

**LINK COMMUNITY CHARTER SCHOOL**  
**MINUTES OF THE BOARD OF TRUSTEES MEETING**  
**June 10, 2019, 6:30 PM**  
**at Link Community Charter School**  
**23 Pennsylvania Avenue, Newark, New Jersey 07114**

**CALL TO ORDER**

The meeting is called to order at 6:36 by Brenda Daughtry, chair.

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

Adequate notice of this meeting of the LCCS Board of Trustees, setting forth time, date and location, was provided by placing a notice in the New Jersey *Star Ledger* and *nj.com* on June 20, 2018 and *El Nuevo Coqui* on June 21, 2018, by letters mailed to the city clerks of the four districts of residence on June 20, 2018, by posting notice on the school website, and by communicating same to the Board of Trustees.

**FLAG SALUTE**

**ROLL CALL**

Member	Present	Present by Phone	Absent
Covington, Regina			√
Daughtry, Brenda	√		
Goger, Bob			√
Holguin-Veras, Susana			√
Marshall, Richard	√		
Purefoy, Frances	√		
Riffle, Annette	√		
Smith, Denise	√		
Thompson, Kwamara			√

**IN ATTENDANCE: NON-VOTING STAFF/BOARD ATTORNEY**

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

**APPROVAL OF MINUTES**

**Resolution #061019-01:** Be it Resolved that the Board of Trustees accepts and approves the minutes of the regular meeting held on May 13, 2019

Moved by Mrs. Smith

Seconded by Mrs. Purefoy

Discussion: None

Vote: Voice, passed unanimously

**APPROVAL OF AGENDA**

**Resolution #061019-02:** Be it Resolved that the Board of Trustees accepts and approves the agenda for the meeting on June 10, 2019.

Moved by Ms. Riffle

Seconded by Mrs. Smith

Discussion: None

Vote: Voice; passed unanimously

**PRESENTATION:** Original Works by the spoken Word Troupe under the direction of Ms. Erica Bradshaw, creative writing teaching artist

#### **PUBLIC COMMENT**

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

No member of the public in attendance

#### **CLOSING OF PUBLIC COMMENT**

The chair closed the public comment section of the meeting.

#### **ACKNOWLEDGMENT OF CORRESPONDENCE**

No correspondence

#### **HEAD OF SCHOOL**

See attached report.

#### **EXECUTIVE SESSION**

WHEREAS, the LCCS Board of Trustees from time to time must convene into Executive Session to discuss confidential matters including but not limited to personnel issues, legal matters, and/or student issues.

WHEREAS, the LCCS Board of Trustees has on its agenda for the meeting being held on June 10, 2019 issues on legal matters, which must be discussed in a confidential closed session.

NOW THEREFORE BE IT RESOLVED, the Board shall move into Executive Session to discuss the above referenced matters.

BE IT FURTHER RESOLVED, that the minutes of the executive session will provide as much information as possible without violating any applicable privilege or confidentiality so that the public can understand what was discussed and when available what the Board decision was.

BE IT FURTHER RESOLVED, that the minutes of the executive session will be released to the public in an appropriately redacted form within a reasonable period of time.

BE IT FURTHER RESOLVED, that the redacted portion of the executive session minutes will not be released until such time as the privilege or confidentiality is no longer applicable.

Moved by Mrs. Smith

Seconded by Ms. Riffle

Discussion: None

Vote: Roll call, passed unanimously

The board moved to Executive Session at 6:50 pm.  
The board returned from Executive Session at 7:01 pm.

### **Approval of the additions to the 2019-2020 Personnel List**

**Resolution #061019-03:** Be it Resolved that the Board of Trustees approves the following additions to the Link Community Charter School Personnel List for the 2019-2020 school year, approved at its May 13, 2019 meeting, as recommended by the head of school:

Name	10/12 Mo.	FT/PT	Position	2019-2020 Salary
Mary Kate Burke	10 mo.	F/T	Teacher, grade 5	\$63,000
Shaynie Hayward	10 mo.	F/T	ELA Teacher, grade 7	\$45,000
Bima Baje	12 mo.	P/T	School Business Administrator	\$42,432
Leslie Baynes*	12 mo.	F/T	Chief Operating Officer	\$112,885.36
Wayne Bragg	10 mo.	F/T	School Aide	\$35,700
Vidal Carrasco	12 mo.	F/T	Facilities Manager	\$52,020
Detra DeNully*	10 mo.	F/T	Dean of Students	\$83,232
Kathleen Hester	12 mo.	F/T	Principal	\$141,958.50
Christine Kelley-Kemple*	10 mo.	F/T	Instructional Leader & Science/Social Studies Specialist	\$85,991.50
Sharon Machrone	12 mo.		Director of Communications	\$35,802
Gregory Silver*	10 mo.	F/T	Director of Admissions and HSP	\$72,599.22
Joven Wright	12 mo.	F/T	Finance & Operations Coordinator	\$59,422.14
*3 <sup>RD</sup> and final year of Compensation Plan				

Moved by Mrs. Smith  
Seconded by Ms. Riffle  
Discussion: None  
Vote: Roll call, passed unanimously

### **Approval of staff for the Link Summer Academy**

**Resolution #061019-04:** Be it Resolved that the Board of Trustees approves the hiring of the following for the 2019 Link Summer Academy, funded by Link Education Partners, as recommended by the head of school.

Name	Position	Salary
Jessica Bloom	Teacher	\$4,500
Mary Kate Burke	Teacher	\$4,500
Amanda Voorhees	Special Education Teacher	\$4,500
Jeffrey Locklear	Teacher	\$3,000
Annie Gunther	Teacher	\$3,000
Triniti Brodi	Teacher	\$3,000
Erika Turner	Social Worker	\$6,000
Hannah Charles	Director	\$6,000
Karen Hannah	Nurse	\$7,000
Natasha Valentin	Teacher (6 days)	\$1,125
Wayne Bragg	Aide	\$2,000
Suzanne Boyle	Teacher-Fellow (2 weeks)	\$2,000

Moved by Ms. Riffle  
Seconded by Mrs. Smith

Discussion: None

Vote: Roll call, passed unanimously

#### **Approval of transfer**

**Resolution #061019-05:** Be it Resolved that the Board of Trustees approves the transfer of Suzanne Boyle, paraprofessional, to Teacher Fellow, Grade 5 at a salary of \$43,000 for the 2019-2020 school year, as recommended by the head of school.

Moved by Mrs. Smith

Seconded by Mrs. Purefoy

Discussion: None

Vote: Roll call, passed unanimously

#### **Approval to set Second Year Teacher Fellow salary and amend salaries of incumbents**

**Resolution #062019-06:** Be it Resolved that the Board of Trustees approves setting the salary for Second Year Teacher Fellows at \$45,000 and that the following teachers' salaries as stated on the Personnel List of May, 13, 2019 are amended accordingly, as recommended by the head of school: Annie Gunther, Triniti Brodi, and Jeffery Locklear.

Moved by Mrs. Smith

Seconded by Ms. Riffle

Discussion: None

Vote: Roll call, passed unanimously

#### **Approval of stipend and payment**

**Resolution #061019-07:** Be it Resolved that the Board of Trustees approves a stipend of \$750 for Erika Turner for the position of Case Worker for the month of August, 2019, as recommended by the head of school.

Moved by Mrs. Smith

Seconded by Ms. Riffle

Discussion: None

Vote: Roll call, passed unanimously

#### **Approval of payment of stipends**

**Resolution#061019-08:** Be it Resolved that the Board of trustees approves the payment of stipends as follows, as recommended by the head of school:

Name	Responsibility	Stipend Amount
Chris Kennedy	Athletic Director	\$2,500
Lisette Santiago	Graduation Music Director	\$125
Gwen Howard	June Art show	\$300
Reinaldo Correa	Open Gym, spring	\$25/ hour

Moved by Mrs. Smith

Seconded by Ms. Riffle

Discussion: None

Vote: Roll call, passed unanimously

#### **Approval of resignations**

**Resolution #061019-09:** Be it Resolved that the Board of Trustees accepts the following resignations, as recommended by the head of school:

Name	Position	Effective Date
Callie Campbell	Math Supervisor and Instructional Leader	6/30/19
Kristine Schmitt	ELA Teacher, grade 7	6/30/19

Moved by: Mrs. Smith

Seconded by: Ms. Riffle

Discussion: None

Vote: Roll call, passed unanimously

#### **Approval of artists-in-residency**

**Resolution #061019-10:** Be it Resolved that the Board of Trustees approves Writer's Theater and Jazz House Kids artists-in-residence to teach performing arts and music respectively, and Ms. Erica Bradshaw, artist-in-residence to teach creative writing in the 2019-2020 school year, as funded by Link Education Partners and as recommended by the head of school.

