

**LINK COMMUNITY CHARTER SCHOOL
MINUTES OF THE BOARD OF TRUSTEES MEETING
July 12, 2021, 6:30 PM
In-Person and Via Zoom
Link Community Charter School
23 Pennsylvania Avenue, Newark, New Jersey 07114**

LINK COMMUNITY CHARTER SCHOOL MISSION

Link Community Charter School will provide an outstanding 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

The meeting was called to order at 6:47 pm 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 with the *New Jersey Star Ledger* and *nj.com*, *Irvington Herald*, *East Orange Record*, *Orange Transcript*, and *Essex Daily News* on June 29, 2021; by email to the city clerks of the four districts of residence and the county superintendent of education on June 29, 2021; by posting notice on the school website; and by communicating same to the Board of Trustees.

ROLL CALL

Member	Present	Absent
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
Sharon Machrone, board recording secretary
Bima Baje, school business administrator
Leslie Baynes, chief operating officer
Christine Martinez, Esq., board attorney
Debra Paczkowski, lead school secretary

APPROVAL OF MINUTES

Resolution #071221-01: Be it Resolved that the Board of Trustees accepts and approves the minutes of the regular and annual meetings held on June 14, 2021.

Moved by Mrs. Smith

Seconded by Ms. Barkley

Vote: Voice; passed unanimously

APPROVAL OF AGENDA

Resolution #061421-02: Be it Resolved that the Board of Trustees accepts and approves the agenda for the regular meeting on July 12, 2021.

Moved by Mrs. Smith
Seconded by Ms. Barkley
Vote: Voice; passed unanimously

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 members of the public chose to speak the chair closed the public comment portion of the meeting.

ACKNOWLEDGMENT OF CORRESPONDENCE

None.

HEAD OF SCHOOL

School Update

See attached report.

Approval to hire

Resolution #071221-03: Be it Resolved that the Board of Trustees approves the hiring of the following individuals for the 2021-2022 school year, as recommended by the head of school:

Name	Position	10/12 Month	F/T or P/T	2021-22 Salary
Robin Thomas	Kindergarten Teacher	10 month	F/T	\$84,000
LiaRose Chacon	Teacher's Assistant	10 month	F/T	\$50,000
Marlys Giordano	English Teacher	10 month	F/T	\$51,000

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

Approval of 2021-2022 school calendar changes

Resolution #071221-04: Be it Resolved that the Board of Trustees approves amending the 2021-2022 school district calendar as follows, as recommended by the head of school:

- Designate September 7,8 and 9 as early dismissal days for Kindergarten
- Change October 1 to an early dismissal/professional development day
- Change November 11 to a regular school day
- Change November 12 to an early dismissal school day
- Change November 4 to "no school" day for students and a professional development day for staff
- Change November 5 to a "no school" day
- Add June 20, 2022 to observe Juneteenth

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

Approval of home instruction contract

Resolution #071221- 04: Be it Resolved that the Board of Trustees approves the home instruction services agreement with Essex Regional Educational Services Commission for the 2021-22 school year, effective July 1, 2021 and ending on June 30, 2022, with an hourly rate of \$55.00, as recommended by the head of school.

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

Ratification of resignation

Resolution #071221-05: Be it Resolved that the Board of Trustees ratifies the resignation of Wayne Bragg effective July 9, 2021, as accepted by the head of school.

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

Ratification of resignation

Resolution #071221-06: Be it resolved that the Board of Trustees ratifies the resignation of Christine Kelley-Kemple, effective June 30, 2021, as accepted by the head of school.

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

Approval to hire

Resolution #071221-07: Be it Resolved that the Board of Trustees approves hiring Christine Kelley-Kemple to write Science and Social Studies curriculum during July 2021 at the cost of \$3,000, as recommended by the head of school.

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

Appointment of board recording secretary

Resolution #711221-08: Be it Resolved that the Board of Trustees appoints Debra Paczkowski as board recording secretary effective August 1, 2021, with a stipend of \$5,000 for the 2021-2022 school year, as recommended by the head of school.

Moved by Mrs. Smith
Seconded by Ms. Barkley
Discussion: Mrs. Paradiso stated that this is resulting from moving some responsibilities from the Director of Communications position, which previously filled this role.
Vote: Roll call; passed unanimously.

COMMITTEE REPORTS

Education Committee

Committee Report

No report.

Approval of contract for services

Resolution #071221- 09: Be it Resolved that the Board of Trustees approves a contract with For the Love of Literacy in the amount of \$10,000 for the 2021 Summer Academy instruction, as recommended by the head of school.

Moved by Mrs. Smith

Seconded by Ms. Barkley

Discussion: When asked if this was a new vendor to Link, Mrs. Paradiso responded “no.” Previous contract with this company were paid through Link Education Partners.

Vote: Roll call; passed unanimously.

Approval of contract for services

Resolution #071221-10: Be it Resolved that the Board of Trustees approves a contract with For the Love of Literacy in the amount of \$10,000 for Kindergarten program development.

Moved by Mrs. Smith

Seconded by Ms. Barkley

Discussion: None

Vote: Roll call; passed unanimously

Governance Committee

Committee Report

See attached report.

Approval of first reading of bylaws, policy, and regulations changes

Resolution #071221-11: Be it Resolved that the Board of Trustees approves the first reading of the revision to the following, as recommended by the Governance Committee:

- | | |
|------------|---|
| P 0131 | Bylaws, Policies, and Regulations (Recommended) |
| P 1649 | Federal Families First Coronavirus Response Act (Mandated) |
| P3134 | Assignment of Extra Duties (Suggested) |
| P & R 3142 | Nonrenewal of Nontenured Teaching Staff Member (Recommended) |
| P & R 4146 | Nonrenewal of Nontenured Support Staff Member (Recommended) |
| P & R 6471 | School District Travel (Mandated) |
| P 8561 | Procurement Procedures for School Nutrition Programs (Mandated) |

Moved by Ms. Barkley

Seconded by Mrs. Smith

Discussion: Mrs. Machrone explained the reasons for the policy revisions.

Vote: Roll call; passed unanimously

Approval to abolish a policy

Resolution 071221-12: Be it Resolved that the Board of Trustees approves abolishing the following policy, as recommended by the Governance Committee: P 1649 Federal Families First Coronavirus Response Act.

Moved by Ms. Ms. Barkley

Seconded by Mrs. Smith

Discussion: None

Vote: Roll call; passed unanimously

Finance Committee

Committee Report

See attached.

Approval of financial reports

Resolution #071221-13: Be it Resolved that the Board of Trustees accepts and approves the Board Secretary Report and the Treasurer’s Report for the month ending June 30, 2021, as recommended by the school business administrator.

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

Approval of budget transfer

Resolution #071221-14: Be it Resolved that the Board of Trustees approves the attached budget transfer, as recommended by the school business administrator.

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

Approval of bills for payment

Resolution #071221-15: Be it Resolved that the Board of Trustees approves for payment the bills for goods and services provided to Link Community Charter School as listed in the attached Bill List, as recommended by the school business administrator.

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

The next three motions were voted on together:

- **Approval of IDEA submission**
Resolution #071221-16: See attached Resolution.
- **Approval of ESEA submission**
Resolution #071221-17: See attached Resolution
- **Approval of ESSER III submission**
Resolution #071221-18: See attached Resolution

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

Approval of renewal of food service

Resolution #071221-19: Be it Resolved that the Board of Trustees approves renewal with Maschio's Food Services for the 2021-22 school year as an extension of the original contract, as recommended by the school business administrator.

Moved by Mrs. Smith
Seconded by Ms. Barkley
Discussion: The question was asked as to whether the extension was at the same rate as last year. Mrs. Baynes responded in the affirmative.
Vote: Roll call; passed unanimously

OLD BUSINESS

None.

NEW BUSINESS

Walk in Motion

Approval of stipend

Resolution #071221-21: Be it Resolved that the Board of Trustees approves a stipend of \$5,000 for Maria Pilar Paradiso for service in the building in the late winter/early spring of 2021 during the COVID pandemic, as recommended by the board chair.

Moved: Ms. Barkley

Seconded: Ms. Ebanks

Discussion: None

Vote; Roll call; passed unanimously

ANNOUNCEMENTS

Mrs. Paradiso indicated that Link Education Partners is working with partners to provide renovation of the park.

She also shared that she and Mrs. Baynes are exploring a corporate partnership that would handle the employee benefits function for the school. This would provide an electronic solution would streamline processes and save time, as well as be of benefit to employees. More information will be forthcoming.

When questioned about this year's A Taste of Newark gala, hosted by Link Education Partners, Mrs. Paradiso stated that there will be a gala but that the Development Office and LEP board are exploring options as to the scope and structure of this year/s event. More information will be shared when decision are made.

MOTION TO ADJOURN THE REGULAR MEETING

Moved by Mrs. Smith

Seconded by Ms. Barkley

Vote: Voice; passed unanimously

The meeting was adjourned at 8:15 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: July 12, 2021

Approved by the Link Community Charter School Board of Trustees: August 23, 2021



**ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION
HOME INSTRUCTION SERVICES AGREEMENT
SCHOOL YEAR 2021 - 2022**

THIS AGREEMENT, is made on this _____ day of _____ 2021, between the **ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION** (hereinafter "ERESC") and _____ (hereinafter "District").

WHEREAS, ERESC provides home instruction services to public school students; and

WHEREAS, the District requested that ERESC provide home instruction services to its students; and

WHEREAS, that instruction shall be provided at the public school student's place of confinement; and

WHEREAS, ERESC and the District have reached agreement for the provision of home instruction services and seek to memorialize that agreement; and

NOW, THEREFORE, ERESC and the District agree as follows:

1. Term. This Agreement shall be in full force and effect from July 1, 2021 through June 30, 2022.
2. Services.
 - a. ERESC will employ certified teachers to provide home instruction services to eligible public school students in accordance with all District timelines and procedures.
 - b. ERESC will contact and assign all staff required to provide home instruction services in accordance with all District timelines and procedures.
 - c. All staff providing home instruction services will contact the student and parent(s)/guardian(s) to arrange agreeable scheduled instructional periods.
 - d. All materials and assignments will be provided by the District.
 - e. District will determine the amount of home instruction time that will be provided to each student, in accordance with District policy and procedures.
 - f. Upon the completion of the assignment unless otherwise agreed upon, all staff providing home instruction will be responsible for submitting all completed assignments, test(s), progress reports, grades, etc. to the District contact or ERESC contact personnel for a review and subsequent submission to the District upon the completion of the assignment unless otherwise agreed upon.

- g. ERESK will assist the District in meeting all State required guidelines, policies and procedures regarding home instruction services.

3. Billing and Payment.

A. The District agrees to pay ERESK \$55.00 per hour for all Home Instruction Services listed above.

B. At the completion of each case(s), unless otherwise agreed between ERESK and the District, ERESK shall submit a bill for services to the District. ERESK will complete all District invoices and required materials. The District shall remit payment in the amount of that invoice no later than thirty (30) days from the date of the bill. Failure to promptly pay such bill shall result in a daily penalty of one percent (1%) of the invoice amount for each day the invoice payment is late.

4. Termination. This Agreement may be terminated upon issuance of written notice of either party no earlier than 30 days of the effective date of such termination.

5. Indemnification. The parties agree to indemnify and hold each other harmless from any and all liability or claims, including legal fees and costs associated with same, which arise out of the terms and conditions of this Agreement and any acts or omissions by the employees, agents, and/or representatives of either party.

6. Modifications. Any alteration of this Agreement is expressly prohibited without the prior written consent of ERESK and the District.

7. Notice. ERESK is an Equal Opportunity Employer and, as such, is governed by federal and State statutes and regulations.

8. Ratification. The provisions of this Agreement are subject to and contingent upon approval by both the District and ERESK. Certified copies of the approved ratification resolution shall be affixed to this Agreement.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be duly executed as of this _____ day of _____, 2021.

**ESSEX REGIONAL EDUCATIONAL
SERVICES COMMISSION**

BOARD OF EDUCATION

Board President
Date

President
Date

SBA/BS
Date

SBA/BS
Date

LINK COMMUNITY CHARTER SCHOOL INDEPENDENT CONSULTANT AGREEMENT

This Independent Consultant **Agreement** is made the ____ day of _____, 2021 by and between the LINK Community Charter School Board of Trustees (the "Board" or "LCCS"), whose address is 23 Pennsylvania Ave, Newark, NJ 07114, and For the Love of Literacy, LLC. ("For the Love of Literacy") whose address is 2668 Farview Drive, Mountainside, NJ 07092

WITNESSETH

WHEREAS, the Board wishes to utilize the services of For the Love of Literacy, and
WHEREAS, For the Love of Literacy is willing and able to provide such services to the Board;
and

WHEREAS, there is a need to reduce to writing the understanding and agreement that exists between the Board and For the Love of Literacy.

NOW, THEREFORE, in consideration of mutual promises, it is agreed by and between the Board and For the Love of Literacy as follows:

1. **Scope of Services.** For the Love of Literacy shall provide LCCS with 15 full days of Professional Development and Consulting Services ("Services") in accordance with all state laws and regulations. Each full day shall consist of 6 hours.
2. **Project Details.** The Services to be provided by For the Love of Literacy will support the program and curriculum development of Kindergarten with one consultant.

Any changes to the project details and/or assigned coaches will be addressed via written mutual agreement between For the Love of Literacy and LCCS.

3. **Term of Contract.** The term of this Agreement shall commence on July 1, 2021 and shall continue through August 20, 2021.
4. **Fee.** In consideration of the Services to be provided by For the Love of Literacy to LCCS, LCCS agrees to pay \$700 per full days of Professional Development and Consulting Services (the "Fee"). The Fee shall be paid over 2 months: August and September. The total contact amount shall not exceed \$10,000 unless authorized by the Board in writing. The Board shall, in no instance, pay interest, penalty or late fees unless so authorized pursuant to N.J.S.A. 18A:18A-10.1.
5. **Payment.** The Board will endeavor to release payment to For the Love of Literacy in the month succeeding that in which the monthly, verified invoice is submitted and approved by the Administration, so long as the required documentation, including invoice, voucher and any requested supporting documents, have been provided to LCCS's Business Office by the 15th day of the month.

6. **Assignment of Contract.** For the Love of Literacy shall not assign, transfer, or sublet this agreement, or any rights and responsibility in this Agreement without written consent from the Board.
7. **Availability of Funds.** Acknowledging that LCCS is in good financial health, the parties recognize that payments by LCCS to For the Love of Literacy under this Agreement are expressly dependent upon, and subject to the availability to LCCS of State and/or Federal funds. For the Love of Literacy is aware that LCCS's receipt of State and/or Federal funds is expressly conditioned upon allocation, review and approval by the New Jersey State Department of Education. If LCCS, for any reason, does not receive sufficient funds to make the required payments under this Agreement, it shall not be considered a Breach of the Agreement by LCCS and the parties, shall immediately begin negotiations to modify this contract taking into account the availability of funds, which may include the termination of the Agreement, if necessary.
8. **Indemnification.** To the fullest extent of the law, For the Love of Literacy will defend, indemnify, and hold LCCS and LCCS's board members, officers, directors, agents, employees, staff, and students harmless from any claims, actions, suits, losses, costs, liabilities and expenses (including reasonable attorneys' fees) relating to or arising out of Services provided by For the Love of Literacy.
9. **Insurance Requirements.** For the Love of Literacy shall provide, at its sole cost and expense, general and professional liability insurance for all of its employees in an amount no less than \$1,000,000 per occurrence and \$3,000,000 in Aggregate. The Board shall be added as an additional insured and For the Love of Literacy shall provide the LCCS with a Certificate of Insurance prior to providing Services.
10. **Force Majeure.** Neither party shall bear any responsibility or liability for any losses arising out of any delay or interruption of their performance of obligations under this Agreement due to any act of God, act of governmental authority, act of the public enemy, or due to war, riot, flood, civil commotion, public health emergency, insurrection, severe or adverse weather conditions, lack or shortage of electrical power not due to the fault of the non-performing party, malfunctions of equipment or software programs or any other cause beyond the reasonable control of the party delayed.
11. **Confidentiality.** For the Love of Literacy will be required to keep all student information strictly confidential in accordance with the Children's Online Privacy Protection Rule, the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, and its implementing regulations at 34 C.F.R. 99.1 et seq. and N.J.A.C. 6A:32-7.1 et seq. For the Love of Literacy further recognizes that the records and information generated in connection with the Service may be privileged or confidential. For the Love of Literacy agrees to observe the requirements of any applicable privilege and statutory or other duty of confidentiality.

Termination for Cause. If the Board determines that For the Love of Literacy has failed to comply with the terms and conditions of this Agreement, or that For the Love of Literacy has failed to perform said Service, duties and or responsibilities in a timely, proper, professional and/or efficient manner, then the Board shall have the authority to terminate

the Agreement immediately upon written notice setting forth the reason for termination and effective date of termination. Termination by the Board of the Agreement does not absolve For the Love of Literacy from potential liability for damages caused LCCS. The Board may withhold payment due the For the Love of Literacy and apply same towards damages once established.

12. **Promotional Literature.** For the Love of Literacy agrees that the term “Link Community Charter School” or any derivation thereof shall not be utilized in any promotional literature, advertisement or client lists without the express prior written consent of LCCS.
13. **Affirmative Action.** For the Love of Literacy will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.
14. **Anti-Discrimination Provisions.** The Parties to this Agreement shall not discriminate against anyone on the basis of race, creed, color, sex, pregnancy, breastfeeding, sexual orientation, gender identity or expression, familial status, marital status, domestic partnership/civil union status, atypical hereditary cellular or blood trait, genetic information, religion, age, national origin, nationality, ancestry, liability for military service, or disability, and to comply with applicable state and federal laws regarding same, including without limitation N.J.S.A. 10:2-1 through 10:5-1.
15. **Compliance.** For the Love of Literacy will obey all required applicable United States federal, New Jersey State, and local rules and regulations. For the Love of Literacy shall comply in all material respects with the applicable provisions of New Jersey statutes, specifically, Title 18A and the NJ Administrative Code, specifically Title 6A.
16. **Waiver.** Failure to invoke any right, condition, or covenant in the Agreement by either party shall not be deemed to imply or constitute a waiver of any rights, condition, or covenant and neither party may rely on such failure.
17. **Records.** For the Love of Literacy will maintain all documentation related to this transaction for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request pursuant to N.J.A.C. 17:44-2.2
18. **Warranty.** For the Love of Literacy warrants that any individual providing Services pursuant to this Agreement on behalf of For the Love of Literacy is competent to provide the Services and has the necessary licenses and qualifications including the knowledge, skill and ability to provide the Services.
19. **Enforceability.** If any provision of this Agreement is held by a court of competent jurisdiction to be unenforceable, the remainder of the Agreement shall remain in full force and effect and shall in no way be impaired.
20. **Protection of Board Students / Criminal History Background Check**
 - a. All individuals from For the Love of Literacy who will be or may be working in

LCCS under this Agreement shall have been fingerprinted by the State and shall have no criminal history. For the Love of Literacy shall ensure, at its own expense, that all employees and/or individuals that will be or may be working with the Board's students and/or assigned to provide services, including but not limited to the individuals performing the assessment, have had a criminal history background check and that said background check indicates that no criminal history record information exists on file in either the Identification Division of the Federal Bureau of Investigation or the State Bureau of Investigation which would disqualify said employee from employment pursuant to N.J.S.A. 18A:6-7.1 et seq.

- b. For the Love of Literacy shall ensure that said proof exists prior to the execution of this Agreement. For the Love of Literacy shall provide proof of the criminal history background checks to the Board prior to the execution of this Agreement. This Agreement shall not begin or proceed until For the Love of Literacy complies with the requirements of this section.
- c. For the Love of Literacy and each individual from For the Love of Literacy shall also report his/her arrest or indictment for any crime or offense to the Board within 14 calendar days. The report shall include the date of arrest or indictment and charge(s) lodged against the individual. All individuals from For the Love of Literacy shall also report the disposition of any charges within seven calendar days of disposition.
- d. For the Love of Literacy must ensure that all individuals providing services to students are properly screened for tuberculosis prior to the start of work.

21. Contracted Service Provider—Pre-Employment Requirements--Child Abuse/Sexual Misconduct

- a. All providers, whose employees have regular contact with students, shall comply with the Pre-Employment Requirements in accordance with New Jersey P.L. 2018 c.5, N.J.S.A. 18A:6-7.6 et seq., commonly known as "Pass the Trash". Providers are to review the following New Jersey Department of Education—Pre-Employment Resource P.L. 2018 c.5 link for guidance: <http://nj.gov/education/educators/crimhist/preemployment/>
- b. This Agreement shall not begin or proceed until For the Love of Literacy complies with the requirements of this section.

22. HIB Policy

In the course of performing services, For the Love of Literacy and/or any individual performing services on behalf of For the Love of Literacy shall be required to comply with any and all applicable LCCS's policies and regulations. In the event For the Love of Literacy and/or any individual performing services on behalf of For the Love of Literacy has witnessed or has reliable information that a student has been subject to harassment, intimidation, or bullying, he/she shall verbally report the incident on the same day on which the incident was witnessed, or on which reliable information that a student has been subject to harassment, intimidation, or bullying was received, and shall report the same in writing within two (2) school days. All such verbal and written reports shall be made to the appropriate school official designated by LCCS's anti-bullying policy, or to any school administrator or safe schools resource officer, who shall immediately

initiate the LCCS's procedures concerning school bullying.

23. **Independent Contractor.** Nothing contained herein or any document executed in connection herewith, shall be construed to create an employer-employee partnership or joint venture relationship between LCCS and For the Love of Literacy. For the Love of Literacy is an independent contractor and not an employee of LCCS or any of its subsidiaries or affiliates. It is understood that LCCS will not withhold any amounts for payment of taxes from the compensation of For the Love of Literacy hereunder. Any and all sums subject to deduction, if any, required to be withheld and/or paid under any applicable state, federal or municipal laws or union or professional guild regulations shall be For the Love of Literacy's sole responsibility and For the Love of Literacy shall indemnify and hold LCCS harmless from any and all damages, claims and expenses arising out of or resulting from any claims asserted by any taxing authority as a result of or in connection with said payments. No individual from For the Love of Literacy shall represent himself/herself out as an employee of LCCS. For the Love of Literacy employees, agents, and contractors will not be eligible for: worker's compensation insurance for any injuries suffered while performing services for the Board; to receive unemployment benefits; any benefit plans, medical insurance plans or programs which the Board maintains for its employees; and/or vacation, sick, personal or holiday pay. Additionally, For the Love of Literacy agrees that it shall be responsible for furnishing all required materials, labor, transportation, and utensils required in order to provide the specified Services.
24. **Law/Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey, United States without regard to its conflicts of law principles. Any and all claims, disputes or other matters in question between For the Love of Literacy and LCCS arising out of or relating to this Agreement or alleged breach hereof, shall be subject to and determined by a court of competent jurisdiction venued in Essex County, New Jersey, USA.
25. **Entire Agreement; Amendment of Agreement.** This Agreement represents the entire agreement between the parties hereto and supersedes all prior agreements and understandings between the parties, whether written or oral, relating to the subject matter hereof. This Agreement may be amended only by a written document signed by both For the Love of Literacy and an authorized representative of LCCS.
26. **Inconsistent Terms.** The parties agree that this Agreement controls over any inconsistent terms or condition contained in any other agreement entered into by the parties.
27. **Subject to Board Approval.** This Agreement is subject to ratification and formal approval by the Link Community Charter School Board of Trustees after receipt of an executed Agreement from For the Love of Literacy.

THIS IS A LEGALLY BINDING DOCUMENT. PLEASE READ IT CAREFULLY AND SEEK LEGAL ADVICE. THE PARTIES HERETO AGREE THAT BY SIGNING THIS AGREEMENT THEY HAVE CONSULTED WITH LEGAL COUNSEL OR HAVE WAIVED SUCH RIGHT.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first written above.

For the Love of Literacy:

Signature: _____

Date: _____

Printed Name: Dr. Kenneth Kunz

Title: Founder/Director

Link Community Charter School Board of Trustees:

Signature: _____

Date: _____

Printed Name: _____

Title: _____

LINK COMMUNITY CHARTER SCHOOL INDEPENDENT CONSULTANT AGREEMENT

This Independent Consultant **Agreement** is made the ____ day of _____, 2021 by and between the LINK Community Charter School Board of Trustees (the "Board" or "LCCS"), whose address is 23 Pennsylvania Ave, Newark, NJ 07114, and For the Love of Literacy, LLC. ("For the Love of Literacy") whose address is 2668 Farview Drive, Mountainside, NJ 07092

WITNESSETH

WHEREAS, the Board wishes to utilize the services of For the Love of Literacy, and
WHEREAS, For the Love of Literacy is willing and able to provide such services to the Board;
and

WHEREAS, there is a need to reduce to writing the understanding and agreement that exists between the Board and For the Love of Literacy.

NOW, THEREFORE, in consideration of mutual promises, it is agreed by and between the Board and For the Love of Literacy as follows:

1. **Scope of Services.** For the Love of Literacy shall provide LCCS with 20 days of Services ("Services") in accordance with all state laws and regulations. Each day shall consist of 4 hours.
2. **Project Details.** The Services to be provided by For the Love of Literacy will support the summer program with literacy instruction (planning, preparation, lesson delivery, and family communication).

Any changes to the project details and/or assigned coaches will be addressed via written mutual agreement between For the Love of Literacy and LCCS.

3. **Term of Contract.** The term of this Agreement shall commence on July 6, 2021 and shall continue through July 30, 2021.
4. **Fee.** In consideration of the Services to be provided by For the Love of Literacy to LCCS, LCCS agrees to pay \$500 per day of Services (the "Fee"). The Fee shall be paid over 2 months: August and September. The total contact amount shall not exceed \$10,000 unless authorized by the Board in writing. The Board shall, in no instance, pay interest, penalty or late fees unless so authorized pursuant to N.J.S.A. 18A:18A-10.1.
5. **Payment.** The Board will endeavor to release payment to For the Love of Literacy in the month succeeding that in which the monthly, verified invoice is submitted and approved by the Administration, so long as the required documentation, including invoice, voucher and any requested supporting documents, have been provided to LCCS's Business Office by the 15th day of the month.

6. **Assignment of Contract.** For the Love of Literacy shall not assign, transfer, or sublet this agreement, or any rights and responsibility in this Agreement without written consent from the Board.
7. **Availability of Funds.** Acknowledging that LCCS is in good financial health, the parties recognize that payments by LCCS to For the Love of Literacy under this Agreement are expressly dependent upon, and subject to the availability to LCCS of State and/or Federal funds. For the Love of Literacy is aware that LCCS's receipt of State and/or Federal funds is expressly conditioned upon allocation, review and approval by the New Jersey State Department of Education. If LCCS, for any reason, does not receive sufficient funds to make the required payments under this Agreement, it shall not be considered a Breach of the Agreement by LCCS and the parties, shall immediately begin negotiations to modify this contract taking into account the availability of funds, which may include the termination of the Agreement, if necessary.
8. **Indemnification.** To the fullest extent of the law, For the Love of Literacy will defend, indemnify, and hold LCCS and LCCS's board members, officers, directors, agents, employees, staff, and students harmless from any claims, actions, suits, losses, costs, liabilities and expenses (including reasonable attorneys' fees) relating to or arising out of Services provided by For the Love of Literacy.
9. **Insurance Requirements.** For the Love of Literacy shall provide, at its sole cost and expense, general and professional liability insurance for all of its employees in an amount no less than \$1,000,000 per occurrence and \$3,000,000 in Aggregate. The Board shall be added as an additional insured and For the Love of Literacy shall provide the LCCS with a Certificate of Insurance prior to providing Services.
10. **Force Majeure.** Neither party shall bear any responsibility or liability for any losses arising out of any delay or interruption of their performance of obligations under this Agreement due to any act of God, act of governmental authority, act of the public enemy, or due to war, riot, flood, civil commotion, public health emergency, insurrection, severe or adverse weather conditions, lack or shortage of electrical power not due to the fault of the non-performing party, malfunctions of equipment or software programs or any other cause beyond the reasonable control of the party delayed.
11. **Confidentiality.** For the Love of Literacy will be required to keep all student information strictly confidential in accordance with the Children's Online Privacy Protection Rule, the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, and its implementing regulations at 34 C.F.R. 99.1 et seq. and N.J.A.C. 6A:32-7.1 et seq. For the Love of Literacy further recognizes that the records and information generated in connection with the Service may be privileged or confidential. For the Love of Literacy agrees to observe the requirements of any applicable privilege and statutory or other duty of confidentiality.

Termination for Cause. If the Board determines that For the Love of Literacy has failed to comply with the terms and conditions of this Agreement, or that For the Love of Literacy has failed to perform said Service, duties and or responsibilities in a timely, proper, professional and/or efficient manner, then the Board shall have the authority to terminate

the Agreement immediately upon written notice setting forth the reason for termination and effective date of termination. Termination by the Board of the Agreement does not absolve For the Love of Literacy from potential liability for damages caused LCCS. The Board may withhold payment due the For the Love of Literacy and apply same towards damages once established.

12. **Promotional Literature.** For the Love of Literacy agrees that the term “Link Community Charter School” or any derivation thereof shall not be utilized in any promotional literature, advertisement or client lists without the express prior written consent of LCCS.
13. **Affirmative Action.** For the Love of Literacy will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.
14. **Anti-Discrimination Provisions.** The Parties to this Agreement shall not discriminate against anyone on the basis of race, creed, color, sex, pregnancy, breastfeeding, sexual orientation, gender identity or expression, familial status, marital status, domestic partnership/civil union status, atypical hereditary cellular or blood trait, genetic information, religion, age, national origin, nationality, ancestry, liability for military service, or disability, and to comply with applicable state and federal laws regarding same, including without limitation N.J.S.A. 10:2-1 through 10:5-1.
15. **Compliance.** For the Love of Literacy will obey all required applicable United States federal, New Jersey State, and local rules and regulations. For the Love of Literacy shall comply in all material respects with the applicable provisions of New Jersey statutes, specifically, Title 18A and the NJ Administrative Code, specifically Title 6A.
16. **Waiver.** Failure to invoke any right, condition, or covenant in the Agreement by either party shall not be deemed to imply or constitute a waiver of any rights, condition, or covenant and neither party may rely on such failure.
17. **Records.** For the Love of Literacy will maintain all documentation related to this transaction for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request pursuant to N.J.A.C. 17:44-2.2
18. **Warranty.** For the Love of Literacy manner warrants that any individual providing Services pursuant to this Agreement on behalf of For the Love of Literacy is competent to provide the Services and has the necessary licenses and qualifications including the knowledge, skill and ability to provide the Services.
19. **Enforceability.** If any provision of this Agreement is held by a court of competent jurisdiction to be unenforceable, the remainder of the Agreement shall remain in full force and effect and shall in no way be impaired.
20. **Protection of Board Students / Criminal History Background Check**
 - a. All individuals from For the Love of Literacy who will be or may be working in

LCCS under this Agreement shall have been fingerprinted by the State and shall have no criminal history. For the Love of Literacy shall ensure, at its own expense, that all employees and/or individuals that will be or may be working with the Board's students and/or assigned to provide services, including but not limited to the individuals performing the assessment, have had a criminal history background check and that said background check indicates that no criminal history record information exists on file in either the Identification Division of the Federal Bureau of Investigation or the State Bureau of Investigation which would disqualify said employee from employment pursuant to N.J.S.A. 18A:6-7.1 et seq.

- b. For the Love of Literacy shall ensure that said proof exists prior to the execution of this Agreement. For the Love of Literacy shall provide proof of the criminal history background checks to the Board prior to the execution of this Agreement. This Agreement shall not begin or proceed until For the Love of Literacy complies with the requirements of this section.
- c. For the Love of Literacy and each individual from For the Love of Literacy shall also report his/her arrest or indictment for any crime or offense to the Board within 14 calendar days. The report shall include the date of arrest or indictment and charge(s) lodged against the individual. All individuals from For the Love of Literacy shall also report the disposition of any charges within seven calendar days of disposition.
- d. For the Love of Literacy must ensure that all individuals providing services to students are properly screened for tuberculosis prior to the start of work.

21. Contracted Service Provider—Pre-Employment Requirements--Child Abuse/Sexual Misconduct

- a. All providers, whose employees have regular contact with students, shall comply with the Pre-Employment Requirements in accordance with New Jersey P.L. 2018 c.5, N.J.S.A. 18A:6-7.6 et seq., commonly known as "Pass the Trash". Providers are to review the following New Jersey Department of Education—Pre-Employment Resource P.L. 2018 c.5 link for guidance: <http://nj.gov/education/educators/crimhist/preemployment/>
- b. This Agreement shall not begin or proceed until For the Love of Literacy complies with the requirements of this section.

22. HIB Policy

In the course of performing services, For the Love of Literacy and/or any individual performing services on behalf of For the Love of Literacy shall be required to comply with any and all applicable LCCS's policies and regulations. In the event For the Love of Literacy and/or any individual performing services on behalf of For the Love of Literacy has witnessed or has reliable information that a student has been subject to harassment, intimidation, or bullying, he/she shall verbally report the incident on the same day on which the incident was witnessed, or on which reliable information that a student has been subject to harassment, intimidation, or bullying was received, and shall report the same in writing within two (2) school days. All such verbal and written reports shall be made to the appropriate school official designated by LCCS's anti-bullying policy, or to any school administrator or safe schools resource officer, who shall immediately

initiate the LCCS's procedures concerning school bullying.

23. **Independent Contractor.** Nothing contained herein or any document executed in connection herewith, shall be construed to create an employer-employee partnership or joint venture relationship between LCCS and For the Love of Literacy. For the Love of Literacy is an independent contractor and not an employee of LCCS or any of its subsidiaries or affiliates. It is understood that LCCS will not withhold any amounts for payment of taxes from the compensation of For the Love of Literacy hereunder. Any and all sums subject to deduction, if any, required to be withheld and/or paid under any applicable state, federal or municipal laws or union or professional guild regulations shall be For the Love of Literacy's sole responsibility and For the Love of Literacy shall indemnify and hold LCCS harmless from any and all damages, claims and expenses arising out of or resulting from any claims asserted by any taxing authority as a result of or in connection with said payments. No individual from For the Love of Literacy shall represent himself/herself out as an employee of LCCS. For the Love of Literacy employees, agents, and contractors will not be eligible for: worker's compensation insurance for any injuries suffered while performing services for the Board; to receive unemployment benefits; any benefit plans, medical insurance plans or programs which the Board maintains for its employees; and/or vacation, sick, personal or holiday pay. Additionally, For the Love of Literacy agrees that it shall be responsible for furnishing all required materials, labor, transportation, and utensils required in order to provide the specified Services.
24. **Law/Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey, United States without regard to its conflicts of law principles. Any and all claims, disputes or other matters in question between For the Love of Literacy and LCCS arising out of or relating to this Agreement or alleged breach hereof, shall be subject to and determined by a court of competent jurisdiction venued in Essex County, New Jersey, USA.
25. **Entire Agreement; Amendment of Agreement.** This Agreement represents the entire agreement between the parties hereto and supersedes all prior agreements and understandings between the parties, whether written or oral, relating to the subject matter hereof. This Agreement may be amended only by a written document signed by both For the Love of Literacy and an authorized representative of LCCS.
26. **Inconsistent Terms.** The parties agree that this Agreement controls over any inconsistent terms or condition contained in any other agreement entered into by the parties.
27. **Subject to Board Approval.** This Agreement is subject to ratification and formal approval by the Link Community Charter School Board of Trustees after receipt of an executed Agreement from For the Love of Literacy.

THIS IS A LEGALLY BINDING DOCUMENT. PLEASE READ IT CAREFULLY AND SEEK LEGAL ADVICE. THE PARTIES HERETO AGREE THAT BY SIGNING THIS AGREEMENT THEY HAVE CONSULTED WITH LEGAL COUNSEL OR HAVE WAIVED SUCH RIGHT.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first written above.

For the Love of Literacy:

Signature: _____

Date: _____

Printed Name: Dr. Kenneth Kunz

Title: Founder/Director

Link Community Charter School Board of Trustees:

Signature: _____

Date: _____

Printed Name: _____

Title: _____



FOR THE LOVE OF LITERACY

Quote

For the Love of Literacy, LLC.
2668 Farview Drive
Mountainside, NJ 07092
Cell: 908-294-0362

Email: info@forthe loveofliteracy.net

May 25, 2021

Attn: Maria Pilar Paradiso
LINK Community Charter School

Thank you for requesting a quote from For the Love of Literacy, LLC. The following quote is based on Kindergarten & 5-8 ELA professional development/supervision for the 2021-2022 school year. The quote includes ongoing curriculum development, coaching, and monitoring of accountability. This quote is customizable based on your school's needs. I look forward to the opportunity to continue a partnership with the LINK Community Charter School.

Description	Cost
<p>2021-2022 School Year Coaching</p> <p>Dr. Kenneth Kunz coaches/supervises the ELA Department on-site 2.5X a week and provides professional development according to the designated PD calendar/schedule</p> <p>(Kindergarten & 5-8) Maria Sparacio coaches on-site a full day 1x a week (Kindergarten & K, 5-8 Special Education Teachers)</p>	<p>Discounted Rate applied for \$700/full day for each professional developer</p> <p>\$98,000/school year</p>
	\$98,000.00

Sincerely,

Dr. Kenneth Kunz
Literacy Professional Developer

www.forthe loveofliteracy.net

Link Community Charter School

Approved 2021-2022 School Calendar, Rev. 07.12.21

School Year Begins on Tuesday, September 7, 2021 and Ends on Friday, June 17, 2022

Student Days: 182 Staff Days: 193 * *does not include Summer Academy

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

Holidays: No School

Link Summer Academy

Building Closed (School & District) to All

Teacher Boot Camp

No School; building open for 12 month employees

Teacher PD Day (no school for students)

Early Dismissal for students, 12:45 pm; Staff PDF, 1:15-4:30 pm; Graduation, June 17th (all staff must attend.)

Early Dismissal for all, 12 pm

Incoming 5th Grade Program

**

Early Dismissal Days for Kindergarten students only; regular school day for other grades

**Link Community Charter School
Board of Trustees**

**Governance Committee Report
July 7, 2021**

Participants: Denise Smith, Brenda Daughtry, Maria Pilar Paradiso, Sharon Machrone

1. The committee reviewed the bylaw, policies, and regulations that require revision and find everything in order. Maria asked the committee whether or not the school should have a NARCAN policy. Currently only high schools are required to have this policy, but our school physician sent a prescription for NARCAN to us. The inclination of the committee was to not implement a policy. Maria will discuss this with the board as a whole at Monday night's meeting.
2. The committee reviewed the broad based 2021-2022 board goals and rewrote them as SMART goals. The new goals will be posted for discussion at the this coming Monday evening's meeting.

**SUMMARY OF BYLAWS, POLICIES, AND REGULATIONS FOR FIRST READING ON JULY 12, 2021 AND
SECOND READING ON AUGUST 16, 2021**

- P 0131 Bylaws, Policies, and Regulations (Recommended)**
- Now references and defines “regulations” because some regulations are required by statute and administrative code
 - Makes provision for abolishment of bylaws, policies, and regulations at one meeting
- P 1649 Federal Families First Coronavirus Response Act (Mandated)**
- Abolished as the end date in the policy was December 31, 2020.
- P3134 Assignment of Extra Duties (Suggested)**
- Updated to reference the state statute that permits a Board to assign a qualified person who holds an appropriate NJ teaching certificate to an extra-curricular position when the board is unable to fill the position with a qualified person .
- P & R 3142 Nonrenewal of Nontenured Teaching Staff Member (Recommended)**
- Clarifies “days” as “calendar” days (excerpt in one place where administrative code uses working days.)
 - Recodified to N.J.A.C. 6A: 10-9.1; no effect on current procedures regarding the nonrenewal of nontenured teaching staff.
- P & R 4146 Nonrenewal of Nontenured Support Staff Member (Recommended)**
- Same as above
- P & R 6471 School District Travel (Mandated)**
- Rewritten to shorten the policy and put detail in the regulation. No substantial changes.
 - Code sections were re-written to align with NJ Department of Treasury, Office of Management and Budget Circular 16-11.
- P 8561 Procurement Procedures for School Nutrition Programs (Mandated)**
- Removed a NJDA chart/appendix that changes often but makes reference to it in the policy.

0131 BYLAWS, AND POLICIES, AND REGULATIONS

The Board of Trustees shall exercise its rule-making power by adopting, **revising, and abolishing** bylaws, ~~and~~ policies, **and regulations** for the organization and operation of the school district.

“Regulations” for the purpose of this Bylaw are only those regulations that are required to be adopted by the Board.

Adoption, Amendment, and **Abolishment** ~~Repeal~~

Bylaws, ~~and~~ policies, **and regulations** may be adopted; **and revised** ~~amended, and repealed~~ at any meeting of the Board, provided the proposed adoption; **or revision** ~~amendment, or repeal~~ has been ~~proposed and~~ approved **by the Board** at a previous meeting of the Board.

Bylaws, policies, or regulations may be abolished at any meeting of the Board without the proposed abolishing of the proposed bylaw, policy, or regulation being approved by the Board at a previous meeting of the Board.]

The Board shall at its organization meeting or annually at a meeting of the Board and by a majority vote of those present and voting, readopt existing bylaws, policies, and regulations without prior notice.

Adoption, Amendment, and Repeal

The Board may, under emergency circumstances, suspend the operation of a bylaw, ~~or~~ policy, **or regulation** and adopt, **revise** ~~amend~~, or **abolish** ~~repeal~~ a bylaw, ~~or~~ policy, **or regulation** without prior notice. The emergency adoption, **revision** ~~amendment~~, or **abolishment** ~~repeal~~ of a bylaw, ~~or~~ policy, **or regulation** shall terminate at the next meeting of the Board or at such earlier date as may be specified by the Board unless further acted upon by the Board **in accordance with this Bylaw.**

The adoption, **revision** ~~amendment~~, **abolishment** ~~repeal~~, or suspension of a bylaw, ~~or~~ policy, **or regulation** shall be recorded in the minutes of the Board. Any **bylaw, policy, or regulation** or part of a **bylaw, policy, or regulation** that is superseded by a term in a negotiated agreement or by a subsequently adopted **bylaw, policy, or regulation** shall no longer be in force and effect as a **bylaw, policy, or regulation** and shall be **abolished by the Board in accordance with this Bylaw.**

Promulgation and Distribution



~~A~~ **The** manual of bylaws, ~~and~~ policies, **and regulations** shall be maintained. The bylaws and policies manual will be posted on the ~~board's password protected page of the school website~~. A hard copy of the bylaws, policies, and regulations shall reside in the ~~offices of the Head of School, Recording Secretary and the Main Office~~.

The **Head of School** shall institute a plan for the orderly promulgation of policies to staff members who are affected by them and shall provide staff members with access to an up-to-date manual of Board bylaws, ~~and~~ policies, **and regulations**.

~~Each copy of the manual of bylaws and policies shall be numbered; a record of the placement of each manual shall be maintained by the Recording Secretary. Copies of revised pages will be furnished to the holders of manuals as changes are made to bylaws and policies. The holder of a policy manual shall return the manual to the Board Secretary upon the termination of his/her service to the district.~~

The manual of bylaws, ~~and~~ policies, **and regulations** shall be considered a public record open to inspection in the ~~office of the Head of School~~ school's Main Office. The manual retained in the Main Office shall be considered the master copy of the ~~policy manual and shall not be modified by any person other than the Head of School or his/her designee~~.

Consideration Development of Bylaws, and Policies, and Regulations

Bylaws, ~~and~~ policies, **and regulations** will be ~~developed and~~ considered **for adoption** by the Board in accordance with the following procedure:

1. A **recommendation for a new or revised bylaw, or policy, or regulation** ~~shall may be recommended suggested~~ to the Board **and/or Superintendent** ~~by any Board member, the Superintendent, any staff member, or a member of the public;~~
2. A **recommendation suggestion** for a new or revised bylaw, ~~or~~ policy, **or regulation** may be referred, at the discretion of the **Board** President and as appropriate to the subject, to the Superintendent, a Board committee, or a public advisory committee for study and formulation of a recommendation to the Board. Any study of a **new or revised recommended bylaw, policy, or regulation suggestion** ~~will should~~ consider whether the matter is adequately addressed in existing Board **bylaw, policy, or regulation** ~~and whether the matter is more appropriately addressed by administrative regulation;~~



3. If a recommendation for a new or revised bylaw, ~~or~~ policy, **or regulation** results from referral for study, a proposed draft will be **referred to the Superintendent and at the discretion of the Board President and as appropriate to the subject, to a Board committee** ~~submitted to the Board for discussion and approval on first reading. Copies of the proposed draft will be made available to staff members and the public, and comment will be invited. Changes in the draft may be made, by a simple majority vote, when the draft is presented for approval on first reading;~~
4. All proposed new and revised bylaws, policies, and regulations shall be submitted to the Superintendent. The Superintendent or designee will review all new and revised draft bylaws, policies, and regulations prior to the Board receiving a draft of new or revised bylaws, policies, or regulations for Board consideration;
54. The proposed draft, **bylaw, policy, or regulation** approved by the Board on first reading, will be submitted for adoption at **a the next succeeding regular** meeting of the Board. **Revisions** ~~Changes~~ in the draft may be made **at any meeting prior to adoption** by a simple majority vote **of the Board**. A **revision at any succeeding meeting** ~~change~~ that alters the substantive meaning of the draft will constitute a new first reading, and the draft must be presented for adoption at **a the next** succeeding Board meeting. A change that is merely editorial may be followed by a vote to adopt the new or revised bylaw, ~~or~~ policy, **or regulation** on second reading.

N.J.S.A. 18A:11-1

Adopted: 26 March 2014
Revised: 19 October 2015



ASSIGNMENT OF ~~ADDITIONAL~~ EXTRADUTIES

3134 ASSIGNMENT OF ~~ADDITIONAL~~ EXTRA DUTIES

The professional responsibilities of teaching staff members include such extra duties as may be assigned by the Head of School or designee ~~Board of Trustees~~. The **Superintendent or designee will, in accordance with the Board of Trustee's managerial prerogative,** ~~The Board will appoint~~ assign teaching staff members to extra ~~duty positions~~ duties including, **that are in accordance with applicable law.** ~~but not necessarily limited to, the positions of department chairperson, account treasurer, co-curricular activity advisor, instructor, athletic coach, monitor (hall, cafeteria, etc.), chaperone, and advisor.~~

All aspects of assignment to, retention in, dismissal from, and any terms and conditions of employment concerning extra-curricular activities shall be deemed mandatory subjects for collective negotiations in accordance with the provisions of N.J.S.A. 34:13A-23.

~~A teaching staff member who requests appointment to an extra duty position may be given preference over other candidates for the position. Wherever possible, the Board will fill athletic coaching positions with physical education teachers.~~

~~Any teaching staff member appointed to an extra duty position is expected to serve unless excused for extenuating circumstances. A member's refusal to serve or resignation from extra duty service without permission may constitute an act of insubordination subject to discipline.~~

~~A teaching staff member can accrue no tenure or seniority rights in an extra duty position and is not entitled to reappointment to an extra duty position.~~

Performance in **any an extra duties** ~~duty position may~~ will be considered in a teaching staff member's evaluation, ~~in determining whether to renew a nontenured member, and in determining which of two or more tenured members with identical seniority entitlements will be retained in a reduction in force.~~

~~The Head of School will inform the Board of extra duty positions required for the implementation of the district's program, post notice of vacancies in those positions, and recommend appointments to those positions.~~

N.J.S.A. 18A:27-4

Adopted: 8 September 2014



NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

3142 NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

The Board of Trustees recognizes its obligation to employ only those staff members best trained and equipped to meet the educational needs of the students of this school. The Board shall discharge that obligation by retaining in service only those non-tenured teaching staff members who meet those standards. The Board will renew the employment contract of a **nontenured** teaching staff member only upon the recommendation of the Head of School and by a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons. A non-tenured teaching staff member who is not recommended for renewal by the Head of School is deemed non-renewed.

When the non-tenured teaching staff member's performance does not meet the standards of the school, the Head of School shall recommend not to renew the teaching staff member's contract. Prior to notifying the non-tenured teaching staff member of the nonrenewal, the Head of School will notify the Board of the recommendation not to renew the non-tenured teaching staff member's contract and the reasons for the recommendation. The Head of School may notify the Board in a written notice or in executive session at a full Board Meeting. In the event the Board is notified in executive session, the Head of School will comply with the requirements of the Open Public Meetings Act and provide reasonable notice to the non-tenured teaching staff member their employment will be discussed in executive session in order for the non-tenured teaching staff member to exercise their statutory right to request a public discussion.

On or before May 15 of each year, each nontenured teaching staff member continuously employed by a Board of Trustees since the preceding September 30 shall receive a written notice from the Head of School that such employment will not be offered if the Head of School recommends the nontenured teaching staff member not be renewed. ~~The Head of School shall notify each nontenured teaching staff member to whom reemployment will not be offered of such nonrenewal in writing on or before May 15.~~ Any **nontenured** teaching staff member **receiving** ~~who received written~~ notice **that a teaching contract for the succeeding school year will not be offered** may, within fifteen **calendar** days ~~of receiving such notification thereafter~~, request in writing a statement of the reasons for ~~nonrenewal~~ **such non-employment which shall be given to the nontenured staff member in writing within thirty calendar days after the receipt of such request** ~~The Head of School will provide a written statement of reasons within thirty days after the receipt of any such request.~~

Whenever the nontenured teaching staff member has requested in writing and received a written statement of reasons for non-reemployment **pursuant to N.J.S.A. 18A:27-3.2**, the nontenured teaching staff member **may request in writing** ~~shall have the right to an~~



NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

informal appearance before the Board. **The written request shall be submitted to the Board within ten calendar days of the nontenured teaching staff member's receipt of the Board's statement of reasons. The informal appearance shall be scheduled within thirty calendar days from the nontenured teaching staff member's receipt of the Board's statement of reasons** ~~to permit the staff member an opportunity to convince the members of the Board to offer reemployment. The staff member must request the appearance before the Board within ten calendar days of the nontenured teaching staff member's receipt of the statement of reasons. The informal appearance before the Board shall be held in accordance with the provisions of N.J.A.C. 6A:10-8.1.~~

The Board is not required to offer reemployment or vote on reemployment after an informal appearance with a nontenured teaching staff member who was not recommended for reemployment by the Head of School. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Head of School, offer the nontenured teaching staff member reemployment after the informal appearance before the Board. **Within three working days following the informal appearance, the Board shall notify the affected nontenured teaching staff member, in writing, of its final determination** ~~The nontenured teaching staff member will be notified of the Board's final determination within three days following the informal appearance before the Board.~~

N.J.S.A. 18A:27-3.1; 18A:27-3.2; 18A:27-4.1; 18A:27-10 et seq.
N.J.A.C. 6A:10-8.1

Adopted: 10 June 2014



REGULATION

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

TEACHING STAFF MEMBERS

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NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

R 3142 NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

A. Evaluations

1. Each non-tenured teaching staff member shall be evaluated in strict compliance with ~~statute~~, N.J.S.A. 18A:27-3.1, ~~rules of the State Board of Education~~, N.J.A.C. 6A:10-1.1 et seq., and the policies and procedures of this school.

B. Nonrenewal Recommendation

1. When a nontenured teaching staff member's performance does not meet the standards of the **school** district, **employment will not be offered to the nontenured teaching staff member for the succeeding** ~~Principal or the nontenured teacher's immediate supervisor shall recommend to the Superintendent that the teaching staff member should not be reemployed in the following~~ school year.
2. **On or before May 15 of each year, each nontenured teaching staff member continuously employed by a Board of Trustees since the preceding September 30 shall receive a written notice from the head of School that such employment will not be offered if the Head of School recommends the nontenured teaching staff member not be renewed** ~~The nontenured teaching staff member shall be informed by the Superintendent of Schools, in writing, that employment for the next succeeding school year will not be offered. This written notice shall be provided to the nontenured teaching staff member on or before May 15.~~
3. A recommendation by the Head of School **to not renew for nonrenewal a nontenured teaching staff member's contract for the succeeding school year** may be based upon the nontenured teaching staff member's **observations**, evaluations, job performance, or any factor affecting his/her employment in **the this school** district.
4. **A n**~~N~~ontenured teaching staff members' **employment** contracts can ~~only~~ be renewed **only** upon the Head of School's recommendation and a **recorded roll call** majority vote of the full **membership of the** Board. The Board **shall** ~~may~~ not withhold its approval for arbitrary and capricious reasons.



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NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

C. Nonrenewal Action

1. The Head of School will notify Board members of the recommendation not to renew a the staff member's contract and the reasons for the recommendation in a written notice to the Board no later than May 10.
2. A non-tenured teaching staff member not recommended for renewal by the Head of School is deemed not renewed. A Board's vote is not required on the Head of School's recommendation(s) to not renew a non-tenured teaching staff member's contract.

D. Notice of Nonrenewal

- ~~1. Notice of the Head of School's decision not to renew shall be given to each non-tenured teaching staff member not recommended for renewal on or before May 15 in accordance with N.J.S.A. 18A:27-10. The Board may delegate the Head of School or the Board Recording Secretary to give the written notice of nonrenewal.~~
1. The nonrenewal notice shall be ~~in writing and~~ provided to the non-tenured teaching staff member not recommended for renewal **by the Head of School** on or before May 15. If hand delivered, a record shall be made of the date on which delivery was made. If sent by mail, the notice shall be sent registered mail, return receipt requested, to the non-tenured teaching staff member's address of record.

E. Request for Statement of Reasons

1. **Any nontenured teaching staff member receiving notice that a teaching contract for the succeeding school year will not be offered may, within fifteen calendar days thereafter, request in writing, a statement of the reasons for such non-employment which shall be given to the nontenured teaching staff member in writing within thirty calendar days after the receipt of such request. A nonrenewed teaching staff member will be given a written statement of the reasons for which he/she was not renewed provided the teaching staff member's request for a statement of reasons has been received by the Superintendent within fifteen calendar days after the teaching staff member received written notice of his/her nonrenewal. N.J.S.A. 18A:27-3.2.**



2. The statement of reasons for a nonrenewal will set forth, with as much particularity as possible, the precise reasons for the nonrenewal. Where the nonrenewal is based on performance deficiencies recorded in the **nontenured staff member's** employee's **observations and** evaluations and the **nontenured staff member** ~~employee~~ has been given a copy of those **observations and** evaluations, the statement of reasons may incorporate the **observations and** evaluations by reference.
 3. The **written** statement of reasons will be prepared by the Head of School. ~~and shall be delivered to the employee who requested it within thirty calendar days after the receipt of the employee's request.~~
- F. Nonrenewal Appearance
1. **Any nontenured teaching staff member receiving notice that a teaching contract for the succeeding school year will not be offered may, within fifteen calendar days thereafter, request in writing, a statement of the reasons for such non-employment which shall be given to the nontenured teaching staff member in writing within thirty calendar days after the receipt of such request.** ~~A teaching staff member who has requested a statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, will be granted an informal appearance before the Board to discuss those reasons, provided that he/she had submitted to the Head of School a written request for such an appearance no later than ten calendar days after the non-tenured teaching staff member's receipt of the written statement of reasons. N.J.A.C. 6A:10-8.1(a).~~
 2. ~~The~~ **A** date for the informal appearance shall be scheduled within thirty calendar days from the teaching staff member's receipt of the Board's statement of reasons. ~~The appearance shall be conducted at an executive session for which notice has been given in accordance with N.J.S.A. 10:4-13.~~
 3. The Board will **exercise discretion in determining** ~~determine~~ a reasonable length of time for the proceeding, ~~to be devoted to the appearance,~~ depending upon each instance's specific circumstances.



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NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

4. The proceeding of an informal appearance before the Board may be conducted **in executive session** pursuant to N.J.S.A. 10:4-12(b)(8). **If conducted in executive session, notice must be given in accordance with N.J.S.A. 10:4-13.**
5. **The Board shall provide the nontenured teaching staff member adequate written notice regarding the date and time of the informal appearance.** ~~The teaching staff member requesting the appearance shall be given written notice, no later than forty eight hours in advance of the meeting at which it is scheduled, of the date, time, place, and duration of the appearance.~~
6. **The nontenured teaching staff member's appearance before the Board shall not be an adversary proceeding. The purpose of the appearance shall be to provide the nontenured teaching staff member the opportunity to convince Board of Trustees' members to offer reemployment.** ~~The purpose of the appearance shall be to permit the non-renewed teaching staff member the opportunity to convince the members of the Board to offer reemployment. To those ends, the appearance shall be informally conducted. This appearance provides a mechanism by which the non-tenured teaching staff member, whose renewal has not been recommended by the Head of School, can appeal to the Board, on which the Head of School sits as a non-voting member pursuant to N.J.S.A. 18A:17-20.~~
7. The proceeding of an informal appearance before the Board shall be conducted with the Chairperson of the Board presiding. ~~and the appearance shall not be an adversary proceeding.~~
8. The **nontenured** teaching staff member may be represented by an attorney or by one individual of his/her choosing. ~~He/She~~ **The nontenured teaching staff member** may present, **on his or her behalf**, witnesses to testify ~~on his/her behalf.~~ **Witnesses who** do not need to present testimony under oath and ~~their statements may be recorded.~~ **The shall not be cross-examined by the Board will hear witnesses and shall not cross-examine them.** Witnesses **shall** be called **one at a time** into the meeting to address the Board ~~one at a time~~ and shall be excused from the meeting after making their statements.

G. Final Determination



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TEACHING STAFF MEMBERS

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NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

1. ~~A non-tenured teaching staff member not recommended for renewal by the Head of School is deemed not renewed.~~ A Board vote is not required on the Head of School recommendation(s) to not renew a non-tenured teaching staff member. However, after an informal appearance before the Board, the Head of School may make a recommendation for reemployment **of the nontenured teaching staff member** to the voting members of the Board. ~~The voting members of the Board, by a majority vote of the full Board in public session, must approve the reemployment based on the Superintendent's recommendation.~~ **If the Head of School recommends the nontenured teaching staff member for reemployment, the voting members of the Board must, by a majority vote of the full Board at a public session, approve or not approve the Head of School's recommendation for reemployment.**
2. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Head of School, offer the nontenured teaching staff member reemployment after the informal appearance before the Board.
3. **Within three working days following the informal appearance, the Board shall notify the affected nontenured teaching staff member, in writing, of its final determination. The Board may delegate notification of its final determination to the Head of School or Board Recording Secretary.** ~~The final determination will be delivered to the teaching staff member, in writing, no later than three days following the informal appearance. The Board may delegate the Head of School or the Board Secretary to deliver the final determination.~~

Issued: 10 June 2014



NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

4146 NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

The Board will renew the employment contract of a non-tenured support staff member only upon the recommendation of the Head of School and by a recorded roll call majority vote of the full membership of the Board. The Board will not withhold its approval for arbitrary and capricious reasons. A non-tenured support staff member who is not recommended for renewal by the Head of School is deemed non-renewed.

When the non-tenured support staff member's performance does not meet the standards of the school, the Head of School shall recommend not to renew the **nontenured** support staff member's contract. Prior to notifying the non-tenured support staff member of the nonrenewal, the Head of School will notify the Board of the recommendation not to renew the **nontenured** support staff member's contract and the reasons for the recommendation. The Head of School may notify the Board in a written notice or in executive session at a full Board meeting. In the event the Board is notified in executive session, the Head of School will comply with the requirements of the Open Public Meetings Act and provide reasonable notice to the non-tenured support staff member their employment will be discussed in executive session in order for the **nontenured** support staff member to exercise their statutory right to request a public discussion.

The Head of School shall provide written notification to ~~notify~~ each non-tenured support staff member to whom reemployment will not be offered in writing in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties. Paraprofessionals continuously employed since the preceding September 30 as a school aide or classroom aide in a school that receives funding under Title I of the Federal Elementary and Secondary Education Act of 1965 shall be notified of renewal or nonrenewal on or before May 15 in each year in accordance with the provisions of N.J.S.A. 18A:27-10.2.

Any nontenured support staff member **receiving notice that a contract for the succeeding year will not be offered, may within fifteen calendar days, request in writing a statement of the reasons for such nonemployment which shall be** ~~whose contract is not renewed shall have the right to a written statement of the reasons for nonrenewal, provided the request for the statement of reasons is made within fifteen days of the Head of School's written notification of nonrenewal to the support staff member. The statement of reasons shall be provided~~ **given to the** a nontenured support staff member **in writing** within thirty **calendar** days after the receipt of **such** ~~the~~ request.

Whenever a nontenured support staff member has requested in writing and received a written statement of reasons for non-reemployment **pursuant to N.J.S.A. 18A:27-3.2,** the nontenured support staff member **may request in writing** ~~shall have the right to an~~



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informal appearance before the Board. **The written request shall be submitted to the Board within ten calendar days of the nontenured support staff member's receipt of the Board's statement of reasons. The informal appearance shall be scheduled within thirty calendar days from the nontenured support staff member's receipt of the Board's statement of reasons** ~~to permit the support staff member an opportunity to convince the members of the Board to offer reemployment, provided that a request for such an appearance is received within ten days after the support staff member receives the statement of reasons provided by the Head of School. The informal appearance before the Board shall be held in accordance with the provisions of N.J.A.C. 6A:10-8.1.~~

The Board is not required to offer reemployment or vote on reemployment after an informal appearance with a nontenured support staff member who was not recommended for reemployment by the Head of School. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Head of School, offer the nontenured support staff member reemployment after the informal appearance before the Board. **Within three working days following the informal appearance, the Board shall notify the affected nontenured support staff member, in writing, of its final determination.** ~~The support staff member will be notified of the Board's final determination within three days following the informal appearance before the Board.~~

The provisions as outlined in Policy and Regulation 4146 may be revised or adjusted by the Head of School of Schools to be in accordance with the terms and timelines of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties provided the terms are not contrary to any statute, administrative code, or any management rights of the Board.

This policy does not apply to the contract renewal of the Treasurer of School Moneys, Board Auditor, Board Attorney or Board Secretary, except a Board Secretary who performs business administration functions.

N.J.S.A. 18A:27-3.2; 18A:27-4.1;
N.J.A.C. 6A:10-9.1

Adopted: 8 September 2014



R 4146 NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

A. Evaluations

1. Each non-tenured support staff member shall be evaluated at least one time each school year.
2. Evaluations shall set forth both the strengths and weaknesses of the non-tenured support staff member in order to provide an accurate assessment of his/her performance and to encourage the improvement of that performance.
3. Supervisors shall constructively point out performance deficiencies and offer assistance to non-tenured support staff members in the improvement of professional skills.

B. Nonrenewal Recommendation

1. When a nontenured support staff member's performance does not meet the standards of the **school** district, **employment will not be offered to the nontenured** support staff member's ~~immediate supervisor~~ for the ~~next succeeding~~ **shall recommend to the Head of School, no later than April 1,** ~~that the support staff member should not be reemployed in the following~~ school year.
2. The nontenured support staff member shall be informed by the Head of School of Schools, in writing, that employment for the next succeeding school year will not be offered. This written notice shall be provided to the nontenured support staff member in accordance with the **timelines and** terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties.
3. A recommendation by the Head of School **to not renew the nontenured support staff member for nonrenewal** may be based upon the nontenured support staff member's evaluations, job performance, or any factor affecting his/her employment in **the school** ~~this~~ district
4. A nontenured support staff member contract can ~~only~~ be renewed **only** upon the Head of School's recommendation and a majority vote of the full

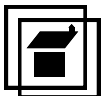


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membership of the Board. The Board **shall** ~~may~~ not withhold its approval for arbitrary and capricious reasons.

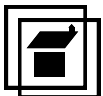
C. Nonrenewal Action

1. **Prior to notifying the nontenured support staff member of the nonrenewal, the Head of School shall notify the Board of the recommendation not to renew the nontenured support staff member's contract and the reasons for the recommendation.** ~~The Head of School will notify Board members of the recommendation not to renew a nontenured teaching staff member's contract before notifying the nontenured teaching staff member of the recommendation to not renew. The Head of School may notify the Board members of the recommendation not to renew the nontenured support teaching staff member's contract and the reasons for the recommendation in a written notice to the Board. In or in the alternative, the Head of School may notify the Board members of the recommendation not to renew a nontenured teaching staff member in an executive session. Using this option If notification is provided to the Board in executive session, Head of School and the Board will meet in executive session in accordance with the timelines and terms of any applicable individual contract, or any other agreement between parties prior to May 15 to review the Head of School's recommendation(s) for nonrenewal of nontenured teaching staff members.~~
 - a. Notice of the executive session shall be given in accordance with N.J.S.A. 10:4-13 and individual notice shall be given, not less than forty-eight hours in advance of the meeting, to those nontenured support staff members whose possible nonrenewal will be discussed at the meeting. If any such **nontenured support staff member** ~~employee~~ requests the discussion take place in public, the recommendation for his/her nonrenewal will be severed from any other nonrenewal recommendation and will be scheduled for discussion at a public meeting.
2. **The Head of School will ensure the timelines for nonrenewal action are in accordance with the timelines and terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties.**



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3. A non-tenured support staff member not recommended for renewal by the Head of School is deemed not renewed. A Board **of Trustees** vote is not required on the Head of School's recommendation(s) to not renew a non-tenured support staff member's contract.
- D. Notice of Nonrenewal
- ~~1. Notice of the Head of School's decision not to renew shall be given to each non-tenured support staff member not recommended for renewal in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties. The Board may delegate the Head of School or the Board Secretary to give the written notice of nonrenewal.~~
 1. The nonrenewal notice shall be ~~in writing and~~ provided to the non-tenured teaching staff member not recommended for **renewal by the Head of School** in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties. If hand delivered, a record shall be made of the date on which delivery was made. If sent by mail, the notice shall be sent registered mail, return receipt requested, to the non-tenured support staff member's address of record.
- E. Request for Statement of Reasons
1. **Any nontenured support staff member receiving notice that a contract for the succeeding school year will not be offered may, within fifteen calendar days thereafter, request in writing a statement of the reasons for such nonemployment which shall be given to the nontenured support staff member in writing thirty calendar days after the receipt of such request.** ~~A nonrenewed support staff member will be given a written statement of the reasons for which he/she was not renewed provided the support staff member's request for a statement of reasons has been received by the Head of School within fifteen calendar days after the support staff member has received written notice of his/her nonrenewal.~~
 2. The statement of reasons for a nonrenewal will set forth, with as much particularity as possible, the precise reasons for the nonrenewal. Where the nonrenewal is based on performance deficiencies recorded in the **nontenured support staff member's** ~~employee's~~ evaluations and the



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nontenured support staff member ~~employee~~ has been given a copy of those evaluations, the statement of reasons may incorporate the evaluations by reference.

3. The statement of reasons may be prepared by the Head of School or the Board Secretary and shall be delivered to the **nontenured support staff member** ~~employee~~ who requested **the statement of reasons** ~~it~~ within thirty calendar days after the receipt of the **nontenured support staff member's** ~~employee's~~ request **for the statement of reasons**.
- F. Nonrenewal Appearance
1. **Whenever the nontenured support staff member has requested in writing and received a written statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the nontenured support staff member may request in writing an informal appearance before the Board. The written request shall be submitted to the Board within ten calendar days of the nontenured support staff member's receipt of the Board's statement of reasons** ~~A support staff member who has requested a statement of reasons for his/her nonrenewal will be granted an informal appearance before the Board to discuss those reasons, provided that he/she had submitted to the Head of School a written request for such an appearance no later than ten calendar days after the support staff member's receipt of the written statement of reasons.~~
 2. ~~A date for the~~ **The** informal appearance shall be scheduled within thirty calendar days from the **nontenured** support staff member's receipt of the Board's statement of reasons. ~~The appearance shall be conducted at an executive session for which notice has been given in accordance with N.J.S.A. 10:4-13.~~
 3. The Board will **exercise discretion in determining** ~~determine~~ a reasonable length of time **for the proceeding** ~~to be devoted to the appearance~~, depending upon each instance's specific circumstances.
 4. The proceeding of an informal appearance before the Board may be conducted **in executive session** pursuant to N.J.A.C. 10:4-12(b)(8). **If conducted in executive session notice must be given in accordance with N.J.S.A. 10:4-13.**



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53. The Board shall provide the nontenured support staff member adequate written notice regarding the date and time of the informal appearance. ~~The support staff member requesting the appearance shall be given written notice, no later than forty eight hours in advance of the meeting at which it is scheduled, of the date, time, place, and duration of the appearance.~~
 64. The nontenured support staff member's appearance before the Board shall not be an adversary proceeding. The purpose of the appearance shall be to provide the nontenured support staff member the opportunity to convince Board of Trustees' members to offer reemployment. ~~The purpose of the appearance shall be to permit the nonrenewed support staff member to convince the members of the Board to offer reemployment. To those ends, the appearance shall be informally conducted. This appearance provides a mechanism by which the nontenured support staff member, whose renewal has not been recommended by the Head of School, can appeal to the Board, on which the Head of School sits as a non-voting member pursuant to N.J.S.A. 18A:17-20.~~
 7. The proceeding of an informal appearance before the Board shall be conducted with the Chairperson of the Board presiding ~~and the appearance shall not be an adversary proceeding.~~
 85. The **nontenured** support staff member may be represented by an attorney or by one individual of his/her choosing. ~~He/She~~ **The nontenured support staff member** may present, **on his or her behalf**, witnesses to ~~testify on his/her behalf. Witnesses who~~ do not need to present testimony under oath, and ~~their statements may be recorded. The shall not be cross-examined by the~~ Board will hear witnesses and shall not cross-examine them. Witnesses ~~shall~~ will be called **one at a time** into the meeting to address the Board ~~one at a time~~ and shall be excused from the meeting after making their statements.
- G. Final Determination
1. ~~A nontenured support staff member not recommended for renewal by the Head of School is deemed not renewed.~~ A Board vote is not required on the Head of School's recommendation(s) to not renew a nontenured support staff member. However, after an informal appearance before the



NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

Board, the Head of School may make a recommendation for reemployment **of the nontenured support staff member** to the voting members of the Board. ~~The voting members of the Board, by a majority vote of the full Board in public session, must approve the reemployment based on the Head of School's recommendation.~~ **If the Head of School recommends the nontenured teaching staff member for reemployment, the voting members of the Board must, by a majority vote of the full Board at a public session, approve or not approve the reemployment.**

2. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Head of School, offer the nontenured support staff member reemployment after the informal appearance before the Board.
31. **Within three working days following the informal appearance, the Board shall notify the affected nontenured support staff member, in writing, of its final determination. The Board may delegate notification of its final determination to the Head of School or Board Secretary. The final determination will be delivered to the nontenured support staff member, in writing, no later than three days following the informal appearance. The Board may delegate the Head of School or the Board Secretary to deliver the final determination.**

Issued: 8 September 2014



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[See **POLICY ALERT** Nos. 184, 188 and 223]

6471 SCHOOL DISTRICT TRAVEL

The Board of Trustees shall implement a Policy and Regulation pertaining to travel expenditures for its employees and Board of Trustees members that is in accordance with N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-7, and other rules and procedures the Board of Trustees deems appropriate pursuant to N.J.A.C. 6A:23A-7.2(a). The Policy and Regulation pertaining to school district travel expenditures incorporates either expressly, in whole or in part, and/or by reference, the laws and regulations contained in N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7.

