

LINK COMMUNITY CHARTER SCHOOL
MINUTES OF THE BOARD OF TRUSTEES MEETING
March 9, 2020, 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 6:39 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
Sharon Machrone, board recording secretary
Bima Baje, school business administrator
Leslie Baynes, chief operating officer
Christine Martinez, Esq., board attorney

APPROVAL OF MINUTES

Resolution #030920-01: Be it Resolved that the Board of Trustees accepts and approves the minutes of the meeting held on February 10, 2020.

Moved by Mr. Marshall

Seconded by Mrs. Purefoy

Discussion: None

Vote: Voice; passed unanimously

APPROVAL OF AGENDA

Resolution #030920-02: Be it Resolved that the Board of Trustees accepts and approves the agenda for the meeting on March 9, 2020.

Moved by Mrs. Purefoy

Seconded by Mr. Marshall

Discussion: None

Vote: Voice, 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 members of the public present.

CLOSING OF PUBLIC COMMENT

The chair closed the public comment section of the meeting.

ACKNOWLEDGMENT OF CORRESPONDENCE

Email to Mrs. Daughtry, board chair, from P. Bowers on a student issue, March 4, 2020.

Letter from an attorney on a student matter, received March 9, 2020

PRESENTATIONS:

School Safety Report, Mrs. Paradiso

HEAD OF SCHOOL

See attached report.

Approval of field trips

Resolution #030920-03: Be it Resolved that the Board of Trustees approves the following field trips, as recommended by the head of school:

Trip	Date/Time	Purpose	Funded by
US Attorney’s Office in Newark – Step Team and Link Ambassadors	February 28, 2020	USAO Black History Month Celebration. STEP Team will perform.	LEP (transportation)

Moved by Mrs. Purefoy

Seconded by Mr. Marshall

Discussion: None

Vote: Roll call; passed unanimously

Approval of conference/workshop attendance

Resolution #030920-04: Be it Resolved that the Board of Trustees approves attendance at the following conferences, workshops, and/or job fairs, as recommended by the head of school:

Name	Conference/Training	Dates	Funded by:
Detra DeNully, Da’Cheray Ruth	Deanslist Summit, NYC	March 3, 2020	Link Education Partners

Kathleen Hester	Job Fair, Monmouth U., West Long Branch, NJ	March 18, 2020	Link Education Partners
Jasmine Seegers, Asha Alston	Job Fair, Rider U., Lawrenceville, NJ	March 31, 2020	Link Education Partners
Kathleen Hester, Christine Lynskey	Job Fair, Kean U., Union, NJ	March 25, 2020	Link Education Partners
Christine Lynskey	Job Fair, Nemnet, Boston, MA	March 7, 2020	Link Education Partners
Maria Paradiso, Asha Alston	Job Fair, Howard U., Washington, D.C.	April 15, 2020	Link Education Partners
Maria Paradiso, Joven Freeman	NJSchool Jobs, Job Fair	April 28, 2020	Link Education Partners

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

Approval of stipends

Resolution #030920-05: Be it Resolved that the Board of Trustees approves the following stipend as recommended by the head of school:

Name	Responsibility	Stipend Amount
Gwen Howard	Spring Musical – Set and Costume Design and Production	\$750

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

Approval of 2020-2021 School Calendar

Resolution #030920-06: Be it Resolved that the Board of Trustees approves the attached calendar with a correction on June 29, 2021 (Summer Academy professional development day) and June 30, 2021 (Opening of Summer Academy) for the School Year 2020-2021, as recommended by the head of school.

Moved by Mr. Marshall
 Seconded by Mrs. Purefoy
 Discussion: Mrs. Paradiso noted that school will start before Labor Day in 2020 and the calendar reflects 183 student days rather than the 184 days that have been scheduled in the past.
 Vote: Roll call; passed unanimously

Approval of revision to 2019-2020 School Calendar

Resolution #030920-07: Be it Resolved that the Board of Trustees approves revising the 2019-2020 school calendar to reflect a school closing for students and staff on Thursday, April 9, 2020 to replace an unused snow day, as recommended by the head of school.

Moved by Mr. Marshall
 Seconded by Mrs. Purefoy
 Discussion:
 Vote: Roll call; passed unanimously

Approval of emergency open public board meeting

Resolution # 030920-08: Be it Resolved that the Board of Trustees approves an emergency open, public board meeting to be held by teleconference on Thursday, March 19, 2020 at 6:30 pm to (1) test the ability to hold a meeting

in this manner if there is a need and (2) to review the School Closure Preparedness Plan submitted to the Essex County Board of Education, as recommended by the head of school.

