

**LINK COMMUNITY CHARTER SCHOOL
MINUTES OF THE BOARD OF TRUSTEES MEETING
December 9, 2019, 6:30 PM
at Link Community Charter School
23 Pennsylvania Avenue, Newark, New Jersey 07114**

CALL TO ORDER

The meeting was called to order by Brenda Daughtry, chair, at 6:38 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 25, 2019 and *El Nuevo Coqui* on June 27, 2019, by letters mailed and faxed to the city clerks of the four districts of residence dated June 20, 2019, 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 | √ | | |
| Ebanks, Shawna | | | √ |
| Holguin-Veras, Susana | √ | | |
| Marshall, Richard | √ | | |
| Petrillo, John | | | √ |
| Purefoy, Frances | √ | | |
| Smith, Denise | √ | | √ |

IN ATTENDANCE: NON-VOTING STAFF/BOARD ATTORNEY

Maria Pilar Paradiso, head of school (by phone)
Sharon Machrone, board recording secretary
Bima Baje, school business administrator
Leslie Baynes, chief operating officer
Christine Martinez, Esq., board attorney

APPROVAL OF MINUTES

Resolution #120919-01: Be it Resolved that the Board of Trustees accepts and approves the minutes of the special meeting held on November 25, 2019.

Moved by Ms. Holguin-Veras

Seconded by Mr. Marshall

Discussion: None

Vote: Voice vote; passed unanimously

APPROVAL OF AGENDA

Resolution #120919-02: Be it Resolved that the Board of Trustees accepts and approves the agenda for the meeting on December 9, 2019.

Moved by Mrs. Purefoy

Seconded by Mr. Marshall

Discussion: None

Vote: Voice vote, passed unanimously

PUBLIC COMMENT

Mrs. Daughtry stated,” 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 present.

CLOSING OF PUBLIC COMMENT

The chair closed the public comment section of the meeting.

ACKNOWLEDGMENT OF CORRESPONDENCE

No correspondence

PRESENTATION: 2018-2019 Audit, Nora Galleros, Galleros and Koh

HEAD OF SCHOOL

Affirmation of HIB

Resolution #120919-03: Be it Resolved that the Board of Trustees affirms the finding of no evidence of HIB in HIB Case 2019-2020-002, as recommended by the head of school.

Moved by Mr. Marshall

Seconded by Ms. Holguin-Veras

Discussion: None

Vote: Roll call; passed unanimously

COMMITTEE REPORTS

Governance Committee

No report

Finance and Facility Committee

Approval of financial reports

Resolution #120919-04: Be it Resolved that the Board of Trustees accepts and approves the Board Secretary Report and the Treasurer’s Report for the month ending November 30, 2019, as recommended by the school business administrator.

Moved by Mrs. Purefoy

Seconded by Ms. Holguin-Veras

Discussion: None

Vote: Roll call; passed unanimously

Approval of bills for payment

Resolution #120919-05: 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 Bill List, recommended by the school business administrator.

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

Approval of audit

Resolution #120919-06: Be it Resolved that the Board of Trustees accepts, on the recommendation of the school business administrator, the audit report for the year ending June 30, 2019 as prepared and presented by Galleros & Koh, Accountants and Consultants this evening.

Moved by Ms. Holguin-Veras
Seconded by Mr. Marshall
Discussion: None
Vote: Roll call; passed unanimously

Education Committee

No report.

OLD BUSINESS

None.

NEW BUSINESS

None.

ANNOUNCEMENTS

Link's Winter Concert will be held on Friday, December 13, at 6 pm.

The postponed Board Meeting/Retreat has been rescheduled for Saturday, January 11, 2020 at 8:30 am at Link in Room 201. The next regular Board Meeting will be held on Monday, January 13, 2020 at 6:30 pm in Room 101.

MOTION TO ADJOURN

Moved by Mrs. Covington
Seconded by Mrs. Purefoy
Discussion: None
Vote Voice; passed unanimously

The meeting was adjourned at 7:26 pm.

These minutes represent a record of the 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,



Sharon F. Machrone, Board Recording Secretary

Date: December 9, 2019

Approved by the Link Community Charter School Board of Trustees: January 13, 2020

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

Enrollment Update:

| Grade Level | Approved Enrollment | 19/20 Enrolled & Attending | 19/20 Wait List | 20/21 Applications |
|--------------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------|------------------------|----------------------------|
| 5 | 80 | 80 | | 58 NEW applications |
| 6 | 80 | 80 (1 moved out of district-transportation issue) | 29 | 16 NEW |
| 7 | 72 | 76 (1 moved out of district-transportation issue-sibling to 6 th grader) | 75 | 3 NEW applications |
| 8 | 72 | 71 | 28 | 2 NEW applications |
| | | | | NEED TO UPDATE |
| Total | 304 (80 K-5 span) (224 6-8 span) | 307 (80 K-5 span) (225 6-8 span) | | |

