executive Order 253 requiring all public school districts (including charter schools) employees to be fully vaccinated or submit to testing one or two times per week effective October 18, 2021.

### **P 1648.14 Safety Plan for healthcare Settings in School Buildings (Mandated) (New)**

This policy is required for all school buildings that have a health care setting – a nurse's office or other area that might handle health issues, such as Link's Main Office...places where suspected or confirmed COVID patients would be checked, treated, or remain until a family member picks them up. This policy stems from the Emergency Temporary Standards issued by the Federal Occupational Safety and Health Administration and adopted by the NJ Public Employees Occupational Safety and Health.

### **P5751 Sexual Harassment of Students (Mandated) (Revised)**

#### **R5751 Sexual Harassment of Students (Mandated)(Revised)**

The policy has been completely rewritten because the federal government recently published amendments to the Title IX regulations. The new policy includes:

- A new definition of sexual harassment
- Requirement to appoint a Title IX coordinator plus an investigator, decision maker, and appeal officer
- Outlines notice requirements
- Establishes reporting , investigation, hearing and appeal processes.

## **SUMMARY OF POLICIES FOR THE BOARD FOR ONE READING ON NOVEMBER 9**

### **P 2425 Emergency Virtual or Remote Instruction Program (Mandated) (New)**

This policy relates to virtual or remote learning if a school building is required to be closed for more than 3 consecutive days due to a state of emergency and how the time off meets the required 180 days of school. It addresses payment of compensation and benefits to staff, contracted work providers, etc.

### **P5112 Entrance Age**

This email defines entrance age for Kindergarten and First Grade. Link did not need this policy in the past, as there is no entrance age requirement at the 5<sup>th</sup> grade level.

# POLICY GUIDE

ADMINISTRATION

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School Employee Vaccination Requirements

Aug 21

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[See **POLICY ALERT No. 225**]

## 1648.13 SCHOOL EMPLOYEE VACCINATION REQUIREMENTS

In accordance with Executive Order No. 253 signed by the Governor of New Jersey on August 23, 2021, the Board shall adopt and maintain a policy that requires all covered workers to either provide adequate proof that they have been fully vaccinated or submit to COVID-19 testing at a minimum of one to two times each week.

This requirement shall take effect on October 18, 2021, at which time any covered workers that have not provided adequate proof to the school district that they are fully vaccinated must submit to COVID-19 testing at a minimum of one to two times each week on an ongoing basis until fully vaccinated.

For purposes of Executive Order 253 and this Policy, “covered workers” shall include all individuals employed by the Board of Trustees, both full and part-time, including, but not limited to, administrators; teachers; educational support professionals; individuals providing food, custodial, and administrative support services; substitute teachers, whether employed directly by the Board or otherwise contracted; contractors; providers; and any other individuals performing work in the school district whose job duties require them to make regular visits to the school district, including volunteers. Covered workers do not include individuals who visit the school district only to provide one-time or limited duration repairs, services, or construction.

A covered worker shall be considered “fully vaccinated” for COVID-19 two weeks or more after they have received the second dose in a two-dose series or two weeks or more after they have received a single-dose vaccine. Individuals will only be considered fully vaccinated after they have received a COVID-19 vaccine that is currently authorized for Emergency Use Authorization (EUA) by the United States Food and Drug Administration (FDA) or the World Health Organization (WHO), or that are approved for use by the same.

Workers who are not fully vaccinated, or for whom vaccination status is unknown, or who have not provided sufficient proof of documentation, shall be considered unvaccinated in accordance with the provisions of Executive Order 253.



# POLICY GUIDE

## ADMINISTRATION

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### School Employee Vaccination Requirements

Covered workers shall demonstrate proof of full vaccination status by presenting any of the following documents if they list COVID-19 vaccines currently authorized for EUA by the FDA or the WHO, or that are approved for use by the same, along with an administration date for each dose:

1. The Centers for Disease Control and Prevention (CDC) COVID-19 Vaccination Card issued to the vaccine recipient by the vaccination site, or an electronic or physical copy of the same;
2. Official record from the New Jersey Immunization Information System (NJIS) or other State immunization registry;
3. A record from a health care provider's portal/medical record system on official letterhead signed by a licensed physician, nurse practitioner, physician's assistant, registered nurse, or pharmacist;
4. A military immunization or health record from the United States Armed Forces; or
5. Docket mobile phone application record or any State specific application that produces a digital health record.

The Board of Trustees' collection of vaccination information from covered workers shall comport with all Federal and State laws, including, but not limited to, the Americans with Disabilities Act, that regulate the collection and storage of that information.

To satisfy the testing requirement of Executive Order 253 and this Policy, an unvaccinated covered worker must undergo screening testing at a minimum of one to two times each week, to be determined by the Head of School.

An unvaccinated covered worker is required to submit proof of a COVID-19 test. The unvaccinated covered worker may choose either antigen or molecular tests that have EUA by the FDA or are operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services.

Where a Board provides the unvaccinated covered worker with on-site COVID-19 test(s), the school district may similarly elect to administer or provide access to either an antigen or molecular test.



# POLICY GUIDE

ADMINISTRATION

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## School Employee Vaccination Requirements

If the covered worker is not working on-site in the school district during a week when testing would otherwise be required, the Head of School or designee may not require the worker to submit to testing for that week. This requirement shall not supplant any requirement imposed by the Board of Trustees regarding diagnostic testing of symptomatic workers or screening testing of vaccinated workers.

The Board of Trustees shall track test results required by Executive Order 253 and must report those results to the local public health department.

Nothing in Executive Order 253 and this Policy shall prevent a Board from revising this Policy to include additional or stricter requirements, as long as such revisions comport with the minimum requirements of Executive Order 253.

Executive Order 253 authorizes the Commissioner of the Department of Health (DOH) to issue a directive supplementing the requirements outlined in Executive Order 253, which may include, but not be limited to, any requirements for reporting vaccination and testing data to the DOH. Actions taken by the Commissioner of the DOH pursuant to Executive Order 253 shall not be subject to the requirements of the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq.

This Policy shall be supplemented by Policy 1648.11 – Appendix A, which shall include the school district's protocols implementing the provisions of this Policy.

The Head of School is authorized to implement revisions to provisions in this Policy based on any subsequent Executive Orders or any additional mandates that affect any provisions of this Policy. Any such revisions in this Policy shall be submitted by the Head of School to the Board of Education for ratification if the Board cannot approve such revisions before the effective date.

Executive Order 253 – August 23, 2021

Adopted:





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Safety Plan For Healthcare Settings In

School Buildings – COVID-19

Oct 21

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[See POLICY ALERT No. 225]

## 1648.14 SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS – COVID-19

### A. Purpose and Scope

The Board of Trustees is committed to providing a safe and healthy workplace for all employees and has adopted this Policy that shall be the school district's COVID-19 Plan (Plan) that includes procedures to minimize the risk of transmission of COVID-19, in accordance with Occupational Safety and Health Act of 1970 (OSHA) COVID-19 Emergency Temporary Standard (ETS) published on June 21, 2021. The ETS, 29 CFR §1910 - Subpart U, applies to all settings where any school district employee or contracted service provider provides healthcare services or health care support services. Public Employees' Occupational Safety and Health (PEOSH), the agency with jurisdiction over public employers in New Jersey, has adopted the ETS in full. However, its applicability for school districts is primarily restricted to the nurse's office and any adjoining clinical areas and not the entire school building.

The Board, administration, and the COVID-19 Safety Coordinator(s) will work collaboratively with all employees in the development, implementation, monitoring, and updating of this Plan.

#### 1. Definitions

- a. "Employee" means any district employee or contracted service provider working in a healthcare setting where people with suspected or confirmed COVID-19 are reasonably expected to be present.

- (1) Therefore, the provisions of the ETS and this Policy only apply to employees or contracted service providers working in a nurse's office or any adjoining clinical areas.



# POLICY GUIDE

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### Safety Plan For Healthcare Settings In School Buildings – COVID-19

b. “Healthcare setting” means all settings in the school district where any employee or contracted service provider provides healthcare services or healthcare support services.

(1) Where a healthcare setting is embedded within a non-healthcare setting (i.e. school nurse’s office and any adjoining clinical areas in a school building), the ETS and this Policy only apply to the embedded healthcare setting and not to the remainder of a school building in accordance with 29 CFR §1910.502(a)(3)(i).

c. For the purpose of this Policy, additional definitions shall be those definitions listed in 29 CFR §1910.502(b).

2. The school district has multiple healthcare settings that are substantially similar; therefore; has developed and adopted this single Plan for these substantially similar healthcare settings, with site-specific considerations included in this Plan. The healthcare settings in the school district are listed in Appendix 1.

a. Any school district health care settings that are not substantially similar, the school district shall develop and adopt separate COVID-19 Plans for each healthcare setting and list them in Appendix 1.

#### B. Roles and Responsibilities for School District Employees

1. The school district’s goal in adopting this Policy is to prevent the transmission of COVID-19 in the school district’s healthcare settings. All staff members are responsible for supporting, complying with, and providing recommendations to further improve this Plan.

2. The Head of School will designate a COVID-19 Safety Coordinator(s) who shall implement and monitor this Plan. The COVID-19 Safety Coordinator(s) shall have the school district’s full support in implementing and monitoring this Plan, and has authority to ensure compliance with all aspects of this Plan.



# POLICY GUIDE

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School Buildings – COVID-19

## C. Hazard Assessment and Worker Protections

1. The Head of School or designee will conduct a specific hazard assessment of its healthcare settings to determine potential hazards related to COVID-19.
  - a. A hazard assessment will be conducted initially and whenever changes in a healthcare setting in the school district create a new potential risk of employee exposure to COVID-19 (e.g., new work activities in the healthcare setting).
2. The Head of School has developed and the Board has adopted this Plan that includes the procedures the school district will use to determine an employee's vaccination status as outlined in Appendix 2.
  - a. In the event the Head of School or designee cannot or does not determine or confirm the vaccination status of an employee, the employee shall be presumed to be unvaccinated.
3. All completed hazard assessment forms and results will be attached to this Plan in Appendix 3 and will be accessible to all employees at each school district facility.
4. The school district will address the hazards identified by the assessment, and have included in this Plan the procedures to minimize the risk of transmission of COVID-19 for each employee. These procedures are included in the following Appendices:
  - a. Patient Screening and Management
    - (1) In healthcare settings in the school district where direct patient care is provided, the school district will include protocols addressing patient screening and management in Appendix 4.



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Safety Plan For Healthcare Settings In  
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b. Standard and Transmission-Based Precautions

- (1) The school district will develop and implement procedures to adhere to Standard and Transmission-Based Precautions in accordance with CDC's "Guidelines for Isolation Precautions" which are included in Appendix 5.

5. Personal Protective Equipment (PPE)

- a. The school district will provide and ensure that employees wear approved facemasks or a higher level of respiratory protection.
- b. The school district will include protocols to address PPE for healthcare settings in Appendix 6.

6. Physical Distancing

- a. The school district will ensure that each employee is separated from all other people in the healthcare setting by at least six feet when indoors, unless it can be demonstrated that such physical distance is not feasible for a specific activity.
  - (1) Where maintaining six feet of physical distance is not feasible, the school district will ensure employees are as far apart from other people as possible.
- b. Physical distancing will be implemented, along with the other provisions required by the ETS, as part of a multi-layered infection control approach for all healthcare settings.
- c. The school district will include protocols to address physical distancing for healthcare settings in Appendix 7.



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7. Physical Barriers
  - a. The school district will install physical barriers at each fixed work location outside of direct patient care areas where each employee is not separated from all other people by at least six feet of distance and spacing cannot be increased, unless it can be demonstrated that it is not feasible to install such physical barriers.
  - b. Physical barriers will be implemented, along with the other provisions required by the ETS, as part of a multi-layered infection control approach for all healthcare settings.
  - c. The school district will include protocols to address physical barriers for healthcare settings in Appendix 8.
8. Cleaning and Disinfecting in the Healthcare Setting
  - a. The school district will implement policies and procedures for cleaning, disinfecting, and hand hygiene, along with the other provisions required by the ETS, as part of a multi-layered infection control approach for all healthcare settings.
  - b. The school district will include protocols to address cleaning and disinfecting for healthcare settings in Appendix 9.
9. Ventilation
  - a. The school district will implement procedures for each facility's heating, ventilation, and air conditioning (HVAC) system and include protocols addressing ventilation for healthcare settings in Appendix 10.
  - b. Ventilation policies and procedures will be implemented, along with the other provisions required by the ETS, as part of a multi-layered infection control approach.



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- c. The Head of School or designee will identify the building manager, HVAC professional, or maintenance employee who can certify that the HVAC system(s) are operating in accordance with the ventilation provisions of the ETS and list the individual(s) in Appendix 10.