Moved by Ms. Ebanks

Seconded by Mr. Marshall

Discussion: None

Vote: Roll call; passed unanimously

Approval to apply for a short-term loan

Resolution #030920-09: Be it Resolved that the Board of Trustees approves applying for a short term loan, if necessary, in the event that districts are unable to send payment during a possible closing of schools due to the coronavirus, as recommended by the head of school.

Moved by Ms. Ebanks

Seconded by Mrs. Holguin-Veras

Discussion: None

Vote: Roll call; passed unanimously

COMMITTEE REPORTS

Governance Committee

See attached report.

Finance and Facility Committee

See attached report.

Approval of financial reports

Resolution #030920-10: Be it Resolved that the Board of Trustees accepts and approves the Board Secretary Report and the Treasurer's Report for the month ending February 29, 2020, as recommended by the school business administrator.

Moved by Ms. Ebanks

Seconded by Mrs. Purefoy

Discussion: None

Vote: Roll call; passed unanimously

Approval of bills for payment

Resolution #030920-11: 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 Bill List, recommended by the school business administrator.

Moved by Ms. Ebanks

Seconded by Mrs. Purefoy

Discussion: None

Vote: Roll call; passed unanimously

Approval of transfer

Resolution #030920-12: Be it Resolved that the Board of Trustees approves the attached budget transfers dated March 3, 2020.

Moved by Mrs. Purefoy

Seconded by Ms. Ebanks

Discussion: None

Vote: Roll call; passed unanimously

Approval of preliminary budget for the 2020-2021 School Year

Resolution #030920-13: Be it Resolved that the Board of Trustees approves the preliminary budget for the 2020-2021 school year, as recommended by the school business administrator.

Moved by Mrs. Purefoy

Seconded by Mrs. Holguin-Veras
Discussion: None.
Vote: Roll call; passed unanimously

Education Committee

No report.

OLD BUSINESS

NEW BUSINESS

Walk In Motion

Resolution #030920-1: Be it Resolved that the Board of Trustees approves an open board retreat/meeting for Saturday, May 2, 2020 from 8:30 am – 12:00 noon to replace the postponed retreat from February, as recommended by the Governance Committee.

Moved by Mrs. Purefoy

Seconded by Ms. Ebanks

Discussion: Members discussed a variety of topics for the retreat. Definite would be “Hot Topics in School Law” and board governance training. Members are to think of other topics and send recommendations to Mrs. Daughtry.

Vote: Roll call; passed unanimously

ANNOUNCEMENTS

The Link Alumni Reunion Weekend scheduled for March 21 and 22 has been postponed due to the coronavirus situation.

MOTION TO ADJOURN

Moved by Mrs. Purefoy

Seconded by Ms. Ebanks

Vote: Voice; passed unanimously

The meeting was adjourned at 8:47pm.

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: March 9, 2020

Approved by the Link Community Charter School Board of Trustees: April 20, 2020



MEMORANDUM

TO: LCCS Board Education Committee

FROM: Maria Pilar Paradiso, head of school

DATE: March 9, 2020

RE: SSDS Reporting, 2019-2020, Period One, January, 2020 Submission

We submitted the submission for Report Period One for the 2019-2020 school year with the following data:

HIB Trainings and Programs Data Collection

- 2 trainings: HIB policy and prevention; HIB policy
- 2 programs: Week of Respect and Life Skills

Discipline

- 7 incidents
 - 4 were assaults (students hitting other students)
 - 1 was substance possession (pills brought from home to school)
 - 2 were inappropriate touching (one was multiple students engaged in the inappropriate touching back and forth and one was one student touching another)

**Head of School Report for LCCS Board
February 2020**

Enrollment Update:

Grade Level	Approved Enrollment	19/20 Enrolled & Attending	19/20 Wait List	20/21 Applications
5	81	81	4	121 NEW applications
6	80	80 (1 moved out of district-transportation issue)	29	44 NEW
7	76	76 (1 moved out of district-transportation issue-sibling to 6 th grader)	74	27 NEW applications
8	71	71	28	18 NEW applications
Total	304 (80 K-5 span) (224 6-8 span)	308 (81 K-5 span) (227 6-8 span)		

Discipline:

Month	In School 2019-20	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
December	1	0		3	1
January	1	4		1	17
February	1	0		4	9
Totals to Date	5	5		14	62

Student Recruitment:

- 121 applications received to date for 5th grade
- 44 applications received to date for 6th grade
- 22 applications received to date for 7th grade
- 18 applications received to date for 8th grade

Staffing:

- We are advertising for 5th grade science/social studies teaching position and a MLR position for special education teacher-both current openings.

Partnerships

- The NJ Medical School mentors are coming more regularly now-second semester seems to work better for the medical school students.

