

**LINK COMMUNITY CHARTER SCHOOL  
MINUTES OF THE BOARD OF TRUSTEES MEETING  
November 11, 2019  
at Link Community Charter School  
23 Pennsylvania Avenue, Newark, New Jersey 07114**

**CALL TO ORDER**

The meeting was called to order at 6:40 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 in the New Jersey *Star Ledger* and *nj.com* on June 25, 2019 and *El Nuevo Coqui* on June 27, 2019, by letters mailed and faxed to the city clerks of the four districts of residence dated June 20, 2019, by posting notice on the school website, and by communicating same to the Board of Trustees.

**FLAG SALUTE**

**ROLL CALL**

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

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

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

**APPROVAL OF MINUTES**

**Resolution #111119-01:** Be it Resolved that the Board of Trustees accepts and approves the minutes of the meeting held on October 21, 2019.

Moved by Mrs. Smith

Seconded by Mrs. Purefoy

Discussion: None

Vote: Roll call; passed unanimously

**APPROVAL OF AGENDA**

**Resolution #111119-02:** Be it Resolved that the Board of Trustees accepts and approves the agenda for the meeting on November 11, 2019.

Moved by Mrs. Smith

Seconded by Mr. Marshall

Discussion: none

Vote: Roll call; 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

## **HEAD OF SCHOOL**

### **Head of School Report**

See attached report.

## **Affirmation of HIB**

**Resolution #111119-03:** Be it Resolved that the Board of Trustees affirms the finding of HIB in Case 2019-2020-001, as recommended by the head of school.

Moved by Mrs. Smith

Seconded by Mr. Marshall

Discussion: none

Vote: Roll call; passed unanimously

## **Approval for internship program**

**Resolution #111119-04:** Be it Resolved that the Board of Trustees approves Link's participation in the Princeton Internship in Civic Service for 2019-2020, with an intern placement at the school for 8 weeks in June and July 2020, at the cost of \$4,100, as recommended by the head of school.

Moved by Mrs. Purefoy

Seconded by Mr. Marshall

Discussion: None

Vote: Voice; passed unanimously

## **Approval of elective instructors**

**Resolution #111119-05:** Be it Resolved that the Board of Trustees approves the following list of elective instructors for the second quarter of 2019-2020, as recommended by the head of school:

Course	Instructor	Organization	Funding by
Oils and Acrylics	Tino Cook	Newark School of the Arts	Link Education Partners
Comics and Manga	Darrel Goza	Newark School of the Arts	Link Education Partners
Dungeons and Dragons	Kelly Start	LCCS	LCCS (part of teachers' contract)

DJ Academy	Mark Mendoza	Newark School of the Arts	Link Education Partners
Book Club	Rey Correa	LCCS	LCCS (part of teachers' contract)
Hands on Science	James Peck		Link Education Partners
Set Design	Gwen Howard	LCCS	LCCS (part of teachers' contract)
Yoga		Newark Yoga Movement	Link Education Partners

Moved by Mrs. Purefoy

Seconded by Mrs. Smith

Discussion: None

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

### **Approval of field trip**

**Resolution #11119-06:** Be it Resolved that the Board of Trustees approves the following field trip, as recommended by the head of school:

Trip	Date/Time	Purpose	Funded by
A Taste of Newark, NJPC, student performers and ambassadors	Wednesday, November 13, 2019, 3 pm – 8:45 pm	Greet guests; perform	Link Education Partners

Moved by Mrs. Smith

Seconded by Mrs. Purefoy

Discussion: None

Vote: Roll call; passed unanimously

### **Approval to hire a substitute**

**Resolution #11119-07:** Be it Resolved that the Board of Trustees approves the hire of Carolyn De La Paz as a substitute school nurse, as needed, at a rate of \$40.00 per hour, as recommended by the head of school.

Moved by Mrs. Smith

Seconded by Mr. Marshall

Discussion: None

Vote: Roll call; passed unanimously

### **Approval of a contract for nursing substitutes**

**Resolution #11119-08:** Be it Resolved that the Board of Trustees approved the contract with Bayada for substitutes school nurses, as needed, as a rate of \$60 per hour, as recommended by the head of school

Moved by Mrs. Smith

Seconded by Mrs. Purefoy

Discussion: None

Vote: Roll call; passed unanimously

### **Approval of artist-in-residency program**

**Resolution #11119-10:** Be it Resolved that the Board of Trustees approves the application to NJPAC's Mercer Musical Theater Program, which includes a teaching artist, for the fourth quarter sixth grade performing arts class, at no cost to the school, as recommended by the head of school.