## D. Health Screening and Medical Management

### 1. Health Screening

- a. “Screening” means, for the purpose of this Policy, asking questions to determine whether a person is COVID-19 positive or has symptoms of COVID-19.
- b. The school district will include protocols to address health screening for employees in Appendix 11.

### 2. Employee Notification to Employer of COVID-19 Illness or Symptoms

- a. The school district will include protocols to address employee notification to employer of COVID-19 illness or symptoms for employees in Appendix 11.

### 3. Employer Notification to Employees of COVID-19 Exposure in the Healthcare Setting

- a. The school district will include protocols to address employer notification of COVID-19 exposure to employees in Appendix 11.

### 4. Medical Removal from the Healthcare Setting

- a. The school district will include protocols to address medical removal from the healthcare setting for employees in Appendix 11.



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5. Return to Work Criteria

- a. The school district will include protocols to address return to work criteria for employees in Appendix 11.

6. Medical Removal Protection Benefits

- a. If required to the school district will continue to pay employees who have been removed from the healthcare setting under the medical removal provisions of the ETS. When an employee has been removed from the healthcare setting and is not working remotely or in isolation, the school district shall pay and provide benefits in accordance with the Plan addressed in Appendix 12.

E. Vaccinations

1. The school district encourages employees to receive the COVID-19 vaccination as a part of a multi-layered infection control approach. The school district will support COVID-19 vaccination for each employee by providing reasonable time and paid leave to each employee for vaccination and any side effects experienced following vaccination.
2. The school district will include protocols to address vaccination for employees in Appendix 13.

F. Training

1. The school district will implement policies and procedures for employee training, along with the other provisions required by the ETS, as part of a multi-layered infection control approach.
2. The school district will include protocols to address training for employees in Appendix 14.



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## G. Anti-Retaliation

1. The school district will inform each employee that employees have a right to the protections required by the ETS, and that employers are prohibited from discharging or in any manner discriminating against any employee for exercising their right to protections required by the ETS, or for engaging in actions that are required by the ETS.
2. The school district will not discharge or in any manner discriminate against any employee for exercising their right to the protections required by the ETS, or for engaging in actions that are required by the ETS.

## H. Requirements Implemented at No Cost to Employees

1. The school district will comply with the provisions of ETS at no cost to its employees, with the exception of any employee self-monitoring conducted under D. above.

## I. Recordkeeping

1. The school district will retain all versions of this Policy to comply with the ETS while the ETS remains in effect.
2. The school district will establish and maintain a COVID-19 log to record each instance in which an employee is COVID-19 positive, regardless of whether the instance is connected to exposure to COVID-19 at work.
  - a. The COVID-19 log will contain, for each instance, the employee's name, one form of contact information, occupation, location where the employee worked, the date of the employee's last day in the healthcare setting, the date of the positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced.





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3. The school district will record the information on the COVID-19 log within twenty-four hours of learning that the employee is COVID-19 positive.
  - a. The school district will maintain the COVID-19 log as a confidential medical record and will not disclose it except as required by the ETS or other Federal law.
  - b. The school district will maintain and preserve the COVID-19 log while the ETS remains in effect.
4. By the end of the next business day after a request, the school district will provide, for examination and copying:
  - a. All versions of this Policy which is the written Plan for all employees;
  - b. The individual COVID-19 log entry for a particular employee to that employee and to anyone having written authorized consent of that employee; and
  - c. A version of the COVID-19 log that removes the names of employees, contact information, and occupation, and only includes, for each employee in the COVID-19 log, the location where the employee worked, the last day that the employee was in the healthcare setting before removal, the date of that employee's positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced, to all employees.

## J. Reporting

1. The school district will report to PEOSH:
  - a. Each work-related COVID-19 fatality within eight hours of the school district learning about the fatality;



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Safety Plan For Healthcare Settings In  
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- b. Each work-related COVID-19 in-patient hospitalization within twenty-four hours of the school district learning about the in-patient hospitalization.

## K. Monitoring Effectiveness

1. The school district and the COVID-19 Safety Coordinator(s) will work collaboratively with employees to monitor the effectiveness of this Plan so as to ensure ongoing progress and efficacy.
2. The school district will update this Policy as needed to address changes in specific COVID-19 hazards and exposures in the healthcare setting.

This Policy and its Appendices will be made available upon request.

29 CFR §1910.502

Occupational Safety and Health Administration Fact Sheet Subpart U COVID-19

Healthcare Emergency Temporary Standard

Occupational Safety and Health Administration Model Plan

Adopted:



# POLICY GUIDE

## Appendix 1 – Identifying the Healthcare Settings in the School District:

Location of healthcare setting in the school district buildings listed below:

Facility Location	Worksite-Specific COVID-19 Considerations
Link Community Charter School  Nurse's Office  23 Pennsylvania Ave Newark, NJ 07114	
Link Community Charter School  Main Office  23 Pennsylvania Ave Newark, NJ	



# POLICY GUIDE

## Appendix 2 – Vaccination Status Plan:

- 1) Pursuant to Executive Order No. 253, all staff, contracted workers, and adult volunteers must provide adequate proof (in the form of a copy of their vaccination card or printout) that they have been fully vaccinated by October 18, 2021 or submit to COVID-19 Testing at a minimum of one to 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.)
- 2) Personnel who wish to be exempted from the vaccination mandate must provide written documentation from a physician to support the exemption.
- 3) LCCS regularly communicates information with staff about free testing and vaccination. Staff may elect 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 it is anticipated that all staff and students will also be able to participate in regular testing.
- 4) Families are encouraged to have their children vaccinated as soon as possible when eligible.



# POLICY GUIDE

## **Appendix 3 – Completed Hazard Forms and Results:**

Please see the attached Hazard Assessment Forms and Results below:

Patient Screening and management

Standard and Transmission-Based Precautions

**See page 28.**



# POLICY GUIDE

## **Appendix 4 – Patient Screening and Management:**

List the procedures for limiting and monitoring points of entry to the setting, screening and triaging for symptoms of COVID-19, and restricting facility access to reduce crowding (e.g., limiting visitors to only those essential for the patient's physical or emotional well-being and care, restricting visitors to the patient's room or other designated areas, asking patients to remain outside (if possible) until they are called into the facility for their appointment, etc.).

The Healthcare Setting at LCCS is located in two sites: the nurse's office and the main office.

Nurse's Office: There is a limit of 5 people in the nurse's office at any time. The nurse monitors this point of entry. A checkpoint is located outside the office.

Main Office: The school secretaries monitor the point of entry to the Nurse's Office and send students to the office after placing a phone call there. If the nurse has reached the limit or is attending to someone, the main office will triage for symptoms.

Should a student or adult need to get picked up during the school day, the security guard will meet the parent/guardian at the main entrance.



# POLICY GUIDE

## **Appendix 5 – Standard and Transmission-Based Precautions:**

The LCCS employee will staff the Healthcare Setting and will be the primary contact for anyone who exhibits COVID-19 symptoms. PPE will be readily available as a precaution. Anyone exhibiting symptoms or testing positive will be placed in isolation to be supervised by the employee



# POLICY GUIDE

## **Appendix 6 – Personal Protective Equipment (PPE):**

1. All employees will be required to wear face masks while in the school building.
2. All employees will be provided facemasks and instruction about when and how they should be worn or used through professional development trainings, signage, and verbal reminders as needed.
3. Custodians shall be provided a higher level of respiratory protections depending on the tasks being undertaken. There are no known job tasks in which the use of a facemask would present a hazard of serious injury or death.
4. All PPE is made available to the staff as they enter the school building, with additional supplies provided for classroom usage and in the main office. Staff must notify the school secretary if they are in need of additional supplies.
5. Employees with exposure to people with suspected or confirmed COVID-19 are provided additional layers of protection with face shields and gloves. Exposure kits are also made available to employees.





# POLICY GUIDE

## Appendix 7 – Physical Distancing:

Describe how healthcare setting flows, such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel, will be adjusted to ensure physical distancing.

2. The Nurse's Office has been rearranged to provide the requisite six (6) feet of distance between the two desks and to allow for screens to separate employees from students and students from one another.
3. A maximum of 5 people are permitted in the Nurse's Office thereby preventing large group gatherings and bottlenecks.
3. Upon entering the vestibule of the Health and Wellness Center, where the Nurse's Office is located, a check-in station greets visitors. One by one, students will be permitted to enter the Nurse's Office, up to a total of 5 people. Furniture is positioned so as to provide for maximum distancing. The flow of employees and students will also allow for maximum distancing.
4. Given the size of the school and of the healthcare setting itself, employees in the healthcare setting will be limited to two (2) at all times. The School Nurse with supervisory responsibilities will be provided with opportunities for telework.



# POLICY GUIDE

## **Appendix 8 – Physical Barriers:**

Physical barriers (tall plastic shielding) will be installed in the Nurse's Office and in the Main Office to provide a separation for students and employees between chairs in which students and staff with and without suspected infections can await health care services.



# POLICY GUIDE

## **Appendix 9 – Cleaning and Disinfecting:**

1. The entire school building, including the Healthcare Setting will be cleaned daily at the end of the school day by a contracted cleaning service company.
2. If a COVID-19 positive person has been in the healthcare setting within the last twenty-four hours, the healthcare setting will receive a deep cleaning. A copy of cleaning logs to be used shall be attached.
3. A hand-sanitizing station is located outside the two healthcare setting rooms in the school building: nurse's office and main office. These stations are maintained by the custodial staff, who restock them regularly.
4. Hand-washing is strongly recommended for all.



# POLICY GUIDE

## CLEANING GUIDE

DATE	CLEANER USED	STAFF MEMBER'S INITIALS	NOTES	



# POLICY GUIDE

## Appendix 10 - Ventilation:

The following individual(s) is responsible for maintaining the HVAC system(s) and can certify that it is operating in accordance with the ventilation provisions of OSHA's COVID-19 ETS.

***NOT APPLICABLE: Link does NOT have an HVAC system***

<u>Name/Contact Information:</u>	<u>Location:</u>
<u>Name/Contact Information:</u>	<u>Location:</u>

[Describe additional measures to improve building ventilation in accordance with "CDC's Ventilation Guidance".]

Link Community Charter School has made repairs to many of the windows throughout the building to allow for opening and closing of windows. Air filtration units are also placed in every classroom and office in the school building.



# POLICY GUIDE

## **Appendix 11 – Health Screening and Medical Management for Employees:**

- [. All employees are screened on a daily basis through individual self-reporting by completing a brief Link Covid-19 Questionnaire. Any responses that indicate the presence of symptoms are flagged by the Principal and Vice Principal and are followed up on by the nurse.
2. Employees communicate with the school regarding any illness through a dedicated email before they leave the house if that illness is preventing them from working that day. When in the school building, employees communicate any onset of illness/symptoms with the nurse. The nurse makes a decision based on individual circumstances about whether or not the employee must leave the building.
3. LCCS will promote district sick leave policies, Family Medical Leave Act, or other policies to support employees staying at home when they are sick, when household members are sick, or when required by a healthcare provider to isolate or quarantine themselves or a member of their household.
4. School leadership will notify employees needing to quarantine due to “close contact” exposure with anyone who has tested positive or is exhibiting symptoms of COVID-19, pursuant to current CDC guidelines and local department of health guidance.
5. Employees who must leave the school building to quarantine or isolate will be asked to leave the building immediately after the determination to leave is made.
6. Employees who are required to quarantine or isolate will be permitted to return to work upon the completion of the designated period or a positive test result, depending on the school
  - a. The school district will only allow employees who have been removed from the healthcare setting to return to work in accordance with guidance from a licensed healthcare provider or in accordance with the CDC’s “Isolation Guidance” and “Return to Work Healthcare Guidance.”



# POLICY GUIDE

## **Appendix 12 – Medical Removal Protection Benefits:**

LCCS will comply with all existing sick leave policies.



# POLICY GUIDE

## **Appendix 13 – Vaccinations:**

LCCS will provide ½ day of paid leave for vaccination and paid sick time for any side effects (in addition to any already entitled paid sick time the employee has accumulated).





# POLICY GUIDE

## Appendix 14 – Training:

LCCS will use both online training through Vector Training, K-12 (formerly “SafeSchools”) and in-person training with the district’s leadership team and health and wellness team.