Professional Development:

-

Programming:

- Lion King
- Black History Month bulletin boards

PR:

- Our Literacy Coach wrote an article about two districts he works with and for the International Literacy Association's publication (March/April edition) and they printed it. A Tale of Two Cities: Mobilizing ILA's Children's Right to Read

HIB:

- None this month

State Reporting:

- NJSLA uploads completed for ELA/Math and for Science

District Correspondence

- Irvington has notified us that they are cancelling the bus they have been providing and will instead give parents aid in lieu of transportation.

Upcoming Dates:

-

School Calendar Updates:

- Adjustments requested are reflected in upcoming motions

High School Placement

- Link students are receiving independent school acceptances this week. Early results are very strong.

Standardized Testing

- NJSLA-Science Spring 20ass9 essment (school year 2018-2019)

Special Projects:

- Coronavirus

LINK COMMUNITY CHARTER SCHOOL

Proposed 2020-2021 School Calendar, as of 03.06.20

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

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

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



School Closed/Holidays



Teacher PD Day (no school for students); 8/21 new staff starts 8/21 and all staff 8/24-9/1.



Link Summer Academy



Early Dismissal, all (except for 12-month employees)/ *means 12 noon dismissal



Building Closed for Cleaning (District & School closed)



Early Dismissal, students; Teacher PD 1:15 – 4:30 pm; Graduation, June 18th (All staff must attend.)



School closed, except for 12-month employees

**Link Community Charter School
Board of Trustees
Governance Committee Meeting
March 4, 2020**

Present: Brenda Daughtry, Maria Pilar Paradiso, Sharon Machrone

1. Two members' terms expire on June 30, 2020. Mrs. Daughtry has spoken to one and will speak with the other. It is hoped that they will remain for a second term.
2. The terms of the chair and vice chair expire as of June 30, 2020. The committee will develop a slate of officers for the 2020-21 by June.
3. There is still one open board position. Mrs. Paradiso will contact Leadership Newark for candidates. Also, board members are asked to nominate potential members.
4. A timeline for this year's board self-evaluation and the head of school evaluation will be shared at the March 9th meeting. Additionally, the committee discussed the evaluation form for the SBA/Board Secretary position.
5. The committee decided to hold the second retreat this spring. Topics and dates will be discussed at the March 9th meeting. Part of the retreat would be for members to complete mandated training.
6. The committee discussed correspondence from a parent appealing her child's suspension. Our board attorney is reviewing the issue.



Finance & Facilities Committee Report

March 9, 2020

Attendance:

☐ Richard Marshall

☐ Leslie Baynes

Bima Baje

Susanna Holgun-Veras

I. Financial Review

a. Treasurer's Report:

- i. As of February 29, 2020, total operating cash on hand \$1,048,975.97 net \$4,537.80 in outstanding checks.
- ii. No transfers necessary this period.

b. Secretary's Report:

- i. As of February 29, 2020
 - o \$3,120,879.37 in expenses have been paid
 - o \$2,478,970.57 in encumbrances are pending payment
 - o \$484,085.98 remains unencumbered

c. Budget:

- i. Reviewed 2021-22 budget draft, discussed possible areas for changes if revenue is cut and budgeted expenses have to be reduced.
- ii. Reviewed 2019-20 budgeted expenditures, discussed projected year expenditures and potential surplus.

d. Bills List:

- i. Reviewed and approved all February vendor payments on bills list.

II. Operations

- a. Reviewed Insperity portfolio will move forward to accept detailed service proposal.