Discipline:

| Month | In School 2019-10 | In School 2018-19 | | Out of School 2019-20 | Out of School 2018-19 |
|-----------------------|--------------------------|--------------------------|--|------------------------------|------------------------------|
| September | 0 | 0 | | 0 | 1 |
| October | 0 | 0 | | 2 | 18 |
| November | 2 | 1 | | 4 | 16 |
| Totals to Date | 2 | 1 | | 6 | 35 |

Student Recruitment:

- We are working with a media/marketing company that is providing in-kind support to create a focused social media campaign. Sharon Machrone is coordinating the effort with the company.
- We are updating a brochure for the school
- We will work on Spanish translations for marketing material moving forward

Staffing:

- No updates

Partnerships

- No updates

Professional Development:

- No updates

Programming:

- Plans are underway for the annual musical production: The Lion King

PR:

- Meeting with Senator Ruiz

HIB:

- No new incidents

State Reporting:

- Completed State, Special Education, Staff and Assessment submissions
- Certified CHE for 1st submission

Upcoming Dates:

- Winter Holiday Program takes place on 12/13/19 at 6 pm
- Winter break begins on 12/20/19 with an early dismissal
- Full Professional Development Day on 1/2/20 (no school for students)
- End of winter break on 1/3/20 with everyone (students and teachers/staff) returning to school

School Calendar Updates:

- Early Dismissal on 12/2/19 (weather related)
- Late Start on 12/3/19 (weather related)

Special Projects:

- None

High School Placement

- Students are working on their applications for individual schools and visiting school campuses



Finance & Facilities Committee Report

December 9, 2019

Attendance:

- ☐ Richard Marshall
- ☐ Leslie Baynes

Bma Baje
Susanna Holgun-Veras

I. Financial Review

- a. Treasurer's Report:
 - i. As of November 30, 2019, total operating cash on hand \$633,840 net \$81,213.07 in outstanding checks.
 - ii. No transfers were made this period.
- b. Secretary's Report:
 - i. As of Nov 30, 2019
 - o \$1,889,029 in expenses have been paid
 - o \$3,426,278 in encumbrances are pending payment
 - o \$668,729 remains unencumbered
- c. Audit:
 - i. Review of audit draft, clarification of findings, no proposed changes.
- d. Bills List:
 - i. Review of bills list, accepted as presented

Committee recommends approval on finance reports and billis list.

II. Operations

- a. None for discussion

III. Facilities

- a. Asbestos periodic review completed, all areas intact, no need for maintenance.
- b. Lead testing results on cafeteria fountain complete, no lead found.
- c. Repairs to heating system pipes will take place during winter break.



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:3458 | 12/6/19 | LINK EDUCATION PARTNERS, INC January 2020 Rent | 27,333.34 | P202000003 | 11-000-262-441-000-069 |
| A:3459 | 12/6/19 | ALLIED UNIVERSAL SECURITY SERVICES 11/22-11/28/19 Security Services | 1,601.25 | P202000026 | 11-000-240-500-000-068 |
| A:3460 | 12/6/19 | AT & T NOV 2019 Long Distance Charges | 1,387.75 | P202000027 | 11-000-230-530-000-057 |
| A:3461 | 12/6/19 | Avaya Inc. Nov 2019 Voice Messaging Service | 130.50 | P202000018 | 11-000-230-530-000-057 |
| A:3462 | 12/6/19 | CIT 2019-20 Copier serv | 1,676.30 | P202000049 | 11-000-230-330-000-056 |
| A:3463 | 12/6/19 | City of Newark Division of Water NOV 2019 Water Expenses | 386.65 | P202000019 | 11-000-262-620-000-074 |
| A:3464 | 12/6/19 | Educational Service Commission of New Jersey OCT 2019 Child Study Team | 1,593.00 | P202000097 | 20-250-200-300-000-097 |
| A:3465 | 12/6/19 | Fedex 11/15 Shipping Charges | 30.46 | P202000108 | 11-000-262-890-000-075 |
| A:3466 | 12/6/19 | Horizon BCBS DEC 2019 Health Insurance | 30,846.36 | P202000001 | 11-000-291-270-000-054 |
| A:3467 | 12/6/19 | Link High Technologies Inc. Datto Service dec 2019 | 561.25 | P202000007 | 11-190-100-320-000-045 |
| | | Monthly Tech DEC 2019 | 5,020.16 | P202000007 | 11-190-100-320-000-045 |
| | | Anti-Virus Protection DEC 2019 | 494.50 | P202000007 | 11-190-100-320-000-045 |
| | | Google Chrome Licenses (3) | 86.82 | P202000122 | 11-190-100-320-000-045 |
| | | S&H | 25.00 | P202000122 | 11-190-100-320-000-045 |
| | | 120GB Drives (10) | 161.80 | P202000122 | 11-190-100-320-000-045 |
| | | 25ft HDMI Cables | 160.98 | P202000122 | 11-190-100-320-000-045 |
| | | 120GB Drives (10) | 134.15 | P202000122 | 11-190-100-320-000-045 |
| | | S&H | 25.00 | P202000122 | 11-190-100-320-000-045 |
| | | SonicWALL 1 yr License | 1,103.84 | P202000122 | 11-190-100-320-000-045 |
| Total Check Amount: | | | 7,773.50 | | |
| A:3468 | 12/6/19 | Maria Paradiso Misc School Supplies | 63.49 | P202000054 | 11-190-100-610-000-047 |
| | | ED T&E | 1,200.00 | P202000088 | 11-000-262-890-000-075 |
| Total Check Amount: | | | 1,263.49 | | |
| A:3469 | 12/6/19 | New Jersey Re-Insurance Company Insurance Policy 2019-2020 | 3,130.91 | P202000078 | 11-000-291-260-000-054 |
| A:3470 | 12/6/19 | Optimum 2019-2020 Internet | 135.60 | P202000010 | 11-000-230-530-000-057 |