1. The school district will ensure that each employee receives training, in a language and at a literacy level the employee understands, on the following topics:
  - a. COVID-19, including:
    - (1) How COVID-19 is transmitted (including pre-symptomatic and asymptomatic transmission);
    - (2) The importance of hand hygiene to reduce the risk of spreading COVID-19 infections;
    - (3) Ways to reduce the risk of spreading COVID-19 through proper covering of the nose and mouth;
    - (4) The signs and symptoms of COVID-19;
    - (5) Risk factors for severe illness; and
    - (6) When to seek medical attention.
  - b. The school district’s procedures on patient screening and management;
  - c. Tasks and situations in the healthcare setting that could result in COVID-19 infection;
  - d. Healthcare setting-specific procedures to prevent the spread of COVID-19 that are applicable to the employee’s duties (e.g., policies on Standard and Transmission-Based Precautions, physical distancing, physical barriers, ventilation, aerosol-generating procedures);
  - e. Employer-specific multi-employer healthcare setting agreements related to infection control policies and procedures, the use of common areas, and the use of shared equipment that affect employees at the healthcare setting;



# POLICY GUIDE

- f. The school district's procedures for PPE worn to comply with the ETS, including:
  - (1) When PPE is required for protection against COVID-19;
  - (2) Limitations of PPE for protection against COVID-19;
  - (3) How to properly put on, wear, and take off PPE;
  - (4) How to properly care for, store, clean, maintain, and dispose of PPE; and
  - (5) Any modifications to donning, doffing, cleaning, storage, maintenance, and disposal procedures needed to address COVID-19 when PPE is worn to address healthcare setting hazards other than COVID-19.
- g. Healthcare setting-specific procedures for cleaning and disinfection;
- h. The school district's procedures on health screening and medical management;
- i. Available sick leave policies, any COVID-19-related benefits to which the employee may be entitled under applicable Federal, State, or local laws, and other supportive policies and practices (e.g., telework, flexible hours, etc.);
- j. The identity of school district's Safety Coordinator(s) specified in this Plan; and
- k. The ETS.
  - (1) How the employee can obtain copies of the ETS and any employer-specific policies and procedures developed under the ETS, including this Policy, which is the school district's written Plan.



# POLICY GUIDE

2. The school district will ensure that the training is overseen or conducted by a person knowledgeable in the covered subject matter as it relates to the employee's job duties, and that the training provides an opportunity for interactive questions and answers with a person knowledgeable in the covered subject matter as it relates to the employee's job duties.
3. The school district will provide additional training whenever changes occur that affect the employee's risk of contracting COVID-19 at work (e.g., new job tasks), policies or procedures are changed, or there is an indication that the employee has not retained the necessary understanding or skill.



# POLICY GUIDE

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Sexual Harassment of Students  
Oct 21  
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[See **POLICY ALERT No. 225**]

## 5751 SEXUAL HARASSMENT OF STUDENTS

The Board of Trustees will not tolerate sexual harassment of students by school employees, other students, or third parties. Sexual harassment of students is a form of prohibited sex discrimination. In accordance with Title IX of the Education Amendments of 1972 and the Code of Federal Regulations (CFR), 34 CFR §106, the school district adopts this Policy and implement practices to investigate and resolve allegations of sexual harassment of students engaged in by school employees, other students, or third parties pursuant to 34 CFR §106.3(c). In addition, reports of sexual harassment shall also be investigated in accordance with the requirements of New Jersey's Anti-Bullying Bill of Rights Act and Policy 5512.

For the purposes of Policy 5751 and in accordance with 34 CFR §106:

1. "Sexual harassment" (34 CFR §106.30(a)) means conduct on the basis of sex that satisfies one or more of the following:
  - a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct;
  - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the school district's education program or activity; or
  - c. "Sexual assault" as defined in 20 U.S.C. §1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. §12291(a)(10), "domestic violence" as defined in 34 U.S.C. §12291(a)(8), or "stalking" as defined in 34 U.S.C. §12291(a)(30).

Sexual harassment may take place electronically or on an online platform used by the school, including, but not limited to, computer and internet networks; digital platforms; and computer hardware or software owned or operated by, or used in the operations of the school.

In accordance with 34 CFR §106.8(a), any person may report sex discrimination, including sexual harassment using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.



# POLICY GUIDE

STUDENTS

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Sexual Harassment of **Students**

A school district with “actual knowledge” of sexual harassment in the educational program or activity of the school district against a student, must respond promptly in a manner that is not “deliberately indifferent”.

Any school employee who receives a complaint of sexual harassment or is aware of behavior that could constitute sexual harassment is required to report that information to the Title IX Coordinator in accordance with the provisions of 34 CFR §106.8(a) and B.1. of Regulation 5751. The district must report any potential child abuse in accordance with N.J.S.A. 18A:36-24; N.J.S.A. 18A:36-25; N.J.A.C. 6A:16-11.1; and Policy and Regulation 8462.

The Title IX Coordinator shall notify persons entitled to a notification pursuant to 34 CFR §106.8(a)(1) that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX and Policy and Regulation 5751 not to discriminate in such a manner in accordance with 34 CFR §106.8(b)(1).

The Title IX Coordinator shall prominently display the contact information required to be listed for the Title IX Coordinator pursuant to 34 CFR §106.8(b)(2)(i) on the school district’s website and in each handbook or catalog the school district makes available to persons entitled to a notification in accordance with 34 CFR §106.8(a). Policy and Regulation 5751 shall be prominently displayed on the district’s website and accessible to anyone.

Supportive measures shall be available to the Complainant, Respondent, and as appropriate, witnesses or other impacted individuals.

The school district shall use the grievance process outlined in 34 CFR §106.45 and Regulation 5751 to address formal complaints of sexual harassment. The school district shall offer both parties an appeal process as outlined in 34 CFR §106.45 and Regulation 5751 from a determination regarding responsibility for sexual harassment and from the Title IX Coordinator’s dismissal of a formal complaint or any allegations of sexual harassment.

The Title IX Coordinator shall be responsible for effective implementation of any remedies in accordance with 34 CFR §106.45(b)(7)(iv). The appropriate school official designated by the Head of School, after consultation with the Title IX Coordinator, will determine sanctions imposed and remedies provided, if any.



# POLICY GUIDE

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**Sexual Harassment of Students**

Consistent with the laws of New Jersey a student's parent must be permitted to exercise the rights granted to their child under this Policy, whether such rights involve requesting supportive measures, filing a formal complaint, or participating in a grievance process.

The Head of School or designee shall ensure that Title IX Coordinators, investigators, decision-makers, appeal officer, and any person who facilitates an informal resolution process, receive training in accordance with 34 CFR §106.45(b)(1)(iii).

The school district or any employee of the school district shall not intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or Policy 5751, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy, in accordance with 34 CFR §106.71(a).

For each school district response to sexual harassment required under 34 CFR §106.44, the school district shall create and maintain for a period of seven years, records in accordance with 34 CFR §106.45(b)(10).

The Head of School or designee shall consult with the Board Attorney to ensure the school district's response to allegations of sexual harassment and the school district's grievance process are in accordance with 34 CFR §106.44 and 34 CFR §106.45.

Any time a report is made to the Title IX Coordinator or formal complaint is filed pursuant to this Policy and in accordance with 34 CFR §106, the Title IX Coordinator shall forward the report or complaint to the Principal of the school building attended by the alleged victim for the Principal to follow the requirements of New Jersey's Anti-Bullying Bill of Rights Act and Policy 5512.

34 CFR §106

United States Department of Education, Office for Civil Rights – Questions and Answers on the Title IX Regulations on Sexual Harassment (July 20, 2021)

Adopted:



# REGULATION GUIDE

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Sexual Harassment of Students  
Oct 21  
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[See POLICY ALERT No. 225]

## R 5751 SEXUAL HARASSMENT OF STUDENTS

The Board of Trustees will not tolerate sexual harassment of students by school employees, other students, or third parties. The school district shall investigate and resolve allegations of sexual harassment of students engaged in by school employees, other students, or third parties pursuant to 34 CFR §106.3(c) and Policy and Regulation 5751. In addition, reports of sexual harassment shall also be investigated in accordance with the requirements of New Jersey's Anti-Bullying Bill of Rights Act and Policy 5512.

### A. Definitions

1. For the purpose of Policy and Regulation 5751 and in accordance with 34 CFR §106:
  - a. "Sexual harassment" (34 CFR §106.30(a)) means conduct on the basis of sex that satisfies one or more of the following:
    - (1) An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct;
    - (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the school district's education program or activity; or
    - (3) "Sexual assault" as defined in 20 U.S.C. §1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. §12291(a)(10), "domestic violence" as defined in 34 U.S.C. §12291(a)(8), or "stalking" as defined in 34 U.S.C. §12291(a)(30).



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- b. “Complainant” (34 CFR §106.30(a)) means a student currently enrolled who is alleged to be the Complainant of conduct that could constitute sexual harassment.
  - (1) A parent may act on behalf of the Complainant in accordance with State law, court orders, child custody arrangements, or other sources granting legal rights to parents.
  - (2) A parent has a legal right to act on a Complainant’s behalf, this right applies throughout all aspects of the Title IX matter, including throughout the grievance process.
- c. “Decision-maker” (34 CFR §106.45(b)(7)) means a staff member(s) who is not the Title IX Coordinator or the school staff member who conducted the investigation, designated by the Head of School, to objectively evaluate the relative evidence and reach conclusions about whether the Respondent is responsible for the alleged sexual harassment in accordance with the provisions of 34 CFR. §106.
- d. “Education program or activity” (34 CFR §106.44(a)) includes locations, events, or circumstances over which the school district exercises substantial control over both the Respondent and the context in which the sexual harassment occurs.
- e. “Formal complaint” (34 CFR §106.30(a)) means a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the school district investigate the allegation of sexual harassment. As used in this definition paragraph, the phrase “document filed by a Complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the school district) that contains the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal complaint.





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Sexual Harassment of Students

- f. “Investigator” (34 CFR §106.45(b)(5)) means a staff member or staff members who may be the Title IX Coordinator and who is not a decision-maker, designated by the Head of School, to investigate alleged sexual harassment in accordance with 34 CFR §106. The investigator may be the school district’s Affirmative Action Officer only if the Affirmative Action Officer is not the decision-maker.
- g. “Program or activity” and “program” (34 CFR §106.2(h)(2)(ii)) means all of the operations of a local educational agency (as defined in 20 U.S.C. §8801), system of vocational education, or other school system.
- h. “Respondent” (34 CFR §106.30(a)) means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
  - (1) A parent may act on behalf of the Respondent in accordance with State law, court orders, child custody arrangements, or other sources granting legal rights to parents.
  - (2) If a parent has a legal right to act on a Respondent’s behalf, this right applies throughout all aspects of the Title IX matter, including throughout the grievance process.
- i. “Title IX Coordinator” (34 CFR §106.8(a)) means an individual designated and approved by the Board to coordinate its efforts to comply with its responsibilities under 34 CFR §106 and this Policy. The individual must be referred to as the “Title IX Coordinator” and may also be the investigator but cannot be the decision-maker.

## B. Reporting and Notification Requirements

- 1. Sexual harassment may take place electronically or on an online platform used by the school, including, but not limited to, computer and internet networks; digital platforms; and computer hardware or software owned or operated by, or used in the operations of the school.



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Sexual Harassment of Students

2. In accordance with 34 CFR §106.8(a), any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
  - a. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.
3. A school district with "actual knowledge" of sexual harassment in the educational program or activity of the school district against a student, must respond promptly in a manner that is not "deliberately indifferent".
  - a. The school district has "actual knowledge" when an employee receives a complaint of sexual harassment or an employee is aware of behavior that could constitute sexual harassment.
    - (1) Any school employee who receives a complaint of sexual harassment or is aware of behavior that could constitute sexual harassment is required to report that information to the Title IX Coordinator in accordance with the provisions of B.1. above.
    - (2) In addition to the district's response in accordance with this Regulation, the district must report any potential child abuse to appropriate law enforcement and child welfare authorities in accordance with N.J.S.A. 18A:36-24; N.J.S.A. 18A:36-25; N.J.A.C. 6A:16-11.1; and Policy and Regulation 8462.
  - b. A school district is "deliberately indifferent" only if the response to sexual harassment is clearly unreasonable in light of the known circumstances, pursuant to 34 CFR §106.44(a).



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Sexual Harassment of Students

4. The district is required to offer supportive measures to the Complainant even if the Respondent ceased being enrolled or employed by the district prior to the filing of a formal complaint.
    - a. If the Respondent ceases to be enrolled in or employed by the district after a formal complaint is filed, the district may dismiss the complaint, but must still offer supportive measures to the Complainant pursuant to 34 CFR §106.45(b)(3)(ii).
  5. The Title IX Coordinator shall notify persons entitled to a notification pursuant to 34 CFR §106.8(a) that the school district does not discriminate on the basis of sex in the education program or activity it operates and it is required by Title IX and Policy and Regulation 5751 not to discriminate in such a manner in accordance with 34 CFR §106.8(b)(1).
  6. The Title IX Coordinator shall prominently display the contact information required to be listed for the Title IX Coordinator pursuant to 34 CFR §106.8(b)(2)(i) on the school district's website and in each handbook or catalog the school district makes available to persons entitled to a notification in accordance with 34 CFR §106.8(a).
    - a. Policy 5751 and this Regulation shall be prominently displayed on the district's website and accessible to anyone.
- C. Supportive Measures
1. "Supportive measures" mean non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed pursuant to 34 CFR §106.30(a).
  2. Supportive measures shall be available to the Complainant, Respondent, and as appropriate, witnesses or other impacted individuals.