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:3551	3/5/20	AT & T 2019-2020 Long Distance Charges	984.99	P202000027	11-000-230-530-000-057
A:3552	3/5/20	AT&T Teleconference Services Jan 2020 Teleconference Charges	275.28	P202000028	11-000-230-530-000-057
A:3553	3/5/20	Best Cleaning Building Service, Inc. Cleaning Services FEB 2020	5,525.00	P202000091	11-000-240-500-000-068
A:3554	3/5/20	Blick Art Materials Art Supplies	6.74	P202000066	11-190-100-610-000-047
A:3555	3/5/20	CIT 2019-20 Copier serv	2,701.30	P202000049	11-000-230-330-000-056
A:3556	3/5/20	City of Newark Division of Water FEB 2020 Water Expenses	607.07	P202000019	11-000-262-620-000-074
A:3557	3/5/20	Duplitron Copier expenses 11/5/19-2/4/20	440.22	P202000115	11-190-100-610-000-047
A:3558	3/5/20	Great Minds Eureka Math Workbook Sets & License/Subscr	2,025.03	P202000067	11-190-100-640-000-048
		Eureka Math Workbook Sets & License/Subscr	11,869.01	P202000067	11-190-100-640-000-048
Total Check Amount:			13,894.04		
A:3559	3/5/20	i2 Learning Foundation Licensing i2 learning STEM week curriculum	500.00	P202000156	20-231-100-600-000-096
A:3560	3/5/20	MACHADO LAW GROUP Legal Services JAN 2020	2,080.00	P202000123	11-000-230-331-000-059
A:3561	3/5/20	Maschio's Food Service Inc. Annual Food Service JAN 20	20,684.91	P202000102	60-910-310-600-000-000
A:3562	3/5/20	INVO HEALTHCARE ASSOCIATES SLP/BCBA JAN 2020	4,094.00	P202000145	20-250-200-300-000-097
A:3563	3/5/20	New Jersey Re-Insurance Company Insurance Policy FEB 2020	3,130.91	P202000078	11-000-291-260-000-054
A:3564	3/5/20	Optimum 02/23-03/22 Internet	146.26	P202000010	11-000-230-530-000-057
A:3565	3/5/20	Protective Measures apr-jun System Maint & monitoring	527.17	P202000014	11-000-262-890-000-075
A:3566	3/5/20	PSE&G 2019-2020 Gas/Electric Charges	6,869.34	P202000021	11-000-262-620-000-074

All Bank Accounts Included

Check#	Date	Vendor (Payee)/Check Line Comments	Amount	PO or Bal Sht	Exp. Acct. or Balance Sheet Title
A:3567	3/5/20	School Health Corp			
		Nurse Supplies 2019-2020	200.67	P202000015	11-190-100-610-000-047
		Nurse Supplies 2019-2020	50.05	P202000015	11-190-100-610-000-047
Total Check Amount:			250.72		
A:3568	3/5/20	Selective Insurance Company of America			
		Liability & Property Insurance	2,877.00	P202000087	11-000-262-520-000-070
A:3569	3/5/20	Staples Advantage			
		2019-2020 School Supplies	129.95	P202000022	11-190-100-610-000-047
		2019-2020 School Supplies	179.99	P202000022	11-190-100-610-000-047
		2019-2020 School Supplies	23.74	P202000022	11-190-100-610-000-047
		2019-2020 School Supplies	206.49	P202000022	11-190-100-610-000-047
		2019-2020 School Supplies	36.79	P202000022	11-190-100-610-000-047
		2019-2020 School Supplies	166.23	P202000022	11-190-100-610-000-047
		2019-2020 School Supplies	702.34	P202000022	11-190-100-610-000-047
Total Check Amount:			1,445.53		
A:3570	3/5/20	Teacher Synergy, LLC			
		PPT Lessons for Eureka Math 6th-7th + Process	182.99	P202000152	11-190-100-320-000-045
A:3571	3/5/20	Verizon			
		2019-2020 Telephone Service	503.23	P202000033	11-000-230-530-000-057
A:3572	3/5/20	Waste Management of New Jersey, Inc.			
		MAR 2020 Waste Management	1,012.14	P202000013	11-000-240-500-000-068
A:3573	3/5/20	Western Pest Services			
		Pest Control services FEB 20	450.50	P202000048	11-000-240-500-000-068
A:3574	3/5/20	The Goodkind Group, LLC			
		Para S.M. wk end 9/8	818.63	P202000114	20-231-100-300-000-096
		Para wk end 11/24 E.O.	177.00	P202000114	20-231-100-300-000-096
		Para wk end 12/1 G.B.	249.32	P202000114	20-231-100-300-000-096
		Para wk end 12/1 G.B (Bal)	388.90	P202000146	20-231-100-300-000-096
		Paras wk end 12/1 G.C.	582.63	P202000146	20-231-100-300-000-096
		Paras Wk End 12/1 J.C.	600.03	P202000146	20-231-100-300-000-096
		Paras wk end 12/1 PJF	585.28	P202000146	20-231-100-300-000-096
		Paras wk 1/12/20 GB, JC, GC, PJF	4,073.13	P202000146	20-231-100-300-000-096
		Paras wk 1/19/20 gb, jc, gc, pjf	4,379.84	P202000146	20-231-100-300-000-096
		Paras wk 2/9/20 GB, JC, GC, PJF	4,016.79	P202000146	20-231-100-300-000-096
		Paras wk 2/16/20 GB, JC, GC, PJF	3,529.35	P202000146	20-231-100-300-000-096
		Paras WK 2/23/20 TB, GB, JC, GC, PJF	3,491.40	P202000146	20-231-100-300-000-096
		Paras wk 3/1/20 TB, GB, JC, GC	4,386.88	P202000146	20-231-100-300-000-096
Total Check Amount:			27,279.18		
A:3575	3/5/20	LINK EDUCATION PARTNERS, INC			
		APR 2020 Rent	2,733.34	P202000147	11-000-262-441-000-069
A:3576	3/5/20	Horizon BCBS			
		MAR 2020 Health Insurance	30,115.21	P202000001	11-000-291-270-000-054