Moved by Ms. Purefoy

Seconded by Mrs. Smith

Discussion: None

Vote: Roll call, passed unanimously

#### **Approval of conference**

**Resolution #061019-11:** Be it Resolved that the Board of Trustees approves Kathleen Hester, principal to attend training on the Stronge Evaluation System in Middletown, NJ on Wednesday, June 12, 2019, as recommended by the head of school.

Moved by Ms. Riffle

Seconded by Mr. Marshall

Discussion: None

Vote: Roll call, passed unanimously

#### **Approval of field trips**

**Resolution #061019-12:** Be it Resolved that the Board of Trustees approves the following field trips, as recommended by the head of school:

Trips	Date/Time	Purpose	Funded by
Summer Academy Outdoor Adventure Trip with Project U.S.E – two teams	Wednesday, July 10, 2019	Team and self-esteem building	Link Education Partners
Summer Academy Outdoor Adventure Trip with Project U.S.E – two teams	Thursday, July 11, 2019	Team and self-esteem building	Link Education Partners

Moved by Mrs. Smith

Seconded by Mrs. Purefoy

Discussion: None

Vote: Roll call, passed unanimously

#### **Approval to contract with the Jesuit Volunteers Corps**

**Resolution #061019-13:** Be it Resolved that the Board of Trustees approves contracting with the Jesuit Volunteer Corps for two volunteers for the 2019-2020 school year at the cost of approximately \$16,800 each plus NJTransit Bus tickets, and transportation to and from JVC events and retreats, as recommended by the head of school.

Moved by Mrs. Smith

Seconded by Mrs. Purefoy

Discussion: None

Vote: Roll call, passed unanimously

#### **COMMITTEE REPORTS**

##### **Governance Committee**

See attached report.

### **Board Self-Evaluation and 2019-2020 Goals – Discussion and Finalization**

The governance Committee presented the board goals (prepared from discussion at the previous meeting) to the board for consensus. The goals for the upcoming year that were presented are:

1. Board Recruitment: To ensure that all board seats are filled.
  - Each board member will identify one individual for a seat on the board and/or committee by April 30, 2020.
2. Board Development: To ensure that board members are knowledgeable about board and school matters so they understand more about both and can be more effective.
  - The Governance Committee will conduct a survey of members to determine what subject, issues, or topics – be they board managerial or academic related issues – that the members believe would add to their understanding of the board.
  - The Governance Committee will work with the school administration to develop a schedule of presentations at board meetings or workshops at retreats.
3. School Growth: To work closely with the Head of School, and in collaboration with Link Education Partners, to develop long range plan for school growth.

### **Finance and Facility Committee**

#### **Approval of financial reports**

**Resolution #061019-14:** Be it Resolved that the Board of Trustees accepts and approves the Board Secretary Report and the Treasurer's Report for the month ending May 31, 2019, as recommended by the school business administrator.

Moved by Mrs. Smith

Seconded by Ms. Riffle

Discussion: None

Vote: Roll call, passed unanimously

#### **Approval of budget transfer**

**Resolution #061019-15:** Be it Resolved that the Board of Trustees approves the budget transfers as listed on the attached Budget Transfer Report dated May 31, 2019 as recommended by the school business administrator.

Moved by Mrs. Smith

Seconded by Mrs. Purefoy

Discussion: None

Vote: Roll call, passed unanimously

#### **Approval of bills for payment**

**Resolution #061019-16:** Be it Resolved that the Board of Trustees approves for payment the bills for goods and services provided to Link Community Charter School as listed in the attached Bill List, as recommended by the school business administrator.

Moved by Mrs. Smith

Seconded by Ms. Riffle

Discussion: None

Vote: Roll call, passed unanimously

### **OLD BUSINESS**

### **NEW BUSINESS**

### **ANNOUNCEMENTS**

Graduation will be held at 6 pm on Wednesday, June 19, 2019. Board members proceed in ahead of the graduates, so please meet at the school.