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3. The Title IX Coordinator shall maintain consistent contact with the parties to ensure that safety, emotional and physical well-being are being addressed.
  4. Generally, supportive measures are meant to be short-term in nature and will be re-evaluated on a periodic basis.
    - a. To the extent there is a continuing need for supportive measures after the conclusion of the resolution process, the Title IX Coordinator will work with appropriate school district resources to provide continued assistance to the parties.
- D. Grievance Process
1. The school district will use the grievance process outlined in 34 CFR §106.45 and this Regulation to address formal complaints of sexual harassment.
  2. Parents, students, unions and associations, and staff members shall receive notice of the grievance procedures and the Title IX Coordinator's name or title, office, address, email address, and telephone number in accordance with 34 CFR §106.8(a).
  3. The school district's grievance process may, but need not, provide for a hearing pursuant to 34 CFR §106.45(b)(6)(ii).
  4. The school district may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with 34 CFR §106.45(b)(9).
  5. The school district may not require the parties to participate in an informal resolution process regarding a Title IX claim and may not offer an informal resolution process unless a formal complaint is filed pursuant to 34 CFR §106.45(b)(9).



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6. The Title IX Coordinator must promptly contact the Complainant in accordance with 34 CFR §106.44(a).
7. In response to a formal complaint, the school district will follow a grievance process that complies with 34 CFR §106.45.
  - a. Upon receipt of a formal complaint, the Title IX Coordinator shall provide written notice to the parties who are known in accordance with 34 CFR §106.45(b)(2)(i).
  - b. The Title IX Coordinator shall provide the investigator with a copy of the formal complaint if the Title IX Coordinator is not the investigator.
  - c. The investigator shall investigate the allegations contained in a formal complaint pursuant to 34 CFR §106.45(b).
8. The investigator shall create an investigative report in accordance with the provisions of 34 CFR §106.45(b)(5)(vii).
  - a. The investigator will attempt to collect all relevant information and evidence.
  - b. While the investigator will have the burden of gathering evidence, it is crucial that the parties present evidence and identify witnesses to the investigator so that they may be considered during the investigation.
  - c. While all evidence gathered during the investigative process and obtained through the exchange of written questions will be considered, the decision-maker may in their discretion grant lesser weight to last minute information or evidence introduced through the exchange of written questions that was not previously presented for investigation by the investigator.
  - d. To the greatest extent possible, and subject to Title IX, the school will make reasonable accommodations in an investigation to avoid potential re-traumatization of a student.



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- e. The investigative report shall be provided to the decision-maker in accordance with the provisions of 34 CFR §106.45(b)(6)(ii).
- 9. The decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, shall issue a written determination regarding responsibility pursuant to 34 CFR §106.45(b)(7).
  - a. To reach this determination, the decision-maker will apply the preponderance of the evidence standard,

which shall be the same standard of evidence for formal complaints against students as for formal complaints against employees, including faculty, and apply the same standard of evidence to all formal complaints of sexual harassment pursuant to 34 CFR §106.45(b)(1)(vii).
  - b. The decision-maker will facilitate a written question and answer period between the parties.
    - (1) Each party may submit their written questions for the other party and witnesses to the decision-maker for review.
    - (2) The questions must be relevant to the case and the decision-maker will determine if the questions submitted are relevant and will then forward the relevant questions to the other party or witnesses for a response.
    - (3) The decision-maker shall then review all the responses, determine what is relevant or not relevant, and issue a decision as to whether the Respondent is responsible for the alleged sexual harassment.



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Sexual Harassment of Students

- (4) The decision-maker will issue a written determination following the review of evidence. The written determination will include:
  - (a) Identification of allegations potentially constituting sexual harassment as defined in Policy and Regulation 5751 and 34 CFR §106.30;
  - (b) A description of the procedural steps taken from the receipt of the complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather evidence;
  - (c) Findings of fact supporting the determination, conclusions regarding the application of this formal grievance process to the facts; and
  - (d) A statement of and rationale for the result as to each allegation, including any determination regarding responsibility, any disciplinary sanctions the decision-maker imposed on the Respondent that directly relate to the Complainant, and whether remedies designed to restore or preserve equal access to the school's education program or activity will be provided to the Complainant; and procedures and permissible bases for the parties to appeal the determination.
- (5) The written determination will be provided to the parties simultaneously.



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Sexual Harassment of Students

- (6) Notwithstanding a temporary delay of the grievance procedure or the limited extension of the grievance procedure time frames with good cause, the written determination shall be provided within sixty calendar days from receipt of the Complaint.
  - (a) The sixty calendar day time frame does not include the appeal process.
- (7) Remedies and supportive measures that do not impact the Respondent should not be disclosed in the written determination; rather the determination should simply state that remedies will be provided to the Complainant.

## E. Appeals

- 1. The school district will offer both parties an appeal from a determination regarding responsibility, and from the Title IX Coordinator's dismissal of a formal complaint or any allegations therein in accordance with 34 CFR §106.45(b)(8)(i).
- 2. As to all appeals, the school district will comply with the requirements of 34 CFR §106.45(b)(8).
- 3. The Head of School shall designate an appeal officer for each appeal filed.
  - a. The appeal officer shall not be the same person as the decision-maker that reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator in accordance with 34 CFR §106.45(b)(8)(iii)(B).
- 4. The Complainant and Respondent shall have an equal opportunity to appeal the policy violation determination and any sanctions.
- 5. The school district shall administer the appeal process, but is not a party and will not advocate for or against any appeal.





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6. A party may appeal only on the following grounds and the appeal shall identify the reason(s) why the party is appealing:
  - a. There was a procedural error in the hearing process that materially affected the outcome;
    - (1) Procedural error refers to alleged deviations from school district policy, and not challenges to policies or procedures themselves;
  - b. There is new evidence that was not reasonably available at the time of the hearing and that could have affected the outcome;
  - c. The decision-maker had a conflict of interest or bias that affected the outcome;
  - d. The determination regarding the policy violation was unreasonable based on the evidence before the decision-maker;
    - (1) Appealing on this basis is available only to a party who participated in the hearing; and
  - e. The sanctions were disproportionate to the hearing officer's findings.
7. The appeal must be submitted in writing to the Title IX Coordinator within ten calendar days following the issuance of the notice of determination.
8. The appeal must identify the ground(s) for appeal and contain specific arguments supporting each ground for appeal.
9. The Title IX Coordinator shall notify the other party of the appeal, and that other party shall have an opportunity to submit a written statement in response to the appeal, within ten calendar days.



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10. The Title IX Coordinator shall inform the parties that they have an opportunity to meet with the appeal officer separately to discuss the proportionality of the sanction.
11. The appeal officer shall decide the appeal considering the evidence presented at the hearing, the investigation file, and the appeal statements of both parties.
12. In disproportionate sanction appeals, input the parties provided during the meeting may also be considered.
13. The appeal officer shall summarize their decision in a written report that will be sent to the Complainant and Respondent within twenty calendar days of receiving the appeal.

## F. Remedies

1. The Title IX Coordinator shall be responsible for effective implementation of any remedies in accordance with 34 CFR §106.45(b)(7)(iv).
2. Following receipt of the written determination from the decision-maker, the Title IX Coordinator will facilitate the imposition of sanctions, if any, the provision of remedies, if any, and to otherwise complete the formal resolution process.
3. The appropriate school official designated by the Superintendent, after consultation with the Title IX Coordinator, will determine the sanctions imposed and remedies provided, if any.
  - a. The imposition of sanctions or provisions of remedies will be revisited by the Title IX Coordinator following the appeal officer's decision, as appropriate.
4. The Title IX Coordinator must provide written notice to the parties simultaneously.
5. The school district must disclose to the Complainant the sanctions imposed on the Respondent that directly relate to the Complainant when such disclosure is necessary to ensure equal access to the school district's education program or activity.



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6. It is important to note that conduct that does not meet the criteria under Title IX may violate other Federal or State laws or school district policies regarding student misconduct or may be inappropriate and require an immediate response in the form of supportive measures and remedies to prevent its recurrence and address its effects.

## G. Parent Rights

1. Consistent with the laws of New Jersey, a student's parent must be permitted to exercise the rights granted to their child under Policy and Regulation 5751, whether such rights involve requesting supportive measures, filing a formal complaint, or participating in a grievance process.
2. A student's parent must also be permitted to accompany the student to meetings, interviews, and hearings, if applicable, during a grievance process in order to exercise rights on behalf of the student.
3. The student may have an advisor in addition to the parent.

## H. Training

The Head of School or designee shall ensure that Title IX Coordinators, investigators, decision-makers, appeal officers, and any person who facilitates an informal resolution process, receive training in accordance with 34 CFR §106.45(b)(1)(iii).

## I. Compliance

The Head of School or designee shall consult with the Board Attorney to ensure the school district's response to any allegations of sexual harassment and the school district's grievance process are in accordance with 34 CFR §106.44 and 34 CFR §106.45.



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## J. Requirements of New Jersey's Anti-Bullying Bill of Rights Act

Any time a report is made to the Title IX Coordinator or formal complaint is filed pursuant to Policy and Regulation 5751 and in accordance with 34 CFR §106, the Title IX Coordinator shall forward the report or complaint to the Principal of the school building attended by the alleged victim for the Principal to follow the requirements of New Jersey's Anti-Bullying Bill of Rights Act and Policy 5512.

Adopted:



# POLICY GUIDE

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Instruction Program  
Oct 21  
M

[See POLICY ALERT No. 225]

## 2425 EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM

The Board of Trustees is committed to providing a high quality educational program, virtually or remotely, in the event a school or the schools of the district are required to close for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure. The district's virtual or remote program of instruction shall be in accordance with N.J.S.A. 18A:7F-9.

In the event the school district is required to close a school or 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 by the appropriate health agency or officer to institute a public health-related closure, the Commissioner of Education shall allow the district to apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9, one or more days of virtual or remote instruction provided to students on the day or days the schools of the district were closed if the program of virtual or remote instruction meets such criteria as may be established by the Commissioner Education.

The Head of School shall submit, with Board approval, the school district's program of virtual or remote instruction to the Commissioner of Education by no later than October 29, 2021 and annually thereafter.

A day of virtual or remote instruction, if instituted under the district's Commissioner of Education's approved program of virtual or remote instruction, shall be considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, the awarding of course credit, and other such matters as determined by the Commissioner of Education.

Any district program of virtual or remote instruction implemented for the general education students shall provide the same educational opportunities to students with disabilities. Special education and related services, including speech language services, counseling services, physical therapy, occupational therapy,



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and behavioral services, may be delivered to students with disabilities through the use of electronic communication or a virtual or online platform and as required by the student's Individualized Education Program (IEP), to the greatest extent practicable.

In the event the State or local health department determines it is advisable to close or mandates closure of the schools of the district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction. The Head of School shall consult with the Board prior to such decision, if practicable. The Head of School shall ensure that students, parents, staff, and the Board are informed promptly of the Head of School's decision.

Nothing in N.J.S.A. 18A:7F-9 and this Policy shall be construed to limit, supersede or preempt rights, privileges, compensation, remedies, and procedures afforded to public employees or a collective bargaining unit under Federal or State law or any provision of a collective bargaining agreement entered into by the school district.

In the event of the closure of a school or the schools of the district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for a period longer than three consecutive school days:

1. District employees shall be entitled to compensation, benefits, and emoluments pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(1) and (2).
2. The district shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(3).



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3. The district shall be obligated to make payments for benefits, compensation, and emoluments and all payments required pursuant to N.J.S.A. 18A:6-51 et seq., to an educational services commission, county special services school district, and a jointure commission, and under any shared services agreement and cooperative contract entered into with any other public entity pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).
4. An educational services commission, county special services school district, and a jointure commission shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider or a shared services agreement in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).

The provisions of N.J.S.A. 18A:7F-9.e.(1) through (4) shall not apply to any employee whose weekly hours of work are reduced, and to whom unemployment benefits are provided, pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq. A contracted service provider, educational services commission, county special services school district, or jointure commission shall notify the district with which it has entered into a contract to provide services of its intent to reduce the hours of work of its employees pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq.

1. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(3), if a contracted service provider reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the contracted service provider shall be reduced by the same amount.



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2. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(4), if an educational services commission, county special services school district, or jointure commission reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the educational services commission, county special services school district, or jointure commission shall be reduced by the same amount.

This Policy may be revised as necessary by the Head of School in accordance with N.J.S.A. 18A:7F-9. The school district's emergency virtual or remote instruction program shall be available on the school district's website.

N.J.S.A. 18A:7F-9

Adopted:





5112 ENTRANCE AGE

The Board of Trustees will admit to this district children otherwise eligible by law or Board policy who have attained the age requirements set by law and this Board of Education. The Board requires documentary verification of the age and birthdate of any child for whom admission to this district is sought.