All Bank Accounts Included

Check#	Date	Vendor (Payee)/Check Line Comments	Amount	PO or Bal Sht	Exp. Acct. or Balance Sheet Title
A:3577	3/5/20	Dr. Kia Grundy Physician Services 2019-2020	3,000.00	P202000154	11-000-230-500-000-056
A:3578	3/5/20	Delta-T Group North Jersey, Inc. Sub Teachers 1/27-1/31 Sub Teachers 2/3-2/7 Sub Teachers 2/10-2/13 Sub Teachers 2/18-2/21	2,256.77 2,281.28 2,028.16 2,266.81	P202000095 P202000095 P202000095 P202000095	11-190-100-320-000-045 11-190-100-320-000-045 11-190-100-320-000-045 11-190-100-320-000-045
Total Check Amount:			8,833.02		
A:3579	3/5/20	NJ Charter Schools Association Leslie Baynes Maria Paradiso	392.00 392.00	P202000094 P202000094	11-000-230-890-000-063 11-000-230-890-000-063
Total Check Amount:			784.00		
D:1128	3/5/20	Horizon BCBS MAR 2020 VISION MAR 2020 DENTAL	180.15 829.03	91 - 484 91 - 485	vision Dental
Total Check Amount:			1,009.18		
A:3580	3/9/20	ALLIED UNIVERSAL SECURITY SERVICES 2/14/20-2/20/20 Security Services 2/21/20-2/27/20 Security Services 2/7/20-2/13/20 Security Services 1/31/20-2/6/20 Security Services 1/24/20-1/30/20 Security Services 1/3/20-1/9/20 Security Services 12/27/20-1/2/20 Security Services 12/20/19-12/26/19 Security Services 12/13/19-12/19/19 Security Services 1/17/20-1/12/20 Security Services 1/10/20-1/16/20 Security Services 11/29/19-12/5/19 Security Services 11/16/19-11/21/19 Security Services 11/8/19-11/14/19 Security Services 11/01/19-11/07/19 Security Services	1,214.48 2,161.30 2,053.43 2,069.41 1,985.52 1,981.52 311.61 255.68 1,937.58 1,685.89 1,965.54 1,471.63 2,016.83 1,586.00 1,746.13	P202000026 P202000026 P202000026 P202000026 P202000026 P202000026 P202000026 P202000026 P202000026 P202000026 P202000026 P202000026 P202000026 P202000026 P202000026	11-000-240-500-000-068 11-000-240-500-000-068 11-000-240-500-000-068 11-000-240-500-000-068 11-000-240-500-000-068 11-000-240-500-000-068 11-000-240-500-000-068 11-000-240-500-000-068 11-000-240-500-000-068 11-000-240-500-000-068 11-000-240-500-000-068 11-000-240-500-000-068 11-000-240-500-000-068 11-000-240-500-000-068 11-000-240-500-000-068
Total Check Amount:			24,442.55		
A:3581	3/9/20	Maschio's Food Service Inc. Annual Food Service 19-20	20,684.91	P202000102	60-910-310-600-000-000
The Grand Total of all Checks from Fund 11 is:			113,818.55		
The Grand Total of all Checks from Fund 20 is:			31,873.18		
The Grand Total of all Checks from Fund 60 is:			41,369.82		
The Grand Total of all Checks from Fund 91 is:			1,009.18		
The Grand total of all checks for this period is:			188,070.73		

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>
02/01/2011	11-000-215-320-000-067 Speech Therapy	11-000-219-320-000-067 Purch Prof Tech Svcs	to cover shortage	3,000.00
02/11/2011	11-190-100-106-000-044 Salaries-Other Instruction	11-000-240-110-000-066 Supp Svcs - Salaries	to cover shortage	40,000.00
02/11/2011	11-130-100-101-000-043 Sal - Teachers 6-8	11-000-240-110-000-066 Supp Svcs - Salaries	to cover shortage	2,000.00
02/11/2011	11-130-100-101-000-043 Sal - Teachers 6-8	11-000-291-232-000-054 Benefits - NJ State Pension	to cover shortage	16,137.00
02/11/2011	11-130-100-101-000-043 Sal - Teachers 6-8	11-421-100-105-000-044 Stipends	to cover shortage	12,375.00
02/11/2011	11-130-100-101-000-043 Sal - Teachers 6-8	11-421-100-105-000-044 Stipends	to cover shortage	3,817.20
02/11/2011	11-130-100-101-000-043 Sal - Teachers 6-8	11-000-230-100-000-052 Sal - Administration	to cover shortage	3,817.20
The total of all transfers within fund 10 is:				81,146.40