The next regularly scheduled LCCS Board meeting is scheduled for Monday, August 19, 2019.

## **MOTION TO ADJOURN**

Moved by Mrs. Smith

Seconded by Mrs. Purefoy

Vote: Voice; passed unanimously

The regular meeting was adjourned at 7:39 pm.

## **ANNUAL MEETING**

### **CALL TO ORDER OF THE ANNUAL MEETING**

The annual meeting of the Link Community Charter School Board of trustees was called to order at 7:40 pm.

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

Adequate notice of this meeting of the LCCS Board of Trustees, setting forth time, date and location, was provided by placing a notice in the New Jersey *Star Ledger* and *nj.com* on June 20, 2018 and *El Nuevo Coqui* on June 21, 2018, by letters mailed to the city clerks of the four districts of residence on June 20, 2018, by posting notice on the school website, and by communicating same to the Board of Trustees.

### **ROLL CALL**

Member	Present	Present by Phone	Absent
Covington, Regina			√
Daughtry, Brenda	√		
Goger, Bob			√
Holguin-Veras, Susana			√
Marshall, Richard	√		
Purefoy, Frances	√		
Riffle, Annette	√		
Smith, Denise	√		
Thompson, Kwamara			√

### **PUBLIC COMMENT**

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

No member of the public in attendance

### **CLOSING OF PUBLIC COMMENT**

The chair closed the public comment section of the meeting.

## **ELECTION OF BOARD MEMBER**

**Resolution #061019A – 01:** Be it Resolved that the Board of Trustees elects Frances Purefoy as a board member to fill the seat designated in the Board Bylaws for the Link Parent Association, as recommended by the Governance Committee, for the 2019-2020 school year.

Moved by Ms. Riffle

Seconded by Mrs. Smith

Discussion: None

Voice: Roll call, passed unanimously

## **OATH OF OFFICE**

Isabel Machado, board attorney administered the Oath of Office to Mrs. Purefoy.

## **ROLL CALL**

Member	Present	Present by Phone	Absent
Covington, Regina			√
Daughtry, Brenda	√		
Goger, Bob			√
Holguin-Veras, Susana			√
Marshall, Richard	√		
Purefoy, Frances	√		
Riffle, Annette	√		
Smith, Denise	√		
Thompson, Kwamara			√

## **APPROVAL OF ANNUAL APPOINTMENTS**

**Be it resolved that the Board of Trustees, on the recommendation of the Governance Committee and/or the head of school, appoints the following for the 2019-2020 school year:**

- **Resolution #061019A-02:** Bima Baje as school business administrator
- **Resolution #061019A-03:** Sharon Machrone as board recording secretary
- **Resolution #061019A-04:** Machado Law Group as board attorney
- **Resolution #061019A-05:** Kia C. Grundy, M.D. as the school physician/medical inspector
- **Resolution #061019A-06:** Middlesex Educational Services Commission as the provider of psychological examiner/school psychologist
- **Resolution #061019A-07:** Maria Pilar Paradiso as delegate to the New Jersey School Boards Association
- **Resolution #061019A-08:** Kathleen M. Hester as Attendance Officer and School Safety Specialist
- **Resolution #061019A-09:** Maria Pilar Paradiso as delegate to the Essex County School Boards Association
- **Resolution #061019A-10:** Kathleen M. Hester as the Affirmative Action Officer
- **Resolution #061019A-11:** Leslie Baynes as the Title IX Officer
- **Resolution #061019A-12:** Christine Lynsky as the 504 Officer
- **Resolution #061019A-13:** Kathleen M. Hester as the Custodian of Records
- **Resolution #061019A-14:** Erika Turner as the Anti-Bullying Coordinator, including July 2019
- **Resolution #061019A-15:** Suzanne Dandie as the Anti-Bullying Specialist, including July 2019
- **Resolution #061019A-16:** Essex Regional Education Services Commission as provider of home instruction
- **Resolution #061019A-17:** Invo as provider of speech and occupational therapy service,