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:3471 | 12/6/19 | Protective Measures | | | |
| | | Panel Battery Replacement | 453.00 | P202000120 | 11-000-262-890-000-075 |
| | | 2019-2020 Fire System Maint & Central monitor | 529.17 | P202000014 | 11-000-262-890-000-075 |
| | | Total Check Amount: | 982.17 | | |
| A:3472 | 12/6/19 | Selective Insurance Company of America | | | |
| | | Liability & Property Insurance | 4,411.00 | P202000087 | 11-000-262-520-000-070 |
| A:3473 | 12/6/19 | Staples Advantage | | | |
| | | 2019-2020 School Supplies | 218.91 | P202000022 | 11-190-100-610-000-047 |
| A:3474 | 12/6/19 | Success Communications Group | | | |
| | | Advertisment/Public Notices 2019-2020 | 192.48 | P202000031 | 11-190-100-890-000-049 |
| A:3475 | 12/6/19 | Waste Management of New Jersey, Inc. | | | |
| | | DEC 2019 Waste Management | 1,059.80 | P202000013 | 11-000-240-500-000-068 |
| A:3476 | 12/9/19 | BELLAQUA, INC. T/A THE WATER STORE | | | |
| | | Water Fountain Repairs | 386.95 | P202000118 | 11-000-240-500-000-068 |
| A:3477 | 12/9/19 | ENVIROVISION | | | |
| | | Testing for Lead in Drinking Water | 162.00 | P202000119 | 11-000-240-500-000-068 |
| A:3478 | 12/9/19 | MACHADO LAW GROUP | | | |
| | | Legal serv 2019-20 | 356.00 | P202000046 | 11-000-230-331-000-055 |
| | | Legal Services 2019-2020 | 4,708.00 | P202000123 | 11-000-230-331-000-059 |
| | | Total Check Amount: | 5,064.00 | | |
| A:3479 | 12/9/19 | Digital Arts | | | |
| | | Hanging Banner Poles Set | 192.00 | P202000124 | 11-000-262-890-000-075 |
| | | S&H | 25.00 | P202000124 | 11-000-262-890-000-075 |
| | | Total Check Amount: | 217.00 | | |
| A:3480 | 12/9/19 | PowerSchool Group LLC | | | |
| | | Amended License Subscription Fees 2019-2020 | 226.20 | P202000125 | 11-000-230-330-000-056 |
| A:3481 | 12/9/19 | One Source Solutions | | | |
| | | Recruitment Post Card and Mailing | 1,950.00 | P202000121 | 11-000-262-890-000-075 |
| A:3482 | 12/9/19 | Scenario Learning LLC | | | |
| | | SafeschoolsTraining | 562.50 | P202000061 | 11-000-230-330-000-056 |
| A:3483 | 12/9/19 | Sharon Machrone | | | |
| | | Barnes & Noble Gift Cards 20@\$15 | 300.00 | P202000127 | 11-000-262-890-000-075 |
| D:1121 | 12/9/19 | Becker's School Supplies | | | |
| | | November contributions | 1,310.00 | 91 - 472 | AXA |
| D:1122 | 12/9/19 | AFLAC | | | |
| | | November Premiums | 709.50 | 91 - 473 | AFLAC |

The Grand Total of all Checks from Fund 11 is: 91,429.12

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> |
|----------------------------------------------------------|-------------|------------------------------------------------|---------------|----------------------|------------------------------------------|
| | | The Grand Total of all Checks from Fund 20 is: | 1,593.00 | | |
| | | The Grand Total of all Checks from Fund 91 is: | 2,019.50 | | |
| The Grand total of all checks for this period is: | | | 95,041.62 | | |

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

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |