

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

**CALL TO ORDER**

The meeting was called to order at 6:39pm by Brenda Daughtry, board chair.

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

Adequate notice of this meeting of the LCCS Board of Trustees, setting forth time, date and location, was provided by placing a notice in the New Jersey *Star Ledger* and *nj.com* on June 25, 2019 and *El Nuevo Coqui* on June 27, 2019, by letters mailed and faxed to the city clerks of the four districts of residence dated June 20, 2019, by posting notice on the school website, and by communicating same to the Board of Trustees.

**FLAG SALUTE**

**ROLL CALL**

Member	Present	Present by Phone	Absent
Covington, Regina	√		
Holguin-Veras, Susana	√		
Marshall, Richard	√		
Petrillo, John	√		
Purefoy, Frances	√		
Smith, Denise	√		
Thompson, Kwamara			√

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

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

**APPROVAL OF MINUTES**

**Resolution #090919-01:** Be it Resolved that the Board of Trustees accepts and approves the minutes of the meeting held on September 9, 2019.

Moved by Mrs. Smith

Seconded by Ms. Holguin-Veras

Discussion: None

Vote: Voice. Passed unanimously

**APPROVAL OF AGENDA**

**Resolution #090910-02:** Be it Resolved that the Board of Trustees accepts and approves the agenda for the meeting on August 19, 2019.

Moved by Mrs. Smith

Seconded by Mr. Petrillo

Discussion: None

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.

No member of the public in attendance

## **CLOSING OF PUBLIC COMMENT**

The chair closed the public comment section of the meeting.

## **ACKNOWLEDGMENT OF CORRESPONDENCE**

None

## **PRESENTATION: School Safety Data System Report, 1/1/19 through 6/30/19, Mrs. Paradiso**

## **HEAD OF SCHOOL**

### **Head of School Report**

See attached report.

## **Approval of electives instructors**

**Resolution #090919-03:** Be it Resolved that the Board of Trustees approves the following instructors for the first quarter elective classes, as recommended by the head of school:

<b>Instructor</b>	<b>Affiliation</b>	<b>Class</b>
Jenny Galindez and Dallas DeVillers	Newark Yoga Movement	Yoga
Greg Silver	LCCS	Ambassadors
Tamara Fleming	Tamara Fleming Photography	Photography
Darrel Goza	Newark School of the Arts	Comics and Manga
Eirvkha Prophete	Newark School of the Arts	Hip Hop Dance
Lisette Santiago	Jazz House Kids	Drumming Ensemble
Mark Mendoza	Newark School of the Arts	DJ Academy
Jim Peck	Self	Hands on Science Fun
William Coburn	VARFAJ Partners	Entrepreneurship

Moved by Mrs. Smith

Seconded by Mrs. Purefoy

Discussion: None.

Vote: Roll call; motion passed with one abstention (Mr. Marshall)

## **Approval of Discipline Rubric**

**Resolution #090919-04:** Be it Resolved that the Board of Trustees approves the attached revised student Discipline Rubric, as recommended by the head of school.

Moved by Mrs. Covington

Seconded by Mr. Petrillo

Discussion: None

Vote: Roll call; passed unanimously

**Approval of state mandated school self-assessment**

**Resolution #090919-05:** Be it Resolved that the Board of Trustees accepts the NJDOE School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act, for the period 7/1/18 through 6/30/19, as recommended by the head of school.

Moved by Mrs. Smith

Seconded by Mrs. Covington

Discussion: None

Vote: Roll call; passed unanimously

**Approval of conference attendance**

**Resolution #090919-06:** Be it Resolved that the Board of Trustees approves attendance at the following conference, as recommended by the head of school:

Name	Conference/Training	Dates	Funded by:
Kathleen Hester	Gang Awareness, Berkeley Heights, NJ	Thursday, September 26, 2019	LCCS
Kathleen Hester	Safety, Galloway, NJ	Monday, September 16, 2019	LCCS

Moved by Mrs. Smith

Seconded by Mr. Petrillo

Discussion: None.

Vote: Roll call; passed unanimously

**Approval of field trips**

**Resolution #090919-07:** Be it Resolved that the Board of Trustees approves the following field trips, as recommended by the head of school:

Trip	Date	Purpose	Funded by
Basketball Game at Seton Hall University, selected students	October 25, 2019	Reward Trip	Link Education Partners (bus)
Two Night/3Day Camping Trip with Project U.S.E., all 8 <sup>th</sup> grade students	October 9-11, 2019 (girls) October 23-25, 2019 (boys)	Students will develop non-cognitive skills through outdoor adventure activities.	Link Education Partners
Day Trips with Project U.S.E. – all 7 <sup>th</sup> grade students	October 2, 2019 (2 teams) October 3, 2019 (2 teams) 8 am – 4 pm	Students will develop non-cognitive skills through outdoor adventure activities.	Link Education Partners
Design Day Challenge, Schools That Can at NJIT– selected students	Friday, September 27, 2019 8am – 5 pm	A STEM learning experience	Link Education Partners

Moved by Mrs. Purefoy

Seconded by Mr. Marshall

Discussion: None.

Vote: Roll call; passed with one abstention (Mr. Petrillo)

**Approval for partnership**

**Resolution #090919-08:** Be it Resolved that the Board of Trustees approves a partnership with Jump Health Kids to provide an after-school program for 15 to 30 Link students, as recommended by the head of school.

Moved by Mr. Petrillo

Seconded by Mrs. Purefoy

Discussion: None.

Vote: Roll call; passed unanimously

**Approval to revise salary**

**Resolution #090919-09:** Be it Resolved that the Board of Trustees approves a revised salary for Marisa Musico to \$50,000 as a result of a reduction in hours, as recommended by the head of school.

Moved by Mrs. Smith

Seconded by Ms. Holguin-Veras

Discussion: None

Vote: Roll call; passed unanimously

**Approval of stipends**

**Resolution #090919-10:** Be it Resolved that the Board of Trustees approves the following stipends, as recommended by the head of school:

Responsibility	Amount of Stipend	Funded by
Morning Duty	\$1,500 per year	LCCS
Closing Duty	\$1,500 per year	LCCS

Moved by Mr. Marshall

Seconded by Mr. Petrillo

Discussion: Mrs. Paradiso explained the hours of morning and closing duty.

Vote: Roll call; passed unanimously

**Approval of payment of stipends**

**Resolution #090919-11:** Be it Resolved that the Board of Trustees approves the payment of the following stipends, as recommended by the head of school:

Employee	Responsibility	Stipend Amount
Hannah Kennedy	Closing Duty	\$1,500 per year
Hannah Kennedy	Morning Duty	\$1,500 per year
Christopher Kennedy	Morning Duty	\$1,500 per year
Karen Portuese	Morning Duty	\$1,500 per year

Moved by Mrs. Smith

Seconded by Ms. Holguin-Veras

Discussion: None.

Vote: Roll call; passed unanimously

**COMMITTEE REPORTS****Governance Committee**

No report.

**Approval of policy**

**Resolution #090919-12:** Be it Resolved that the Board of Trustees approves the First Reading of the revision to Policy 1110 Organization Chart, as recommended by the Governance Committee.

Moved by Mrs. Smith

Seconded by Mrs. Purefoy

Discussion: None.

Vote: Roll call; passed unanimously

**Approval to develop plan for school growth**

**Resolution #090919-13:** Be it Resolved that the Board of Trustees requests that the head of school submit a plan for school growth to the board at the October 21, 2019 board meeting, as recommended by the Governance Committee.

Moved by Mrs. Smith

Seconded by Mr. Petrillo

Discussion: None

Vote: Roll call; passed with one member not voting (left the room – Ms. Holguin-Veras)

## **Finance and Facility Committee**

See attached report.

### **Approval of financial reports**

**Resolution #090919-14:** Be it Resolved that the Board of Trustees accepts and approves the Board Secretary Report and the Treasurer's Report for the month ending August 30, 2019, as recommended by the school business administrator.

Moved by Mrs. Smith

Seconded by Mr. Petrillo

Discussion: None

Vote: Roll call' passed unanimously

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

**Resolution #090919-15:** 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 Bill List, recommended by the school business administrator.

Moved by Mrs. Smith

Seconded by Mrs. Purefoy

Discussion: None

Vote: Roll call; passed unanimously

### **Approval of insurance vendors**

**Resolution #090919-16:** Be it Resolved that the Board of Trustees approve Selective Insurance for liability coverage and New Jersey Manufacturer's Insurance Company for Worker's Compensation coverage, as recommended by the school business administrator.

Moved by Mrs. Smith

Seconded by Mr. Petrillo

Discussion: None.

Vote: Roll call; passed unanimously

### **Approval of correction to contract with Essex Regional Education Services Commission**

**Resolution #090919-17:** Be it resolved that the Board of Trustees approves the contract with Essex Regional Education Services Commission for home instruction at \$52.00 per hour rather than the \$48.00 per hour as approved in error at the August 19, 2019 meeting (Resolution 081919-19), as recommended by the head of school.