The Board of Trustees ensures the effective and efficient use of funds by adopting and implementing policies and procedures that are in accordance with N.J.S.A. 18A:11-12 and New Jersey Department of the Treasury, Office of Management and Budget (OMB) current circulars and any superseding circulars pertaining to travel, meals, events and entertainment, and the additional requirements set forth in N.J.A.C. 6A:23A-7. If any superseding circulars of the OMB conflict with the provisions of these rules, the provisions of the superseding circulars shall govern.

Any sections of State travel regulations as established by the OMB presented as OMB Travel, Entertainment, Meals, and Refreshments Circulars, that conflict with N.J.S.A. 18A:1-1 et seq. shall not be included in Policy and Regulation 6471 nor authorized under N.J.A.C. 6A:23A-7. This includes, but is not limited to, the authority to issue travel charge cards as allowed under the OMB Circulars, but which is not authorized for school districts under New Jersey school law.

The Board shall ensure, through Policy and Regulation 6471, that all travel by its employees and Board members is educationally necessary and fiscally prudent. Policy and Regulation 6471 shall include the requirement that all school district travel expenditures are:

1. Directly related to and within the scope of the employee's or district Board member's current responsibilities and, for school district employees, the school district's professional development plan, the school professional development plan, and employee's individual professional development plan;



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2. For travel that is critical to the instructional needs of the school district or furthers the efficient operation of the school district; and
3. In compliance with State travel payment guidelines as established by the OMB and with guidelines established by the Federal Office of Management and Budget; except any State or Federal regulations and guidelines that conflict with the provisions of Title 18A of the New Jersey Statutes shall not be applicable, including, but not limited to, the authority to issue travel charge cards. The Board shall specify in its travel policy the applicable restrictions and requirements set forth in the State and Federal guidelines, including, but not limited to, types of travel, methods of transportation, mileage allowance, subsistence allowance, and submission of supporting documentation including receipts, checks, or vouchers.

School district travel expenditures shall include, but shall not be limited to, all costs for transportation, meals, lodging, and registration or conference fees directly related to participation in the event.

School district travel expenditures subject to N.J.A.C. 6A:23A-7 shall include costs for all required training and all travel authorized in school district employee contracts and Policy and Regulation 6471. This includes, but is not limited to, required professional development, other employee training and required training for Board members, and attendance at specific conferences authorized in existing employee contracts, provided the travel meets the requirements of N.J.A.C. 6A:23A-7. All such expenditures are subject to the rules in N.J.A.C. 6A:23A-7, including, but not limited to, inclusion in the annual travel limit, prior Board of Trustees approval, separate tracking as described at N.J.S.A. 18A:11-12.q., and per diem reimbursements.

Travel reimbursements will only be paid upon compliance with all provisions of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471. The Board of Trustees will not ratify or approve payments or reimbursements for travel after completion of the travel event, except as provided at N.J.A.C. 6A:23A-7.4(d).

The Board of Trustees shall establish a maximum travel budget in accordance with the requirements outlined in N.J.A.C. 6A:23A-7.3.



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The Board of Trustees authorizes an annual maximum amount per employee for regular business travel only for which Board of Trustees approval is not required. The annual maximum shall not exceed \$ 1,500.00 and shall be subject to the approval requirements in N.J.S.A. 18A:19-1.]

All travel requests must be submitted and approved in writing by the Head of School and the majority of the Board's full voting membership of the Board, except if the Board has excluded regular business travel from prior approval pursuant to N.J.A.C. 6A:23A-7.3(b), prior to obligating the school district to pay related expenses and prior to attendance at the travel event.

All travel requests for Board members shall require prior approval by a majority of the Board's full voting membership, except where the Board has excluded regular business travel from prior approval pursuant to N.J.A.C. 6A:23A-7.3(b), and the travel shall be in compliance with N.J.S.A. 18A:12-24 and 24.1.

A Board member must recuse himself or herself from voting on travel if the Board member, a member of his or her immediate family, or a business organization in which he or she has an interest has a direct or indirect financial involvement that may reasonably be expected to impair his or her objectivity or independence of judgment. Policy and Regulation 6471 prohibit a Board member from acting in his or her official capacity in any matter in which he or she or a member of his or her immediate family has a personal involvement that is or creates some benefit to the school district Board member or member of his or her immediate family; or undertaking any employment or service, whether compensated or not, that may reasonably be expected to prejudice his or her independence of judgment in the execution of his or her official duties.

The Board of Trustees excludes from the requirements of prior Board approval any travel caused by or subject to existing contractual provisions, including grants and donations, and other statutory requirements, or Federal regulatory requirements in accordance with the provisions of N.J.A.C. 6A:23A-7.4(d).

The Board of Trustees requires documentation required in N.J.A.C. 6A:23A-7.5(b) that justifies the number of employees attending an event and the benefits derived from their attendance. Pursuant to N.J.A.C. 6A:23A-7.5(c), the school district shall maintain documentation on file that demonstrates compliance with the Board's travel policy, including travel approvals, reports, and receipts for all school district funded expenditures, as appropriate.



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The School Business Administrator shall be responsible for the accounting requirements for travel in accordance with the provisions of N.J.A.C. 6A:23A-7.6.

The Head of School is the final approval authority for travel.

Sanctions for a violation of the provisions of N.J.A.C. 6A:23A-7 or this Policy are outlined in N.J.A.C. 6A:23A-7.7 and Regulation 6471.

The Board of Trustees prohibits the types of travel expenditures not eligible for reimbursement as listed in N.J.A.C. 6A:23A-7.8. and Regulation 6471.

Travel methods shall be in accordance with the provisions of N.J.A.C. 6A:23A-7.9 and Regulation 6471 and the routing of travel shall be in accordance with the provisions of N.J.A.C. 6A:23A-7.10 and Regulation 6471.

Any subsistence allowance shall be in accordance with the provisions of N.J.A.C. 6A:23A-7.11 and Regulation 6471. Meal allowances and incidental expenditures shall be in accordance with N.J.A.C. 6A:23A-7.12 and Regulation 6471.

Reimbursement for out-of-State and high-cost travel shall be made pursuant to N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-5.9, and Policy and Regulation 6471.

Records and supporting documentation must be completed and maintained as required in N.J.A.C. 6A:23A-7.13 and outlined in Regulation 6471.

The Board of Trustees shall approve the mileage reimbursement amount to be paid to an employee who has been approved by the Superintendent or designee to use their personal vehicle for school-related business.

N.J.S.A. 18A:11-12
N.J.A.C. 6A:23A-5.9; 6A:23A-7

Adopted:



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May 21
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[See POLICY ALERT Nos. 184, 188 and 223]

R 6471 SCHOOL DISTRICT TRAVEL PROCEDURES

A. Definitions (N.J.S.A. 6A:23A-1.2)

1. For the purpose of this Policy, “travel expenditures” means those costs paid by the school district using local, State, or Federal funds, whether directly by the school district or by employee reimbursement, for travel by school district employees and district Board of Trustees members, to the following five types of travel events:
 - a. Training and seminars – means all regularly scheduled, formal residential or non-residential training functions conducted at a hotel, motel, convention center, residential facility, or at any educational institution or facility;
 - b. Conventions and conferences – means general programs, sponsored by professional associations on a regular basis, which address subjects of particular interest to a school district or are convened to conduct association business. The primary purpose of employee attendance at conferences and conventions is the development of new skills and knowledge or the reinforcement of those skills and knowledge in a particular field related to school district operations. These are distinct from formal staff training and seminars, although some training may take place at such events;
 - c. School district sponsored events – means conferences, conventions, receptions, or special meetings, where the school plans, develops, implements, and coordinates the event and is the event’s primary financial backer. School district employees are actively involved in working the event and other employees may attend as participants;



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- d. Regular school district business travel – means all regular official business travel, including attendance at meetings, conferences, and any other gatherings which are not covered by the definitions included in a., b., and c. above. Regular school district business travel also includes attendance at regularly scheduled in-State county meetings and Department-sponsored or association-sponsored events provided free of charge and regularly scheduled in-State professional development activities with a registration fee that does not exceed \$150 per employee or district Board member. The \$150 limit per employee or district Board member may be adjusted by inflation; and
- e. Retreats – means meetings with school district employees and school Board members, held away from the normal work environment at which organizational goals and objectives are discussed. If available, school district facilities shall be utilized for this type of event.

B. Maximum Travel Budget (N.J.A.C. 6A:23A-7.3)

- 1. Annually in the prebudget year, the Board of Trustees shall establish by resolution a maximum travel expenditure amount for the budget year, which the school district shall not exceed. The resolution shall also include the maximum amount established for the prebudget year and the amount spent to date.
 - a. The maximum school district travel expenditure amount shall include all travel supported by local and State funds.
 - b. The Board may exclude travel expenditures supported by Federal funds from the maximum travel expenditure amount.
 - (1) If Federal funds are excluded from the established maximum amount, the Board shall include in the resolution the total amount of travel supported by Federal funds from the prior year, prebudget year, and projected for the budget year.



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- c. Exclusion of Federal funds from the annual maximum travel budget shall not exempt such travel from the requirements applicable to State and local funds.
- 2. The Board of Trustees may authorize an annual maximum amount per employee for regular business travel only for which Board is not required.
 - a. The annual maximum shall not exceed \$1,500 and shall be subject to the approval requirements in N.J.S.A. 18A:19-1.
 - b. Regular school district business travel as defined in N.J.A.C. 6A:23A-1.2 and in this Regulation shall include attendance at regularly scheduled in-State county meetings and Department-sponsored or association-sponsored events provided free of charge. It also shall include regularly scheduled in-State professional development activities for which the registration fee does not exceed \$150 per employee or Board member.
 - c. Regular school district business travel shall require approval of the Head of School prior to obligating the school district to pay related expenses and prior to attendance at the travel event.
 - (1) The Head of School shall designate an alternate approval authority to approve travel requests in his or her absence when necessary to obtain timely district Board approval.
 - (2) The Head of School shall establish, in writing, the internal levels of approval required prior to his or her approval of the travel event, as applicable.
- C. Travel Approval Procedures (N.J.A.C. 6A:23A-7.4)
 - 1. All travel requests for employees of the school district shall be submitted to the Head of School or designee and approved in writing by the Head of School and approved by a majority of the Board of Trustees' full voting membership, except if the Board has excluded regular business travel from prior approval in Policy 6471 pursuant to N.J.A.C. 6A:23A-7.3(b), prior to obligating the school district to pay related expenses and prior to attendance at the travel event.



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- a. The Head of School shall designate an alternate approval authority to approve travel requests in his or her absence when necessary to obtain timely Board approval.
 - b. The Head of School shall establish, in writing, the internal levels of preliminary approval required prior to the Head of School's approval of the travel event, as applicable.
 - (1) The School Business Administrator/Board Secretary or designee shall review all travel requests either before or after the Head of School's approval and prior to submission of the Board for approval to determine if the expenses as outlined in the request are in compliance with the requirements of N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-7, the current State travel payment guidelines established by the Department of the Treasury, and the current guidelines established by the Federal Office of Management and Budget.
 - (a) If any travel expenses requested are not in compliance with the guidelines outlined above, the School Business Administrator/Board Secretary or designee will return the request to be revised in accordance with the guidelines outlined above.
 - (b) The Head of School may deny the request, approve the request conditioned upon the staff member assuming the financial responsibility for those travel expenses that are not in compliance with the guidelines, or may return the request to the school staff member to be revised in accordance with the guidelines outlined above.
2. All travel requests for Board members shall require prior approval by a majority of the Board's full voting membership, except where the Board has excluded regular business travel from prior approval pursuant to N.J.A.C. 6A:23A-7.3(b), and the travel shall be in compliance with N.J.S.A. 18A:12-24 and 24.1.



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3. The Board of Trustees may approve, at any time prior to the event, travel for multiple months as long as the approval detailed in Board minutes itemizes the approval by event, total cost, and number of employees and/or Board members attending the event. General or blanket pre-approval shall not be authorized.
4. All travel requests shall receive prior approval of the Board of Trustees except if the Board has excluded from the requirements prior Board approval of any travel caused by or subject to existing contractual provisions, including grants and donations, and other statutory requirements, or Federal regulatory requirements in Policy 6471 pursuant to N.J.A.C. 6A:23A-7.4(d). For the exclusion of prior Board approval to apply, the required travel event shall be detailed, with number of employee(s), Board member(s), and total cost in the applicable contract, grant, donation, statute, or Federal regulation.
 - a. This shall not include general grant guidelines or regulations that are permissive, but do not require the travel event, unless the specific travel event, number of employee(s), Board member(s), and total cost is detailed in the approved grant, donation, or other fund acceptance agreement.
 - b. This shall not include general contractual provisions in employment contracts for continuing education or professional development, except if the Board has included in its policy a maximum amount per employee for regular business travel that does not require prior Board approval pursuant to N.J.A.C. 6A:23A-7.3.
5. If occasional unforeseen situations arise wherein a travel request cannot obtain prior approval of the Board of Trustees, justification shall be included in the text of the travel request.



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- a. Such requests shall require prior written approval of the Head of School or designee, and the Executive County Superintendent or designee.
 - b. The Board shall ratify the request at its next regularly scheduled meeting.
 - c. Travel to conferences, conventions, and symposiums shall not be considered emergencies and shall not be approved after the fact.
 6. Subsequent to pre-approval by a majority of the full voting membership of the Board of Trustees, reimbursement of prospective employee travel expense shall be pre-approved by the Executive County Superintendent.
- D. Required Documentation for Travel (N.J.A.C. 6A:23A-7.5)
1. The Board of Trustees requires the documentation listed in D.2. below to justify the number of employees attending an event and the benefits to be derived from their attendance;
 2. Neither the Head of School or designee, nor the Board approve a travel request unless it includes, at a minimum, the following information:
 - a. The name and date(s) of the event;
 - b. A list of Board members and/or employees to attend, either by name and title;
 - c. The estimated cost associated with travel;
 - d. A justification and brief statement that includes the primary purpose for the travel, the key issues that will be addressed at the event, and their relevance to improving instruction or the operation of the school district.
 - (1) For training events, the statement must include whether the training is for a certification required for continued employment, continuing education



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requirements, requirements of Federal or State law, or other purpose related to the programs and services currently being delivered or soon to be implemented in the school district; or related to school district operations;

- e. The account number and funding source - Federal, State, private, or local; and
- f. For annual events, the total attendance and cost for the previous year.

- 3. The school district shall maintain documentation on file that demonstrates compliance with the Board's travel policy, including travel approvals, reports, and receipts for all school district funded expenditures, as appropriate.

E. School Business Administrator/Board Secretary Responsibilities Regarding Accounting for Travel (N.J.A.C. 6A:23A-7.6)

- 1. The School Business Administrator/Board Secretary or designee shall prepare itemized travel budgets by function and object of expense for each cost center, department, or location maintained in the school district's accounting system, as applicable, as part of the preparation of and documentation for the annual school district budget.
 - a. The aggregate amount of all travel budgets shall not exceed the Board of Trustees' approved maximum travel expenditure amount for the budget year as required by N.J.A.C. 6A:23A-7.3.
- 2. The School Business Administrator/Board Secretary shall maintain separate accounting for school district travel expenditures, as necessary, to ensure compliance with the school district's maximum travel expenditure amount. The separate accounting tracking system may include, but need not be limited to, a separate or offline accounting of such expenditures or expanding the school district's accounting system. The tracking system shall be sufficient to demonstrate compliance with Policy and Regulation 6471 and N.J.A.C. 6A:23A-7, and shall be in a detailed format suitable for audit.



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3. The School Business Administrator/Board Secretary or designee shall review and approve the cost and supporting documentation required by N.J.A.C. 6A:23A-7 and submitted by the person(s) having incurred travel expense. The School Business Administrator shall not approve or issue payment of travel expenditures or reimbursement requests until all required documentation and information to support the payment has been submitted, and shall not approve any travel expenditure that, when added to already approved travel expenditures, would exceed the Board approved maximum travel expenditure amount for the budget year.
 4. The School Business Administrator/Board Secretary shall be responsible for the adequacy of documentation of transactions processed by his or her staff and the retention of the documentation to permit audits of the records.
 5. A Board of Trustees employee, a Board member, or an organization shall not receive partial or full payment for travel and travel-related expenses in advance of the travel, pursuant to N.J.S.A. 18A:19-1 et seq. The payment of travel and travel-related expenses, including travel-related purchases for which a purchase order is not applicable, shall be made personally by a school district employee or Board member and reimbursed at the conclusion of the travel event. N.J.A.C. 6A:23A-7.6, Policy 6471, and this Regulation do not preclude the school district from paying the vendor directly with the proper use of a purchase order (for example, for registration, airline tickets, hotel).
- F. Sanctions for Violations of Travel Requirements (N.J.A.C. 6A:23A-7.7)
1. A Board of Trustees that violates its established maximum travel expenditure, as set forth in N.J.A.C. 6A:23A-7.3, or that otherwise is not in compliance with N.J.A.C. 6A:23A-7 travel limitations, may be subject to sanctions by the Commissioner as authorized pursuant to N.J.S.A. 18A:4-23 and 24, including reduction of State aid in an amount equal to any excess expenditure pursuant to N.J.S.A. 18A:11-12 and 18A:7F-60.



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2. The staff member designated as the final approval authority for travel who approves any travel request or reimbursement in violation of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471 shall reimburse the school district in an amount equal to three times the cost associated with attending the event, pursuant to N.J.S.A. 18A:11-12.
3. An employee or Board member who violates the provisions of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471 shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event, pursuant to N.J.S.A. 18A:11-12.
4. In accordance with N.J.A.C. 6A:23A-7.7(d), there must be procedures to monitor compliance and application of the penalty, as outlined in N.J.A.C. 6A:23A-7.7, upon determination a violation has occurred after Board payment of the event.
 - a. In addition to the annual audit test procedures to ensure compliance as required in N.J.A.C. 6A:23A-7.7(e) and F.5. below, the School Business Administrator/Board Secretary will designate a staff member to review travel payments that are being recommended to the Board for payment prior to Board approval and travel payments previously approved by the Board for payment and paid for any violations.
 - (1) In the event the annual audit test procedures or the review by the staff member designated by the School Business Administrator/Board Secretary determines a travel payment recommended to the Board for payment or a travel payment previously approved by the Board and was paid in violation of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471, the school district auditor or the staff member designated by the School Business Administrator/Board Secretary shall inform the Head of School of the violation in writing.

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- (2) The Head of School shall determine if a violation of N.J.A.C. 6A:23A-7 requires a penalty in accordance with N.J.A.C. 6A:23A-7.7.
 - (3) If a violation is determined prior to payment or reimbursement of the travel event, the Head of School may exclude application of any additional penalties.
 5. The annual audit conducted pursuant to N.J.S.A. 18A:23-1 shall include test procedures to ensure compliance with the Board of Trustees' policy and travel limitations set forth in this section and N.J.S.A. 18A:11-12.
- G. Prohibitive Travel Reimbursements (N.J.A.C. 6A:23A-7.8)
 1. The following types of expenditures are not eligible for reimbursement:
 - a. Subsistence reimbursement for one-day trips, except for meals expressly authorized by and in accordance with N.J.A.C. 6A:23A-7.12;
 - b. Subsistence reimbursement for overnight travel within the State, except where authorized by the Commissioner in accordance with N.J.A.C. 6A:23A-7.11;
 - c. Travel by Board members or employees whose duties are unrelated to the purpose of the travel event or who are not required to attend to meet continuing educations requirements or to comply with law or regulation;
 - d. Travel by spouses, civil union partners, domestic partners, immediate family members, and other relatives;
 - e. Costs for employee attendance for coordinating other attendees' accommodations at the travel event;

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- f. Lunch or refreshments for training sessions and retreats held within the school district, including in-service days and for employee participants traveling from other locations within the school district;
- g. Training to maintain a certification that is not required as a condition of employment (For example: CPE credits to maintain a CPA license if the employee is not required to be a CPA for continued school district employment);
- h. Charges for laundry, valet service, and entertainment;
- i. Limousine services and chauffeuring costs to, or during, the event;
- j. Car rentals, either utilized for airport transportation or transportation at a conference, convention, etc., unless absolutely necessary for the conduct of school district business. Justification shall accompany any request for car rentals. If approved, the most economical car rental is to be used, including the use of subcompacts and discounted and special rates. An example of the justified use of a car rental is when an employee is out of State, making inspections at various locations, and the use of public transportation is impracticable. When car rental is authorized, the employee shall not be issued an advance payment for the anticipated expense associated with the rental;
- k. Alcoholic beverages;
- l. Entertainment costs, including amusement, diversion, social activities, and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities);
- m. Gratuities or tips in excess of those permitted by Federal per diem rates;
- n. Reverse telephone charges or third party calls;

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- o. Hospitality rooms;
- p. Souvenirs, memorabilia, promotional items, or gifts;
- q. Air fare without documentation of quotes from at least three airlines and/or on-line services; and
- r. Other travel expenditures that are unnecessary and/or excessive.

H. Travel Methods (N.J.A.C. 6A:23A-7.9)

1. For the purpose of section H. of this Regulation and N.J.A.C. 6A:23A-7.9, "transportation" means necessary official travel on railroads, airlines, shuttles, buses, taxicabs, rideshares, school district-owned or leased vehicles, and personal vehicles.
2. The purchase or payment of related transportation expenses shall be made by purchase order or personally by a school district employee or Board member and reimbursed at the conclusion of the travel event. An actual invoice or receipt for each purchase or expense shall be submitted with a claim for reimbursement.
3. Pursuant to Office of Management and Budget (OMB) Travel Circulars and N.J.A.C. 6A:23A-7.1 et seq., the following travel methods requirements shall apply:
 - a. Air and rail tickets shall be purchased via the Internet, if possible, using airline or online travel services such as Travelocity, Expedia, or Hotwire.
 - b. Air travel shall be authorized only when determined that it is necessary and advantageous to conduct school district business.
 - (1) The most economical air travel should be used, including the use of discounted and special rates.

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- (2) The following options should be considered when booking tickets:
 - (a) Connecting versus nonstop flights;
 - (b) Departing earlier or later compared to the preferred departure time;
 - (c) Utilizing alternative airports within a city, for example, Chicago, Illinois-Midway Airport versus O'Hare Airport;
 - (d) Utilizing alternative cities, for example, Newark versus Philadelphia;
 - (e) Utilizing "low cost" airlines; and
 - (f) Exploring alternate arrival and/or departure days.
- (3) No employee or Board member can earn benefits as a result of school district funded travel. Employees and Board members shall be prohibited from receiving "frequent flyer" or other benefits accruing from school district funded travel.
- (4) Airfare other than economy (that is, business or first class) shall not be fully reimbursed by the school district except when travel in such classes:
 - (a) Is less expensive than economy;
 - (b) Avoids circuitous routings or excessive flight duration; or
 - (c) Would result in overall transportation cost savings.

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- (5) All airfare other than economy and not covered by the above exceptions purchased by an employee or Board member shall be reimbursed only at the economy rate for the approved destination.
 - (6) Cost estimates on travel requests and associated authorizations shall be consistent with current airline tariffs, with consideration of available special fares or discounts, for the requested destination.
 - (7) Airline tickets shall not be booked until all necessary approvals have been obtained.
 - (8) Additional expenses over and above the authorized travel request shall be considered only for factors outside the purchaser's control. The burden of proof shall be placed upon the purchaser and any additional expenses incurred without sufficient justification and documentation, as determined by the School Business Administrator/Board Secretary, shall not be reimbursed.
 - (9) Justification shall accompany requests for airline ticket reimbursement when purchased by employees or Board members contrary to H.3.b.(1) through (8) above. Sufficient justification shall be considered only for factors outside the purchaser's control. Noncompliant purchases without sufficient justification shall not be reimbursed.
- c. Rail travel shall be authorized only when determined that it is necessary and advantageous to conduct school district business.
- (1) The most economical scheduling of rail travel shall be utilized, including excursion and government discounts, whenever applicable.

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- (2) The use of high-speed rail services, such as Acela, shall not be authorized.
 - (3) All rail travel shall be processed in the same manner as prescribed for air travel in H.3.b. above.
- d. Use of a school district-owned or -leased vehicle shall be the first means of ground transportation. Use of a personally owned vehicle on a mileage basis shall not be permitted for official business where a school district-owned or -leased vehicle is available.
 - (1) Mileage allowance in lieu of actual expenses of transportation shall be approved by the Board and allowed at the rate authorized by the annual State Appropriations Act, or a lesser rate at the Board's discretion for an employee or Board member traveling by his or her personally owned vehicle on official business.
 - (a) If any condition in an existing negotiated contract is in conflict with the OMB Travel Circulars, such as the mileage reimbursement rates, the provisions of the existing contract shall prevail.
 - (2) Parking and toll charges shall be allowed in addition to mileage allowance.
 - (3) Reimbursement for travel to points outside the State by automobile shall be permitted when such arrangements prove to be more efficient and economical than other means of public transportation.
 - (4) In determining the relative costs of private and public transportation, all associated costs (that is, tolls, taxicabs, airport or station transfers, etc.) shall be considered.

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- (5) All employees and Board members using privately owned cars in the performance of their duties for the school district shall present a New Jersey Insurance Identification Card indicating that insurance coverage is in full force and effect with companies approved by the State Department of Banking and Insurance. The card shall be made available to the Head of School or designee before authorization to use privately owned cars.
- (6) Employees and district Board members who are out-of-State residents shall provide appropriate insurance identification in lieu of the New Jersey Insurance Identification Card.
- e. School district-owned or -leased vehicles shall be utilized in accordance with N.J.A.C. 6A:23A-6.12.
- f. Necessary taxicab or rideshare charges shall be permitted. However, travel to and from airports, downtown areas, and between hotel and event site shall be confined to regularly scheduled shuttle service, whenever such service is complimentary or is less costly. If shuttle service is not available, taxicabs or rideshares may be used.
- g. Cruises shall not be permitted for travel events or transportation.

I. Routing of Travel (N.J.A.C. 6A:23A-7.10)

- 1. Pursuant to State travel guidelines as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars:
 - a. All travel shall follow the most direct, economical, and usually traveled route. Travel by other routes as a result of official necessity shall be eligible for payment or reimbursement only if satisfactorily established in advance of such travel.

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- b. If a person travels by indirect route for personal convenience, the extra expense shall be borne by the individual.
- c. Reimbursement for expenses shall be based only on charges that do not exceed what would have been incurred by using the most direct, economical, and usually traveled route.

J. Subsistence Allowance – Overnight Travel (N.J.A.C. 6A:23A-7.11)

- 1. Pursuant to the State travel guidelines as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars, one-day trips that do not involve overnight lodging shall not be eligible for subsistence reimbursement, except for meals expressly authorized by and in accordance with the provisions of N.J.A.C. 6A:23A-7.12.
- 2. Pursuant to the OMB Travel Circulars, generally, overnight travel shall not be eligible for subsistence reimbursement if travel is within the State. Overnight travel is permitted if it is authorized pursuant to 3. below, or is a required component by the entity issuing a grant, donation, or other funding agreement with the school district. The specific required overnight in-State travel event shall be detailed in the final grant, donation, or other fund acceptance agreement along with the number of authorized travelers and total cost. All reimbursements shall be subject to N.J.A.C. 6A:23A-7 unless the funding acceptance agreement specifies otherwise.
- 3. Pursuant to the State travel regulations as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars, the Commissioner shall be authorized to grant waivers for overnight travel for Board members and school district employees to attend in-State conferences.

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- a. Such waivers will be granted in only extremely limited circumstances when the sponsoring organization can demonstrate the conference is broad and multi-disciplinary in scope, incorporates content offerings from numerous specialty areas, and includes important professional development opportunities and/or required training.
- b. The sponsoring organization shall demonstrate the conference's content, structure, scheduling, and anticipated attendance necessitate that it be held on multiple consecutive days with overnight lodging. When such waivers are granted, individual school districts or individuals shall not be required to submit waiver requests for attendance at these conferences.
- c. Sponsors of in-State conferences may submit to the Commissioner a request for a waiver of this prohibition by providing information regarding the conference as follows:
 - (1) The name and dates of the event;
 - (2) Justification for the length of the conference and the necessity to hold events for each day beyond the first day of the conference;
 - (3) Identification of all other conferences sponsored or co-sponsored by the organization (whether single or multi-day) in the previous year;
 - (4) A description of the target audience by position title and/or educational certificate and endorsement;
 - (5) Justification of the importance of the target audience attending the event;
 - (6) The cost of registration;

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- (7) A detailed list and description of any activities to be charged to the participants by the sponsor separate from the registration fee, such as luncheons, workshops, entertainment, etc., including:
 - (a) The cost of the activity;
 - (b) Whether participation is mandatory or voluntary; and
 - (c) The purpose such as social, guest speaker, working session, etc.
 - (8) A copy of agenda or program for the event;
 - (9) A brief statement that includes the primary purpose of the event, the key issues that will be addressed at the event, and their relevance to improving instruction or the operation of a school or school district;
 - (10) For training events, whether the training is needed for a certification required for continued employment, continuing education requirements, or requirements of Federal or State law; and
 - (11) For annual events, total attendance, and registration cost for the previous year.
- 4. If a waiver of the prohibition on overnight travel is granted pursuant to N.J.A.C. 6A:23A-7.11, it shall permit reimbursement for travel expenses only for individuals whose home-to-convention commute exceeds fifty miles.
 - 5. Overnight travel within the State shall not be eligible for subsistence reimbursement if travel is on the day prior to the start of the conference. Reimbursement shall be prohibited for lodging prior to check-in time for the first day of the event or after check-out time on the last day of the event.

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6. The United States General Services Administration publishes a schedule of Federal per diem rates in the Federal Register for approved overnight travel by the event location. The latest Federal per diem rates schedule for lodging, meals, and incidental expenses by location can be found at www.gsa.gov. The following restrictions apply to allowable per diem reimbursements:
 - a. Allowable per diem reimbursement for lodging, meals, and incidentals shall be actual reasonable costs, not to exceed the Federal per diem rates for the event location. Registration and conference fees are not subject to the Federal per diem rate caps. If the event location is not listed, the maximum per diem allowance shall be equal to the standard Continental United States (CONUS) per diem rates published by the General Services Administration for meals, incidental expenses, and lodging.
 - b. Pursuant to N.J.S.A. 18A:11-12.o., reimbursement for lodging expenses for overnight travel, out-of-State or in-State as authorized by the Commissioner, may exceed the Federal per diem rates if the hotel is the site of the convention, conference, seminar, or meeting and the going rate of the hotel is in excess of Federal per diem rates.
 - (1) If the hotel at the site of the current travel event is not available, lodging may be paid for similar accommodations at a rate not to exceed the hotel rate at the site of the current event.
 - (2) If there is no hotel at the site of the current travel event (for example, Atlantic City Convention Center), then reimbursement for lodging shall not exceed the Federal per diem rate.
 - c. If the meal is not part of a one-sum fee for a travel event, reimbursement may be approved for the full cost of an official convention meal that the employee or Board member attends, when such meal is scheduled as an integral part of the convention or conference proceedings. Receipts shall be submitted to obtain reimbursement in such situations. The amount of the Federal per diem rate for the corresponding meal shall be deducted from that day's subsistence allowance.

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- d. The allowance for a meal(s) or incidentals shall not be eligible for reimbursement when included and paid in the registration fee, the cost of lodging, or transportation charge.
 - e. Receipts shall be required for all hotel and incidental expenses. Meal expenses under the Federal per diem allowance limits shall not require receipts pursuant to N.J.S.A. 18A:11-12.o.(3), unless required by the Board of Trustees.
 - f. If the total per diem reimbursement is greater than the Federal per diem rates, the costs shall be considered excessive in the absence of substantial justification accompanying the travel voucher submitted by the employee or district Board member. In such cases, receipts shall be submitted for all costs, including meals.
 - g. Employees and Board members shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater cost benefits or is more advantageous to the conduct of school district business.
 - h. Actual subsistence expenses shall not be reimbursable if paid by the traveler to a member of his or her family, to another school district employee, or to a family member of another school district employee.
- K. Meal Allowance – Special Conditions – and Allowable Incidental Travel Expenditures (N.J.A.C. 6A:23A-7.12)
- 1. Meals for in-State travel shall not be eligible for reimbursement except as expressly authorized within N.J.A.C. 6A:23A-7.
 - 2. A meal allowance may be provided to employees or Board members in relation to one-day, out-of-State trips required for school business purposes that do not require an overnight stay. The reimbursement for breakfast, lunch, and/or dinner

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shall not exceed the amounts authorized in State travel regulations as published by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars.

3. Lunch for off-site training sessions may be authorized for an amount up to \$7 per person only when it is necessary that employees or Board members remain at a site other than their school district and there are no viable options for lunch at the off-site location.
 - a. Per N.J.S.A. 18A:11-12.a.(1)(d), employee and Board member retreats shall be held onsite unless there is no school district site available.
 - b. If lunch is included in a lump-sum registration fee for an off-site training session, the full amount is eligible for reimbursement, if reasonable. Providing lunch for on-site staff meetings and in-service days or for employees who come from other parts of the school district shall not be permitted. (See K.4. below.)
 - c. Refreshments for breaks may also be provided at training sessions held at a site other than the school district.
4. Subsistence expenses for an employee or Board member shall not be allowed within the school district or within a radius of ten miles thereof, except for meals expressly authorized by and in accordance with N.J.A.C. 6A:23A-7.12. Non-allowed expenses include, but are not limited to, meals and refreshments for on-site staff meetings and in-service days.
5. Reimbursement may be approved for the cost of an official luncheon or dinner, up to \$10 and \$15, respectively, that an employee or Board member is authorized to attend, if the meal is scheduled as an integral part of an official proceeding or program related to school district business and the employee's or Board member's responsibilities.

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- a. School district business above refers to the management operations of the school district and does not refer to activities that benefit students and are part of the instructional program. Pursuant to N.J.A.C. 6A:23A-5.8(b)4, all reasonable expenditures related to school district employees that are essential to the conduct of a student activity are permitted.
6. Regular meetings, special meetings, and work sessions of the Board of Trustees shall be limited to light meals and refreshments for all Board members.
 - a. The meals may be served to employees who are required to attend the event and if it is impractical for the employee to commute to and from his or her residence between the end of the work day and the beginning of the event, or if the employee is required to remain at the school district to prepare for the event.
 - b. The school district shall acquire the light meals and refreshments by the solicitation of quotes, if required pursuant to N.J.S.A. 18A:18A-1 et seq.
 - c. If the school district's food service program can prepare comparable meals at a lower cost, the food service program shall be used.
 - d. The average cost per meal shall not exceed \$10.
 - e. The school district shall purchase or prepare food that is sufficient to provide each district Board member, dignitary, non-employee speaker, or allowable staff member one meal. Meals should be carefully ordered to avoid excess. Unintended left over food should be donated to a charitable shelter or similar facility, if at all possible.
7. Reimbursement may be approved for allowable telephone and incidental travel expenses that are essential to transacting official business.

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- a. Charges for telephone calls on official business may be allowed. The voucher shall show the dates on which such calls were made, the points between which each call was made, and the cost per call.
- b. Employees and Board members using their personally owned telephone for business may request reimbursement, less Federal Communications Tax. Calls for business are tax exempt and the telephone company will make allowances for the tax if the employee or Board member certifies to the telephone company when paying bills for personally owned phones that said calls were business calls.
- c. Incidental expenses, defined as "non-meal tips" by the State travel regulations, when necessarily incurred by the traveler in connection with the transaction of official business, may be submitted for reimbursement only when the necessity and nature of the expense are clearly and fully explained on the travel voucher and the voucher is approved. Travel vouchers shall be supported by receipts showing the quantity and unit price.

L. Records and Supporting Documents (N.J.A.C. 6A:23A-7.13)

1. All persons authorized to travel on business shall keep a memorandum of expenditures chargeable to the school district, noting each item at the time and date the expense is incurred.
2. The travel voucher shall be completed by the employee or Board member to document the details of the travel event. The travel voucher shall be signed by the employee or Board member to certify the validity of the charges for which reimbursement is sought. The form also shall bear the signatures of approval officials for processing.
3. Sufficient documentation shall be maintained centrally by the school district to support payment and approval of the travel voucher.

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4. In addition to the documentation required for reimbursement, each person authorized to travel shall submit a brief report that includes the primary purpose for the travel, the key issues addressed at the event, and their relevance to improving instruction or the operations of the school district. This report shall be submitted prior to receiving reimbursement.
5. Documentation for requests for travel reimbursement shall show:
 - a. The date(s) and individual points of travel, number of miles traveled between such points, and kind of conveyance used;
 - b. If the distance traveled between individual points is greater than the usual route between the points, the reason for the greater distance shall be stated;
 - c. The hours of the normal work day and actual hours worked shall be shown when requesting meal reimbursement for non-overnight travel;
 - d. Original receipts shall be required for all reimbursable expenses, except for meals that qualify for per diem allowances and for parking meters;
 - e. Actual vendor receipts for personal credit card charges shall be attached to reimbursement requests. Credit card statements shall not be accepted as documentation of expenses;
 - f. Personal charges on a hotel bill shall be deducted and shown on the bill;
 - g. When lodging is shared jointly, the fact shall be stated on the travel voucher;
 - h. Where travel is not by the most economical, usually traveled route, the employee or Board member reimbursement request shall set forth the details of the route, the expenses actually incurred, the hour of departure, the hour of arrival, and an explanation for the use of costlier travel arrangements;

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- i. When travel is authorized for the employee's or Board member's own automobile on a mileage basis, the points between which travel was made, and the distance traveled between each place shall be shown. A statement as to ownership of the auto or other conveyance used, as well as a certification that liability insurance is in effect, shall be documented;
 - j. Reimbursement requests shall be supported by other receipts as required;
 - k. The voucher shall be itemized; and
 - l. Reimbursement requests shall be rendered monthly when in excess of \$25. Travel for a single travel event shall be reported as soon as possible after the trip.
- 6. All outstanding travel vouchers for the school year ending June 30 shall be submitted as soon as possible after June 30 regardless of amount, notwithstanding 5.l. above.
- 7. Travel mileage reimbursement requests of the just-completed school year that are not submitted by July 30 or the date approved by the school district for the closing of books, whichever is earlier, for the just-completed school year shall not be approved or paid.
- M. Out-of-State and High-Cost Travel Events (N.J.A.C. 6A:23A-5.9)
 - 1. Reimbursement for all in-State and out-of-State travel shall be made pursuant to N.J.S.A. 18A:11-12.
 - 2. Out-of-State travel events shall be limited to the fewest number of Board members or affected employees needed to acquire and present the content offered to all Board members or staff, as applicable, at the conclusion of the event. Lodging may be provided only if the event occurs on two or more consecutive days and if home-to-event commute exceeds fifty miles.

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3. When a travel event has a total cost that exceeds \$5,000, regardless of the number of attendees, or when more than five individuals from the school district are to attend a travel event out-of-State, the school district shall obtain prior written approval of the Executive County Superintendent.
 - a. The Executive County Superintendent shall promptly review the request and render a written decision within ten business days.
4. For all employee and Board member travel events out of the country, regardless of cost or number of attendees, the school district shall obtain prior written approval of the Executive County Superintendent.
 - a. Such requests shall be supported by detailed justification.
 - b. The Executive County Superintendent shall promptly review the request and render a written decision within ten business days.
 - c. It is expected that approvals will be rare.

Adopted:



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS (M)

8561 PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS (M)

The Board of Trustees adopts this Policy to identify their procurement plan for the United States Department of Agriculture's (USDA) School Nutrition Programs. School Nutrition Programs include, but are not limited to: the National School Lunch Program (NSLP); School Breakfast Program (SBP); Afterschool Snack Program (ASP); Special Milk Program (SMP); Fresh Fruit and Vegetable Program (FFVP); Seamless Summer Option (SSO) of the NSLP; Summer Food Service Program (SFSP); the At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP); and the Schools/Child Nutrition USDA Foods Program.

The Board is ultimately responsible for ensuring all procurement procedures for any purchases by the Board and/or a food service management company (FSMC) comply with all Federal regulations, including but not limited to: 7 CFR Parts 210, 220, 225, 226, 245, 250; 2 CFR 200; State procurement statutes and administrative codes and regulations; local Board procurement policies; and any other applicable State and local laws. FSMC's billing invoices will be monitored to ensure compliance with Federal and State procurement regulations and will comply with any additional monitoring requirements as outlined in the approved FSMC Contract.

The procurement procedures contained in this Policy will be implemented beginning immediately, until amended. All procurements must maximize full and open competition. Source documentation will be maintained by the School Business Administrator/Board Secretary or designee and will be available to determine open competition, the reasonableness, the allowability, and the allocation of costs.

The Board intentionally seeks to prohibit conflicts of interest in all procurement of goods and services.

A. General Procurement

The procurement procedures will maximize full and open competition, transparency in transactions, comparability, and documentation of all procurement activities. The school district's plan for procuring items for use in the School Nutrition Programs is as follows:

1. The School Business Administrator/Board Secretary will ensure all purchases will be in accordance with the Federal Funds Procurement Method Selection Chart – State Agency Form #358. ~~Appendix~~ Formal procurement procedures will be used as required by 2 CFR 200.318-.326



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS (M)

and any State and local procurement code and regulations. Informal procurement procedures (small purchase) will be required for purchases under the most restrictive small purchase threshold.

2. The following procedures will be used for all purchases:

Product/ Services	Estimated Dollar Amount	Procurement Method	Evaluation	Contract Award Type	Contract Duration/ Frequency

3. Formal bid procedures will be applied on the basis of an individual school.
4. Because of the potential for purchasing more than the public or non-public informal/small purchase threshold amount, or the Board approved threshold if less, it will be the responsibility of the School Business Administrator/Board Secretary to document the amounts to be purchased so the correct method of procurement will be followed.