BUDGET SUMMARY

Line		FY Year: 2020-2021	Common Size
1	Enrollments		
2	District of Residence	121	
3	Non-Resident District	191	
4	Total Enrollments	312	
5			
6	Beginning Fund Balance	395,599	
7			
8	Revenues		
9	General Fund		
10		0	
11	Equalization/Local Levy Aid - Local Share	737,682	12.9%
12	Equalization/Local Levy Aid - State Share	3,399,059	59.4%
13	Total Equalization/Local Levy Aid (Lines 11,12)	4,136,741	72.3%
14	Categorical Aid		
15	Categorical Special Education Aid	209,785	3.7%
16	Categorical Security Aid	146,832	2.6%
17	Total Categorical Aid (Lines 15 and 16)	356,617	6.2%
18	Other State Revenue	FICA	
19	First Year Nonpublic Student Aid	176,841	3.1%
20	Adjustment Aid		0.0%
21	Other State Revenue	747,552	13.1%
22	Total Other State Aid (Lines 19 through 21)	924,393	16.2%
23	Other Revenue: LEP	60,000	
24	Total General Fund (Lines 13, 17, 22, 23)	5,477,751	95.7%
25	Restricted - Special Revenue Fund		
26	Revenue from State Sources:		0.0%
27	Source:		0.0%
28	Other:		0.0%
29	Total State Projects (Lines 27, 28):	0	0.0%
30	Revenue from Federal Sources:		0.0%
31	Source: NCLB	176,740	3.1%
32	Other: IDEA	68,625	1.2%
33	Total Federal Projects (Lines 31, 32):	245,365	4.3%
34	Revenues from Other Restricted Sources		0.0%
35	Source:		0.0%
36	Source:		0.0%
37	Other:	0	0.0%
38	Total Other Sources (Lines 35, 36, 37):	0	0.0%
39	Total Special Revenue Fund (Lines 29, 33, 38)	245,365	4.3%
40	Total Revenues (Lines 24,39)	5,723,116	100.0%
41	Expenditures-General Fund		
42	Instruction		
43	Salaries of Teachers	2,003,111	34.5%
44	Other Salaries for Instruction	40,000	0.7%
45	Purchased Professional/Technical Services	387,600	6.7%
46	Other Purchased Services	0	0.0%
47	General Supplies	70,000	1.2%
48	Textbooks	45,700	0.8%
49	Miscellaneous Expense	10,000	0.2%
50	Total Instructional Expense	2,556,411	44.0%
51	Administrative		
52	Salaries - Administration	609,915	10.5%
53	Salaries of Secretarial/Clerical Assistants	198,322	3.4%

Line		FY Year: 2020-2021	Common Size
54	Total Benefit Costs	820,841	14.1%
55	Purch. Professional/Tech.Serv.(Consultants)		0.0%
55.1	Legal costs	42,500	0.7%
55.2	Other Purch. Professional/Tech Serv. (Consultants)	81,600	1.4%
56	Other Purchased Services	57,350	1.0%
57	Communications/Telephone	34,585	0.6%
58	Supplies and Materials	7,000	0.1%
59	Judgments Against Charter Schools		0.0%
60	Interest on Current Loans		0.0%
61	Interest for Lease Purchase Agreements		0.0%
62	Mortgage Payments-Interest		0.0%
63	Miscellaneous Expense	2,400	0.0%
64	Total Administrative Expense	1,854,513	31.9%
65	Support Services		
66	Salaries	345,723	6.0%
67	Purch. Professional/Tech. Serv.(Consultants)	60,000	1.0%
68	Other Purchased Services	196,600	3.4%
69	Rental of Land and Buildings	328,000	5.7%
70	Insurance for property, liability and fidelity	63,413	1.1%
71	Supplies and Materials	23,000	0.4%
72	Transportation - Other than to/from school	0	0.0%
73	Reserved for future use		0.0%
74	Energy Costs (Heat and Electricity)	76,500	1.3%
75	Miscellaneous Expense	25,000	0.4%
76	Total Support Services Expense	1,118,236	19.3%
77	Capital Outlay		
78	Instructional Equipment	20,000	0.3%
79	Noninstructional Equipment	10,000	0.2%
80	Purchase of Land/Improvements	0	0.0%
81	Lease Purchase Agreements-Principal	0	0.0%
82	Mortgage Payments-Principal	0	0.0%
83	Building Purchase other than Lease Purchase	0	0.0%
84	Miscellaneous Expense	0	0.0%
85	Total Capital Outlay	30,000	0.5%
86	Total General Fund (Lines 50, 64, 76, 85)	5,559,160	95.8%