Moved by Mrs. Purefoy

Seconded by Ms. Holguin-Veras

Discussion: None

Vote: Roll call; passed unanimously

## **Education Committee**

Mrs. Covington, education committee chair, reported the following:

- Start of school was smooth.
- Math boot camp for teachers was held in August, as well as new teacher orientation, opening meetings for all staff and the staff retreat.
- Tuesday, September 3 was the "kickoff" for the school's 50<sup>th</sup> anniversary with morning events – breakfast with students, visiting morning circle, etc.
- NJSLA scores were good: Special Education students performed very well. Scores are still embargoed by the state. Families will receive their child's test scores this Friday. Teachers will be digging into the data to determine what the needs of students are.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

None

## **ANNOUNCEMENTS.**

Mrs. Paradiso announced that board member photos and bio would be posted to the school's website. Please send them in by September 23<sup>rd</sup>.

## **MOTION TO ADJOURN**

Moved by Mrs. Smith

Seconded by Ms. Holguin-Veras

Vote: Voice; passed unanimously

The meeting was adjourned at 8:12 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: September 09, 2019

Approved by the Link Community Charter School Board of Trustees: October 21, 2019



## **MEMORANDUM**

**TO:** LCCS Board Education Committee

**FROM:** Maria Pilar Paradiso, head of school

**DATE:** September 9, 2019

**RE:** Report of Data to NJ Student Safety Data System, 2019-2020, for Period Two, 7/30/19

---

### **Data for Report Period Two (January through June) for the School Year 2018-2019:**

#### **HIB Trainings and Programs Data Collection**

- None provided during Phase II

#### **Student Incidents**

- 25 Assaults/Fights/Violence (students)
- 1 vandalism
- 0 substance abuse
- 0 weapons
- 2 HIB confirmed
- 17 Other offenses

### **Total Data for School Year 2018-19 (Report Periods One and Two)**

- 34 Assaults/Fights/Violence (students)
- 1 vandalism
- 0 substance abuse
- 0 weapons
- 2 HIB confirmed
- 26 Other offenses
- 63 total incidents

### **Of note, in comparing 2018-19 to 2017-18 school year data:**

- 26% reduction in suspensions for violent offenses
- 18% reduction in total incidents

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

**Enrollment Update:**

<b>Grade Level</b>	<b>Approved Enrollment</b>	<b>18/19 Enrolled &amp; Attending</b>	<b>19/20 Applications</b>
<b>5</b>	<b>80</b>	<b>83/79</b>	<b>110 applications received 78 registered 23 declined</b>
<b>6</b>	<b>80</b>	<b>76</b>	<b>41 waitlist 4 new registering siblings</b>
<b>7</b>	<b>72</b>	<b>78</b>	<b>72 2 new registering siblings (58 from last year)</b>
<b>8</b>	<b>72</b>	<b>70</b> <ul style="list-style-type: none"><li>• 2 moved out of district/state</li></ul>	<b>34 on waitlist 3 registering siblings (29 from last year)</b>
<b>Total</b>	<b>304</b>	<b>307/303</b>	

**Discipline:**

- No suspension data for September yet
- Revised Rubric (reviewed with Board)

**Student Recruitment:**

- Preparing postcard in English and Spanish
- Keeping list of interest/calls

**Staffing:**

- Focusing on literacy coach for lower house

**Partnerships**

- Working with alumni led organization for Aftercare program-Jump Health Kids

**Professional Development:**

- Opening Meetings and Retreat
- School Attorney presented on three topics: social media, HIB and boundaries

**Programming:**

- East Orange is now providing a bus for students—working out some kinks but excited to have this transportation system; came as a result of parent advocacy

**PR:**

- 2 online articles picked up story of 1<sup>st</sup> day of 50<sup>th</sup> Anniversary
- Inviting Mayor of Newark and Commissioner of Education as well as other elected officials to visit Link



- 

**HIB:**

- None

**State Reporting:**

- Completed School Self-Assessment for Determining Grades under Anti-Bullying Bill of Rights

**Upcoming Dates:**

- Board-Faculty Dinner, Thursday, September 12<sup>th</sup>
- Back to School Night, Thursday, September 19<sup>th</sup>
- High School Night, Tuesday, September 24<sup>th</sup>
- LPA's 1<sup>st</sup> Meeting, Thursday, October 3rd
- Link 50<sup>th</sup> Anniversary Block Party, Saturday, October 5<sup>th</sup>

**School Calendar Updates:**

- None

**Special Projects:**

- None

**High School Placement**

-



## Finance & Facilities Committee Report

September 9, 2019

### Attendance:

- |   |   |
|---|---|
| <input type="checkbox"/> Richard Marshall | <input type="checkbox"/> Bima Baje            |
| <input type="checkbox"/> Leslie Baynes    | <input type="checkbox"/> Susanna Holgun-Veras |

### I. Financial Review

- a. Treasurer's Report:
  - i. As of August 31, 2019, total operating cash on hand \$190,328.24 net \$23,579.44 in outstanding checks.
  - ii. Received \$98,000 from Newark & Belville post close
  - iii. No transfers were made this period.
  