B. Micro-Purchase Procedures

1. Public/Charter Schools

Purchases of supplies or services, as defined by 2CFR200.67, will be awarded without soliciting competitive price quotations if the price is reasonable in accordance with N.J.S.A.18A:18A-37(a) and below thresholds established by the State Treasurer for informal receipt of quotations. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

C. Formal Procurement

When a formal procurement method is required, the following competitive sealed bid or an Invitation for Bid (IFB) or competitive proposal in the form of a Request for Proposal (RFP) procedures will apply:



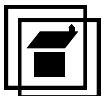
PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS (M)

1. An announcement of an IFB or a RFP will be placed in the Board designated official newspaper to publicize the intent of the Board to purchase needed items. The advertisement for bids/proposals or legal notice will be published in the official newspaper for at least one day in accordance with the provisions of N.J.S.A. 18A:18A-21.
2. An advertisement in the official newspaper for at least one day is required for all purchases over the school district's small purchase threshold as outlined in ~~Appendix~~ – Federal Funds Procurement Method Section Chart – **State Agency Form #358**. The advertisement will contain the following:
 - a. A general description of items to be purchased;
 - b. The deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;
 - c. The date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;
 - d. The deadline for submission of sealed bids or proposals; and
 - e. The address of the location where complete specifications and bid forms may be obtained.
3. In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
4. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
5. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
 - a. Contract period for the base year and renewals as permitted;
 - b. The Board is responsible for all contracts awarded (statement);



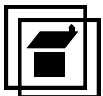
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- c. Date, time, and location of IFB/RFP opening;
- d. How the vendor is to be informed of bid acceptance or rejection;
- e. Delivery schedule;
- f. Requirements (terms and conditions) the bidder must fulfill in order for bid to be evaluated;
- g. Benefits to which the Board will be entitled if the contractor cannot or will not perform as required;
- h. Statement assuring positive efforts will be made to involve small and minority businesses, women's business enterprises, and labor surplus area firms;
- i. Statement regarding the return of purchase incentives, discounts, rebates, and credits to the Board's nonprofit school food service account;
- j. Contract provisions as required in Appendix II to 2 CFR 200;
 - (1) Termination for cause and convenience – contracts \$10,000;
 - (2) Equal Opportunity Employment “federally assisted construction contract”;
 - (3) Davis-Bacon Act—construction contracts in excess of \$2000;
 - (4) Contract work Hours and Safety Standards – contracts in excess of \$100,000;
 - (5) Right to inventions made under a contractor agreement if the contract meets the definition of a “funding agreement” under 37 CFR 401.2(a);
 - (6) Clean Air Act – contracts in excess of \$150,000;
 - (7) Debarment and Suspension—all Federal awarded contracts;
 - (8) Byrd Anti Lobbying Amendment— contracts in excess of \$100,000 ;and



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS (M)

- (9) Contracts must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- k. Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts;
 - l. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for food service management company contracts;
 - m. Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding;
 - n. Price adjustment clause for renewal of multi-year contracts as defined in N.J.S.A. 18A:18A-42. The “index rate” means the annual percentage increase rounded to the nearest half percent in the implicit price deflator for State and local government purchases of goods and services computed and published quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis;
 - o. Method of evaluation and type of contract to be awarded (solicitations using an IFB are awarded to the lowest responsive and responsible bidder; solicitations using a RFP are awarded to the most advantageous bidder/offeror with price as the primary factor among factors considered);
 - p. Method of award announcement and effective date (if intent to award is required by State or local procurement requirements);
 - q. Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received;
 - r. Provision requiring access by duly authorized representatives of the Board of Trustees, New Jersey Department of Agriculture (NJDA), United States Department of Agriculture (USDA), or Comptroller General to any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts;
 - s. Method of shipment or delivery upon contract award;



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- t. Provision requiring contractor to maintain all required records for three years after final payment and all other pending matters (audits) are closed for all negotiated contracts;
 - u. Description of process for enabling vendors to receive or pick up orders upon contract award;
 - v. Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the Energy Policy and Conservation Act (PL 94-163);
 - w. Signed statement of non-collusion;
 - x. Signed Debarment/Suspension Certificate, clause in the contract or a copy of search results from the System for Award Management (SAM);
 - y. Provision requiring "Buy American" as outlined in 7 CFR Part 210.21(d) and USDA Guidance Memo SP 38-2017, including specific instructions for prior approval and documentation of utilization of non-domestic food products only;
 - z. Specifications and estimated quantities of products and services prepared by the school district and provided to potential contractors desiring to submit bids/proposals for the products or services requested.
6. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, questions may be sent to the School Business Administrator/Board Secretary. The School Business Administrator/Board Secretary or designee's response will be provided in writing to all potential bidders within ten days.
- a. The School Business Administrator/Board Secretary will be responsible for providing responses to questions and securing all bids or proposals.
 - b. The School Business Administrator/Board Secretary will be responsible to ensure all Board procurements are conducted in



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS (M)

- compliance with applicable Federal, State, and local procurement regulations.
- c. The following criteria will be used in awarding contracts as a result of bids/proposals. Price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
7. In awarding a RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.
- a. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the Board, price as the primary, and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.
 - b. The School Business Administrator/Board Secretary or designee is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
 - c. The School Business Administrator/Board Secretary shall review the procurement system to ensure compliance with applicable laws.
 - d. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified was received.
 - e. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. The contractor must inform the School Business Administrator/Board Secretary within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board of



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Education, the contractor must obtain, in advance, written approval for the product. The School Business Administrator/Board Secretary must comply with the Buy American Provision.

- f. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.
- g. The School Business Administrator/Board Secretary is responsible for maintaining all procurement documentation.

D. Small Purchase Procedures

If the amount of purchases for items is less than the school district's small purchase threshold as outlined in the Federal Funds Procurement Method Selection Chart – **State Agency Form #358** ~~See Appendix~~, the following small purchase procedures including quotes will be used. Quotes from a minimum number of three qualified sources will be required.

- 1. Written specifications will be prepared and provided to all vendors.
- 2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three vendors shall be contacted.
- 3. The School Business Administrator/Board Secretary or designee will be responsible for contacting potential vendors when price quotes are needed.
- 4. The price quotes will receive appropriate confidentiality before award.
- 5. Quotes/Bids will be awarded by the School Business Administrator/Board Secretary. Quotes/Bids will be awarded on the following criteria. Quote/Bid price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
- 6. The School Business Administrator/Board Secretary will be responsible for documentation of records to show selection of vendor, reasons for



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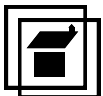
selection, names of all vendors contacted, price quotes from each vendor, and written specifications.

7. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified is received.
8. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.
9. The School Business Administrator/Board Secretary or designee is required to sign all quote tabulations, signifying a review and approval of the selections.

E. Noncompetitive Proposal Procedures

If items are available only from a single source when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation, noncompetitive proposal procedures will be used:

1. Written specifications will be prepared and provided to the vendor.
2. The School Business Administrator/Board Secretary will be responsible for the documentation of records to fully explain the decision to use the noncompetitive proposal. The records will be available for audit and review.
3. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product or service specified was received.
4. The School Business Administrator/Board Secretary will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive proposals are met.
5. The noncompetitive micro-purchase method shall be used for one-time purchases of a new food item if the amount is less than the applicable Federal or State micro-purchase threshold to determine food acceptance by students and provide samples for testing purposes. A record of noncompetitive negotiation purchase shall be maintained by the School



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS (M)

Business Administrator/Board Secretary or designee. At a minimum, the record of noncompetitive purchases shall include: item name; dollar amount; vendor; and reason for noncompetitive procurement.

F. Miscellaneous Provisions

1. New product evaluation procedures will include a review of product labels and ingredients; an evaluation of the nutritional value; taste tests and surveys; and any other evaluations to ensure the new product would enhance the program.
2. The Board agrees the reviewing official of each transaction will be the School Business Administrator/Board Secretary.
3. Payment will be made to the vendor when the contract has been met and verified and has met the Board's procedures for payment. (If prompt payment is made, discounts, etc., are accepted.)
4. Specifications will be updated as needed.
5. If the product is not as specified, the following procedure, including, but not limited to, will take place: remove product from service; contact vendor for approved alternate product; or remove product from bid.

G. Emergency Purchases

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, and the public exigency or emergency will not permit a delay resulting from a competitive solicitation, the purchase must be authorized using a purchase order signed by the School Business Administrator/Board Secretary. The emergency procedures to be followed for such purchases shall be those procedures used by the school district for other emergency purchases consistent with N.J.S.A. 18A:18A-7. All emergency procurements shall be approved by the School Business Administrator/Board Secretary. At a minimum, the following emergency procurement procedures shall be documented to include, but not be limited to: item name; dollar amount; vendor; and reason for emergency.

H. Purchasing Goods and Services – Cooperative Agreements, Agents, and Third-Party Services (Piggybacking)



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS (M)

1. When participating in intergovernmental and inter-agency agreements the Board will ensure that competitive procurements are conducted in accordance with 2 CFR Part 200.318-.326 and applicable program regulations and guidance.
2. When utilizing the services of a co-op, agent, or third party the Board will ensure that the following conditions have been met and considered as one source of pricing in addition to other prices:
 - a. All procurements were subject to full and open competition and were made in accordance with Federal/State/local procurement requirements;
 - b. The existing contract allows for the inclusion of additional Board of Educations that were not contemplated in the original procurement to purchase the same supplies/equipment through the original award;
 - c. The specifications in the existing contract meets their needs and that the items being ordered are in the contract;
 - d. The awarded contract requires all the Federally required certifications; e.g. Buy American, debarment, restrictions on lobbying, etc.;
 - e. The agency will confirm the addition of their purchasing power (goods or services) to the procurement in scope or services does not create a material change, resulting in the needs to re-bid the contract;
 - f. Administrative costs (fees) for participating in the agreement are adequately defined, necessary and reasonable, and the method of allocating the cost to the participating agencies must be specified;
 - g. The Buy American provisions are included in the procurement of food and agricultural products; and
 - h. The agreement includes the basis for and method of allocating each discount, rebate, or credit and how they will be returned to each participating agency when utilizing a cost-reimbursable contract.



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS (M)

I. Records Retention

1. The Board shall agree to retain all books, records, and other documents relative to the award of the contract for three years after final payment. If there are audit findings that have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit. Specifically, the Board shall maintain, at a minimum, the following documents:
 - a. Written rationale for the method of procurement;
 - b. A copy of the original solicitation;
 - c. The selection of contract type;
 - d. The bidding and negotiation history and working papers;
 - e. The basis for contractor selection;
 - f. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
 - g. The basis for award cost or price;
 - h. The terms and conditions of the contract;
 - i. Any changes to the contract and negotiation history;
 - j. Billing and payment records;
 - k. A history of any contractor claims;
 - l. A history of any contractor breaches; and
 - m. Any other documents as required by N.J.S.A. 18A:18A – Public School Contracts Law.

J. Code of Conduct for Procurement

1. All procurements must ensure there is open and free competition and adhere to the most restrictive Federal, State, and local requirements. The



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS (M)

Board seeks to conduct all procurement procedures in compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award, and administration of contracts. All procurements will be in accordance with this Policy and all applicable provisions of N.J.S.A. 18A:18A – Public School Contracts Law.

2. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent; any member of his or her immediate family, his or her partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
 3. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
 4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.
 5. All questions and concerns regarding procurement solicitations, contract evaluations, and contract award, shall be directed to the School Business Administrator/Board Secretary.
- K. Food Service Management Company (FSMC)
1. In the operation of the school district's food service program, the school district shall ensure that a FSMC complies with the requirements of the Program Agreement, the school district's Free and Reduced School Lunch Policy Statement, all applicable USDA program policies and regulations, and applicable State and local laws. In order to operate an a la carte food service program, the



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS (M)

FSMC shall agree to offer free, reduced price, and full price reimbursable meals to all eligible children.

2. The school district shall monitor the FSMC billing invoices to ensure compliance with Federal and State procurement regulations.
3. In accordance with N.J.S.A. 18A:18A-5a.(22), RFPs are required in all solicitations for a FSMC.

N.J.S.A. 18A:18A – Public School Contracts Law

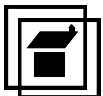
New Jersey Department of Agriculture “Procurement Procedures for School Food Authorities” Model Policy, September 2018

Adopted: 09 July 2018

Revised: 14 September 2018

Revised: 11 March 2019

Revised: 23 November 2020



Fund 10

Line 101 1,847,503.41

Line 102, 78,500 (75,000+3500 Petty Cash)

Accounts Receivable 363, 102.24

Interfund Receivable 26,964.69

Other Assets 4,550

Accounts Payable 231,807.69

Withholding employee share 8,407.15

Realized Revenue 6,102,045.41

Expenses 5,067,453.86

Encumbrances 200,775.17

Surplus \$833,816.38

Beg. Balance Fund 1,108,694.28

Ending Fund Balance \$1,942,510.66

Fund 20

Revenues

Title I 177,123

IDEA 74,095

CARES ACT 25,476

Covid Relief Grant 37,733

Total \$314,427

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS

101 Cash in checking account	\$ 1,847,503.41	
102-106 Other cash equivalents	\$ 78,500.00	
Total cash		\$ 1,926,003.41
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
121 Tax levy receivable		\$ 363,102.24
Accounts receivable		
132 Interfund	\$ 62,880.33	
141 Intergovernmental - state	\$ 0.00	
142 Intergovernmental - federal	\$ 0.00	
143 Intergovernmental - other	\$ 26,964.69	
153 Other Accounts Receivable	\$ 0.00	
		\$ 89,845.02
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
199 Other current assets		\$ 4,550.00

RESOURCES

301 Estimated revenues (from adjusted budget)	\$ 5,304,404.13	
302 Less: revenues collected or accrued	\$ (6,102,045.41)	
		\$ (797,641.28)
TOTAL ASSETS AND RESOURCES		\$ 1,585,859.39

LIABILITIES AND FUND EQUITY

LIABILITIES

401 Interfund loans payable	\$ 0.00
402 Interfund accounts payable	\$ 0.00
411 Intergovernmental accounts payable - state	\$ 0.00
412 Intergovernmental accounts payable - federal	\$ 0.00
413 Intergovernmental accounts payable - other	\$ 0.00
421 Accounts payable	\$ 231,807.69
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	\$ 8,407.15
481 Deferred revenues	\$ 0.00
499 Other current liabilities	\$ 0.00
Total liabilities	\$ 240,214.84

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year				\$	199,151.73	
754 Reserve for encumbrances - prior year				\$	1,623.44	
760 Other reserves				\$	0.00	
771 Designated Fund Balance				\$	0.00	
772 Designated Fund Balance - ARRA/SEMI				\$	0.00	
601 Appropriations			\$	5,559,159.89		
602 Less: expenditures	\$	5,067,453.86				
603 Less: encumbrances	\$	200,775.17	\$	(5,268,229.03)	\$	290,930.86
Appropriations less expenditures						\$ 491,706.03

Unappropriated:

770 Fund Balance, July 1, 2020	\$	1,108,694.28	
303 Less: budgeted fund balance	\$	(254,755.76)	
Unappropriated fund balance			\$ 853,938.52
Total fund equity			\$ 1,345,644.55

TOTAL LIABILITIES AND FUND EQUITY

\$ 1,585,859.39

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 5,559,159.89	\$ 5,268,229.03	\$ 290,930.86
Less: Revenues	\$ (5,304,404.13)	\$ (6,102,045.41)	\$ 797,641.28
Subtotal	\$ 254,755.76	\$ (833,816.38)	\$ 1,088,572.14
Less: adjustment to appropriations for Prior Year Encumbrances	\$ 0.00	\$ 0.00	\$ 0.00
Total current year budgeted fund balance	\$ 254,755.76	\$ (833,816.38)	\$ 1,088,572.14
Add: Unappropriated fund balance			\$ 853,938.52
Total of budgeted and unappropriated fund balance			\$ 1,942,510.66

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	141,408.76	113,347.00	254,755.76	(833,816.38)	1,088,572.14
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	4,136,741.00	(129,411.00)	4,007,330.00	4,816,877.61	(809,547.61)
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	1,281,010.13	16,064.00	1,297,074.13	1,285,167.80	11,906.33
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		5,559,159.89	0.00	5,559,159.89	5,268,229.03	290,930.86

Fund 11 (Current Expense Fund)

Account Group	Group Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Instructional Expense		2,556,411.10	88,498.17	2,644,909.27	2,545,731.11	86,786.18	12,391.98	0.00
Administrative		1,854,512.58	(6,386.26)	1,848,126.32	1,598,023.16	63,197.55	186,905.61	0.00
Support Services		1,118,236.21	(47,000.00)	1,071,236.21	914,026.54	65,576.40	91,633.27	0.00
Grand Totals for fund 11:		5,529,159.89	35,111.91	5,564,271.80	5,057,780.81	215,560.13	290,930.86	0.00

Fund 12 (Capital Outlay Fund)

Account Group	Group Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Capital Outlay		30,000.00	(20,000.00)	10,000.00	9,673.05	326.95	0.00	0.00
Grand Totals for fund 12:		30,000.00	(20,000.00)	10,000.00	9,673.05	326.95	0.00	0.00
Grand Totals for all Subfunds of Fund 10:		5,559,159.89	15,111.91	5,574,271.80	5,067,453.86	215,887.08	290,930.86	0.00

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	141,408.76	113,347.00	254,755.76	(833,816.38)	1,088,572.14
10-1200-000-011	Equalization/Lcl Lvy Aid-Local	737,682.00	(35,367.00)	702,315.00	702,315.00	0.00
10-1200-000-012	Equalization/Lcl Lvy Aid-State	3,399,059.00	(94,044.00)	3,305,015.00	3,305,015.00	0.00
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	785,046.00	(785,046.00)
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	24,501.61	(24,501.61)
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	209,785.00	2,925.00	212,710.00	212,710.00	0.00
10-3177-000-016	Categorical Security Aid	146,832.00	8,864.00	155,696.00	155,696.00	0.00
10-3190-000-021	Other Unrestricted State Aid	0.00	0.00	0.00	0.00	0.00
10-3195-000-021	Consolidated Aid	747,552.00	4,275.00	751,827.00	751,827.00	0.00
10-3902-000-000	FICA/TPAF Reimbursement	176,841.13	0.00	176,841.13	164,934.80	11,906.33
10-4210-000-023	Federal Charter School Grant	0.00	0.00	0.00	0.00	0.00
Grand Totals		5,559,159.89	0.00	5,559,159.89	5,268,229.03	290,930.86

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

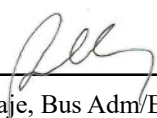
Expend. Account #	Account Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-130-100-101	Grade 7-8 Teacher	1,799,151.16	23,147.13	1,822,298.29	1,822,298.29	0.00	0.00	0.00
11-190-100-106	Oth Sal for Inst	0.00	39,700.00	39,700.00	38,557.14	0.00	1,142.86	0.00
11-190-100-320	Purch Prof Svcs	387,600.00	1,453.37	389,053.37	336,059.63	52,993.74	0.00	0.00
11-190-100-610	General Supplies	70,000.00	15,001.11	85,001.11	68,432.95	16,568.16	0.00	0.00
11-190-100-640	Textbooks	45,700.00	(8,069.51)	37,630.49	12,835.89	14,745.48	10,049.12	0.00
11-190-100-890	Miscellaneous Expense	10,000.00	0.00	10,000.00	6,321.20	2,478.80	1,200.00	0.00
11-200-100-101	Special Education Teacher	203,959.94	(54,881.94)	149,078.00	149,078.00	0.00	0.00	0.00
11-421-100-105	Stipends	40,000.00	72,148.01	112,148.01	112,148.01	0.00	0.00	0.00
Instructional Expense		2,556,411.10	88,498.17	2,644,909.27	2,545,731.11	86,786.18	12,391.98	0.00
11-000-230-100	Salaries	808,236.77	(65,283.48)	742,953.29	700,908.09	2,167.50	39,877.70	0.00
11-000-230-330	Other Purch Services	57,350.00	22,500.00	79,850.00	67,413.78	4,476.75	7,959.47	0.00
11-000-230-331	Judgements Against Charters	106,850.00	(36,500.00)	70,350.00	37,087.40	17,182.86	16,079.74	0.00
11-000-230-332	Audit Fees	17,250.00	2,750.00	20,000.00	0.00	0.00	20,000.00	0.00
11-000-230-530	Communications/Telephone	34,585.00	64,467.59	99,052.59	75,566.77	23,485.82	0.00	0.00
11-000-230-610	Supplies & Materials	7,000.00	0.00	7,000.00	198.00	0.00	6,802.00	0.00
11-000-230-890	Miscellaneous Expense	2,400.00	2,523.30	4,923.30	4,923.30	0.00	0.00	0.00
11-000-291-230	Benefits - SS & Medicare	237,238.26	0.00	237,238.26	208,567.93	0.00	28,670.33	0.00
11-000-291-232	Benefits - NJ State Pension	165,000.00	(15,571.00)	149,429.00	149,429.00	0.00	0.00	0.00
11-000-291-250	State Unemployment Ins	55,502.55	0.00	55,502.55	3,380.39	0.00	52,122.16	0.00
11-000-291-260	Benefits - Workman's Comp	35,100.00	3,722.90	38,822.90	32,781.90	4,042.90	1,998.10	0.00
11-000-291-270	Benefits - Health Insurance	325,000.00	13,004.43	338,004.43	315,455.24	10,633.38	11,915.81	0.00
11-000-291-290	Benefits - FlexSpending Fees	3,000.00	2,000.00	5,000.00	2,311.36	1,208.34	1,480.30	0.00
Administrative		1,854,512.58	(6,386.26)	1,848,126.32	1,598,023.16	63,197.55	186,905.61	0.00
11-000-213-610	Nurse supplies	0.00	2,500.00	2,500.00	1,024.44	1,475.56	0.00	0.00
11-000-215-320	Speech Therapy	60,000.00	(12,500.00)	47,500.00	13,035.50	19,264.50	15,200.00	0.00
11-000-240-110	Supp Svcs - Salaries	345,723.21	0.00	345,723.21	284,688.80	0.00	61,034.41	0.00
11-000-240-500	Other Purchased Services (400-500 Series)	196,600.00	(36,379.09)	160,220.91	133,716.39	26,504.52	0.00	0.00
11-000-262-441	Rental of Land & Bldgs	328,000.00	0.00	328,000.00	328,000.00	0.00	0.00	0.00
11-000-262-520	Insurance	63,413.00	4,379.09	67,792.09	61,172.14	0.00	6,619.95	0.00
11-000-262-610	Supplies & Materials	23,000.00	(2,217.55)	20,782.45	18,098.41	2,684.04	0.00	0.00
11-000-262-620	Energy Costs	76,500.00	0.00	76,500.00	56,370.14	13,818.74	6,311.12	0.00
11-000-262-890	Miscellaneous Expense	25,000.00	(2,782.45)	22,217.55	17,920.72	1,829.04	2,467.79	0.00
Support Services		1,118,236.21	(47,000.00)	1,071,236.21	914,026.54	65,576.40	91,633.27	0.00
Grand Totals for fund 11:		5,529,159.89	35,111.91	5,564,271.80	5,057,780.81	215,560.13	290,930.86	0.00

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	20,000.00	(20,000.00)	0.00	0.00	0.00	0.00	0.00
12-000-300-730	Non-Instructional Equipment	10,000.00	0.00	10,000.00	9,673.05	326.95	0.00	0.00
Capital Outlay		30,000.00	(20,000.00)	10,000.00	9,673.05	326.95	0.00	0.00
Grand Totals for fund 12:		30,000.00	(20,000.00)	10,000.00	9,673.05	326.95	0.00	0.00

Grand Totals for all Subfunds of Fund 10:	5,559,159.89	15,111.91	5,574,271.80	5,067,453.86	215,887.08	290,930.86	0.00
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Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).