Line		FY Year: 2020-2021	Common Size
87	Expenditures-Special Revenue Fund		0.0%
88	Restricted /Special Revenues Programs		0.0%
89			0.0%
90	State Projects:		0.0%
91	Source:	0	0.0%
92	Other:	0	0.0%
93	Total State Projects:	0	0.0%
94			0.0%
95	Federal Projects:		0.0%
96	Source: ESEA	176,740	3.0%
97	Other: IDEA	68,625	1.2%
98	Total Federal Projects:	245,365	4.2%
99	Other Restricted Expenditures:		0.0%
100	Source:	0	0.0%
101	Source:	0	0.0%
102	Other:	0	0.0%
103	Total Other Sources:	0	0.0%
104	Total Special Revenue Fund (Lines 93, 98, 103)	245,365	4.2%
105			0.0%
106	Total Expenditures (Lines 86, 104)	5,804,525	100.0%
107			
108	Ending Fund Balance (Lines 6 + 40 - 106)	314,190	

Total	
Benefits	820,841
Salaries	3,197,071
%	25.67%

Instr	
3,080,975.28	59.24%

Admin. %	
1,241,184.74	23.86%

Support %		
878,999.87	16.90%	40.76%

Total	
5,201,159.89	

% fund bal. to Gen Fund	
5.65%	

	Expense Deatails		FTE/Units	FY21 PROPOSED BUDGET
		Teacher Salaries	28.00	1,799,151.16
		Special Ed	3.00	203,959.94
		TOTAL Line 43:		2,003,111.10
				-
		OTHER SALARIES FOR INSTRUCTION		-
		Other Instruction Salaries (stipends)	-	40,000.00
		Stipends		
				-
		TOTAL Line 44:		40,000.00
		PURCHASED PROFESSIONAL SERVICES		
		Computer Support		75,000.00
		Jesuit /Dominican Volunteers (2)		33,000.00
		Language Curriculum		30,000.00
		Princeton Fellow (2)		9,600.00
		Substitutes		80,000.00
		Outsourced para		160,000.00
		TOTAL Line 45:		387,600.00
		OTHER PURCHASED SERVICES		
		Music Program Instruction (LEP)		
		TOTAL Line 46:		-
		GENERAL SUPPLIES		
		Audio-Visual Materials		2,500.00
		Library Supplies		2,500.00
		Classroom Supplies		40,000.00
		Graduation		6,000.00
		Student Mailings		3,000.00
		Miscellaneous		500.00
		Printing supplies		14,900.00
		Identimetrics		600.00
		TOTAL Line 47:		70,000.00
		TEXTBOOKS		
		Textbooks,		40,000.00
		Redbird Math		4,500.00
		Schoolnet (Pearson)		1,200.00
		TOTAL Line 48:		45,700.00
		MISCELLANEOUS EXPENSE		
		Student Online Subscription		10,000.00
		Faculty Gifts		-
		Field Trips/Transportation		-
		TOTAL Line 49:		10,000.00
		TOTAL INSTRUCTIONAL EXPENSE		2,556,411

	Expense Deatails		FTE/Units	FY21 PROPOSED BUDGET
				-
	ADMINISTRATIVE EXPENSES			-
	ADMINISTRATION SALARIES			-
	Administrative Salaries		5.20	609,914.52
	TOTAL Line 52:			609,914.52
				-
	ADMINISTRATIVE SUPPORT SALARIES			-
	Administrative/Clerical		4.00	198,322.25
	TOTAL Line 53:			198,322.25
				-
	BENEFITS			-
	SS & Medicare			237,238.26
	NJ State Pension Assesment			165,000.00
	Workman's Compensation			35,100.00
	Health Insurance			325,000.00
	State Unemployment Ins			55,502.55
	Life Insurance			-
	FlexSpending Fees			3,000.00
	TOTAL Line 54:			820,840.81
				-
	PURCHASED PROF/TECH SERVICES			-
				-
	Legal			35,000.00
	Policy Updates			2,500.00
	Power school support			5,000.00
	TOTAL Line 55.1:			42,500.00
				-
	Contracted Services (Audit, HR)			17,250.00
	Hiring Fees (Teach for Americas)			22,000.00
	Meals Plus			350.00
	Payroll			6,000.00
	Bank Fees			600.00
	Copier/Printer Leasing			32,400.00
	Physician Services			3,000.00
	TOTAL Line 55.2:			81,600.00
				-
	OTHER PURCHASED SERVICES			-
	Board of Trustees Expenses			5,000.00
	Membership Dues			11,000.00
	Dean's List			9,000.00
	Financial Management Software (CDK)			3,850.00
	SIS (Power School, School Reach)			6,000.00
	Power School (Lisa Weber)			5,000.00
	Testing			7,500.00
	Strong Evaluation System			5,000.00
	FrontlineTechnology (Applitrak)			5,000.00
				-
	TOTAL Line 56:			57,350.00
	COMMUNICATIONS			
	Telephone			16,800.00
	Internet/Phone Support			11,825.00
	Employment Ads			5,000.00
	Postage			960.00
	TOTAL Line 57:			34,585.00