Moved by Mrs. Smith

Seconded by Mr. Marshall

Discussion: None

Vote: Roll call, passed unanimously

## **ANNUAL MOTIONS AND DESIGNATIONS**



- **Resolution #061019A-16:** to designate TD Bank as the depository of school funds for the 2019-2020 school year, as recommended by the school business administrator.
- **Resolution #061019A-17:** to designate the 2019-2020 LCCS board chairperson, LCCS board vice chairperson, and school business administrator, as those authorized to sign school warrants in the 2019-2020 school year, as recommended by the school business administrator.
- **Resolution #061019A-18:** to designate the *Star Ledger* and *El Nuevo Coqui* as the official newspapers for publication of Board meetings and other legal notices year for the 2019-2020 school year, as recommended by the board recording secretary.
- **Resolution #061019A-19:** to designate Galleros Koh LLC as auditor for the 2019-2020 school year, as recommended by the school business administrator
- **Resolution #0611019A-20:** to designate Horizon Blue Cross Blue Shield, Unum, Clarity Benefits Solutions, AXA as 401B carrier, and Shelter Point, as providers of health and other benefits for the 2019-2020 school year as recommended by the school business administrator.
- **Resolution #061019A-21:** to approve the curriculum for the 2019—2020 school year, as recommended by the head of school.
- **Resolution #061019A-22:** to re-adopt the existing bylaws and policies for the Board’s operation and the operation of the school in the 2019-2020 school year, as recommended by the Governance Committee.
- **Resolution #061019A-23:** to approve that all meetings of the Board of Trustees be conducted according to Robert's Rules of Order and Board Policy, as recommended by the Governance Committee.
- **Resolution #061019A-24:** to approve that pursuant to N.J.S.A. 18A:12-24.1, the Board of Trustees has reviewed and adopts the attached Code of Ethics for School Board Members, as recommended by the Governance Committee.
- **Resolution #061019A-25:** to approve Delta-T and Goodkind as providers of substitute staff.
- **Resolution #061019A-26:** to approve the My Learning Plan/Stronge Evaluation system for teaching positions; NJBSA Board Self Evaluation for the LCCS board, and NJSBA Chief School Administrator Evaluation for the head of school position for the 2019-2020 school year.
- **Resolution #061019A-27:** to approve Lisa Weber as PowerSchool Consultant for the 2019-2020 school year.
- **Resolution #061019A-28:** to approve the use of TransEd and Next Level bus companies for field trips and transportation in the 2019-2020 school year.

Moved by Mrs. Smith

Seconded by Mrs. Purefoy

Discussion: None

Vote: Roll call, passed unanimously

#### **Adoption of the 2019-2020 board meeting calendar**

**Resolution #061019A-29:** Be it Resolved that the Board of Trustees adopts the 2019-2020 Calendar of Open Public Board Meetings (attached), as recommended by the Governance Committee.

Moved by Mrs. Smith

Seconded by Mr. Marshall

Discussion: None

Vote: Roll call, passed unanimously

#### **ANNOUNCEMENTS**

Farewell to board members: A. Riffle and B. Goger

#### **MOTION TO ADJOURN**

Moved by Ms. Riffle

Seconded by Mrs. Smith

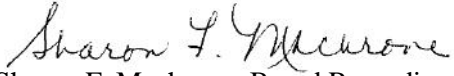
Discussion; None

Vote: Voice, passed unanimously

The meeting was adjourned at 7:53 pm.

These minutes represent a record of the actions taken by the Board of Trustees during the meetings 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 cursive script that reads "Sharon F. Machrone".

Sharon F. Machrone, Board Recording Secretary

Date: June 10, 2019

Approved by the Link Community Charter School Board of  
Trustees: July 8, 2019

**Head of School Report for LCCS Board  
JUNE 2019**

**Enrollment Update:**

<b>Grade Level</b>	<b>Approved Enrollment</b>	<b>18/19 Enrolled &amp; Attending</b>	<b>19/20 Applications</b>
<b>5</b>	<b>80</b>	<b>80</b>	<b>110 applications received 78 registered 23 declined</b>
<b>6</b>	<b>72</b>	<b>75</b>	<b>41 waitlist 4 new registering siblings</b>
<b>7</b>	<b>72</b>	<b>72</b>	<b>72 2 new registering siblings (58 from last year)</b>
<b>8</b>	<b>72</b>	<b>74</b>	<b>34 on waitlist 3 registering siblings (29 from last year)</b>
<b>Total</b>	<b>296</b>	<b>301</b>	

**Discipline:**

- 6 suspensions for May
- 2 were ISS; 4 were OSS

**Student Recruitment:**

- 

**Staffing:**

- Resignations noted in board motion

**Partnerships**

- 

**Professional Development:**

- 

**Programming:**

- 

**PR:**

- None

**HIB:**

- None

**State Reporting:**

- CHE, certification Round II

**Upcoming Dates:**

- Summer Academy (for incoming 5<sup>th</sup> graders) begins on June 26<sup>th</sup> and ends on July 31<sup>st</sup>.

**School Calendar Updates:**

- None

**Special Projects:**

- None

**High School Placement**

- Over \$6 million in scholarships and financial aid

**Link Community Charter School  
Board of Trustees**

**Governance Committee Report  
June 6, 2019**

The committee meeting was convened at 5 pm by committee chair, Denise Smith.

In attendance: Brenda Daughtry, Maria Pilar Paradiso, Sharon Machrone

Board Membership

Denise and Brenda interviewed John Petrillo on Friday, June 7. They will recommend to the Governance Committee and the board as a whole that he be elected to the board at the July meeting.

Frances Purefoy has been appointed by the Link Parent Association to serve another term as the LPA representative to the board, as a board member. Her term will end June 30, 2020.

There will still be one vacancy on the board.

**Board Goals for 2019-2020**

The Committee developed the following goals for the coming year:

1. Board Recruitment: To ensure that all board seats are filled.
  - Each board member will identify one individual for a seat on the board and/or committee by April 30, 2020.
2. Board Development: To ensure that board members are knowledgeable about board and school matters so they understand more about both, and can be more effective.
  - The Governance Committee will conduct a survey of members to determine what subject, issues, or topics – be they board managerial or academic related issues – that the members believe would add to their understanding of the board.
  - The Governance Committee will work with the school administration to develop a schedule of presentations at board meetings or workshops at retreats.
3. School Growth: To work closely with the Head of School, and in collaboration with Link Education Partners, to develop long range plan for school growth.



## **Finance & Facilities Committee Report**

**July 8, 2019**

### **Attendance:**

- ☐ Richard Marshall
- ☐ Leslie Baynes
- ☐ Bima Baje

### **I. Financial Review**

- a. Treasurer's Report:
  - i. As of May 31, 2019, total operating cash on hand \$592,167.35 net \$51,159.70 in outstanding checks.
  - ii. One transfer in the amount of \$1,250.00 was made to cover audit expense.
- b. Secretary's Report:
  - i. As of June 30, 2019
    - o \$5,098,330 in expenses have been paid
    - o \$429,130 in encumbrances are pending payment
    - o \$210,613 remains unencumbered
  - ii. Potential areas for expense reductions discussed.
  - iii. District payments are current.
- c. Bills List:
  - i. All bill payments this month are for standard operating expenses.
  - ii. The payments include 2018-19 and 2019-20 expenses.
- d. 2019-20 Budget
  - i. Bids were received for Security, FSMC, IT and Custodial Services. Budget will be adjusted to accommodate changes based on awards.
- e. Facilities
  - i. Building safety improvements over summer break; panic buttons. additional cameras.
  - ii. Purchasing new cafeteria equipment, warm & cold food serving counters.

## 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:3200	6/5/19	US Security Associates, Inc.			
		5/24-5/30 Security Services	1,113.25	P201900104	11-000-240-500-000-068
		4/26/19-5/2/19 Security Services	1,959.63	P201900104	11-000-240-500-000-068
Total Check Amount:			3,072.88		
A:3201	6/5/19	AT & T			
		May 2019 Long Distance Charges	1,128.29	P201900047	11-000-230-530-000-057
A:3202	6/5/19	Avaya Inc.			
		May 2019 Voice Messaging	130.50	P201900050	11-000-230-530-000-057
A:3203	6/5/19	CIT			
		Copier Lease	2,701.30	P201900075	11-000-240-500-000-068
A:3204	6/5/19	City of Newark Division of Water			
		May 2019 Water	384.19	P201900076	11-000-262-620-000-074
A:3205	6/5/19	Fedex			
		Shipping Charges	70.84	P201900203	11-000-262-890-000-075
A:3206	6/5/19	Galleros Koh, LLP			
		2017-2018 Audit	5,500.00	P201800251	10-421: A/P
A:3207	6/5/19	The Goodkind Group, LLC			
		Substitute 4/8-4/11	803.88	P201900219	11-190-100-320-000-045
		Substitute 5/13-5/17	1,128.38	P201900219	11-190-100-320-000-045
		Substitute 5/20-5/22	663.46	P201900219	11-190-100-320-000-045
Total Check Amount:			2,595.72		
A:3208	6/5/19	Link High Technologies Inc.			
		Anti-Virus june	441.00	P201900002	11-190-100-320-000-045
		Datto Support	561.25	P201900002	11-190-100-320-000-045
Total Check Amount:			1,002.25		
A:3209	6/5/19	MACHADO LAW GROUP			
		Apr 2019 Legal Services	1,160.00	P201900080	11-000-230-331-000-055
A:3210	6/5/19	One Source Solutions			
		Graduation Program Covers 500	180.00	P201900213	11-190-100-890-000-049
A:3211	6/5/19	PSE&G			
		2018-2019 Gas/Electric Expenses	3,956.68	P201900056	11-000-262-620-000-074
A:3212	6/5/19	Success Communications Group			
		Legal Notice-RFP to run 5/10/19	217.88	P201900221	11-190-100-890-000-049
A:3213	6/5/19	Waste Management of New Jersey, Inc.			
		Waste Management June 2019	1,058.30	P201900059	11-000-230-500-000-056
A:3214	6/5/19	Western Pest Services			
		Monthly Pest Control May 2019	429.00	P201900060	11-000-230-500-000-056

## 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:3215	6/5/19	Maria Paradiso Reimb-American Flag	103.91	P201900023	11-190-100-610-000-047
A:3216	6/5/19	Sharon Machrone Article posted in Tap-into-Head of School award	60.00	P201900222	11-000-262-890-000-075
D:1105	6/5/19	ShelterPoint Life Jun 2019	271.10	90 - 484	vision
D:1106	6/5/19	United Concordia Dental June 2019 Dental	2,122.56	91 - 485	Dental
A:3217	6/6/19	Protective Measures Service Visit	571.00	P201900224	11-000-262-890-000-075
A:3218	6/6/19	DUBLIN MAINTENANCE CONTRACTORS Custodial serv june 19	5,226.67	P201900100	11-000-240-500-000-068
A:3219	6/6/19	Staples Advantage General School Supplies	23.79	P201900216	11-190-100-610-000-047
A:3220	6/6/19	Dade Paper Company Supplies	625.78	P201900109	60-910-310-600-000-000
		Supplies	103.62	P201900109	60-910-310-600-000-000
		Supplies	74.04	P201900109	60-910-310-600-000-000
Total Check Amount:			803.44		
A:3221	6/7/19	Verizon Telephone Service 2018-2019	488.83	P201900217	11-000-230-530-000-057
A:3222	6/7/19	MindPlay, Inc. MVRC Student 12 Month Subscription	600.00	P201900197	11-190-100-890-000-049
A:3223	6/7/19	NJSchoolJobs..com Unlimited Advertising on NJSchooljobs.com	500.00	P201900225	11-000-230-500-000-056
A:3224	6/7/19	Digital Arts Imaging Hanging Banners-Front of Building	183.00	P201900214	11-190-100-890-000-049
		Hanging Banners-Front of Building	450.00	P201900214	11-190-100-890-000-049
Total Check Amount:			633.00		
A:3225	6/7/19	DEANSLIST 2018-2019 Dean's List Software	2,710.00	P201900096	11-190-100-320-000-045
D:1107	6/7/19	Clarity Benefit Solutions	1,936.82	91 - 482	Withholding-FSA
D:1108	6/7/19	AXA EQUITABLE-EQUI-VEST	3,810.00	91 - 472	AXA
A:3226	6/10/19	LISA WEBER Power School support	370.00	P201900226	11-000-260-500-000-068