**Kindergarten**

A child is eligible for entrance into Kindergarten who will have attained the age of five years on or before December 31st of the school year in which entrance is sought.

The Board may admit to Kindergarten underage children who were properly enrolled in an approved public or private school Kindergarten before transferring to this district and need to undertake the kindergarten program.

**First Grade**

A child is eligible for entrance into first grade who will have attained the age of six years on or before December 31st of the year in which entrance is sought or has completed the Kindergarten program of this district or an equivalent program and has been recommended by the teacher for advancement to the first grade or by the decision of the Head of School.

N.J.S.A. 18A:36-19; 18A:38-5; 18A:38-6; 18A:44-1;  
18A:44-2; 18A:46-6; 18A:46-6.1  
N.J.A.C. 6A:14-3.3

Adopted:



## Finance & Facilities Committee Report

November 8, 2021

### Attendance:

- ☐ Leslie Baynes
- ☐ Bima Baje

### I. Financial Review

#### a. Treasurer's Report:

- i. As of October 31, 2021, total operating cash on hand \$1,199,673 net \$76,768.32 in vendor payments of which 03888,3897 & 4061 will be voided and \$4,186.46 employee checks outstanding of which two will be voided as they are duplicate payments and the other will be reissued.

#### b. Secretary's Report:

- i. As of October 31, 2021
  - o \$1,980,321 in expenses have been paid
  - o \$5,020,823 in encumbrances are pending payment
  - o \$760,858 remains unencumbered

#### c. Operations

- o Facilities
  - o District Office at 972 Broad
    - Move projected mid December
    - Working with owner on final construction details, there is the potential of additional costs for renovations to accommodate ten staff members.
  - o Performing Arts classroom undergoing renovations next week to repair ceiling above the drop ceiling. The room will be ready when students return after Thanksgiving.
- o Charter School Grant
  - o First round of reimbursement \$281,883, for K furniture, technology, books, curriculum, software & supplies, salaries & benefits and advertising.
  - o An additional \$1,218,117 is available thru FY24, projected spending on advertising for staff and student enrollment, salaries, professional development.



- ESSER Funding
  - Esser II \$499,233 pending release, identified potentially \$240k in spending from current budget & FY21 to apply to grant funding.

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

**FOR THE MONTH ENDING OCTOBER 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	\$ 655,251.53	\$ 849,524.66	\$ 353,199.98	\$ 1,151,576.21
2	Charter Escrow	75,000.00	-	-	\$ 75,000.00
2	Special Revenue Fund - Fund 20	23,180.90	-	30,703.57	(7,522.67)
3	Total governmental funds (Lines 1 thru 2)	753,432.43	849,524.66	383,903.55	1,219,053.54
	<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	139,540.74	276,282.52	(95,760.06)
	PPP Account	-	-	-	-
6	Payroll Agency	38,507.27	31,751.68	30,392.92	39,866.03
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)	92,466.59	171,292.42	306,675.44	(42,916.43)
10	Total All Funds (Lines 3, 4 and 9)	\$ 869,435.89	\$ 1,020,817.08	\$ 690,578.99	\$ 1,199,673.98

**Prepared and Submitted By:**

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

**11/4/2021**

\_\_\_\_\_  
Date

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

<b><u>Fund</u></b>		
10.101	General fund - Regular Account	\$ 1,151,576.21
10.106	Charter Escrow	75,000.00
20.101	Special Revenue Fund	(7,522.67)
60.101	Enterprise Fund	23,536.87
90.104	PPP Account	-
90.101	Payroll Account	(95,760.06)
90.103	Unemployment	25.00
91.101	Agency Account	39,866.03
95.101	Student Activity Account	12,952.60
		<hr/>
<b>Total Board Secretary's Records - A-148</b>		1,199,673.98
Total Funds per Treasurer's Report		<hr/> 1,199,673.98
Difference		<hr/> <b>\$ -</b> <hr/>

LINK COMMUNITY CHARTER SCHOOL  
TD Bank  
OPERATING ACCOUNT - 430-2520237  
FOR THE MONTH ENDING OCTOBER 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>\$ 833,158.95</b>	<b>\$ 655,251.53</b>	<b>\$ 23,180.90</b>	<b>\$ 678,432.43</b>
<b><u>Additions</u></b>				
Deposits	849,524.66	849,524.66	0.00	849,524.66
<b>Total Receipts</b>	<b>849,524.66</b>	<b>849,524.66</b>	<b>0.00</b>	<b>849,524.66</b>
<b><u>Deductions</u></b>				
Cash Disbursements	461,861.75	353,199.98	30,703.57	383,903.55
<b>Total Disbursements</b>	<b>461,861.75</b>	<b>353,199.98</b>	<b>30,703.57</b>	<b>383,903.55</b>
<b><u>BALANCE END OF MONTH</u></b>	<b>1,220,821.86</b>			
<b><u>RECONCILIATION</u></b>				
Less--Outstanding checks	76,768.32			
Deposit in transit				
<b>ADJUSTED BALANCE END OF MONTH</b>	<b>\$ 1,144,053.54</b>	<b>\$ 1,151,576.21</b>	<b>\$ (7,522.67)</b>	<b>\$ 1,144,053.54</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
08/06/2021	04144	AT&T Mobility	\$7,992.97	
08/20/2021	04168	LESLIE BAYNES	\$12,637.81	
10/14/2021	04242	ASCD	\$59.00	
10/15/2021	04245	LESLIE BAYNES	\$4,900.64	
10/15/2021	04248	Gopher	\$24.58	
10/15/2021	04249	Emergent Education LLC	\$50.00	
10/15/2021	04251	Worthington Direct Holdings, LLC	\$18,325.57	
10/15/2021	04254	myparkingsign.com	\$492.60	
10/15/2021	04257	Association of American Educators	\$2,079.00	
10/15/2021	04258	Troxell Communications, Inc.	\$907.00	
10/15/2021	04261	Avaya Inc.	\$130.50	
10/15/2021	04266	Extra Space Storage	\$265.00	
10/18/2021	04268	Catapult Learning, LLC	\$15,198.00	

The total of all checks outstanding this period: \$76,768.32

No Journal Entries remain outstanding after this period.



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## STATEMENT OF ACCOUNT



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

Page: 1 of 8  
Statement Period: Oct 01 2021-Oct 31 2021  
Cust Ref #: 4302520237-719-E-\*\*\*  
Primary Account #: 430-2520237

## TD Business Premier Checking

LINK COMMUNITY CHARTER SCHOOL INC

Account # 430-2520237

## ACCOUNT SUMMARY

Beginning Balance	373,130.28	Average Collected Balance	678,554.47
Deposits	844,545.66	Interest Earned This Period	0.00
Electronic Deposits	4,979.00	Interest Paid Year-to-Date	0.00
		Annual Percentage Yield Earned	0.00%
Checks Paid	290,899.39	Days in Period	31
Electronic Payments	170,962.36		
Ending Balance	760,793.19		

## DAILY ACCOUNT ACTIVITY

## Deposits

POSTING DATE	DESCRIPTION	AMOUNT
10/04	DEPOSIT	304,525.96
10/18	DEPOSIT	540,019.70
	Subtotal:	844,545.66

## Electronic Deposits

POSTING DATE	DESCRIPTION	AMOUNT
10/15	CCD DEPOSIT, PLAINFIELDBOE AP LINKCO	4,979.00
	Subtotal:	4,979.00

## Checks Paid

No. Checks: 45

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

DATE	SERIAL NO.	AMOUNT	DATE	SERIAL NO.	AMOUNT
10/14	4185	5.09	10/08	4229	40,888.20
10/01	4189*	2,798.00	10/07	4230	2,565.12
10/01	4198*	1,370.16	10/08	4231	9,737.72
10/06	4206*	5,200.00	10/07	4232	2,701.30
10/12	4216*	1,668.76	10/19	4233	623.08
10/29	4218*	25,000.00	10/13	4234	146.26
10/12	4220*	4,800.00	10/25	4235	2,470.00
10/05	4221	3,996.30	10/22	4237*	9,931.25
10/21	4222	116.15	10/28	4238	2,630.00
10/12	4223	10,126.00	10/25	4239	2,790.81
10/06	4224	288.47	10/25	4240	694.05
10/15	4225	937.14	10/22	4241	292.12
10/12	4227*	78.38	10/25	4243*	960.00
10/08	4228	1,340.00	10/26	4244	35,570.31

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- 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.
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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	760,793.19
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**

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## 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

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- 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**

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**STATEMENT OF ACCOUNT**

LINK COMMUNITY CHARTER SCHOOL INC

Page: 3 of 8  
 Statement Period: Oct 01 2021-Oct 31 2021  
 Cust Ref #: 4302520237-719-E-\*\*\*  
 Primary Account #: 430-2520237

**DAILY ACCOUNT ACTIVITY****Checks Paid (continued)**

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

DATE	SERIAL NO.	AMOUNT	DATE	SERIAL NO.	AMOUNT
10/26	4246*	448.90	10/27	4262*	796.69
10/25	4247	10,275.84	10/26	4263	37,333.33
10/22	4250*	289.00	10/20	4264	3,850.00
10/22	4252*	53.84	10/25	4265	6,988.80
10/25	4253	2,951.00	10/25	4267*	1,760.00
10/26	4255*	583.32	10/28	4269*	4,739.00
10/25	4256	26,915.60	10/28	4270	2,686.79
10/26	4259*	11,111.67	10/20	99268971*	10,206.11
10/26	4260	184.83			
Subtotal:					290,899.39

**Electronic Payments**

POSTING DATE	DESCRIPTION	AMOUNT
10/15	eTransfer Debit, Online Xfer Transfer to CK 4301373885	139,540.74
10/15	eTransfer Debit, Online Xfer Transfer to CK 4301373893	15,953.20
10/29	eTransfer Debit, Online Xfer Transfer to CK 4301373893	15,468.42
Subtotal:		170,962.36

**DAILY BALANCE SUMMARY**

DATE	BALANCE	DATE	BALANCE
09/30	373,130.28	10/18	978,514.10
10/01	368,962.12	10/19	977,891.02
10/04	673,488.08	10/20	963,834.91
10/05	669,491.78	10/21	963,718.76
10/06	664,003.31	10/22	953,152.55
10/07	658,736.89	10/25	897,346.45
10/08	606,770.97	10/26	812,114.09
10/12	590,097.83	10/27	811,317.40
10/13	589,951.57	10/28	801,261.61
10/14	589,946.48	10/29	760,793.19
10/15	438,494.40		

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

LINK COMMUNITY CHARTER SCHOOL  
TD Bank  
ACCOUNT #430-6745089  
FOR THE MONTH ENDING OCTOBER 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: Oct 01 2021-Oct 31 2021  
Cust Ref #: 4356745089-717-E-###  
Primary Account #: 435-6745089

**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

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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	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:**

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## 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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LINK COMMUNITY CHARTER SCHOOL  
TD Bank  
ACCOUNT #430-1373918  
FOR THE MONTH ENDING OCTOBER 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: Oct 01 2021-Oct 31 2021  
Cust Ref #: 4301373918-717-E-###  
Primary Account #: 430-1373918

**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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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>

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

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## INTEREST NOTICE

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## FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY

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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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LINK COMMUNITY CHARTER SCHOOL  
TD Bank  
ACCOUNT #430-1373900  
FOR THE MONTH ENDING OCTOBER 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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STATEMENT OF ACCOUNT



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

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

**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)**

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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.

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	25.00
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.
- 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.