Bima Baje, Bus Adm/Bd Sec

7/12/21

Date

Interim Balance Sheet**ASSETS AND RESOURCES**

ASSETS		
101 Cash in checking account	\$ (213,501.58)	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ (213,501.58)
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	\$ 276,694.00	
143 Intergovernmental - other	\$ 0.00	
153 Other Accounts Receivable	\$ 0.00	
		\$ 276,694.46
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
199 Other current assets		\$ 0.00
RESOURCES		
301 Estimated revenues (from adjusted budget)	\$ 330,826.00	
302 Less: revenues collected or accrued	\$ (314,427.00)	
		\$ 16,399.00
TOTAL ASSETS AND RESOURCES		\$ 79,591.88

LIABILITIES AND FUND EQUITY

LIABILITIES		
401 Interfund loans payable	\$	0.00
402 Interfund accounts payable	\$	0.00
411 Intergovernmental accounts payable - state	\$	0.00
412 Intergovernmental accounts payable - federal	\$	0.00
413 Intergovernmental accounts payable - other	\$	0.00
421 Accounts payable	\$	0.00
422 Judgments payable	\$	0.00
430 Compensated absences payable	\$	0.00
431 Contracts payable	\$	0.00
451 Loans payable	\$	0.00
481 Deferred revenues	\$	63,192.53
499 Other current liabilities	\$	0.00
Total liabilities	\$	63,192.53

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year			\$	0.00		
754 Reserve for encumbrances - prior year			\$	0.00		
760 Other reserves			\$	0.00		
771 Designated Fund Balance			\$	0.00		
601 Appropriations		\$	331,405.00			
602 Less: expenditures	\$	314,426.65				
603 Less: encumbrances	\$	0.00	\$	(314,426.65)	\$	16,978.35
Appropriations less expenditures					\$	16,978.35
Unappropriated:						
770 Fund Balance, July 1, 2020			\$	0.00		
303 Less: budgeted fund balance			\$	(116,132.00)		
Unappropriated fund balance					\$	(116,132.00)
Total fund equity					\$	(99,153.65)
TOTAL LIABILITIES AND FUND EQUITY					\$	(35,961.12)

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	116,132.00	0.00	116,132.00	(0.35)	116,132.35
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	330,826.00	0.00	330,826.00	314,427.00	16,399.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		446,958.00	0.00	446,958.00	314,426.65	132,531.35

Fund 20 (Special Revenue Fund)

Account Group	Group Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Title IA - Improving Basic Pgms		186,373.00	0.00	186,373.00	177,122.65	0.00	9,250.35	0.00
IDEA Part B		74,095.00	0.00	74,095.00	74,095.00	0.00	0.00	0.00
Reallocated Title I		7,728.00	0.00	7,728.00	0.00	0.00	7,728.00	0.00
CARES ACT		25,476.00	0.00	25,476.00	25,476.00	0.00	0.00	0.00
Corona Relief		37,733.00	0.00	37,733.00	37,733.00	0.00	0.00	0.00
Grand Totals for fund 20:		331,405.00	0.00	331,405.00	314,426.65	0.00	16,978.35	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	116,132.00	0.00	116,132.00	(0.35)	116,132.35
20-4411-231-032 Title I		186,373.00	0.00	186,373.00	177,123.00	9,250.00
20-4413-234-032 Title I C/O		7,728.00	0.00	7,728.00	0.00	7,728.00
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		74,095.00	0.00	74,095.00	74,095.00	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		62,630.00	0.00	62,630.00	0.00	62,630.00
20-4530-000-000 CARES Act		0.00	0.00	0.00	25,476.00	(25,476.00)
20-4532-479-000 Coronavirus Relief Fund Grant		0.00	0.00	0.00	37,733.00	(37,733.00)
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		446,958.00	0.00	446,958.00	314,426.65	132,531.35

Minimum Expense General Ledger Report

Fund 20 (Special Revenue Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
20-231-100-102	Summer Program	45,000.00	0.00	45,000.00	45,000.00	0.00	0.00	0.00
20-231-100-300	Purchased Services	120,000.00	0.00	120,000.00	120,000.00	0.00	0.00	0.00
20-231-100-600	Supplies	12,931.00	0.00	12,931.00	8,680.65	0.00	4,250.35	0.00
20-231-200-200	Benefits	3,442.00	0.00	3,442.00	3,442.00	0.00	0.00	0.00
20-231-200-600	Supplies	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	0.00
Title IA - Improving Basic Pgms		186,373.00	0.00	186,373.00	177,122.65	0.00	9,250.35	0.00
20-250-200-300	Professional Services	74,095.00	0.00	74,095.00	74,095.00	0.00	0.00	0.00
IDEA Part B		74,095.00	0.00	74,095.00	74,095.00	0.00	0.00	0.00
20-235-200-300	Purchased Services	7,728.00	0.00	7,728.00	0.00	0.00	7,728.00	0.00
Reallocated Title I		7,728.00	0.00	7,728.00	0.00	0.00	7,728.00	0.00
20-477-100-600	Supplies	14,344.00	0.00	14,344.00	14,344.00	0.00	0.00	0.00
20-477-200-600	Supplies	11,132.00	0.00	11,132.00	11,132.00	0.00	0.00	0.00
CARES ACT		25,476.00	0.00	25,476.00	25,476.00	0.00	0.00	0.00
20-479-100-600	Supplies	37,733.00	0.00	37,733.00	37,733.00	0.00	0.00	0.00
Corona Relief		37,733.00	0.00	37,733.00	37,733.00	0.00	0.00	0.00
Grand Totals for fund 20:		331,405.00	0.00	331,405.00	314,426.65	0.00	16,978.35	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).



Birna Baje, Bus Adm/Bd Sec

7/12/21

Date

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

FOR THE MONTH ENDING June 30, 2021

		CASH REPORT			
FUNDS		(1) Beginning Cash Balance	(2) Cash Receipts/Transfers This Month	(3) Cash Disbursements/Transfers This Month	(4) Ending Cash Balance (1) + (2) - (3)
	GOVERNMENTAL FUNDS				
1	General Fund - Fund 10 - Operating	\$ 1,786,496.70	\$ 492,353.17	\$ 431,346.46	\$ 1,847,503.41
2	Charter Escrow	75,000.00	-	-	\$ 75,000.00
2	Special Revenue Fund - Fund 20	(282,692.80)	37,733.00	(31,458.22)	(213,501.58)
3	Total governmental funds (Lines 1 thru 2)	1,578,803.90	530,086.17	399,888.24	1,709,001.83
	ENTERPRISE FUND				
4	Food Service	23,536.87	-	-	23,536.87
	Total Enterprise funds (Lines 4)	23,536.87	-	-	23,536.87
	TRUST & AGENCY FUNDS				
5	Payroll Account	40,981.72	275,506.89	275,506.89	40,981.72
	PPP Account	-	-	-	-
6	Payroll Agency	52,874.33	31,470.25	27,948.39	56,396.19
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)	106,833.65	306,977.14	303,455.28	110,355.51
10	Total All Funds (Lines 3, 4 and 9)	\$ 1,709,174.42	\$ 837,063.31	\$ 703,343.52	\$ 1,842,894.21

Prepared and Submitted By:

Leslie Baynes
Chief Operating Officer

07/12/21

Date

**LINK COMMUNITY CHARTER SCHOOL
RECONCILIATION OF BOARD SECRETARY'S REPORT (A-148)
AND TREASURER'S REPORT (A-149)
FOR THE MONTH ENDING June 30, 2021**

<u>Fund</u>		
10.101	General fund - Regular Account	\$ 1,847,503.41
10.106	Charter Escrow	75,000.00
20.101	Special Revenue Fund	(213,501.58)
60.101	Enterprise Fund	23,536.87
90.104	PPP Account	-
90.101	Payroll Account	40,981.72
90.103	Unemployment	25.00
91.101	Agency Account	56,396.19
95.101	Student Activity Account	12,952.60
Total Board Secretary's Records - A-148		<hr/> 1,842,894.21
Total Funds per Treasurer's Report		<hr/> 1,842,894.21
Difference		<hr/> \$ - <hr/>

LINK COMMUNITY CHARTER SCHOOL
TD Bank
OPERATING ACCOUNT - 430-2520237
FOR THE MONTH ENDING June 30, 2021

	<u>BANK</u>	<u>BOOKS</u> <u>G/FUND</u>	<u>BOOKS</u> <u>S/REVENUE</u>	<u>BOOKS</u> <u>TOTAL</u>
BALANCE BEG. OF MONTH	\$ 1,551,340.55	\$ 1,786,496.70	\$ (282,692.80)	\$ 1,503,803.90
<u>Additions</u>				
Deposits	530,086.17	492,353.17	37,733.00	530,086.17
Total Receipts	530,086.17	492,353.17	37,733.00	530,086.17
<u>Deductions</u>				
Cash Disbursements	386,648.45	431,346.46	(31,458.22)	399,888.24
Total Disbursements	386,648.45	431,346.46	(31,458.22)	399,888.24
<u>BALANCE END OF MONTH</u>	1,694,778.27			
<u>RECONCILIATION</u>				
Less--Outstanding checks	60,776.44			
Deposit in transit				
ADJUSTED BALANCE END OF MONTH	\$ 1,634,001.83	\$ 1,847,503.41	\$ (213,501.58)	\$ 1,634,001.83

The following checks cleared during this period:

<u>Date</u>	<u>Check #</u>	<u>Vendor</u>	<u>Amount</u>	<u>Comment</u>
03/04/2021	03978	ASCD	\$239.00	
04/26/2021	04030	PowerSchool Group LLC	\$5,248.32	
05/05/2021	04044	MACHADO LAW GROUP	\$1,608.00	
06/02/2021	04062	AT&T Mobility	\$4,852.98	
06/03/2021	04064	AT&T Teleconference Services	\$88.07	
06/03/2021	04065	Avaya Inc.	\$130.50	
06/03/2021	04067	CIT	\$2,701.30	
06/03/2021	04068	Delta-T Group North Jersey, Inc.	\$10,455.70	
06/09/2021	04072	MACHADO LAW GROUP	\$3,024.00	
06/09/2021	04073	Maschio's Food Service Inc.	\$24,812.17	
06/09/2021	04074	PSE&G	\$548.36	
06/09/2021	04075	Optimum	\$146.26	
06/09/2021	04076	School Health Corp	\$560.34	
06/09/2021	04077	Staples Advantage	\$1,328.18	
06/09/2021	04078	Verizon	\$925.04	
06/09/2021	04079	Waste Management of New Jersey, Inc.	\$626.99	
06/09/2021	04080	Worrall Communications Newspapers, Inc.	\$54.56	
06/09/2021	04082	ALLIED UNIVERSAL SECURITY SERVIC	\$4,006.99	
06/11/2021	04083	City of Newark Division of Water	\$1,575.17	
06/14/2021	04084	INVO HEALTHCARE ASSOCIATES	\$4,945.00	
06/14/2021	04085	Success Communications Group	\$9,644.38	
06/14/2021	04086	Western Pest Services	\$900.00	
06/14/2021	04087	SchoolPresser, LLC	\$1,250.00	
06/14/2021	N0340	Link Community Charter School- Payroll	\$129,164.10	
06/29/2021	N0341	Link Community Charter School- Payroll	\$177,813.04	

Total of all checks cleared during this period: \$386,648.45

No Journal Entries cleared during this period.

No deposits remain outstanding after this statement period

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	
11/05/2020	03847	Megan Siebecker	\$66.05	
12/14/2020	03888	Montclair Board of Education	\$2,998.00	
01/07/2021	03897	City of Newark Division of Water	\$560.65	
01/21/2021	03919	Kaitlyn Barkley	\$66.05	
03/04/2021	03968	Gordon & Rees	\$1,537.00	
05/10/2021	04061	Window Repair Systems, Inc.	\$8,610.00	
06/03/2021	04063	AT & T	\$150.70	
06/03/2021	04066	Charles Nechtem Associates, Inc.	\$291.66	
06/03/2021	04069	The Goodkind Group, LLC	\$39,305.62	
06/03/2021	04070	LESLIE BAYNES	\$1,296.96	
06/09/2021	04071	Link High Technologies Inc.	\$5,393.75	
06/09/2021	04081	Quadient Finance USA, Inc.	\$500.00	

The total of all checks outstanding this period: \$60,776.44

The following Journal Entries are outstanding after this period:

<u>Date</u>	<u>Type</u>	<u>Amount</u>	<u>Comment</u>
7/1/20	Debit	\$220,873.66	
7/1/20	Credit	\$220,873.66	

The net total of all journal entries outstanding after this period is: \$0.00



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

Page: 1 of 6
Statement Period: Jun 01 2021-Jun 30 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	1,091,311.88	Average Collected Balance	1,262,758.84
Deposits	524,014.17	Interest Earned This Period	0.00
Electronic Deposits	6,072.00	Interest Paid Year-to-Date	0.00
		Annual Percentage Yield Earned	0.00%
Checks Paid	79,671.31	Days in Period	30
Electronic Payments	306,977.14		
Ending Balance	1,234,749.60		

DAILY ACCOUNT ACTIVITY

Deposits

POSTING DATE	DESCRIPTION	AMOUNT
06/10	DEPOSIT	255,248.33
06/21	DEPOSIT	268,765.84
	Subtotal:	524,014.17

Electronic Deposits

POSTING DATE	DESCRIPTION	AMOUNT
06/14	CCD DEPOSIT, PLAINFIELDBOE AP LINKCO	6,072.00
	Subtotal:	6,072.00

Checks Paid

No. Checks: 23

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

DATE	SERIAL NO.	AMOUNT	DATE	SERIAL NO.	AMOUNT
06/29	3978	239.00	06/29	4076	560.34
06/17	4030*	5,248.32	06/28	4077	1,328.18
06/01	4044*	1,608.00	06/30	4078	925.04
06/29	4062*	4,852.98	06/29	4079	626.99
06/28	4064*	88.07	06/28	4080	54.56
06/28	4065	130.50	06/28	4082*	4,006.99
06/28	4067*	2,701.30	06/29	4083	1,575.17
06/29	4068	10,455.70	06/30	4084	4,945.00
06/29	4072*	3,024.00	06/30	4085	9,644.38
06/29	4073	24,812.17	06/29	4086	900.00
06/28	4074	548.36	06/29	4087	1,250.00
06/30	4075	146.26			

Subtotal: 79,671.31

Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to www.tdbank.com

Begin by adjusting your account register as follows:

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

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

1	Ending Balance	1,234,749.60
2	Total Deposits	+
3	Sub Total	
4	Total Withdrawals	-
5	Adjusted Balance	

2 DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
Total Deposits		2

[illegible]

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
Total Withdrawals		4

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

Page: 3 of 6
Statement Period: Jun 01 2021-Jun 30 2021
Cust Ref #: 4302520237-719-E-***
Primary Account #: 430-2520237

DAILY ACCOUNT ACTIVITY**Electronic Payments**

POSTING DATE	DESCRIPTION	AMOUNT
06/14	eTransfer Debit, Online Xfer Transfer to CK 4301373885	114,276.15
06/14	eTransfer Debit, Online Xfer Transfer to CK 4301373893	14,887.95
06/30	eTransfer Debit, Online Xfer Transfer to CK 4301373885	161,230.74
06/30	eTransfer Debit, Online Xfer Transfer to CK 4301373893	16,582.30
	Subtotal:	306,977.14

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
05/31	1,091,311.88	06/21	1,485,377.63
06/01	1,089,703.88	06/28	1,476,519.67
06/10	1,344,952.21	06/29	1,428,223.32
06/14	1,221,860.11	06/30	1,234,749.60
06/17	1,216,611.79		

Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to www.tdbank.com

LINK COMMUNITY CHARTER SCHOOL
TD Bank
ACCOUNT #430-6745089
FOR THE MONTH ENDING June 30, 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
Total Receipts	<u>0.00</u>	<u>0.00</u>
DISBURSEMENTS		
Disbursements	0.00	0.00
Total Disbursements	<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: Jun 01 2021-Jun 30 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	30

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

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

2 DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
Total Deposits		2

[illegible]

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
Total Withdrawals		4

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

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- The dollar amount and date of the suspected error.

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INTEREST NOTICE

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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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LINK COMMUNITY CHARTER SCHOOL
TD Bank
ACCOUNT #430-1373918
FOR THE MONTH ENDING June 30, 2021

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



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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: Jun 01 2021-Jun 30 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	30

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

Page: 2 of 2

1. Your ending balance shown on this statement is:

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

3. Subtotal by adding lines 1 and 2.

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

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

2 DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
Total Deposits		2

[illegible]

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
Total Withdrawals		4

FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY

In case of Errors or Questions About Your Bill:

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

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

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

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.

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

LINK COMMUNITY CHARTER SCHOOL
TD Bank
ACCOUNT #430-1373900
FOR THE MONTH ENDING June 30, 2021

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



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

Page: 1 of 2
Statement Period: Jun 01 2021-Jun 30 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	30

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

How to Balance your Account

Page:

2 of 2

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	
Total Deposits			2

4			
WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS	

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS	
Total Withdrawals			4

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:

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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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LINK COMMUNITY CHARTER SCHOOL
TD Bank
PAYROLL ACCOUNT -430-1373885
FOR THE MONTH ENDING June 30, 2021

	<u>BANK</u>	<u>BOOKS</u>
BALANCE BEG. OF MONTH	\$ 43,392.49	\$ 40,981.72
RECEIPTS		
Deposits	275,506.89	275,506.89
Total Receipts	<u>275,506.89</u>	<u>275,506.89</u>
Disbursements	245,062.03	275,506.89
Total Disbursements	<u>245,062.03</u>	<u>275,506.89</u>
Balance at End of Month	73,837.35	40,981.72
		0.00
Less: Outstanding Checks	<u>32,855.63</u>	<u>-</u>
ADJUSTED BALANCE END OF MONTH	<u>\$ 40,981.72</u>	<u>\$ 40,981.72</u>

Schedule of Outstanding Checks:

Employee Name	Date	Check #	Amount
Crawford, Jessica	12/31/20	1076	400.00
Paradiso, Maria	01/15/21	1082	2,010.77
Arizmendi, Josephine	06/30/21	1084	517.55
Baynes, Leslie C	06/30/21	1085	3,786.45
Bragg, Wayne	06/30/21	1086	1,564.53
Brooks, Monique	06/30/21	1087	1,118.72
Clauberg, James	06/30/21	1088	1,582.12
Correa, Reinaldo	06/30/21	1089	881.13
Dandie, Suzanne L	06/30/21	1090	1,775.69
Wright, Joven N	06/30/21	1091	1,074.06
Freer, Sarah	06/30/21	1092	1,582.12
Gunther, Anna	06/30/21	1093	803.95
Hannah, Karen	06/30/21	1094	1,921.79
Hayward, Shaynie	06/30/21	1095	726.78
Hester, Kathleen	06/30/21	1096	1,472.82
Kennedy, Christopher	06/30/21	1097	881.13
Kennedy, Hannah	06/30/21	1098	1,921.83
Lynskey, Christine C	06/30/21	1099	504.08
Portuese, Karen	06/30/21	1100	1,330.45
Silver, Gregory	06/30/21	1101	435.49
SMALLS, MONIQUE Z	06/30/21	1102	513.03
TANELLA, ANNALYN	06/30/21	1103	592.71
VOORHEES, AMANDA H	06/30/21	1104	1,711.49
Carrasco, Vidal	06/30/21	1105	3,746.94
			<u>32,855.63</u>



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

Page: 1 of 2
Statement Period: Jun 01 2021-Jun 30 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	43,392.49	Average Collected Balance	48,216.52
Electronic Deposits	275,506.89	Interest Earned This Period	0.00
		Interest Paid Year-to-Date	0.00
Electronic Payments	245,062.03	Annual Percentage Yield Earned	0.00%
Ending Balance	73,837.35	Days in Period	30

DAILY ACCOUNT ACTIVITY

Electronic Deposits

POSTING DATE	DESCRIPTION	AMOUNT
06/14	eTransfer Credit, Online Xfer Transfer from CK 4302520237	114,276.15
06/30	eTransfer Credit, Online Xfer Transfer from CK 4302520237	161,230.74
	Subtotal:	275,506.89

Electronic Payments

POSTING DATE	DESCRIPTION	AMOUNT
06/15	CCD DEBIT, N7728 LINK COMMU DIR DEP N7728	78,368.48
06/15	CCD DEBIT, PAYLOCITY TAX AC TAX COL N7728	35,040.77
06/15	CCD DEBIT, N7728 LINK COMMU BILLING N7728	496.40
06/15	CCD DEBIT, N7728 LINK COMMU AGENCY N7728	370.50
06/30	CCD DEBIT, N7728 LINK COMMU DIR DEP N7728	81,369.47
06/30	CCD DEBIT, PAYLOCITY TAX AC TAX COL N7728	48,655.27
06/30	CCD DEBIT, N7728 LINK COMMU BILLING N7728	390.64
06/30	CCD DEBIT, N7728 LINK COMMU AGENCY N7728	370.50
	Subtotal:	245,062.03

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
05/31	43,392.49	06/15	43,392.49
06/14	157,668.64	06/30	73,837.35

Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to www.tdbank.com

Page: 2 of 2

1. Your ending balance shown on this statement is:

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

3. Subtotal by adding lines 1 and 2.

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

- | | | |
|---|-------------------|-----------|
| 1 | Ending Balance | 73,837.35 |
| 2 | Total Deposits | + |
| 3 | Sub Total | |
| 4 | Total Withdrawals | - |
| 5 | Adjusted Balance | |

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
Total Withdrawals		4

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

LINK COMMUNITY CHARTER SCHOOL
Provident
PPP ACCOUNT -1001171279
FOR THE MONTH ENDING June 30, 2021

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

LINK COMMUNITY CHARTER SCHOOL
TD Bank
Acct# 430-1373893
FOR THE MONTH ENDING June 30, 2021

	<u>BANK</u>	<u>BOOKS</u>
<u>BALANCE BEG. OF MONTH</u>	<u>\$ 52,874.33</u>	<u>\$ 52,874.33</u>
<u>RECEIPTS</u>		
Deposits /Interests	31,470.25	31,470.25
 Total Receipts	 <u>31,470.25</u>	 <u>31,470.25</u>
-		
Cash Disbursements	27,948.39	27,948.39
 Balance at End of Month	 56,396.19	 56,396.19
Outstanding Checks	0.00	
 <u>ADJUSTED BALANCE END OF MONTH</u>	 <u>56,396.19</u>	 <u>\$ 56,396.19</u>



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

Page: 1 of 2
Statement Period: Jun 01 2021-Jun 30 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	52,874.33	Average Collected Balance	43,755.43
Electronic Deposits	31,470.25	Interest Earned This Period	0.00
		Interest Paid Year-to-Date	0.00
Checks Paid	4,940.13	Annual Percentage Yield Earned	0.00%
Electronic Payments	23,008.26	Days in Period	30
Ending Balance	56,396.19		

DAILY ACCOUNT ACTIVITY**Electronic Deposits**

POSTING DATE	DESCRIPTION	AMOUNT
06/14	eTransfer Credit, Online Xfer Transfer from CK 4302520237	14,887.95
06/30	eTransfer Credit, Online Xfer Transfer from CK 4302520237	16,582.30
Subtotal:		31,470.25

Checks Paid

No. Checks: 3

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

DATE	SERIAL NO.	AMOUNT	DATE	SERIAL NO.	AMOUNT
06/30	1173	445.23	06/28	1175	354.90
06/28	1174	4,140.00			
Subtotal:					4,940.13

Electronic Payments

POSTING DATE	DESCRIPTION	AMOUNT
06/07	CCD DEBIT, BENEFLEX INC BT0604 000000141038819	124.26
06/08	CCD DEBIT, DIV OF PENS&BENE TEPS TPAF 000000015871612	14,356.68
06/08	CCD DEBIT, DIV OF PENS&BENE TEPS PERS 000000015871623	8,527.32
Subtotal:		23,008.26

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
05/31	52,874.33	06/14	44,754.02
06/07	52,750.07	06/28	40,259.12
06/08	29,866.07	06/30	56,396.19

Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to www.tdbank.com

Page: 2 of 2

1. Your ending balance shown on this statement is:

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

3. Subtotal by adding lines 1 and 2.

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

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

2 DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
Total Deposits		2

[illegible]

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
Total Withdrawals		4

FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY

In case of Errors or Questions About Your Bill:

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

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

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

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

LINK COMMUNITY CHARTER SCHOOL
TD Bank
STUDENT ACTIVITY FUND - 430-1373926
FOR THE MONTH ENDING June 30, 2021

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



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

Page: 1 of 2
Statement Period: Jun 01 2021-Jun 30 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	30

DAILY ACCOUNT ACTIVITY

No Transactions this Statement Period

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Begin by adjusting your account register as follows:

- Subtract any services charges shown on this statement.
- Subtract any automatic payments, transfers or other electronic withdrawals not previously recorded.
- Add any interest earned if you have an interest-bearing account.
- Add any automatic deposit or overdraft line of credit.
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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
Total Deposits		2

[illegible]

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
Total Withdrawals		4

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:

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INTEREST NOTICE

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FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY

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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:

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Acct #	Account Title	Opening Balance	Debits	Credits	Balance
10-101	CASH-CHECKING	1,455,501.13	5,518,980.59	5,126,978.31	1,847,503.41
10-103	PETTY CASH	2,500.00	1,000.00	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	130,649.47	4,575,463.00	4,343,010.23	363,102.24
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	(69,881.71)	164,857.13	105,511.81	(10,536.39)
10-134	Interfund Payroll	495,144.45	(444,725.47)	18,021.62	32,397.36
10-135	Interfund-Payroll Agency	41,660.63	7,253.76	7,895.03	41,019.36
10-137	Student Activity	(802.80)	802.80	0.00	0.00
10-141	STATE A/R	0.00	751,827.00	751,827.00	0.00
10-142	FEDERAL A/R	0.00	0.00	0.00	0.00
10-143	OTHER A/R	55,707.52	81,483.80	110,226.63	26,964.69
10-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
10-153	OTHER ACC RECBL	0.00	0.00	0.00	0.00
10-199	OTH CURR ASSETS	4,550.00	0.00	0.00	4,550.00
10-301	EST REVENUES	5,417,751.13	(113,347.00)	0.00	5,304,404.13
10-302	REVENUES	0.00	239,371.00	6,341,416.41	6,102,045.41
10-303	BGTD FUND BAL	141,408.76	0.00	(113,347.00)	254,755.76
10-307	BG WD FR CAPRSV	0.00	0.00	0.00	0.00
10-308	Bud With Sale/Leaseback Res	0.00	0.00	0.00	0.00
10-309	Bud With Cap Res Excess Costs	0.00	0.00	0.00	0.00
10-310	Bud With Maint Res	0.00	0.00	0.00	0.00
10-311	Bud With Tuition Res	0.00	0.00	0.00	0.00
10-312	Bud With Emer. Res	0.00	0.00	0.00	0.00
10-314	Bud With Waiver Offset Res	0.00	0.00	0.00	0.00
10-315	Bud With Bus Ad Rsv for Fuel C	0.00	0.00	0.00	0.00
10-317	Bud With Cap Res xFer to D.S.	0.00	0.00	0.00	0.00
10-318	Bud With Impact Aid Rsv (Gen)	0.00	0.00	0.00	0.00
10-319	Bud With Impact Aid Rsv (Cap)	0.00	0.00	0.00	0.00
10-401	Interfund Loans Payables	0.00	0.00	0.00	0.00
10-402	INTERFUND A/P	0.00	0.00	0.00	0.00
10-411	I/G A/P - STATE	0.00	0.00	0.00	0.00
10-412	I/G A/P-FEDERAL	0.00	0.00	0.00	0.00
10-421	ACCTS PAYABLE	303,488.41	305,774.41	234,093.69	231,807.69
10-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
10-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
10-430	COMP ABS PBLE	0.00	0.00	0.00	0.00
10-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00

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

FY2021 Data is Posted to 06/30/21

Printed: 7/12/2021, 9:31:29AM

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
10-451	LOANS PAYABLE	777,846.00	777,846.00	0.00	0.00
10-461	Health Insurance Emp share	0.00	(8,407.15)	0.00	8,407.15
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	5,000.00	5,000.00	0.00
10-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
10-601	APPROPRIATIONS	5,559,159.89	0.00	0.00	5,559,159.89
10-602	EXPENDITURES	0.00	5,137,711.31	70,257.45	5,067,453.86
10-603	ENCUMBRANCES	0.00	5,303,099.49	5,102,324.32	200,775.17
10-604	INCR IN CAP RES	0.00	0.00	0.00	0.00
10-605	Incr. Sale/Leaseback Rsv	0.00	0.00	0.00	0.00
10-606	Incr. Maintenance Reserve	0.00	0.00	0.00	0.00
10-607	Incr. Emergency Reserve	0.00	0.00	0.00	0.00
10-609	Incr. Waiver Offset Rsv	0.00	0.00	0.00	0.00
10-610	Incr. Bus Ad Reserve for Fuel	0.00	0.00	0.00	0.00
10-611	Incr. Impact Aid Rsv (General)	0.00	0.00	0.00	0.00
10-612	Incr. Impact Aid Rsv (Capital)	0.00	0.00	0.00	0.00
10-753	RSV ENC CURR YR	0.00	5,102,324.32	5,301,476.05	199,151.73
10-754	RSV ENC PRI YR	0.00	0.00	1,623.44	1,623.44
10-755	Res Fund Bal Bus Ad Rsv Fuel	0.00	0.00	0.00	0.00
10-756	Res Fund Impact Aid Rsv (Gen)	0.00	0.00	0.00	0.00
10-757	Res Fund Impact Aid Rsv (Cap)	0.00	0.00	0.00	0.00
10-760	OTHER RESERVES	0.00	0.00	0.00	0.00
10-761	RES FB-CA RS AC	0.00	0.00	0.00	0.00
10-763	Res Fund Bal S/L Rsv	0.00	0.00	0.00	0.00
10-764	Res Fund Bal Maint Rsv	0.00	0.00	0.00	0.00
10-765	Res Fund Bal Tuition Rsv	0.00	0.00	0.00	0.00
10-766	Res Fund Bal Emer. Rsv	0.00	0.00	0.00	0.00
10-768	Res Fund Bal Waiver Offset Rsv	0.00	0.00	0.00	0.00
10-770	CE SURPLUS	1,108,694.28	0.00	0.00	1,108,694.28
10-772	Res Fund Bal ARRA/SEMI	0.00	0.00	0.00	0.00
			<hr/>	<hr/>	
			27,406,314.99	27,406,314.99	

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

FY2021 Data is Posted to 06/30/21

Printed: 7/12/2021, 9:31:55AM

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
20-101	CASH-CHECKING	(187,573.71)	330,234.31	356,162.18	(213,501.58)
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	203,515.00	276,694.00	203,515.00	276,694.00
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	330,826.00	0.00	0.00	330,826.00
20-302	REVENUES	0.00	0.00	314,427.00	314,427.00
20-303	BGTD FUND BAL	116,132.00	0.00	0.00	116,132.00
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	15,379.22	15,379.22	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	562.53	0.00	62,630.00	63,192.53
20-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
20-601	APPROPRIATIONS	331,405.00	0.00	0.00	331,405.00
20-602	EXPENDITURES	0.00	367,139.27	52,712.62	314,426.65
20-603	ENCUMBRANCES	0.00	349,684.65	349,684.65	0.00
20-604	INCR IN CAP RSV	0.00	0.00	0.00	0.00
20-753	RSV ENC CURR YR	0.00	349,684.65	349,684.65	0.00
20-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00
20-760	OTHER RESERVES	0.00	0.00	0.00	0.00
20-761	RSV FD BAL CR	0.00	0.00	0.00	0.00
20-770	CE SURPLUS	0.00	0.00	0.00	0.00
			<hr/>	<hr/>	
			1,688,816.10	1,688,816.10	

Link Community Charter School Trial Balance Sheet for Fund 60 (Enterprise Fund)

FY2021 Data is Posted to 06/30/21

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

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
60-101	CASH-CHECKING	23,536.87	251,695.37	251,695.37	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	69,881.71	105,511.81	164,857.13	10,536.39
60-135	Interfund-Student Activity	0.00	0.00	0.00	0.00
60-141	STATE A/R	24.48	0.00	1,034.63	(1,010.15)
60-142	FEDERAL A/R	2,536.50	0.00	2,041.56	494.94
60-143	OTHER A/R	0.00	0.00	758.77	(758.77)
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	55.00	(55.00)
60-301	EST REVENUES	0.00	0.00	0.00	0.00
60-302	REVENUES	0.00	0.00	82,948.28	82,948.28
60-303	BGTD FUND BAL	236,000.00	0.00	0.00	236,000.00
60-411	I/G A/P - STATE	0.00	0.00	0.00	0.00
60-412	I/G A/P-FEDERAL	0.00	0.00	0.00	0.00
60-421	ACCTS PAYABLE	11,546.17	11,546.17	0.00	0.00
60-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
60-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
60-430	COMP ABS PBLE	0.00	0.00	0.00	0.00
60-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
60-451	LOANS PAYABLE	0.00	0.00	0.00	0.00
60-481	DEFRRD REVENUES	0.00	0.00	0.00	0.00
60-499	OTHER CURR LIAB	0.00	0.00	0.00	0.00
60-601	APPROPRIATIONS	236,000.00	0.00	0.00	236,000.00
60-602	EXPENDITURES	0.00	134,637.39	0.00	134,637.39
60-603	ENCUMBRANCES	0.00	173,005.00	134,637.39	38,367.61
60-753	RSV ENC CURR YR	0.00	134,637.39	173,005.00	38,367.61
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	84,433.39	0.00	0.00	84,433.39
			811,033.13	811,033.13	

Link Community Charter School Trial Balance Sheet for Fund 90 (Agency Fund)

FY2021 Data is Posted to 06/30/21

Printed: 7/12/2021, 9:33:11AM

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
90-101	CASH-CHECKING	247,365.56	2,302,274.70	2,508,658.54	40,981.72
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	286,809.33	20.00	286,829.33	0.00
90-111	INVESTMENTS	0.00	0.00	0.00	0.00
90-114	INTEREST ON INV	0.00	0.00	0.00	0.00
90-121	TAX LEVY RECVBL	0.00	0.00	0.00	0.00
90-131	I/F LOANS REC	0.00	0.00	0.00	0.00
90-132	Interfund Accounts Receivable	0.00	0.00	0.00	0.00
90-133	Interfund	(38,753.88)	38,753.88	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	495,144.45	2,756,733.99	2,302,294.70	40,705.16
90-403	Interfund Payable	0.00	0.00	0.00	0.00
90-411	I/G A/P - STATE	0.00	0.00	0.00	0.00
90-412	I/G A/P-FEDERAL	0.00	0.00	0.00	0.00
90-421	ACCTS PAYABLE	0.00	0.00	0.00	0.00
90-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
90-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
90-430	COMP ABS PBLE	0.00	0.00	0.00	0.00
90-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
90-451	LOANS PAYABLE	0.00	0.00	0.00	0.00
90-471	SUI	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

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
90-754	RSV ENC PRI YR	0.00	0.00	0.00	0.00
90-760	OTHER RESERVES	0.00	0.00	0.00	0.00
90-770	CE SURPLUS	0.00	0.00	0.00	0.00
			<hr/>	<hr/>	
			5,097,782.57	5,097,782.57	

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

FY2021 Data is Posted to 06/30/21

Printed: 7/12/2021, 9:33:36AM

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
91-101	CASH-CHECKING	29,908.47	533,057.17	506,569.45	56,396.19
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	(41,660.63)	7,895.03	7,268.91	(41,034.51)
91-133	Interfund	38,753.88	0.00	38,753.88	0.00
91-141	STATE A/R	0.00	0.00	0.00	0.00
91-142	FEDERAL A/R	0.00	0.00	0.00	0.00
91-143	OTHER A/R	0.00	0.00	0.00	0.00
91-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
91-153	OTHER ACC RECVBL	0.00	0.00	0.00	0.00
91-199	OTH CURR ASSETS	0.00	0.00	0.00	0.00
91-301	EST REVENUES	0.00	0.00	0.00	0.00
91-302	REVENUES	0.00	0.00	0.00	0.00
91-303	BGTD FUND BAL	0.00	0.00	0.00	0.00
91-402	Interfund Accounts Payable	0.00	0.00	0.00	0.00
91-403	Interfund Payable	0.00	0.00	0.00	0.00
91-411	I/G A/P - STATE	0.00	0.00	0.00	0.00
91-412	I/G A/P-FEDERAL	0.00	0.00	0.00	0.00
91-421	ACCTS PAYABLE	0.00	0.00	0.00	0.00
91-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
91-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
91-430	COMP ABS PBLE	0.00	0.00	0.00	0.00
91-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
91-451	LOANS PAYABLE	0.00	0.00	0.00	0.00
91-471	SUI	0.00	0.00	0.00	0.00
91-472	AXA	131.00	28,315.00	23,623.16	(4,560.84)
91-473	AFLAC	380.27	6,414.31	6,749.10	715.06
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	356.40	1,640.00	17,634.82	16,351.22
91-483	Withholding-TSA	0.00	0.00	0.00	0.00
91-484	vision	1,564.77	11,271.13	2,191.28	(7,515.08)
91-485	Dental	(2,255.42)	30,441.08	25,589.74	(7,106.76)
91-486	Dependent Care	9,100.50	4,605.29	4,736.84	9,232.05
91-487	Garnishment	5,062.51	0.00	560.13	5,622.64
91-488	TPAF Payable	7,624.15	158,316.70	153,410.66	2,718.11
91-489	PERS Payable	3,996.16	243,096.34	247,855.69	8,755.51
91-490	UNPDT	(0.31)	0.00	0.00	(0.31)
91-491	DCRP	715.02	7,320.81	4,682.96	(1,922.83)
91-499	OTHER CURR LIAB	326.67	7,253.76	0.00	(6,927.09)
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/>	
			1,039,626.62	1,039,626.62	

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

FY2021 Data is Posted to 06/30/21

Printed: 7/12/2021, 9:34:02AM

Acct #	Account Title	Opening Balance	Debits	Credits	Balance
95-101	CASH-CHECKING	12,149.80	802.80	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	552.80	0.00	802.80	(250.00)
95-133	Interfund-Enterprise	0.00	0.00	0.00	0.00
95-141	STATE A/R	0.00	0.00	0.00	0.00
95-142	FEDERAL A/R	0.00	0.00	0.00	0.00
95-143	OTHER A/R	0.00	0.00	0.00	0.00
95-151	LOANS RECEIVBL	0.00	0.00	0.00	0.00
95-153	OTHER ACC RECBL	0.00	0.00	0.00	0.00
95-199	OTH CURR ASSETS	0.00	0.00	0.00	0.00
95-301	EST REVENUES	0.00	0.00	0.00	0.00
95-302	REVENUES	0.00	0.00	0.00	0.00
95-303	BGTD FUND BAL	0.00	0.00	0.00	0.00
95-411	I/G A/P - STATE	0.00	0.00	0.00	0.00
95-412	I/G A/P-FEDERAL	0.00	0.00	0.00	0.00
95-421	ACCTS PAYABLE	0.00	0.00	0.00	0.00
95-422	JUDGMENTS PBLE	0.00	0.00	0.00	0.00
95-423	A/P PRIOR YEAR	0.00	0.00	0.00	0.00
95-430	COMP ABS PBLE	0.00	0.00	0.00	0.00
95-431	CONTRACTS PBLE	0.00	0.00	0.00	0.00
95-451	LOANS PAYABLE	0.00	0.00	0.00	0.00
95-481	DEFRRD REVENUES	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/>	
			802.80	802.80	

<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
06/30/2111-000-291-270-000-054	Benefits - Health Insurance	11-190-100-320-000-045		3,453.37
		Purch Prof Educational Svcs	to cover shortage	
06/30/2111-000-291-270-000-054	Benefits - Health Insurance	11-130-100-101-000-043		49,113.20
		Sal - Teachers 6-8	to cover shortage	
06/30/2111-000-230-104-001-053	Finance & Operation Coord	11-000-230-890-000-063		2,523.30
		Miscellaneous Expense	to cover shortage	
06/30/2111-000-230-100-000-052	Sal - Administration	11-000-230-332-000-055		2,750.00
		Audit Fees	to cover shortage	
06/30/2111-200-100-101-000-043	Special Education Teacher	11-130-100-101-000-043		12,733.93
		Sal - Teachers 6-8		
06/30/2111-190-100-640-000-048	Textbooks	11-190-100-610-000-047		8,069.51
		General Supplies		
06/30/2111-200-100-101-000-043	Special Education Teacher	11-421-100-105-000-044		42,148.01
		Stipends		
06/30/2111-000-230-100-000-052	Sal - Administration	11-000-230-530-000-057		60,010.18
		Communications/Telephone		
06/30/2111-000-215-320-000-067	Speech Therapy	11-000-213-610-000-071		2,500.00
		Nurse supplies		
06/30/2111-000-262-520-000-070	Insurance	11-000-240-500-000-068		620.91
		Other Purchased Services		
06/30/2111-000-262-890-000-075	Miscellaneous Expense	11-000-262-610-000-071		12,782.45
		Supplies & Materials		
The total of all transfers within fund 10 is:				196,704.86

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:03946	7/11/21	The Goodkind Group, LLC			
		5/16/21 Paras	8,637.25	10 - 421	ACCTS PAYABLE
		T. Williamsom wk end 7/4	198.00	10 - 421	ACCTS PAYABLE
Total Check Amount:			8,835.25		
A:03947	7/12/21	Link High Technologies Inc.			
		July2021 GSuite & GDrive Backup	132.50	P202200007	11-190-100-320-000-045
		July 2021 Datto Back Monthly Service	561.25	P202200007	11-190-100-320-000-045
		July 2021 IT Service Agreement & Monthly Anti	4,700.00	P202200007	11-190-100-320-000-045
Total Check Amount:			5,393.75		
A:03948	7/12/21	AT&T Mobility Modem/phone	4,852.98	10 - 421	ACCTS PAYABLE
A:04088	7/12/21	Horizon BCBS	**VOIDED**	Check voided on 7/12/2021	
A:04089	7/12/21	PSE&G May-June 2021	2,585.79	10 - 421	ACCTS PAYABLE
A:04090	7/12/21	Avaya Inc. May-June	130.50	10 - 421	ACCTS PAYABLE
A:04091	7/12/21	Staples June exp	230.22	10 - 421	ACCTS PAYABLE
A:04092	7/12/21	AT & T June exp	200.32	10 - 421	ACCTS PAYABLE
A:04093	7/12/21	LISA WEBER June 2021	1,620.00	10 - 421	ACCTS PAYABLE
A:04094	7/12/21	Maschio's Food Service Inc. June2021	9,412.57	10 - 421	ACCTS PAYABLE
A:04095	7/12/21	LESLIE BAYNES Face masks reimb bal	982.45	10 - 421	ACCTS PAYABLE
A:04096	7/12/21	MACHADO LAW GROUP June 2021 Legal Services	1,624.00	10 - 421	ACCTS PAYABLE
A:04097	7/12/21	CIT June-July 2021 copiers/printers lease	1,025.00	10 - 421	ACCTS PAYABLE
A:04098	7/12/21	Verizon	**VOIDED**	Check voided on 7/12/2021	
A:04099	7/12/21	Fedex Shipping-Grad Scarves	98.75	10 - 421	ACCTS PAYABLE
A:04100	7/12/21	Worrall Communications Newspapers, Inc. 2021-22 ADS	45.20	P202200008	11-190-100-890-000-049

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:04116	7/12/21	Maria Paradiso Educational supplies.	1,627.95	P202200005	11-190-100-610-000-047
A:04117	7/12/21	Maria Paradiso 2020-21 Auto & phone allownace final	1,200.00	10 - 421	ACCTS PAYABLE
		Phone & Auto Allowance 2021-22 -1	1,200.00	P202200017	11-421-100-105-000-044
Total Check Amount:			2,400.00		
D:01176	7/12/21	Horizon BCBS July dental	2,066.94	10 - 135	Interfund-Payroll Agency
D:01177	7/12/21	AXA Equitable Equi-Vest jULY 2021 AXA	1,510.00	91 - 472	AXA
D:01178	7/12/21	Horizon BCBS July 2021 Vision	189.63	91 - 484	vision
The Grand Total of all Checks from Fund 10 is:			56,952.92		
The Grand Total of all Checks from Fund 11 is:			79,130.32		
The Grand Total of all Checks from Fund 12 is:			19,382.68		
The Grand Total of all Checks from Fund 20 is:			6,300.00		
The Grand Total of all Checks from Fund 91 is:			1,699.63		
The Grand total of all checks for this period is:			163,465.55		

**Link Community Charter School
Board of Trustees
23 Pennsylvania Avenue
Newark, NJ 07114**

Resolution #071221-17

Authorization to submit the 2021-2022 ESEA-ESSA Application to the NJ Department of Education


WHEREAS, Link Community Charter School is entitled to the amount of \$210,028

WHEREAS, the application covers the period beginning 2021-2022; and

WHEREAS, the entitlement amount is based on a formula per pupil from the 2020-2021 school year; and

Now therefore be it resolved that the Board of Trustees of Link Community Charter School, authorizes the submission of the ESEA-ESSA Application for the 2021-2022 school year to the New Jersey Department of Education.

I hereby certify that these resolutions were adopted by the Board of Trustees of Link Community Charter School, Inc. at its regular meeting held on July 12, 2021.

A handwritten signature in cursive script, reading "Sharon F. Machrone", is written over a horizontal line.

Sharon F. Machrone, Board Recording Secretary

**Link Community Charter School
Board of Trustees
23 Pennsylvania Avenue
Newark, NJ 07114**

Resolution #071221-18

Authorization to submit the 2021-2022 ESSERIII Application to the NJ Department of Education

WHEREAS, Link Community Charter School is entitled to the amount of \$747,470

WHEREAS, the application covers the period beginning 2021-2022; and

WHEREAS, the entitlement amount is based on a formula per pupil from the 2020-2021 school year; and

Now therefore be it resolved that the Board of Trustees of Link Community Charter School, authorizes the submission of the ESSERIII Application for the 2021-2022 school year to the New Jersey Department of Education.

I hereby certify that these resolutions were adopted by the Board of Trustees of Link Community Charter School, Inc. at its regular meeting held on July 12, 2021.



Sharon F. Machrone, Board Recording Secretary


**Link Community Charter School
Board of Trustees
23 Pennsylvania Avenue
Newark, NJ 07114**

Resolution #071221-19

Approval of renewal of food service

Be it Resolved that the Board of Trustees approves renewal with Maschio's Food Services for the 2021-2022 school year as an extension of the original contract, as recommended by the school business administrator.

I hereby certify that this resolution was passed by a majority of the quorum of the Board of Trustees of Link Community Charter School, Inc. at its meeting held on July 12, 2021.



Sharon F. Machrone, Board Recording Secretary

**Link Community Charter School
Board of Trustees
23 Pennsylvania Avenue
Newark, NJ 07114**

Resolution # 071221-16

Authorization to Submit an Application for Entitlement Funds - IDEA

**RESOLUTION AUTHORIZING THE SUBMISSION OF THE INDIVIDUALS WITH DISABILITIES
EDUCATION ACT (IDEA), PART B, FISCAL YEAR 2021-2022 APPLICATION TO THE NEW JERSEY
DEPARTMENT OF EDUCATION.**

WHEREAS, Link Community Charter School is entitled to approximately \$75,062 in funds; and

WHEREAS, the application covers the period from 2021-2022; and

WHEREAS, the entitlement amount is based on a formula per pupil cost from the 2020-2021
school year;

WHEREAS, the application adheres to the guidelines of the Individuals with Disabilities
Education Act (IDEA).

Now Therefore Be It Resolved that the Board of Trustees of Link Community Charter School
authorizes the submission of the Individuals with Disabilities Education Act (IDEA), Part B, Fiscal
Year 2021-2022 Application to the New Jersey Department of Education.

I hereby certify that these resolutions were adopted by the Board of Trustees of Link Community Charter
School, Inc. at its regular meeting held on July 12, 2021.



Sharon F. Machrone, Board Recording Secretary