## All Bank Accounts Included

Check#	Date	Vendor (Payee)/Check Line Comments	Amount	PO or Bal Sht	Exp. Acct. or Balance Sheet Title
A:3227	6/10/19	LINK EDUCATION PARTNERS, INC 2018-19 Rent	47,667.68	P201900228	11-000-262-441-000-069
A:3228	6/10/19	The Goodkind Group, LLC Inv#523828 w/e 4/7	914.50	P201900229	11-190-100-320-000-045
		Inv#524221 w/e 4/28	907.13	P201900229	11-190-100-320-000-045
Total Check Amount:			1,821.63		
A:3229	6/10/19	SchoolPresser, LLC Website design, development & support	2,250.00	P201900010	11-000-230-500-000-056
A:3230	6/10/19	Selective Insurance Company of America Workers Comp 2018-19 586 197 182	3,558.00	P201900230	11-190-100-320-000-045
		Liability Ins 2018-19 664 444 647	4,145.00	P201900230	11-190-100-320-000-045
Total Check Amount:			7,703.00		
A:3231	6/10/19	Delta-T Group North Jersey, Inc. Substitute Teachers 2018-2019	926.54	P201900178	11-190-100-320-000-045
		Substitute Teachers 2019	2,560.58	P201900207	11-190-100-320-000-045
		Substitutes	1,042.07	P201900232	11-000-230-500-000-056
Total Check Amount:			4,529.19		
A:3232	6/10/19	Horizon BCBS Health Insurance Costs 2019	31,786.28 6,184.20	10 - 461 P201900206	Health Insurance Emp share 11-000-291-270-000-054
Total Check Amount:			37,970.48		
A:3233	6/10/19	Maschio's Food Service Inc. April lunch prog Food Service Program April	6,967.96 10,944.44	P201900233 P201600135	60-910-310-500-000-000 60-421: A/P
Total Check Amount:			17,912.40		
A:3234	6/10/19	CITY FIRE EQUIPMENT CO Kitchen supression system upgrade	3,113.98	P201900234	60-910-310-700-000-000
A:3235	6/10/19	Maria Paradiso 2018-2019 Reimbursement HOS Travel & Phone	1,200.00	P201900069	11-000-230-330-000-056
The Grand Total of all Checks from Fund 10 is:			37,286.28		
The Grand Total of all Checks from Fund 11 is:			100,730.73		
The Grand Total of all Checks from Fund 60 is:			21,829.82		
The Grand Total of all Checks from Fund 90 is:			271.10		
The Grand Total of all Checks from Fund 91 is:			7,869.38		
The Grand total of all checks for this period is:			167,987.31		

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>
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We the undersigned board members certify that we have approved the expenditures represented by the above list of checks.


<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
05/01/19	11-000-230-500-000-056 Other Purchased Services	11-190-100-320-000-045 Purch Prof Educational Svcs	to cover shortage	10,000.00
05/13/19	10-303 BGTD FUND BAL	11-000-262-441-000-069 Rental of Land & Bldgs	to cover rent for the year	52,333.32
05/31/19	11-000-291-250-000-054 State Unemployment Ins	11-190-100-320-000-045 Purch Prof Educational Svcs	to cover shortage	6,400.00
05/31/19	11-000-291-250-000-054 State Unemployment Ins	11-190-100-320-000-045 Purch Prof Educational Svcs	for IT	5,000.00
05/31/19	11-000-291-250-000-054 State Unemployment Ins	11-130-100-101-000-043 Sal - Teachers 6-8	to cover shortage	13,000.00
05/31/19	10-303 BGTD FUND BAL	11-000-262-441-000-069 Rental of Land & Bldgs	to cover rent	47,667.68
05/31/19	11-200-100-101-000-043 Special Education Teacher	11-130-100-101-000-043 Sal - Teachers 6-8	to cover shortage	16,000.00
05/31/19	11-000-291-250-000-054 State Unemployment Ins	11-000-260-500-000-068 Other Purchased Services	to cover shortage	3,557.00
05/31/19	11-000-291-250-000-054 State Unemployment Ins	11-000-262-520-000-070 Insurance	to cover shortage	1,000.00

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The total of all Budget Adjustments for fund 10 is: **154,958.00**

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