Moved by Mrs. Purefoy

Seconded by Mr. Marshall

Discussion: None

Vote: Roll call; passed unanimously

### **Walk-In Resolution**

**Resolution #11119-16:** Be it Resolved that the Board of Trustees approves and accepts s stipend for the chaperones of the annual 8<sup>th</sup> Grade overnight camping trip (2 nights) at \$150 per night for the following employees, as recommended

by the head of school: C. Kennedy, E. LaGuerre, R. Correa, J. Clauberg, G. Silver, C. Lynskey, S. Freer, C. Kelley-Kemple, A. Voorhees, and A. Tanella  
Moved by Mrs. Purefoy  
Seconded by Mr. Marshall  
Discussion: None  
Vote: Roll call; passed with one abstention (J. Petrillo)

## **COMMITTEE REPORTS**

### **Governance Committee**

See attached report.

#### **Approval of grievance committee members**

**Resolution #111119-11:** Be it Resolved that the Board of Trustees approves the following to serve on the LCCS Grievance Committee: Revelle Clarke-Avignant (parent), Kimberly Taliaferro (parent), Alexis Dorsey (parent), Christine Lynskey (staff), Susanne Dandie (staff), and Rosa Martinez (staff), through October 21, 2020, as recommended by the Governance Committee.

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

#### **Approval of the second reading and adoption of policies and regulations changes**

**Resolution #111119 -12:** Be it Resolved that the Board of Trustees approves the second reading and adoption of the following policies and regulations, as recommended by the Governance Committee:

- Policy and Regulation 1642 Earned Sick Leave (Mandated) (New)
- Policy 3159 Teaching Staff Member/School Reporting Responsibilities (Mandated) ((Revision)
- Policy and Regulation 3218 Use, Possession, or Distribution of Substances (Mandated) (Revision)
- Policy and Regulation 4218 Use, Possession, or Distribution of Substances (Mandated) (Revision)
- Policy 4219 Commercial Driver's License Controlled Substance and Alcohol Use Testing (Mandated) (New)
- Regulation 5530 Substance Abuse (M) (Revision)
- Policy and Regulation 6112 Reimbursement of Federal and Other Grant Expenditures (Mandated) (Revision)
- Policy and Regulation 7440 School Security (Mandated) (Revision)
- Policy 8600 Student Transportation (M) (Revision)
- Policy 9210 Parent Organization (Revised)
- Policy 9400 Media Relations (Revised)

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

### **Finance and Facility Committee**

See attached report.

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

**Resolution #111119-13:** Be it Resolved that the Board of Trustees accepts and approves the Board Secretary Report and the Treasurer's Report for the month ending October 31, 2019, as recommended by the school business administrator.

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

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

**Resolution #111119-14:** 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 Mr. Marshall

Seconded by Mrs. Purefoy

Discussion :None

Vote: Roll call; passed unanimously

### **Education Committee**

No report.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

None

### **ANNOUNCEMENTS**

Link Education Partners' A Taste of Newark will take place on Wednesday evening. (November 13<sup>th</sup>)

We hope to have a photographer at Link on Monday, November 25<sup>th</sup> to take photos of board members for the website. Also remember to send your bio to Sharon.

The board will convene a special meeting on Monday, November 25, 2019 and then meet for its regularly scheduled meeting on Monday, December 9, 2019.

### **MOTION TO ADJOURN**

Moved by Mrs. Purefoy

Seconded by Mr. Marshall

Vote: Voice; passed unanimously

The meeting was adjourned at 7:58 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: November 11, 2019

Approved by the Link Community Charter School Board of Trustees: November 25, 2019

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

**Enrollment Update:**

<b>Grade Level</b>	<b>Approved Enrollment</b>	<b>19/20 Enrolled &amp; Attending</b>	<b>19/20 Wait List</b>	<b>20/21 Applications</b>
<b>5</b>	<b>80</b>	<b>80</b>		<b>48 NEW applications</b>
<b>6</b>	<b>80</b>	<b>80</b> (1 moved out of district-transportation issue)	<b>29</b>	<b>5 NEW</b>
<b>7</b>	<b>72</b>	<b>75</b> (1 moved out of district-transportation issue-sibling to 6 <sup>th</sup> grader)	<b>75</b>	<b>1 NEW application</b>
<b>8</b>	<b>72</b>	<b>70</b>	<b>28</b>	<b>2 NEW applications</b>
<b>Total</b>	<b>304</b> (80 K-5 span) (224 6-8 span)	<b>305</b> (80 K-5 span) (225 6-8 span)		

**Discipline (for preceding month):**

- 0 In School Suspensions
- 2 Out of School Suspensions

**Student Recruitment:**

- Director is visiting schools and preparing mailings
- Postcard is in production

**Staffing:**

- Working to secure additional nurse staffing while nurse is out through individual per diem and a new nursing vendor