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

	<u><b>BANK</b></u>	<u><b>BOOKS</b></u>
<b>BALANCE BEG. OF MONTH</b>	<b>\$ 45,168.18</b>	<b>\$ 40,981.72</b>
<b>RECEIPTS</b>		
Deposits	139,540.74	139,540.74
<b>Total Receipts</b>	<u>139,540.74</u>	<u>139,540.74</u>
Disbursements	276,282.52	276,282.52
<b>Total Disbursements</b>	<u>276,282.52</u>	<u>276,282.52</u>
<b>Balance at End of Month</b>	(91,573.60)	(95,760.06)
<b>Less: Outstanding Checks</b>	<u>4,186.46</u>	<u>-</u>
<b>ADJUSTED BALANCE END OF MONTH</b>	<u><b>\$ (95,760.06)</b></u>	<u><b>\$ (95,760.06)</b></u>

Schedule of Outstanding Checks:

<b>Employee Name</b>	<b>Date</b>	<b>Check #</b>	<b>Amount</b>
Crawford, Jessica	12/31/2020	1076	400.00
Paradiso, Maria	1/15/2021	1082	2,010.77
Dandie, Suzanne L	6/30/2021	1086	1,775.69
			4,186.46



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PAYROLL ACCOUNT  
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NEWARK NJ 07114

Page: 1 of 2  
Statement Period: Oct 01 2021-Oct 31 2021  
Cust Ref #: 4301373885-717-E-###  
Primary Account #: 430-1373885

TD Business Convenience Plus

LINK COMMUNITY CHARTER SCHOOL INC  
PAYROLL ACCOUNT

Account # 430-1373885

ACCOUNT SUMMARY

Beginning Balance	45,168.18	Average Collected Balance	31,937.52
Electronic Deposits	139,540.74	Interest Earned This Period	0.00
		Interest Paid Year-to-Date	0.00
Electronic Payments	276,257.52	Annual Percentage Yield Earned	0.00%
Service Charges	25.00	Days in Period	31
Ending Balance	-91,573.60		

DAILY ACCOUNT ACTIVITY

Electronic Deposits

POSTING DATE	DESCRIPTION	AMOUNT
10/15	eTransfer Credit, Online Xfer Transfer from CK 4302520237	139,540.74
	Subtotal:	139,540.74

Electronic Payments

POSTING DATE	DESCRIPTION	AMOUNT
10/15	CCD DEBIT, N7728 LINK COMMU DIR DEP N7728	97,096.23
10/15	CCD DEBIT, PAYLOCITY TAX AC TAX COL N7728	41,916.71
10/15	CCD DEBIT, N7728 LINK COMMU BILLING N7728	527.80
10/29	CCD DEBIT, N7728 LINK COMMU DIR DEP N7728	95,247.33
10/29	CCD DEBIT, PAYLOCITY TAX AC TAX COL N7728	41,127.20
10/29	CCD DEBIT, N7728 LINK COMMU BILLING N7728	342.25
	Subtotal:	276,257.52

Service Charges

POSTING DATE	DESCRIPTION	AMOUNT
10/29	MAINTENANCE FEE	25.00
	Subtotal:	25.00

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
09/30	45,168.18	10/29	-91,573.60

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- 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	-91,573.60
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:**

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## INTEREST NOTICE

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**FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY**

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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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**LINK COMMUNITY CHARTER SCHOOL**  
**Provident**  
**PPP ACCOUNT -1001171279**  
**FOR THE MONTH ENDING OCTOBER 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>0.00</u>	<u>0.00</u>
Disbursements	0.00	0.00
<b>Total Disbursements</b>	<u>0.00</u>	<u>0.00</u>
<b>Balance at End of Month</b>	0.00	0.00
		0.00
<b>Less: Outstanding Checks</b>	<u>0.00</u>	<u>-</u>
<b>ADJUSTED BALANCE END OF MONTH</b>	<u><u><b>\$ -</b></u></u>	<u><u><b>\$ -</b></u></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: Oct 01 2021-Oct 31 2021  
Cust Ref #: 4301373893-713-E-###  
Primary Account #: 430-1373893

**TD Business Simple Checking**

LINK COMMUNITY CHARTER SCHOOL INC  
PAYROLL AGENCY ACCOUNT

Account # 430-1373893

**ACCOUNT SUMMARY**

Beginning Balance	42,673.06	Average Collected Balance	32,178.39
Electronic Deposits	31,751.68	Interest Earned This Period	0.00
		Interest Paid Year-to-Date	0.00
Checks Paid	10,207.26	Annual Percentage Yield Earned	0.00%
Electronic Payments	24,351.45	Days in Period	31
Ending Balance	39,866.03		

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

POSTING DATE	DESCRIPTION	AMOUNT
10/15	eTransfer Credit, Online Xfer Transfer from CK 4302520237	15,953.20
10/22	CCD DEPOSIT, RETIRE SERVICES DEBIT 316149054500	165.03
10/28	CCD DEPOSIT, RETIRE SERVICES DEBIT 316149054500	165.03
10/29	eTransfer Credit, Online Xfer Transfer from CK 4302520237	15,468.42
Subtotal:		31,751.68

**Checks Paid**

No. Checks: 7

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

DATE	SERIAL NO.	AMOUNT	DATE	SERIAL NO.	AMOUNT
10/28	1182	3,319.96	10/27	1189	676.58
10/08	1186*	607.73	10/25	1190	242.55
10/08	1187	238.10	10/25	1191	462.34
10/25	1188	4,660.00			
Subtotal:					10,207.26

**Electronic Payments**

POSTING DATE	DESCRIPTION	AMOUNT
10/07	CCD DEBIT, BENEFLEX INC BT1006 000000153215814	165.39
10/08	CCD DEBIT, DIV OF PENS&BENE TEPS TPAF 000000027963297	14,954.11
10/08	CCD DEBIT, DIV OF PENS&BENE TEPS PERS 000000027963301	8,076.74
10/20	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	165.03
10/20	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	165.03
10/20	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	165.03
10/20	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	165.03

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



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- 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.
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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	39,866.03
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:**

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

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## 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

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- 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.

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**Bank**

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

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

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

POSTING DATE	DESCRIPTION	AMOUNT
10/20	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	165.03
10/20	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	165.03
10/20	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	165.03
	Subtotal:	24,351.45

**DAILY BALANCE SUMMARY**

DATE	BALANCE	DATE	BALANCE
09/30	42,673.06	10/22	33,594.01
10/07	42,507.67	10/25	28,229.12
10/08	18,630.99	10/27	27,552.54
10/15	34,584.19	10/28	24,397.61
10/20	33,428.98	10/29	39,866.03

**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  
Acct# 430-1373893  
FOR THE MONTH ENDING OCTOBER 31, 2021

	<u>BANK</u>	<u>BOOKS</u>
<b><u>BALANCE BEG. OF MONTH</u></b>	<b><u>\$ 42,673.06</u></b>	<b><u>\$ 38,507.27</u></b>
<b><u>RECEIPTS</u></b>		
Deposits /Interests	31,751.68	31,751.68
 <b>Total Receipts</b>	 <b><u>31,751.68</u></b>	 <b><u>31,751.68</u></b>
-		
Cash Disbursements	34,558.71	30,392.92
 <b>Balance at End of Month</b>	 <b>39,866.03</b>	 <b>39,866.03</b>
Outstanding Checks	0.00	
 <b><u>ADJUSTED BALANCE END OF MONTH</u></b>	 <b><u>39,866.03</u></b>	 <b><u>\$ 39,866.03</u></b>



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

**TD Business Simple Checking**

LINK COMMUNITY CHARTER SCHOOL INC  
PAYROLL AGENCY ACCOUNT

Account # 430-1373893

**ACCOUNT SUMMARY**

Beginning Balance	42,673.06	Average Collected Balance	32,178.39
Electronic Deposits	31,751.68	Interest Earned This Period	0.00
		Interest Paid Year-to-Date	0.00
Checks Paid	10,207.26	Annual Percentage Yield Earned	0.00%
Electronic Payments	24,351.45	Days in Period	31
Ending Balance	39,866.03		

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

POSTING DATE	DESCRIPTION	AMOUNT
10/15	eTransfer Credit, Online Xfer Transfer from CK 4302520237	15,953.20
10/22	CCD DEPOSIT, RETIRE SERVICES DEBIT 316149054500	165.03
10/28	CCD DEPOSIT, RETIRE SERVICES DEBIT 316149054500	165.03
10/29	eTransfer Credit, Online Xfer Transfer from CK 4302520237	15,468.42
Subtotal:		31,751.68

**Checks Paid**

No. Checks: 7

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

DATE	SERIAL NO.	AMOUNT	DATE	SERIAL NO.	AMOUNT
10/28	1182	3,319.96	10/27	1189	676.58
10/08	1186*	607.73	10/25	1190	242.55
10/08	1187	238.10	10/25	1191	462.34
10/25	1188	4,660.00			
Subtotal:					10,207.26

**Electronic Payments**

POSTING DATE	DESCRIPTION	AMOUNT
10/07	CCD DEBIT, BENEFLEX INC BT1006 000000153215814	165.39
10/08	CCD DEBIT, DIV OF PENS&BENE TEPS TPAF 000000027963297	14,954.11
10/08	CCD DEBIT, DIV OF PENS&BENE TEPS PERS 000000027963301	8,076.74
10/20	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	165.03
10/20	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	165.03
10/20	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	165.03
10/20	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	165.03

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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	39,866.03
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**

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

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

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

POSTING DATE	DESCRIPTION	AMOUNT
10/20	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	165.03
10/20	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	165.03
10/20	CCD DEBIT, RETIREMENT GROUP DEBIT 316149054500	165.03
	Subtotal:	24,351.45

**DAILY BALANCE SUMMARY**

DATE	BALANCE	DATE	BALANCE
09/30	42,673.06	10/22	33,594.01
10/07	42,507.67	10/25	28,229.12
10/08	18,630.99	10/27	27,552.54
10/15	34,584.19	10/28	24,397.61
10/20	33,428.98	10/29	39,866.03

**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 OCTOBER 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>		
Deposits	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>
<b>Disbursements</b>		
Disbursements	-	-
<b>Total</b>	<b>-</b>	<b>-</b>
<b>Bank Balance</b>	<b>12,952.60</b>	<b>12,952.60</b>
<b>Less: Outstanding checks</b>		<b>-</b>
<b>BALANCE END OF MONTH</b>	<b><u>\$ 12,952.60</u></b>	<b><u>\$ 12,952.60</u></b>



America's Most Convenient Bank®

E

STATEMENT OF ACCOUNT



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opt in to paperless  
statements.

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

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

**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)**

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



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

1	Ending Balance	12,952.60
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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## FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY

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- 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.

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Acct #	Account Title	Opening Balance	Debits	Credits	Balance
10-101	CASH-CHECKING	1,847,503.41	1,404,619.91	2,100,547.11	1,151,576.21
10-103	PETTY CASH	3,500.00	0.00	0.00	3,500.00
10-105	Cash with Fiscal Agents	0.00	0.00	0.00	0.00
10-106	Charter Escrow	75,000.00	0.00	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	363,102.24	5,896,396.00	1,101,398.89	5,158,099.35
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	(10,536.39)	5,886.08	40,391.08	(45,041.39)
10-134	Interfund Payroll	32,397.36	(136,716.78)	0.00	(104,319.42)
10-135	Interfund-Payroll Agency	41,019.36	0.00	3,319.96	37,699.40
10-137	Student Activity	0.00	0.00	0.00	0.00
10-141	STATE A/R	0.00	709,410.00	259,450.80	449,959.20
10-142	FEDERAL A/R	0.00	0.00	0.00	0.00
10-143	OTHER A/R	26,964.69	0.00	0.00	26,964.69
10-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
10-153	OTHER ACC RECVBL	0.00	0.00	0.00	0.00
10-199	OTH CURRASSETS	4,550.00	0.00	0.00	4,550.00
10-301	EST REVENUES	0.00	0.00	0.00	0.00
10-302	REVENUES	0.00	0.00	6,605,865.18	6,605,865.18
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 BusAd 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	343,166.27	335,127.54	0.00	8,038.73
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	COMPABS PBLE	0.00	0.00	0.00	0.00
10-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
10-451	LOANS PAYABLE	0.00	0.00	0.00	0.00

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
10-461	Health Insurance Emp share	8,407.15	(19,700.12)	0.00	28,107.27
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	1,915,950.39	0.00	1,915,950.39
10-603	ENCUMBRANCES	0.00	6,442,820.48	1,915,919.89	4,526,900.59
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. BusAd 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	1,915,919.89	6,442,820.48	4,526,900.59
10-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00
10-755	Res Fund Bal BusAd 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	0.00	0.00
10-761	RES FB-CA RSAC	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	2,031,927.25	0.00	0.00	2,031,927.25
10-772	Res Fund Bal ARRA/SEMI	0.00	0.00	0.00	0.00
			<hr/>	<hr/>	
			18,469,713.39	18,469,713.39	

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
20-101	CASH-CHECKING	(213,501.58)	270,350.00	64,371.09	(7,522.67)
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	0.46	0.00	0.00	0.46
20-142	FEDERAL A/R	276,694.00	0.00	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	806,770.00	0.00	0.00	806,770.00
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	63,192.53	0.00	0.00	63,192.53
20-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
20-601	APPROPRIATIONS	804,832.00	0.00	0.00	804,832.00
20-602	EXPENDITURES	0.00	64,371.09	0.00	64,371.09
20-603	ENCUMBRANCES	0.00	558,294.20	64,371.09	493,923.11
20-604	INCR IN CAP RSV	0.00	0.00	0.00	0.00
20-753	RSV ENC CURR YR	0.00	64,371.09	558,294.20	493,923.11
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	0.35	0.00	0.00	0.35
			<hr/>	<hr/>	
			957,386.38	957,386.38	

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
60-101	CASH-CHECKING	23,536.87	46,277.16	46,277.16	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	10,536.39	40,391.08	5,886.08	45,041.39
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	5,212.21	0.00	0.00	5,212.21
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	20,622.90	20,622.90
60-303	BGTD FUND BAL	0.00	0.00	0.00	0.00
60-411	I/GA/P - STATE	0.00	0.00	0.00	0.00
60-412	I/GA/P-FEDERAL	0.00	0.00	0.00	0.00
60-421	ACCTS PAYABLE	9,412.57	0.00	0.00	9,412.57
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	COMPABS 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	0.00	0.00
60-770	CE SURPLUS	29,872.90	0.00	0.00	29,872.90
			<hr/>	<hr/>	
			198,440.40	198,440.40	

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
90-101	CASH-CHECKING	40,981.72	796,616.96	933,358.74	(95,760.06)
90-102	Payroll Agency	0.00	0.00	0.00	0.00
90-103	Unemployment	25.00	0.00	0.00	25.00
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	(8,307.80)	0.00	0.00	(8,307.80)
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	32,397.36	933,358.74	796,616.96	(104,344.42)
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	COMPABS 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	14.21	0.00	0.00	14.21
90-472	AXA	0.00	0.00	0.00	0.00
90-481	DEFRRD REVENUES	287.36	0.00	0.00	287.36
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	(0.01)	0.00	0.00	(0.01)
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
90-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
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/>	
			1,729,975.70	1,729,975.70	

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
91-101	CASH-CHECKING	56,396.19	72,421.74	88,951.90	39,866.03
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	(41,019.36)	0.00	0.00	(41,019.36)
91-133	Interfund	0.00	0.00	0.00	0.00
91-134	Interfund Payroll	8,307.80	0.00	0.00	8,307.80
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 RECBL	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	COMPABS 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	13,030.00	10,580.00	(2,450.00)
91-473	AFLAC	715.06	1,468.76	1,604.72	851.02
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	2,802.68	2,802.68
91-483	Withholding-TSA	0.00	0.00	0.00	0.00
91-484	vision	0.00	794.54	417.54	(377.00)
91-485	Dental	0.00	12,747.90	4,838.75	(7,909.15)
91-486	Dependent Care	0.00	2,123.41	(1,684.19)	(3,807.60)
91-487	Garnishment	0.00	0.00	0.00	0.00
91-488	TPAF Payable	13,995.01	32,817.90	27,953.45	9,130.56
91-489	PERS Payable	7,819.66	25,144.24	24,551.27	7,226.69
91-490	UNPDT	(0.31)	0.00	0.00	(0.31)
91-491	DCRP	1,155.21	825.15	1,357.52	1,687.58
91-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
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/>	
			161,373.64	161,373.64	

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
95-101	CASH-CHECKING	12,952.60	0.00	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	(250.00)	0.00	0.00	(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 RECVBL	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	2,909.00	0.00	0.00	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	0.00	0.00
95-770	CE SURPLUS	9,793.60	0.00	0.00	9,793.60
			<hr/>	<hr/>	
			0.00	0.00	



P.O. Box 1001  
Iselin, NJ 08830-1001

Account Number 1127000464  
Statement Date 10/29/2021  
Statement Thru Date 10/31/2021  
Check/Items Enclosed 0  
Page 1

#### Address Service Requested



00003070 MPBNJDDA103021104721 01 000000000 0034930 001

LINK COMMUNITY CHARTER SCHOOL INC  
23 PENNSYLVANIA AVE  
NEWARK NJ 07114-2007

#### Customer Support



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#### RELATIONSHIP SUMMARY AND CURRENT STATEMENT ACTIVITY

Account Type	Account Number	Balance
BUSINESSADVANTAGE CKNG	1127000464	\$459,968.67

#### BUSINESSADVANTAGE CKNG

Account Number: 1127000464

Account Owner(s): LINK COMMUNITY CHARTER SCHOOL INC

#### Balance Summary

Beginning Balance as of 10/01/2021	\$460,028.67
+ Deposits and Credits (0)	\$0.00
- Withdrawals and Debits (1)	\$60.00
Ending Balance as of 10/31/2021	\$459,968.67
Service Charges for Period	\$0.00
Average Balance for Period	\$460,015.00

#### Transaction Detail

Date	Description	Deposits	Withdrawals	Balance
Oct 01	BEGINNING BALANCE			\$460,028.67
Oct 25	COPY OF PAID/DEPOSITED CHECK FEE		60.00	459,968.67
Oct 31	ENDING BALANCE			\$459,968.67

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**Interim Balance Sheet**

**ASSETS AND RESOURCES**

<b>ASSETS</b>		
101 Cash in checking account	\$ 1,151,576.21	
102-106 Other cash equivalents	\$ 78,500.00	
Total cash		\$ 1,230,076.21
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
121 Tax levy receivable		\$ 5,158,099.35
Accounts receivable		
132 Interfund	\$ (111,661.41)	
141 Intergovernmental - state	\$ 449,959.20	
142 Intergovernmental - federal	\$ 0.00	
143 Intergovernmental - other	\$ 26,964.69	
153 Other Accounts Receivable	\$ 0.00	
		\$ 365,262.48
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	\$ (6,605,865.18)	
		\$ (6,605,865.18)
<b>TOTAL ASSETS AND RESOURCES</b>		<b>\$ 152,122.86</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		\$ 8,038.73
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		\$ 28,107.27
481 Deferred revenues		\$ 0.00
499 Other current liabilities		\$ 0.00
Total liabilities		<b>\$ 36,146.00</b>

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year				\$	4,526,900.59	
754 Reserve for encumbrances - prior year				\$	0.00	
760 Other reserves				\$	0.00	
771 Designated Fund Balance				\$	0.00	
772 Designated Fund Balance - ARRA/SEMI				\$	0.00	
601 Appropriations			\$	6,957,170.72		
602 Less: expenditures	\$	1,915,950.39				
603 Less: encumbrances	\$	4,526,900.59	\$	(6,442,850.98)	\$	514,319.74
Appropriations less expenditures						\$ 5,041,220.33

Unappropriated:

770 Fund Balance, July 1, 2021	\$	2,031,927.25	
303 Less: budgeted fund balance	\$	(6,957,170.62)	
Unappropriated fund balance			\$ (4,925,243.37)
Total fund equity			\$ 115,976.96

TOTAL LIABILITIES AND FUND EQUITY

\$ 152,122.96

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 6,957,170.72	\$ 6,442,850.98	\$ 514,319.74
Less: Revenues	\$ 0.00	\$ (6,605,865.18)	\$ 6,605,865.18
Subtotal	\$ 6,957,170.72	\$ (163,014.20)	\$ 7,120,184.92
Less: adjustment to appropriations for Prior Year Encumbrances	\$ 0.00	\$ 0.00	\$ 0.00
Total current year budgeted fund balance	\$ 6,957,170.62	\$ (163,014.20)	\$ 7,120,184.82
Add: Unappropriated fund balance			\$ (4,925,243.37)
Total of budgeted and unappropriated fund balance			\$ 2,194,941.45

**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	(163,014.20)	7,120,184.82
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	0.00	0.00	5,410,215.18	(5,410,215.18)
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	6,442,850.98	514,319.64

**Fund 11 (Current Expense Fund)**

Account Group	Group Title	Original Bgt	New App/Tnrf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Instructional Expense		3,372,496.18	0.00	3,372,496.18	905,167.55	2,246,842.92	220,485.71	0.00
Administrative		2,276,454.12	0.00	2,276,454.12	604,740.41	1,402,410.91	269,302.80	0.00
Support Services		1,258,220.42	(25,000.00)	1,233,220.42	332,119.75	876,746.76	24,353.91	0.00
Grand Totals for fund 11:		6,907,170.72	(25,000.00)	6,882,170.72	1,842,027.71	4,526,000.59	514,142.42	0.00

**Fund 12 (Capital Outlay Fund)**

Account Group	Group Title	Original Bgt	New App/Tnrf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Capital Outlay		50,000.00	25,000.00	75,000.00	73,922.68	900.00	177.32	0.00
Grand Totals for fund 12:		50,000.00	25,000.00	75,000.00	73,922.68	900.00	177.32	0.00

Grand Totals for all Subfunds of Fund 10:		6,957,170.72	0.00	6,957,170.72	1,915,950.39	4,526,900.59	514,319.74	0.00
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**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	(163,014.20)	7,120,184.82
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	59.18	(59.18)
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	6,442,850.98	514,319.64

**Minimum Expense General Ledger Report**

**Fund 11 (Current Expense Fund)**

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	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	497,388.32	1,559,525.13	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	(106,745.00)	465,855.00	112,251.44	236,571.06	117,032.50	0.00
11-190-100-330	Other Purch Svcs	90,000.00	0.00	90,000.00	20,598.00	2,798.00	66,604.00	0.00
11-190-100-610	General Supplies	95,000.00	0.00	95,000.00	62,075.74	31,094.02	1,830.24	0.00
11-190-100-640	Textbooks	51,200.00	0.00	51,200.00	26,041.98	21,759.91	3,398.11	0.00
11-190-100-890	Miscellaneous Expense	50,000.00	0.00	50,000.00	16,867.96	7,822.12	25,309.92	0.00
11-200-100-101	Special Education Teacher	416,782.73	0.00	416,782.73	30,710.05	386,072.68	0.00	0.00
11-421-100-105	Stipends	40,000.00	63,400.00	103,400.00	95,889.06	1,200.00	6,310.94	0.00
<b>Instructional Expense</b>		<b>3,372,496.18</b>	<b>0.00</b>	<b>3,372,496.18</b>	<b>905,167.55</b>	<b>2,246,842.92</b>	<b>220,485.71</b>	<b>0.00</b>
11-000-230-100	Salaries	1,120,998.60	0.00	1,120,998.60	255,906.74	865,091.86	0.00	0.00
11-000-230-300	Purch Prof/Tech Svc	67,000.00	0.00	67,000.00	3,567.50	7,550.00	55,882.50	0.00
11-000-230-331	Judgements Against Charters	42,500.00	0.00	42,500.00	5,416.14	30,583.86	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	13,466.35	43,058.65	3,060.00	0.00
11-000-230-590	Other Purchased Services (400-500 Series)	57,350.00	0.00	57,350.00	35,586.49	15,526.33	6,237.18	0.00
11-000-230-610	Supplies & Materials	7,000.00	0.00	7,000.00	2,826.96	273.04	3,900.00	0.00
11-000-230-890	Miscellaneous Expense	2,400.00	0.00	2,400.00	2,208.89	0.00	191.11	0.00
11-000-291-230	Benefits - SS & Medicare	245,810.26	0.00	245,810.26	91,589.78	154,220.48	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	937.83	42,740.42	0.00	0.00
11-000-291-260	Benefits - Workman's Comp	35,100.00	0.00	35,100.00	5,902.00	29,198.00	0.00	0.00
11-000-291-270	Benefits - Health Insurance	409,782.01	0.00	409,782.01	186,734.53	213,265.47	9,782.01	0.00
11-000-291-290	Benefits - FlexSpending Fees	3,000.00	0.00	3,000.00	597.20	902.80	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>604,740.41</b>	<b>1,402,410.91</b>	<b>269,302.80</b>	<b>0.00</b>
11-000-216-320	Purch Prof Tech Svcs - P/OT	130,000.00	(25,000.00)	105,000.00	0.00	98,253.00	6,747.00	0.00
11-000-240-110	Supp Svcs - Salaries	403,107.42	0.00	403,107.42	55,305.70	347,801.72	0.00	0.00
11-000-240-500	Other Purchased Services (400-500 Series)	197,200.00	0.00	197,200.00	39,825.63	156,613.86	760.51	0.00
11-000-251-830	Mortgage Payments-Interest	328,000.00	0.00	328,000.00	146,666.65	181,333.35	0.00	0.00
11-000-262-520	Insurance	72,413.00	0.00	72,413.00	46,699.49	25,713.51	0.00	0.00
11-000-262-610	Supplies & Materials	26,000.00	(5,000.00)	21,000.00	10,926.35	676.25	9,397.40	0.00
11-000-262-620	Energy Costs	76,500.00	0.00	76,500.00	9,201.25	61,798.75	5,500.00	0.00
11-000-262-890	Miscellaneous Expense	25,000.00	5,000.00	30,000.00	23,494.68	4,556.32	1,949.00	0.00
<b>Support Services</b>		<b>1,258,220.42</b>	<b>(25,000.00)</b>	<b>1,233,220.42</b>	<b>332,119.75</b>	<b>876,746.76</b>	<b>24,353.91</b>	<b>0.00</b>
<b>Grand Totals for fund 11:</b>		<b>6,907,170.72</b>	<b>(25,000.00)</b>	<b>6,882,170.72</b>	<b>1,842,027.71</b>	<b>4,526,000.59</b>	<b>514,142.42</b>	<b>0.00</b>

**Fund 12 (Capital Outlay Fund)**

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
12-000-100-730	Instructional Equipment	50,000.00	0.00	50,000.00	48,922.68	900.00	177.32	0.00
12-000-300-730	Non-Instructional Equipment	0.00	25,000.00	25,000.00	25,000.00	0.00	0.00	0.00
<b>Capital Outlay</b>		<b>50,000.00</b>	<b>25,000.00</b>	<b>75,000.00</b>	<b>73,922.68</b>	<b>900.00</b>	<b>177.32</b>	<b>0.00</b>
<b>Grand Totals for fund 12:</b>		<b>50,000.00</b>	<b>25,000.00</b>	<b>75,000.00</b>	<b>73,922.68</b>	<b>900.00</b>	<b>177.32</b>	<b>0.00</b>

Grand Totals for all Subfunds of Fund 10: 6,957,170.72 0.00 6,957,170.72 1,915,950.39 4,526,900.59 514,319.74 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 Bajaj, Bus Adm/Bd Sec

11/4/21

Date

**Interim Balance Sheet**

**ASSETS AND RESOURCES**

<b>ASSETS</b>		
101 Cash in checking account	\$ (7,522.67)	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ (7,522.67)
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	\$ 0.46	
142 Intergovernmental - federal	\$ 6,344.00	
143 Intergovernmental - other	\$ 0.00	
153 Other Accounts Receivable	\$ 0.00	
		\$ 6,344.46
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
199 Other current assets		\$ 0.00
<b>RESOURCES</b>		
301 Estimated revenues (from adjusted budget)	\$ 0.00	
302 Less: revenues collected or accrued	\$ 0.00	
		\$ 0.00
TOTAL ASSETS AND RESOURCES		\$ (1,178.21)

**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		\$ 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		\$ 63,192.53
499 Other current liabilities		\$ 0.00
Total liabilities		\$ 63,192.53



FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year				\$	493,923.11	
754 Reserve for encumbrances - prior year				\$	0.00	
760 Other reserves				\$	0.00	
771 Designated Fund Balance				\$	0.00	
601 Appropriations			\$	804,832.00		
602 Less: expenditures	\$	64,371.09				
603 Less: encumbrances	\$	493,923.11	\$	(558,294.20)	\$	246,537.80
Appropriations less expenditures						\$ 740,460.91
Unappropriated:						
770 Fund Balance, July 1, 2021				\$	0.35	
303 Less: budgeted fund balance				\$	(806,770.00)	
Unappropriated fund balance						\$ (806,769.65)
Total fund equity						\$ (66,308.74)
TOTAL LIABILITIES AND FUND EQUITY						\$ (3,116.21)

**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	806,770.00	0.00	806,770.00	558,294.20	248,475.80
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		806,770.00	0.00	806,770.00	558,294.20	248,475.80

**Fund 20 (Special Revenue Fund)**

Account Group	Group Title	Original Bgt	New App/Tnrf	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	30,000.00	45,062.00	0.00
ESSER II		495,357.00	0.00	495,357.00	21,498.00	408,390.00	65,469.00	0.00
American Rescue (ESSER III)		55,000.00	0.00	55,000.00	42,873.09	10,533.11	1,593.80	0.00
Grand Totals for fund 20:		804,832.00	0.00	804,832.00	64,371.09	493,923.11	246,537.80	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	806,770.00	0.00	806,770.00	558,294.20	248,475.80
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		806,770.00	0.00	806,770.00	558,294.20	248,475.80

**Minimum Expense General Ledger Report**

**Fund 20 (Special Revenue Fund)**

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	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	30,000.00	45,062.00	0.00
IDEA Part B		75,062.00	0.00	75,062.00	0.00	30,000.00	45,062.00	0.00
20-483-100-101	Instruction- Sal of Teacher	245,062.00	0.00	245,062.00	0.00	275,000.00	(29,938.00)	0.00
20-483-100-300	Purchased Services-Instruction	150,000.00	0.00	150,000.00	15,198.00	133,390.00	1,412.00	0.00
20-483-100-600	Instructional Supplies	0.00	0.00	0.00	6,300.00	0.00	(6,300.00)	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		495,357.00	0.00	495,357.00	21,498.00	408,390.00	65,469.00	0.00
20-486-200-600	Supplies	55,000.00	0.00	55,000.00	42,873.09	10,533.11	1,593.80	0.00
American Rescue (ESSER III)		55,000.00	0.00	55,000.00	42,873.09	10,533.11	1,593.80	0.00
Grand Totals for fund 20:		804,832.00	0.00	804,832.00	64,371.09	493,923.11	246,537.80	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, BusAdm/Bd Sec

11/4/21

Date

<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
10/31/21	11-000-262-610-000-071 Supplies & Materials	11-000-262-890-000-075 Miscellaneous Expense	to cover shortage	5,000.00
The total of all transfers within fund 10 is:				<b>5,000.00</b>

## 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:04271	11/2/21	Link High Technologies Inc.			
		Nov 2021 IT Service Agreement & Monthly Anti	4,700.00	P202200007	11-190-100-320-000-045
		Nov 2021 GSuite & GDrive Backup	132.50	P202200007	11-190-100-320-000-045
		Nov 2021 Datto Back Monthly Service	561.25	P202200007	11-190-100-320-000-045
		Total Check Amount:	5,393.75		
A:04272	11/2/21	Staples Advantage			
		Supplies	207.72	P202200018	11-190-100-610-000-047
		Supplies	479.98	P202200018	11-190-100-610-000-047
		K-1 Cubbies & Shelving	1,355.98	P202200034	11-190-100-610-000-047
		K-1 Cubbies & Shelving	1,211.98	P202200034	11-190-100-610-000-047
		K-1 Cubbies & Shelving	601.98	P202200034	11-190-100-610-000-047
		K-1 Cubbies & Shelving	2,227.96	P202200034	11-190-100-610-000-047
		Total Check Amount:	6,085.60		
A:04273	11/2/21	Waste Management of New Jersey, Inc.			
		Nov 2021 waste/recycling	606.68	P202200010	11-000-240-500-000-068
A:04274	11/2/21	Savvas Learning Company LLC			
		Elevate Science K-5 & Middle Grades + S/H	596.06	P202200028	11-190-100-640-000-048
A:04275	11/2/21	PSE&G			
		Sept-Oct 2021 Energy Costs	3,157.12	P202200054	11-000-262-620-000-074
A:04276	11/2/21	AT & T			
		2021-2022 Long Distance	1,218.32	P202200045	11-000-230-530-000-057
A:04277	11/3/21	School Specialty, LLC			
		Art Supplies 2021-2022	9.78	P202200029	11-190-100-610-000-047
A:04278	11/3/21	Worthington Direct Holdings, LLC			
		Kindergarten Art/Science room rug.	481.02	P202200124	11-190-100-610-000-047
A:04279	11/3/21	State of NJ-Dept of Labor & Workforce Dev.			
		Boiler State Inspection Fee	220.00	P202200134	11-000-262-890-000-075
A:04280	11/3/21	CIT			
		2021-2022 Copier	2,701.30	P202200049	11-000-240-500-000-068
A:04281	11/3/21	Verizon Fios			
		2021-2022 Fios	289.00	P202200057	11-000-230-530-000-057
A:04282	11/3/21	New Jersey Manufacturers Insurance Company			
		2021-2022 WC	2,951.00	P202200102	11-000-291-260-000-054
A:04283	11/3/21	School Health Corp			
		2021-2022 Nurse Supplies	85.03	P202200019	11-190-100-610-000-047
		2021-2022 Nurse Supplies	25.95	P202200019	11-190-100-610-000-047
		Total Check Amount:	110.98		
A:04284	11/3/21	Selective Insurance Company of America			
		Property Coverage 2021-22	5,333.00	P202200108	11-000-262-520-000-070

## 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:04285	11/3/21	Motivated Security Services, Inc. 10/12-10/25 Security Services	4,885.71	P202200117	11-000-240-500-000-068
A:04286	11/3/21	Kendall Hunt Publishing Company Illustrative Math- (Kindergarten Math)	897.00	P202200042	11-190-100-610-000-047
A:04287	11/3/21	Western Pest Services Sept 2021 Pest Control	474.00	P202200103	11-000-240-500-000-068
		10/13 Pest Control	237.00	P202200103	11-000-240-500-000-068
		10/25 Pest Control	237.00	P202200103	11-000-240-500-000-068
		Total Check Amount:	948.00		
A:04288	11/3/21	Charles Nechtem Associates, Inc. NOV 2021 EAP Services (Phone & E-Counsel)	291.66	P202200013	11-000-230-331-000-055
A:04289	11/3/21	Lazog Electric LLC Electrical Repair of ballast	530.16	P202200135	11-000-230-500-000-056
A:04290	11/3/21	Delta-T Group North Jersey, Inc. Para/Subs 10/18-10/22	2,335.68	P202200106	11-190-100-320-000-045
		Para/Subs 10/12-10/15	1,904.96	P202200106	11-190-100-320-000-045
		Total Check Amount:	4,240.64		
A:04291	11/3/21	Success Communications Group 10/23 Advertising	290.30	P202200073	11-000-240-500-000-068
A:04292	11/3/21	The Goodkind Group, LLC Paraprofessionals wk end 10/24/21	9,208.70	P202200032	11-190-100-320-000-045
		Paraprofessionals wk end 10/17/21	8,344.30	P202200032	11-190-100-320-000-045
		Paraprofessionals wk end 10/31/21	8,901.03	P202200032	11-190-100-320-000-045
		Total Check Amount:	26,454.03		
A:04293	11/4/21	All-Safe Fire Sprinkler Co., Inc. Service Call Repair	545.00	P202200137	11-000-230-500-000-056
		System Inspection	255.00	P202200137	11-000-230-500-000-056
		Total Check Amount:	800.00		
A:04294	11/4/21	Youth Development Clinic Sept/Oct21 Mental Health Service, PD, & Consul	4,135.25	P202200138	11-000-216-320-002-067
		Kinder Screening & PD Sessions	1,435.50	P202200138	11-000-216-320-002-067
		Total Check Amount:	5,570.75		
A:04295	11/4/21	LINK EDUCATION PARTNERS, INC Dec 2021 Rent	27,333.33	P202200003	11-000-251-830-000-062
		Dec 2021 Rent-Add'l Office Space	2,000.00	P202200003	11-000-251-830-000-062
		Total Check Amount:	29,333.33		

## All Bank Accounts Included

Check#	Date	Vendor (Payee)/Check Line Comments	Amount	PO or Bal Sht	Exp. Acct. or Balance Sheet Title
A:04296	11/4/21	INVO HEALTHCARE ASSOCIATES			
		2021-2022 SLP and Collateral Services	2,852.00	P202200139	11-000-216-320-002-067
		SEPT 2021 SLP and Collateral Services	4,457.40	P202200139	11-000-216-320-002-067
Total Check Amount:			7,309.40		
A:04297	11/4/21	Extra Space Storage			
		Storage Unit Nov 2021-June 2022	2,120.00	P202200132	11-000-230-500-000-056
A:04298	11/4/21	Scenario Learning LLC			
		2021-2022 Safeschools	597.00	P202200140	11-000-230-500-000-056
A:04299	11/4/21	Galleros Koh, LLP			
		Audit Services & IRS Form 990 Prep	10,000.00	10 - 421	ACCTS PAYABLE
A:04300	11/4/21	Heinemann Publishing			
		Kindergarten-Class Library & reading shelves	11,034.45	P202200025	11-190-100-640-000-048
A:04301	11/4/21	Horizon BCBS			
		Nov 2021 Health Ins	37,540.64	P202200016	11-000-291-270-000-054
A:04302	11/4/21	AT&T Mobility			
		Aug22-Nov21 Cell Phone + 10 Mobile USB hotspots	2,579.81	P202200046	11-000-230-530-000-057
A:04303	11/4/21	Optimum			
		Nov 2021 Internet	146.26	P202200006	11-000-230-530-000-057
A:04304	11/4/21	Amazon Capital Services			
		Student Supplies	141.65	P202200031	11-190-100-610-000-047
		PPE	445.97	P202200067	11-000-262-890-000-075
Total Check Amount:			587.62		
A:04305	11/4/21	ALLIED UNIVERSAL SECURITY SERVICES			
		8/27-9/2 Security Services	247.69	P202200044	11-000-240-500-000-068
		8/20-8/26 Security Services	599.25	P202200044	11-000-240-500-000-068
		8/13-8/19 Security Services	599.25	P202200044	11-000-240-500-000-068
		7/30-8/05 Security Services	599.25	P202200044	11-000-240-500-000-068
Total Check Amount:			2,045.44		
D:01015	11/4/21	Horizon BCBS			
		Nov 2021 Dental	2,723.70	91 - 485	Dental
D:01016	11/5/21	AFLAC			
		November premiums	1,006.38	91 - 473	AFLAC
D:01017	11/5/21	AXA Equitable Equi-Vest			
		November 403b	3,590.00	91 - 472	AXA
The Grand Total of all Checks from Fund 10 is:			10,000.00		
The Grand Total of all Checks from Fund 11 is:			167,355.81		
The Grand Total of all Checks from Fund 91 is:			7,320.08		
The Grand total of all checks for this period is:			184,675.89		