- b. Secretary's Report:
  - i. As of August 31, 2019
    - o \$562,923 in expenses have been paid
    - o \$4,441,054 in encumbrances are pending payment
    - o \$981,059 remains unencumbered
  - ii. District payments for September are pending receipt. (Bima to contact districts)
  
- c. Bills List:
  - i. All bill payments this month are for standard operating expenses.
  - ii. The payments include final 2018-19 and 2019-20 expenses.
  
- d. 2019-20 Budget
  - i. Updated to reflect final salaries & benefits to be shared and discussed at October meeting.
  
- e. Facilities
  - i. Water testing for lead was conducted September 27<sup>th</sup> results are expected the week of 9/9.
  - ii. Safety upgrades to alarm system will take place 9/11.

## 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:3331	9/5/19	AT & T July 2019 Long Distance	344.02	P202000027	11-000-230-530-000-057
A:3332	9/5/19	Avaya Inc. AUG 2019 Voice Messaging	130.50	P202000018	11-000-230-530-000-057
A:3333	9/5/19	Bingham Communications Repair cable on intercom system	675.00	P202000072	12-000-300-730-000-079
A:3334	9/5/19	Blick Art Materials Art Supplies	1,759.24	P202000066	11-190-100-610-000-047
A:3335	9/5/19	CIT 2019-20 Copier serv	2,701.30	P202000049	11-000-230-330-000-056
A:3336	9/5/19	City of Newark Division of Water AUG 2019 Water Expenses	262.52	P202000019	11-000-262-620-000-074
A:3337	9/5/19	Custom Ink Link tshirts 106	2,035.62	P202000039	11-000-262-890-000-075
		50th Anniversary shirts 92	1,059.80	P202000039	11-000-262-890-000-075
		50th anniversary tshirts 29	240.65	P202000039	11-000-262-890-000-075
Total Check Amount:			3,336.07		
A:3338	9/5/19	Digital Arts Outdoor signage-banners	1,533.00	P202000037	11-000-262-890-000-075
A:3339	9/5/19	The Goodkind Group, LLC Substitute Teachers 08/25/19	592.37	P202000073	11-190-100-320-000-045
A:3340	9/5/19	Horizon BCBS Sept 2019 Health Insurance	28,091.34	P202000001	11-000-291-270-000-054
A:3341	9/5/19	Lakeshore Learning Classroom Supplies	659.14	P202000068	11-190-100-610-000-047
		Classroom Supplies	115.07	P202000068	11-190-100-610-000-047
Total Check Amount:			774.21		
A:3342	9/5/19	Link High Technologies Inc. Sept 2019Tech Service	4,649.16	P202000007	11-190-100-320-000-045
		Datto Monthly Service SEPT 2019	561.25	P202000007	11-190-100-320-000-045
		SEPT 2019 Anti-Virus Protection	494.50	P202000007	11-190-100-320-000-045
		Add'l Tech Support 2019-2020	1,092.50	P202000074	11-190-100-320-000-045
Total Check Amount:			6,797.41		
A:3343	9/5/19	Optimum 2019-2020 Internet	135.60	P202000010	11-000-230-530-000-057
A:3344	9/5/19	Purchase Power 2019-2020 Postage	62.78	P202000023	11-000-240-500-000-068