**Partnerships**

- None new

**Professional Development:**

- Literacy Coaches (For the Love of Literacy) provided full day PD on comprehensive/balanced literacy for 5<sup>th</sup> and 6<sup>th</sup> grade ELA teachers and a 7<sup>th</sup> grade literacy teacher
- 4 teachers attended workshop in AC on Readers/Writers Workshop

**Programming:**

- Nothing new

**PR:**

- Superintendent of Orange, Dr. Fitzhugh, visited on 10/30/19

**HIB:**

- No new incidents

**State Reporting:**

- Completed CHE
- Working on State, SpEd.
- Preparing for Staff Submissions

**Upcoming Dates:**

- Nothing new

**School Calendar Updates:**

- None

**Special Projects:**

- None

**High School Placement**

- None

Link Community Charter School  
Board of Trustees

Governance Committee Minutes 11/6/2019 5:30 PM

In attendance: Maria Paradiso, Sharon Machrone, Brenda Daughtry, Denise Smith.

1. Update on Link School growth
  - a. Presentation by M. Paradiso
    - Facilities proposal
    - LEP to submit proposal for long term lease with possibility of purchase
    - Leasing to begin July 2021
2. Reschedule retreat
  - a. Survey results: 1/11/2020
3. Grievance Committee
  - a. Three parents currently assigned to committee; need three teachers
4. New Board Member recruitment
  - a. Please submit names of potential candidates

Meeting adjourned 6:30 PM.

Submitted by Denise Smith





## **Finance & Facilities Committee Report**

**November 12, 2019**

### **Attendance:**

- ☐ Richard Marshall
- ☐ Leslie Baynes

Bma Baje  
Susanna Holgun-Veras

### **I. Financial Review**

- a. Treasurer's Report:
  - i. As of October 31, 2019, total operating cash on hand \$645,429.88 net \$89,870.47 in outstanding checks.
  - ii. No transfers were made this period.
- b. Secretary's Report:
  - i. As of August 31, 2019
    - o \$1,482,069.56 in expenses have been paid
    - o \$3,834,106.41 in encumbrances are pending payment
    - o \$721,860.08 remains unencumbered
- c. Bills List:
  - i. Review of bills list, all are for standard operating expenses.

Committee recommends approval on finance reports.

### **II. Operations**

- a. Review of proposal from retail bank. Additional information to be requested for further discussion.

### **III. Facilities**

- a. Radon testing on building completed results received, no radon detected in building.
- b. Lead testing results pending on cafeteria fountain which was out for repair during initial testing. Results expected the week of 11/18/19.

## 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:3424	11/6/19	Sonova USA, Inc.			
		FM System for student IEP Compliance	1,545.00	P202000103	11-190-100-890-000-049
		S&H	19.99	P202000103	11-190-100-890-000-049
		Total Check Amount:	1,564.99		
A:3425	11/6/19	Pitney Bowes Global Financial Services			
		Postage Meter Lease 2019-2020	32.00	P202000011	11-000-230-330-000-056
A:3426	11/6/19	PowerSchool Group LLC			
		Work on Powerschool Design/Program Database	4,200.00	P202000093	11-000-230-330-000-056
A:3427	11/6/19	PSE&G			
		2019-2020 Gas/Electric Charges	3,495.61	P202000021	11-000-262-620-000-074
A:3428	11/6/19	School Health Corp			
		Nurse Supplies 2019-2020	155.90	P202000015	11-190-100-610-000-047
A:3429	11/6/19	Staples Advantage			
		2019-2020 School Supplies	(239.21)	P202000022	11-190-100-610-000-047
		2019-2020 School Supplies	298.39	P202000022	11-190-100-610-000-047
		2019-2020 School Supplies	32.18	P202000022	11-190-100-610-000-047
		Total Check Amount:	91.36		
A:3430	11/6/19	Waste Management of New Jersey, Inc.			
		NOV 2019 Waste Management	1,012.14	P202000013	11-000-240-500-000-068
A:3431	11/7/19	Maria Paradiso			
		Literacy Supplies	167.76	P202000105	11-190-100-610-000-047
		Literacy Supplies	611.50	P202000105	11-190-100-610-000-047
		Total Check Amount:	779.26		
A:3432	11/7/19	Galleros Koh, LLP			
		Audit Fees (CAFR)	7,500.00	P201900249	10-421: A/P
A:3433	11/7/19	LINK EDUCATION PARTNERS, INC			
		Dec 2019 Rent	27,333.34	P202000003	11-000-262-441-000-069
A:3434	11/7/19	Link Community Charter School-Petty Cash			
			1,000.00	10 - 103	PETTY CASH
A:1119	11/11/19	AXA EQUITABLE-EQUI-VEST			
		October 403b contributions	1,510.00	91 - 472	AXA
A:3435	11/11/19	Horizon BCBS			
		2019-2020 Health Insurance November	31,079.03	P202000001	11-000-291-270-000-054
A:3437	11/11/19	Verizon			
		2019-2020 Telephone Service November	520.14	P202000033	11-000-230-530-000-057
A:3438	11/11/19	MACHADO LAW GROUP			
		Legal serv 2019-20 October	1,152.00	P202000046	11-000-230-331-000-055