	Expense Deatails		FTE/Units	FY21 PROPOSED BUDGET
	SUPPLIES AND MATERIALS			
		Office Supplies		6,000.00
		Automobile		1,000.00
		Gifts & Donations		-
		TOTAL Line 58:		7,000.00
	MISCELLANEOUS EXPENSES			
		Student Fundraising Expenses		
		Miscellaneous		2,400.00
		Petty Cash		-
		TOTAL Line 63:		2,400.00
				-
	TOTAL ADMINISTRATIVE EXPENSE			1,854,513
	SUPPORT STAFF SALARIES			-
		Support Staff	5.40	345,723.21
		TOTAL Line 66:		345,723.21
	PURCHASED PROF/TECHNICAL SERVICES			
IDEA		Speech Therapy		-
IDEA		Physical/Occupational Therapy		-
		Home Instruction		10,000.00
		Learning/Psych/Social Eval		50,000.00
IDEA		Child Study Team Mtgs		-
		TOTAL Line 67:		60,000.00
	OTHER PURCHASED SERVICES			
		Security Guards		85,000.00
		Trash/Recycling		7,200.00
		Fire/Security Monitoring		2,200.00
		Contracted Building Services		11,200.00
		Building Repairs & Maintenance		15,000.00
		Parking Lot/Snow removal		6,000.00
		Building Maintenance Contract		70,000.00
		Food Program Purchases		-
		TOTAL Line 68:		196,600.00
				-
	RENTAL OF LAND & BUILDING			-
		Rent		328,000.00
		TOTAL Line 69:		328,000.00

	Expense Deatails		FTE/Units	FY21 PROPOSED BUDGET
	INSURANCE FOR PROPERTY & FIDELITY			
		Fidelity Bond for Financial Officers		2,100.00
		Directors and Officers Liability		13,000.00
		General Liability Package		42,950.00
		Student Insurance		1,600.00
		Umbrella		3,763.00
		TOTAL Line 70:		63,413.00
	SUPPLIES AND MATERIALS			
		Custodial Supplies		8,000.00
		Plant Supplies		10,000.00
		Nursing Supplies		5,000.00
		TOTAL Line 71:		23,000.00
	ENERGY COSTS			
		Heat		30,000.00
		Electricity		40,500.00
		Water		6,000.00
		TOTAL Line 74:		76,500.00
				-
	MISCELLANEOUS EXPENSES			-
		Admissions/Marketing		20,000.00
		High School Placement		5,000.00
		Refreshments staff		-
		TOTAL Line 75:		25,000.00
				-
	TOTAL FOR SUPPORT SERVICES			1,118,236
	INSTRUCTIONAL EQUIPMENT			-
		Technology		10,000.00
5 classrooms		Smart Boards		-
		Furniture & Fixtures		10,000.00
		Repair/Replace instruct equip		-
		TOTAL Line 78		20,000.00
	NON INSTRUCTIONAL EQUIPMENT			-
		Technology		10,000.00
		TOTAL Line 79:		10,000.00
				-
				-
		TOTAL GENERAL FUND EXPENSE		5,559,160
				-
				-
		TOTAL SPECIAL PROGRAMS EXP		349,630.00
				-
		REVENUE		5,723,116.13
		VARIANCE	-	(185,673.76)
				-
				-

	Expense Deatails		FTE/Units	FY21 PROPOSED BUDGET
				-
	DETAILED SPECIAL PROGRAMS EXPENSES INCLUDED IN BUDGET			-
	Title I			-
	TB			45,000.00
	Professional and Tech Services			120,000.00
	Summer Scholars			
	After School Program			
				165,000.00
				-
	Instructional Supplies			2,377.00
	Benefits			3,442.00
	Professional and Tech Services			-
	Support Supplies			
				-
	Total Title I			170,819.00
	Title I Reallocated			
	Purchased Services			1,200.00
	Supplies			2,071.00
	Other Objects			2,650.00
				5,921.00
	ESSA			176,740.00
	IDEA			
	Purchased Services	Child Study Team		66,825.00
				-
	Total IDEA			68,625.00
				-
				245,365.00