## 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:3345	9/5/19	Protective Measures Pull Station Repair	491.00	P202000071	11-000-262-890-000-075
A:3346	9/5/19	Scholastic Inc Storia 2019-2020 School year	900.00	P202000017	11-190-100-610-000-047
A:3347	9/5/19	Staples Advantage 2019-2020 School Supplies	49.40	P202000022	11-190-100-610-000-047
		2019-2020 School Supplies	63.24	P202000022	11-190-100-610-000-047
		2019-2020 School Supplies	726.05	P202000022	11-190-100-610-000-047
		2019-2020 School Supplies	81.48	P202000022	11-190-100-610-000-047
		2019-2020 School Supplies	920.17	P202000022	11-190-100-610-000-047
		2019-2020 School Supplies	830.60	P202000022	11-190-100-610-000-047
Total Check Amount:			2,670.94		
A:3348	9/5/19	Success Communications Group Teacher Recruitment Ad	2,820.90	P202000070	11-190-100-890-000-049
A:3349	9/5/19	Waste Management of New Jersey, Inc. 2019-2020 Waste Management Services	874.97	P202000013	11-000-240-500-000-068
		2019-2020 Waste Management Services	868.85	P202000013	11-000-240-500-000-068
Total Check Amount:			1,743.82		
A:3350	9/6/19	Teacher's Pension and Annuity Fund K. Portuese Back Ded	3,112.71	91 - 488	TPAF Payable
A:3351	9/6/19	ALLIED UNIVERSAL SECURITY SERVICES 08/23-8/29 Security Services	1,513.65	P202000026	11-000-240-500-000-068
A:3352	9/6/19	Maria Paradiso Misc School Supplies	1,259.00	P202000054	11-190-100-610-000-047
A:3353	9/6/19	LESLIE BAYNES Reimb. School Supplies	1,703.87	P202000016	11-190-100-610-000-047
		Reimb. School Supplies	139.95	P202000016	11-190-100-610-000-047
		Locker Bases	248.44	P202000045	12-000-300-730-000-079
		Performing arts room chairs	175.79	P202000045	12-000-300-730-000-079
Total Check Amount:			2,268.05		
A:3354	9/6/19	Princeton Internships in Civic Service 8 Week Internship Stipend	3,600.00	P202000075	11-190-100-320-000-045
A:3355	9/6/19	Public Employee's Retirement Interest on Apr 2019 Transmittal	29.26	P202000076	11-000-291-290-000-054
A:3356	9/6/19	Teacher's Pension and Annuity Fund Interest on Apr 2019 Transmittal	61.72	P202000077	11-000-291-290-000-054
A:3357	9/6/19	New Jersey Re-Insurance Company Insurance Policy 2019-2020	3,198.92	P202000078	11-000-291-260-000-054

## 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>
D:1115	9/6/19	Clarity Benefit Solutions Sept FSA contributions	2,012.00	91 - 482	Withholding-FSA
D:1116	9/6/19	AXA EQUITABLE-EQUI-VEST 403b CONTRIBUTIONS AUG 2019	1,810.00	91 - 472	AXA
A:3358	9/9/19	LINK EDUCATION PARTNERS, INC Oct 2019 Rent	27,333.34	P202000003	11-000-262-441-000-069
A:3359	9/9/19	MACHADO LAW GROUP June 2019	680.00	10 - 421	ACCTS PAYABLE
A:3360	9/9/19	Plainfield Board of Education 18/19 Final Enrollment Adj	729.00	10 - 412	I/G A/P-FEDERAL
A:3361	9/9/19	NJ Department of Labor Unemployment	89.93 5.00	10 - 421 10 - 421	ACCTS PAYABLE ACCTS PAYABLE
Total Check Amount:			94.93		
A:3362	9/9/19	William H. Conolly & Co., LLC Director's & Officers Insurance 2019-2020	12,979.41	P202000082	11-000-262-520-000-070
A:3363	9/9/19	Smithsonian Annual Preferred Member Renewal	34.00	P202000084	11-190-100-640-000-048
A:3364	9/9/19	Time 1 yr Subscription	25.00	P202000085	11-190-100-640-000-048
A:3365	9/9/19	Center for Education & Employment Law School Safety & Security Alert 1 Yr Subscription	149.00	P202000086	11-000-262-890-000-075
A:3366	9/9/19	Selective Insurance Company of America Liability & Property Insurance	9,794.00	P202000087	11-000-262-520-000-070
A:3367	9/9/19	Verizon 250 785 319 0001-40	373.51	P202000033	11-000-230-530-000-057
A:3368	9/9/19	Sharon Machrone Marketing supplies 50 yr celebration	677.08	P202000080	11-000-262-890-000-075
A:3369	9/9/19	Maria Paradiso ED T&E	1,200.00	P202000088	11-000-262-890-000-075
The Grand Total of all Checks from Fund 10 is:			1,503.93		
The Grand Total of all Checks from Fund 11 is:			119,218.73		
The Grand Total of all Checks from Fund 12 is:			1,099.23		
The Grand Total of all Checks from Fund 91 is:			6,934.71		
The Grand total of all checks for this period is:			128,756.60		

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>
---------------	-------------	---	---------------	----------------------	--

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

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____