## 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:3414	11/6/19	ALLIED UNIVERSAL SECURITY SERVICES			
		10/25-10/31	1,978.72	P202000026	11-000-240-500-000-068
		9/20-9/26/19	1,860.50	P202000026	11-000-240-500-000-068
		9/6-9/12/19 Security Services	1,734.69	P202000026	11-000-240-500-000-068
		8/30/19-9/5/19 Security Services	1,178.06	P202000026	11-000-240-500-000-068
		8/16-8/22 Security Services	244.00	P202000026	11-000-240-500-000-068
		2019-2020 Security Services	152.50	P202000026	11-000-240-500-000-068
		2019-2020 Security Services	1,197.13	P202000026	11-000-240-500-000-068
		7/19-7/25 Security Services	1,486.88	P202000026	11-000-240-500-000-068
		9/13-9/19/19 Security Services	1,822.38	P202000026	11-000-240-500-000-068
		5/10-5/16/19 Security Services	1,982.50	P202000026	11-000-240-500-000-068
		5/17-5/23 Security Services	1,891.00	P202000026	11-000-240-500-000-068
		3/8-3/14 Security Services	1,986.31	P202000026	11-000-240-500-000-068
		3/15-3/21/19 Security Services	1,982.50	P202000026	11-000-240-500-000-068
		10/11-10/17 Security Services	1,357.25	P202000026	11-000-240-500-000-068
Total Check Amount:			20,854.42		
A:3415	11/6/19	AT & T			
		Oct 2019 Long Distance Charges	1,169.36	P202000027	11-000-230-530-000-057
A:3416	11/6/19	Avaya Inc.			
		OCT 2019 Voice Messaging Service	130.50	P202000018	11-000-230-530-000-057
A:3417	11/6/19	CIT			
		2019-20 Copier serv	5,780.78	P202000049	11-000-230-330-000-056
A:3418	11/6/19	City of Newark Division of Water			
		OCT 2019 Water Expenses	354.47	P202000019	11-000-262-620-000-074
A:3419	11/6/19	Delta-T Group North Jersey, Inc.			
		Sub Teachers 10/7-10/11	3,095.44	P202000095	11-190-100-320-000-045
		Sub Teachers 10/15-10/18	2,700.76	P202000095	11-190-100-320-000-045
Total Check Amount:			5,796.20		
A:3420	11/6/19	Fedex			
		10/18/19 Shipping Charges	26.17	P202000108	11-000-262-890-000-075
A:3421	11/6/19	Link High Technologies Inc.			
		Barracuda Updates & Replacement	1,406.52	P202000110	11-190-100-320-000-045
		NOV 2019 Anti-Virus Protection	494.50	P202000007	11-190-100-320-000-045
		Datto Monthly Service NOV 2019	561.25	P202000007	11-190-100-320-000-045
		Monthly Tech Service 2019-2020	5,020.16	P202000007	11-190-100-320-000-045
Total Check Amount:			7,482.43		
A:3422	11/6/19	New Jersey Re-Insurance Company			
		Insurance Policy 2019-2020	3,130.91	P202000078	11-000-291-260-000-054
A:3423	11/6/19	Optimum			
		NOV 2019 Internet	135.60	P202000010	11-000-230-530-000-057

## All Bank Accounts Included

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
A:3439	11/11/19	LESLIE BAYNES			
		Reimb. School Supplies Recorders	310.80	P202000016	11-190-100-610-000-047
		phone cords	7.95	P202000045	60-910-310-800-000-000
Total Check Amount:			318.75		
A:3440	11/11/19	SHRM			
		Professional Membership 2/1/2020-1/31/2021	219.00	P202000109	11-000-262-890-000-075
D:1120	11/11/19	AFLAC			
		Epmloyee paid Ins premiums Oct.	751.62	10 - 499	OTHER CURR LIAB
The Grand Total of all Checks from Fund 10 is:			9,251.62		
The Grand Total of all Checks from Fund 11 is:			116,806.41		
The Grand Total of all Checks from Fund 60 is:			7.95		
The Grand Total of all Checks from Fund 91 is:			1,510.00		
The Grand total of all checks for this period is:			127,575.98		

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

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